

**CABINET: DYDD IAU, 14 MEHEFIN 2018 at 2.00 PM**

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A Cabinet Meeting will be held in Neuadd y Sir on at 2.00 pm

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**A G E N D A**

- 1 Cofnodion y cyfarfod cabinet a gynhaliwyd ar 17 Mai 2018 (*Tudalennau 3 - 6*)

**Materion Craffu**

- 2 Derbyn adroddiad y Pwyllgor Craffu Adolygiad a Pherfformiad Polisi o'r enw 'Rheoli'r Ystâd dan Fodel Landlord (*Tudalennau 7 - 54*)

**Arweinydd**

- 3 Safonau'r Gymraeg: Adroddiad Blynyddol 2017-18 (*Tudalennau 55 - 130*)
- 4 Caerdydd Ddwyeithog - Cyngor Dwyieithog: Hyrwyddo A Defnyddio'r Gymraeg Yn Y Cyngor (*Tudalennau 131 - 178*)

**Strydoedd Glân, Ailgyrchu a'r Amgylchedd**

- 5 Fferm Solar Ffordd Lamby (*Tudalennau 179 - 196*)
- 6 Tipio anghyfreithlon (*Tudalennau 197 - 210*)

**Finance, Performance & Modernisation**

- 7 Ailgaffael Fframwaith Adeiladu Cydweithredol Ysgolion ac Adeiladau Cyhoeddus De-ddwyrain Cymru (Sewscap3) (*Tudalennau 211 - 222*)
- 8 Polisi Twyll, Llwgwrwbrwyo a Llygredd (*Tudalennau 223 - 232*)

**Gofal Cymdeithasol, Iechyd a Lles**

- 9 Strategaeth Trais yn Erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol Rhanbbarthol Caerdydd a Bro Morgannwg 2018 - 2023 (*Tudalennau 233 - 326*)

**PAUL ORDERS**

Chief Executive

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg**

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**MINUTES**

CABINET MEETING: 17 MAY 2018

- Cabinet Members Present: Councillor Huw Thomas (Leader)  
Councillor Peter Bradbury  
Councillor Susan Elsmore  
Councillor Russell Goodway (Min no 107-111)  
Councillor Graham Hinchey  
Councillor Sarah Merry  
Councillor Michael Michael  
Councillor Lynda Thorne  
Councillor Chris Weaver
- Observers: Councillor Joe Boyle  
Councillor Keith Parry  
Councillor Adrian Robson
- Also: Councillor Nigel Howells (Min no 106-107)
- Officers: Paul Orders, Chief Executive  
Christine Salter, Section 151 Officer  
Davina Fiore, Monitoring Officer  
Joanne Watkins, Cabinet Office
- Apologies: Councillor Caro Wild

**106 MINUTES OF THE CABINET MEETING HELD ON 19 APRIL 2018**

RESOLVED: that the minutes of the Cabinet meeting held on 19 April 2018 be approved

**107 REPORT OF THE ECONOMY & CULTURE SCRUTINY COMMITTEE ENTITLED 'FUNDING OF PARKS'**

Councillor Nigel Howells, Chair of the Economy & Culture Scrutiny Committee presented the report entitled 'Funding of Parks' which contained 13 recommendations for Cabinet's consideration.

**RESOLVED:** that the Report of the Economy & Culture Scrutiny Committee entitled 'Funding of Parks' be received and a response provided by September 2018.

## 108 CORPORATE PLAN 2018-21

Cabinet received the Corporate Plan 2018-2012 for re-consideration following the Council's decision not to approve it at their meeting in April. It was reported that the plan contained many references to tackling inequality in all forms, including health inequality. Following the debate at Council, the Administration's commitment to tackling health inequality in Cardiff had been clarified and strengthened and an additional step had been included to consider emerging guidance on undertaking statutory Health Impact Assessments in order to inform the development of future Corporate Plans.

**RESOLVED:** that

1. the Corporate Plan 2018-21 be approved for consideration by Council on 24 May 2018; and
2. Council be recommended to delegate authority to the Chief Executive, in consultation with the Leader of the Council, to make any consequential amendments to the Corporate Plan 2018-21 following consideration by Council on 24 May 2018 and prior to publication.

## 109 DRAFT RECYCLING AND WASTE MANAGEMENT STRATEGY & DELIVERY PLAN REQUIREMENTS 2018 TO 2021

The Cabinet received a report containing the draft Recycling and Waste Management Strategy for consultation. The report also outlined proposals for further expansion of the provision of wheeled bins in the city, the provision of Household Waste Recycling centre education stations and a pilot scheme for collection of domestic glass waste for recycling, separate to other household waste collections. It was reported that consultation with Local Members would be undertaken on each strand at the relevant time.

**RESOLVED:** that

1. As set out in the Recycling Waste Management Strategy 2015-18,
  - a. the further expansion of the provision of wheeled bins as set out in Appendix A2 to the report be approved
  - b. the provision of Household Waste Recycling Centre (HWRC) education stations be approved; and
  - c. a pilot scheme for the collection of domestic glass waste for recycling, separate to other household waste collections be approved
2. the undertaking of citywide consultation on the draft Recycling and Waste Management Strategy 2018-21, including key change proposals in the draft strategy, new infrastructure requirements, service standards and other proposals raised in this report be approved



3. the undertaking of an independent recycling waste review, which will assist in ensuring that all aspects of the draft Recycling and Waste Management Strategy 2018-21 are progressive and robust be approved
4. agreement be given to exploring regional collaboration, alongside the Welsh Government, on the development of an initial outline business case and options appraisal for the proposed development of a regional recycling facility.
5. a further report be received following consultation and by the end of the 2018/19 financial year, which will consider the potential wider roll out of separate glass waste collections and a final version of the Recycling and Waste Management Strategy 2018-21 for approval.

#### **110 BUILDING RESILIENT COMMUNITIES THROUGH THE FURTHER DEVELOPMENT OF COMMUNITY HUBS**

Cabinet considered a report outlining proposals for the further development of hubs to help build resilient communities. It was proposed to develop community wellbeing hubs in the north and west of the city which would offer a wide range of independent living services, involve partner organisations and local community groups and volunteers. Reviews of each area would be carried out to identify local needs in order to ensure that services could be tailored to the area. It was further proposed that a community inclusion service be developed across hubs to provide support for local groups.

The report also proposed changes to the Central Library Hub to enable more joined up working within the library.

**RESOLVED:** that

1. the approach to developing Community Wellbeing Hubs in the north and west of the city be approved and authority be delegated to the Director People and Communities to take this forward in consultation with the Cabinet Member for Housing and Communities. Any proposals that require significant change to current buildings will be the subject of a separate cabinet report.
2. the proposals for the new approach to community engagement through the introduction of Community Inclusion Officers anchored in the Hub be agreed
3. a grant programme for Health and Wellbeing and Homework Clubs as set out in the report be agreed
4. proposals to improve services and increase joined up working in Central Library Hub be agreed
5. the further development of library services, building on best practice to deliver quality library services and events across the city be approved

## 111 DISPOSAL OF LAND AT WEDAL ROAD

**Appendices 2 and 3 of this report are not for publication as they contain exempt information of the description in paragraph 14 of Part 4 and paragraph 21 of part 5 of Schedule 12A of the Local Government Act 1972.**

The Cabinet received a report outlining details of the Policy Review & Performance Committee's decision to refer back the called-in Officer decision relating to the off-market disposal of land at Wedal Road to Cardiff and Vale University Health Board. It was reported that the value of the land had been subject to an independent market valuation in accordance with the Council's property disposal rules and a sale had been agreed to the University Health Board in accordance with the property disposal policy of offering surplus land/buildings to a public service partner. This decision was in accordance with the Welsh Government Protocol for the disposal and shared use of property assets between publically funded bodies in Wales.

**RESOLVED:** that

1. the content of the report be approved as the basis of the Cabinet's response to the decision of the PRAP Scrutiny Committee to refer back the Officer Decision to the Director of Economic Development.
2. the disposal of Council owned land at Wedal Road edged red on the site plan at Appendix 1 to the report via an off-market transaction to the Cardiff & Vale University Health Board on the terms set out in confidential Appendix 3 and based on the market value established by the independent valuer's report attached at confidential Appendix 2 be authorised

## 112 EXTENSION OF CONTRACTS IN RELATION TO THE SUPPORTED LIVING SERVICE FOR ADULTS WITH A LEARNING DISABILITY

***Appendix 2 is exempt from publication pursuant to Paragraph 16 of Part 4 of Schedule 12A to the Local Government Act 1972***

The Cabinet considered proposals to extend the Personal Domiciliary Care and the Housing Related Support contractual arrangements for the provision of Supported Living Services for Adults with a Learning Disability.

**RESOLVED:** that the variation of the existing contracts for the provision of Supported Living Services for adults with a learning disability by way of (i) a definitive extension of the contract by 8 months from 1 August 2018 and (ii) subject to confirmation of funding, be approved for a conditional extension of a further 7 months to 31 October 2019.



An inquiry report of the:  
**Policy Review & Performance Scrutiny Committee**

**Managing the Estate under a  
Corporate Landlord Model**

**May 2018**



**Cardiff Council**

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## CHAIR'S FOREWORD

The Council is implementing a Corporate Landlord model in order to bring efficiency to the way it manages its estate, much of which is old, under-used, in need of maintenance and a drain on resources.

The phrase, "Corporate Landlord", is now common in many of the internal discussions within the Council. Understanding of what the phrase means and what the model's implications are is, however, less common.

There is a risk that the move to the Corporate Landlord model will fail if the Council, in its entirety, does not have an agreed and shared understanding of the model's role and operation.

At the outset of our inquiry, therefore, it was crucial for this Task Group to establish a clear understanding of what is meant by the term 'Corporate Landlord'. The clearest definition we found was contained within a Welsh Government report on the Cwm Taf Pilot Study, a regional asset management project based on collaboration between the PSB members:

*"The Corporate Landlord model centralises all estate related budgets, decision making and activities within a central team – the Corporate Landlord. Service departments become tenants of the Corporate Landlord. The service department has to make a case for the property that they wish to deliver a service from, which allows for the Corporate Landlord to offer sufficient space – and no more space than is required – for these functions."*

The expert witnesses who gave evidence to the Task Group all endorsed this definition contained in the Welsh Government report and a recurring theme emerged during conversations with them. If we want to run the Council's non-residential estate successfully from the centre, under a Corporate Landlord model, then there must be complete corporate acceptance of this principle from all service directorates at the outset. This will require strong political and corporate leadership to drive the implementation of the model and explain the benefits of managing the estate in this way.

When considering something as intrinsic as the asset management strategy for a large corporate estate, a vast number of recommendations could soon be reached. This risked diluting what the Task Group felt are key messages. For this reason, as Chair of the Task Group, I wanted our recommendations to be concise. They are based around three broad themes which are: **securing corporate buy-in for the model, policies and processes connected to implementation** and **benefits of successful implementation of the model.**

I would like to thank my fellow task group Members, Councillor Norma Mackie and Councillor Rod McKerlich, for their hard work and willingness to think creatively to assess and find solutions. Unfortunately, due to serious illness Councillor Jim Murphy was unable to attend our meetings but we are delighted to see he is now in better health and offer our best hopes for a continued recovery. Special thanks are also due to our Principal Scrutiny Support Officer, Mark Jacques, who ensured we had access to timely, relevant and quality information to enable us to successfully undertake our Inquiry.

How the Task Group decided on the themes above and reached the resulting recommendations are contained within this report.



**Councillor Joe Boyle**  
**Task Group Chair**

## TERMS OF REFERENCE

1. At its meeting on the 20<sup>th</sup> September 2017 as part of its 2017/18 work programme the Policy Review & Performance Scrutiny Committee agreed the terms of reference for an inquiry into the Council's approach to managing the estate under a Corporate Landlord model. The Terms of Reference were agreed as follows:

To examine Cardiff Council's proposal to adopt a Corporate Landlord model and ascertain the benefits for residents, community groups, and the organisation by:

- Establishing the reasons for introducing the model
- Identifying the scale of benefits for community organisations in terms of access to facilities
- Identifying the scale of benefits for the Council in terms of capital and revenue budgets
- To identify the key challenges overcome by other Local Authorities who have adopted the Corporate Landlord model

2. The outputs/outcomes from this investigation were to be:

- To produce a report that: uses the evidence gathered to make recommendations to the Cabinet for managing the estate under a Corporate Landlord model.

3. The Committee agreed that the Membership of the task & finish group would comprise:

Councillor Joe Boyle (Chair)

Councillor Norma Mackie

Councillor Rod McKerlich

Councillor Jim Murphy

## KEY FINDINGS

The evidence presented to this inquiry falls into three high level themes: the importance of **securing corporate buy-in for the model**; the **policies and processes** that form a firm foundation for implementing the model; and the **benefits of successful implementation** of the model. Each key finding agreed by the Task Group is illustrated with a supporting example from the evidence received. Further evidence can be found in the Key Evidence section later in the report.

### Securing corporate buy-in for the model

KF1. It is essential to secure Corporate “buy-in” to the key principle that all Corporate Assets should be managed centrally.

*“There has to be total “buy-in” to the process from all service areas as a partial Corporate Landlord Model won’t work.”* **Josh Dunn (People Too)**

*“The Corporate Landlord model centralises all estate related budgets, decision making and activities within a central team – the Corporate Landlord. Service departments become tenants of the Corporate Landlord. The service department has to make a case for the property that they wish to deliver a service from, which allows for the Corporate Landlord to offer sufficient space – and no more space than is required – for these functions.”* **Welsh Government Report. A Regional Approach to Collaboration: Cwm Taf Pilot Study – Final Report.**

KF2. It is essential that all senior managers and decision-makers lead the cultural shift to a model whereby the Council’s whole estate is centrally managed.

*“Ensure senior decision makers within an organisation support the process and the team that are set to deliver it. I have no insight as to how the Council currently operate but taking control of assets into the centre will meet barriers. An unequivocal statement of intent from the top will support that drive for change.”* **Richard Baker, Head of Estates & Professional Services at the Welsh Government.**



KF3. Political ownership of Corporate Asset Management should sit within a single cabinet portfolio.

*“An unequivocal statement of intent from the top will support that drive for change.”* **Richard Baker, Head of Estates & Professional Services at the Welsh Government.**

### **Policies and Processes connected to implementation**

KF4. There is some senior management confusion about how the Corporate Landlord model will work, and how its introduction will impact on individual service areas.

Members heard from the Director of Education and Lifelong Learning that currently there is a poor understanding of management responsibilities and that greater clarity of roles is required in terms of the maintenance of the Corporate Estate. The Director raised concerns about the role of the Education Department as a commissioner of work? And what is the role of Facilities Management? He illustrated this by giving the example of contractors arriving at a school unannounced to undertake work at inconvenient times. **Meeting 3**

The Director of Education and Lifelong Learning advised Members it was his understanding that the Corporate Landlord Model is a set of principles and relationships across the whole Council, rather than the responsibility of an individual department. **Meeting 3**

KF5. The management of property budgets and opportunities for savings from effective running of the corporate estate should be identified through a business case approach to determine whether an asset should be retained, remodelled or released.

*“The principal point to establish and make abundantly clear is the council is the legal owner of its assets and therefore all assets are vested in the corporate body. This means the control of budgets has to be aligned to this approach. This can be dealt with incrementally but most simply as a single issue. Establishing an effective and healthy relationship between the centre and services is an ongoing process that must be maintained. Corporate and member buy in is important and the opportunities for savings can be identified through*

*a business case approach.*” **Tony Bamford, Interim Head of Asset Management, Bristol City Council.**

KF6. Maintenance backlog issues can arise in the absence of an ongoing management programme of preventative maintenance of assets.

The Services Manager at People Too gave an example of the importance of preventative maintenance. In 2008 Bridgend Council decided not to replace tiles on the roof of a pavilion at a cost of £500 but eventually had pay £25,000 when the building needed a new roof.

## **Meeting 2**

*“There will be challenges not least from upfront costs so organisations need to be prepared to invest to eventually see a return. Have a budget set aside or risk the process not being delivered. However, improvements depend very much on where the organisation starts from (what is the current model) it will be important to establish and clearly manage expectations.”* **Richard Baker, Head of Estates & Professional Services at the Welsh Government.**

Cardiff Council had received warnings from Constructing Excellence in Wales about the way the Schools Estate in Cardiff was maintained. **Meeting 3**

KF7. It is important there are clear and robust Service Level Agreements / Landlord – Occupancy Agreements. This is especially the case in schools, where the element of delegated budgets can create confusion about precisely who is responsible for maintaining the estate.

People Too business consultancy outlined the importance of having a standard mandatory agreement that made roles and responsibilities clear for all parties. The Services Manager explained that in Bridgend three options were available in terms of maintenance under the Landlord and Occupancy Agreements. These ranged from just offering advice on maintenance issues to an all-inclusive package that proved attractive to service areas because the annual fee was a reduction on what they currently paid. This reduction was the

result of better ways of working under a centralised approach to managing the estate.

## **Meeting 2**

The Cabinet Member for Education, Employment & Skills told the inquiry that as part of the process to assess maintenance priorities a matrix scoring system had been developed for school buildings. There are four categories used to define the condition of these buildings.

These are:

- A. Performing as intended and operating efficiently;
- B. Performing as intended but exhibiting minor deterioration;
- C. Exhibiting major defects and not operating as intended;
- D. Life expired and risk of imminent failure

## **Meeting 3**

KF8. Comprehensive data is fundamental to a successful Corporate Landlord Model. Sophisticated gathering and analysis of information such as financial data, condition survey results and the outcomes generated by KPIs will improve the quality of decision-making.

Data ownership and management was identified as a key role and function under the heading Strategic Asset Management and Investment, during a presentation given by the “People Too” business consultancy. **Meeting 2**

Data is a key asset and must be developed, maintained and managed as such. It must be reliable and useable for regular, consistent and trustworthy reporting in which services and members can build confidence. In the long term this will allow the Council to improve performance. **Meeting 2**

*“Take a Wales wide view to management of our portfolios, understanding the whole-life costs of properties and where possible setting performance requirements for the operational and investment portfolios.”* **One of the guiding principles in the Welsh Government’s Corporate Asset Management Strategy 2016 – 2021**

KF9. A Corporate Landlord model requires a clear staffing structure and lines of communication to ensure clarity of the decision making process.

The business consultancy “People Too” advocated a structure of three divisions under the Assistant Director (Corporate Landlord) position. These were:

- i. Total Facilities Management
- ii. Strategic Asset Management and Investment
- iii. Capital Projects

A Compliance/ Health & Safety Unit was positioned alongside the Assistant Director (Corporate Landlord). Total Facilities Management would cover such areas as reactive and planned maintenance and cleaning, Strategic Asset Management and Investment areas such as asset ownership and data management and Capital Projects would be responsible for functions like technical design and expertise procurement. **“People Too” presentation (Meeting 2).**

#### **Benefits of successful implementation of the model**

KF10. Some service departments are not getting good value for money when purchasing regularly used materials, because of a lack of Council-wide consistency in engaging with the procurement process.

*“Building Services Materials Framework Summary.” The majority of purchases made by Building Services from the supplier Travis Perkins were ‘off contract’. So outside the framework agreement made between the Commercial and Procurement team and Travis Perkins. **Written submission from ‘People Too’***

KF11. The principle of co-locating with other public service partners is a good one and should be factored into future decisions about the Corporate Estate.

This principle was identified as an example of best-practice in the **Welsh Government Report. A Regional Approach to Collaboration: Cwm Taf Pilot Study – Final Report.**

*“I am the lead WG official with responsibility for the NAWG (National Assets Working Group) and the principal role of the Group is to enable and influence collaborative asset management across public sector organisations to release efficiency savings, developing*

*tools to enable and readily facilitate this collaboration to take place. As the public sector estate is estimated at around £12bn (WAO) the opportunities to be realised are significant.”*

*“The ongoing challenging financial climate for public services in Wales, as a result of the UK Government’s policy of austerity, means we must innovate and work together and smarter to deliver excellent public services for people in Wales. It is essential that public services work collaboratively to tackle pressures and achieve value for money from all available resources.”* **Richard Baker, Head of Estates & Professional Services at the Welsh Government.**

## RECOMMENDATIONS

The Committee has identified areas that merit consideration in taking review activity to the next level, and particularly wish to draw the Cabinet's attention to the following recommendations. Each recommendation is supported by the associated key finding listed earlier in this report.

### The Task Group recommends that:

R1. Cabinet agrees, within three months of the Assistant Director (Corporate Landlord) taking up post, a clear statement of its vision for the Corporate Landlord model in order to counter contradictory interpretations. The statement, based on ensuring that there is complete corporate "buy-in" for the model if it is to be successful, should be a key component of future Corporate Land and Asset Management Plans and must give an unambiguous message that the Corporate Landlord model is fundamental to the future operation of the Council. **(KF1 & KF2)**

R2. The Council Leader must ensure that political responsibility for the Corporate Landlord sits within a single Cabinet portfolio. There can be no "partial" Corporate Landlord. **(KF3)**

R3. Cabinet tasks the new Assistant Director (Corporate Landlord) with creating a centralised Corporate Landlord management structure, to ensure that central management of all corporate assets is in the hands of property experts. **(KF2, KF5 & KF9)**

R4. A Corporate Landlord executive summary is produced annually as part of the budget setting process in order to identify the resources available to meet the asset maintenance backlog. The executive summary should include:

- Value of the current maintenance backlog
- Prioritised list of asset maintenance projects
- Investment estate market value
- Current revenue generated from the investment estate

- Capital receipt targets
- How increased revenue will be allocated

Should there be a gap between capital receipts (source of funds) and maintenance costs (allocation of funds) the executive summary should enable estate managers to close the gap if needed.

**(KF5)**

R5. The Chief Executive should review and refresh as required the roles and responsibilities of the senior management team to reflect the centralised management of assets under a Corporate Landlord Model. **(KF4)**

R6. A preventative maintenance programme must be in place for all Council assets. Cabinet should ensure that:

- Proposals for new buildings factor in preventative maintenance at the planning stage
- A preventative maintenance programme is in place for retained assets **(KF4 & KF6)**

R7. Cabinet should ensure that, during the first 12 months following the appointment of the Assistant Director (Corporate Landlord), Landlord and Occupancy Agreements are put in place for all Council properties and the terms agreed by relevant parties. For schools, in particular, agreements must make explicit where responsibility lies for the management and maintenance of school buildings. The implications of the Corporate Landlord model for school budgets must be made clear by the start of the 2019/20 school financial year. **(KF7)**

## CONTEXT

4. Cardiff Council is the largest property owner in Cardiff with over 500 properties retained for operational use, and a further 500 properties retained as investment assets.

5. The cost of managing and operating the Council's estate is the second largest call on the Council's budget (circa £60M per annum), after staff costs. This has become an increasingly important issue as the shape of the organisation has changed to reflect unprecedented financial pressures, and changing and growing customer demands.

6. The Council's five year property strategy to transform the Council's estate, known as *Fewer But Better Buildings*, aims to reduce the size and cost of the operation, as well as modernising the estate to ensure all of the Council's operational buildings are safe, fit for purpose, and are positive environments for staff and customers.

7. In the Wales Audit Office (WAO) Corporate Assessment published in May 2014 the WAO did not consider that the Council was managing its land and property assets well. They considered progress had stalled in 2013 with no clear strategy for realising the aspirations of the 2012/13 Corporate Asset Management Plan. They further observed that the range of property information systems was not sufficiently joined up, and an absence of easily accessible and accurate information on property inhibited corporate oversight of property performance.

8. The overall quality of the Council's estate is deteriorating, with over 50% considered to be in a 'poor' condition, leading to ever increasing maintenance costs and a growing maintenance backlog which is now in excess of £100M. This situation was brought to the fore in early 2017 when the situation in some of Cardiff's schools caused negative coverage in the local media. Cardiff has an Education estate of over 127 school properties and a maintenance backlog of approximately £68M according to *The Future Development of the Education Estate in Cardiff* report which went to Cabinet in October 2017.

9. In early 2017 the Council implemented a new 'Corporate Landlord' programme to improve the strategic management of the estate. In 2016-17, this new approach delivered:



- 7.9% reduction in Gross Internal Area (617,593 sq. ft.);
- 9.2% reduction in running costs (£3.3m);
- £8.8m reduction in maintenance backlog;
- £6m in capital receipts.

10. A clear definition of what constitutes a Corporate Landlord is contained within a Welsh Government report on the Cwm Taf Pilot Study, a regional asset management project based on collaboration between the PSB members. The definition is:

*“The Corporate Landlord model centralises all estate related budgets, decision making and activities within a central team – the Corporate Landlord. Service departments become tenants of the Corporate Landlord. The service department has to make a case for the property that they wish to deliver a service from, which allows for the Corporate Landlord to offer sufficient space – and no more space than is required – for these functions.”*

11. The targets set out in the Corporate Land & Property Management Plan 2018/19 relate to strategic management of the estate and include reducing the maintenance backlog (circa £100M), reducing running costs and generating capital receipts.

12. A target of £40million raised over the next 5 years from a land and property disposal programme has been set. However, the first £25million will fund the Council’s contribution to the Band B Schools Organisational Change Programme.

13. As part of discussions around issues for consideration in the Policy Review & Performance Scrutiny Committee’s work programme, Members wished to review the running of the Council’s Operational Estate. In particular, Members enquired as to the sufficiency of resources allocated to deal with the priority of taking steps to address the historic maintenance backlog in school buildings, given that currently £2m per annum is programmed to deal with potentially £4.5m pa of maintenance required.

## KEY EVIDENCE

14. Members of the task group considered the views of internal and external asset management experts to identify best practice. The evidence gathered is categorised under 3 principal themes:

- (i) Securing corporate buy-in for the model
- (ii) Policies and Processes connected to implementation
- (iii) Benefits of successful implementation of the model

### Securing corporate buy-in for the model

15. Members were advised by business consultants “People Too” that there had to be total “buy-in” to the process from all service areas as a partial Corporate Landlord Model won’t work.

16. According to the interim Head of Asset Management at Bristol City Council, the principal point to establish and make abundantly clear is that the council is the legal owner of its assets and therefore all assets are vested in the corporate body. This means the control of budgets has to be aligned to this approach.

17. Members were told that corporate and Member “buy-in” is important and that the opportunities for savings can be identified through a business case approach.

18. The interim Head of Asset Management at Bristol City Council outlined the importance of communicating where a Corporate Landlord approach fits into the bigger picture in terms of working within an austerity model.

19. It was emphasised to Members that if service areas experience something that works well they are more likely to go down that route again. This is why it is important for the benefits of the Corporate Landlord model to be filtered down to the service areas.

20. The Task Group were informed that corporate buy in was essential to avoid difficult outcomes. Specific changes are needed at both asset and management level. In Bristol there was a £2 billion estate with a housing stock of 27,000. Different ways of reducing older stock were discussed and it was pointed out that sophisticated approaches were needed to achieve effective buy in. Members were told that forcing change on service areas would only lead to a push-back against a Corporate Landlord model.

21. The Head of Estates and Professional Services at the Welsh Government advised Members in writing that: “My first piece of advice (at the outset) is to ensure senior decision makers within an organisation support the process and the team that are set to deliver it. I have no insight as to how the Council currently operate but taking control of assets into the centre will meet barriers. An unequivocal statement of intent from the top will support that drive for change.”

22. He also wrote that: “Depending on the starting point, this journey will be a cultural shift, buy-in (and full support) from the very top is essential. However, there will always be some who feel that relinquishing control of the asset will disadvantage them. Some things to remember, it’s not their asset and it’s not free, plus it’s not a policy aimed just at them, it is estate wide. Also day to day building management from the centre releases them to deliver policy priorities for their division.”

23. The Head of Estates and Professional Services at the Welsh Government said that a mandate was needed from the Council saying that this is now our approach but in order to ensure corporate buy-in the benefits needed to be clearly demonstrated.

24. The Cabinet Member for Investment and Development told the Task Group that his opinion was that if a directorate wanted a residual responsibility for assets, they should have all the responsibility. If directorates attempted to retain control of their assets, avoiding central management of the entire estate, the Corporate Landlord model would fail.

## Policies and Processes connected to implementation

25. The investment estate has a current asset value of £90M and the maintenance backlog on the operational estate is £100M.

26. Members heard that the projected life-time of new school buildings is 25 years before contractual obligations cease.

27. The “Property Strategy 2015 – 2020” has five work-streams:

- Improved Governance
- Review of Resourcing
- Roles & Responsibilities
- Health & Safety compliance
- Improved intelligence & data management

28. The Director of Economic Development advised that resourcing of the strategy was outlined as follows:

- New Assistant Director post in Senior Management restructure
- New corporate Health & Safety manager and team
- New ‘Corporate Landlord’ structure covering Facilities Management), Projects, Design & Development, Strategic Estates, Schools Delivery, Contract Management (all are areas of Council property activity)
- Review of schools delivery arrangements
- Proposed increased capital allocation for asset renewal
- School Organisational Programme Band B – 21<sup>st</sup> Century Schools

29. The Task Group was told that in terms of roles and responsibilities new Landlord and Occupancy Agreements will be drawn-up. These are based on a new Responsibilities Handbook for services and a refreshed version of the current handbook for schools.

30. It was outlined that the intelligence and data actions are:

- Programme of prioritised building surveys
  - *100 to be completed before Christmas 2017*
  - *400 funded in total*
- Programme of land surveys and valuations
- Programme of Health & Safety Audits
  - *Schools completed by half-term*
  - *Rest of the estate underway*
- Full implementation of RAMIS & RAMIS for Schools. (RAMIS is a database to house premises' compliance information)

31. Members of the Task Group observed that a potential consequence of the Council managing its estate more effectively is that issues could be uncovered which it can't afford to address.

32. According to the "People Too" business consultancy the case for change is outlined as:

- Lack of accountability and control
- Compliance
- Backlog of maintenance
- Duplication of effort
- Multiple views of the truth
- Poor value for money
- Lack of integration
- No single strategy
- Lack of customer focus
- PRP (Procurement Route Planner) arrangements are not working

33. A suggested functional structure for the Corporate Landlord proposed by "People Too" advocated three divisions under the Assistant Director (Corporate Landlord) position. These were:

- Total Facilities Management

- Strategic Asset Management and Investment
- Capital Projects

A Compliance/ Health & Safety Unit was positioned alongside the Assistant Director (Corporate Landlord). Total Facilities Management would cover such areas as reactive and planned maintenance and cleaning, Strategic Asset Management and Investment areas such as asset ownership and data management and Capital Projects would be responsible for functions like technical design and expertise procurement.

34. Business consultants “People Too” advised that the Council shouldn’t just focus on capital receipts in terms of gaining an initial increase in revenue. They claim that it would be a wise investment move to retain a stake in any future development. For example, retaining land for small retail businesses within a new housing development would allow the Council to sell prime estate but also capitalise on future potential by collecting rent from shops.

35. The importance of having a standard mandatory agreement that made roles and responsibilities clear for all parties was outlined by the Services Manager at “People Too”.

36. The Director of Education and Lifelong Learning explained to Members that the predominant issues raised by head-teachers were based around cost and communication. On comparison, many schools found that they could have commissioned maintenance work more cost effectively outside of the current Council structure. Schools also expressed frustration at spending hours on the phone chasing-up repair work which had been scheduled but not delivered.

37. The Director of Education and Lifelong Learning also outlined six areas that he thought needed addressing:

- i. Awareness of building maintenance and Health & Safety issues. How traditionally there was no culture of an appreciation of this area within the Council in terms of awareness, understanding and attitudes.
- ii. Clarity of role. There is confusion and a system failure around roles when it comes to estate maintenance. Questions need addressing, such as what is the role of the Education Department as a commissioner of work? What is the role of Facilities Management? Currently there is a poor understanding of responsibilities and

management and, as a result, contractors sometimes turn up at school unannounced and carry out work at inconvenient times.

- iii. Inadequate practices. In areas such as Health & Safety policy and practice had got weaker.
- iv. Budget allocation. Traditionally the Council had not been correctly budgeting for the amount of money needed to maintain an ageing estate.
- v. Value for money in terms of contract management and delivery. Schools weren't getting value for money within the current maintenance service provided by the Council because of inflated prices and contractors having too much control in terms of naming the price for work carried out.
- vi. Communication. There was poor communications in terms of where schools sit in the maintenance structure and what are the roles and responsibilities of all parties. Head-teachers were exasperated with trying to get an answer to maintenance enquiries and sometimes they were receiving unprofessional treatment from contractors. Who is the client – schools or the Council? There is a poor understanding of this concept.

38. Members heard that the Council had received warnings from Constructing Excellence in Wales about the way the schools estate in Cardiff was maintained.

39. The Director of Education and Lifelong Learning gave his view on the progress made in the six areas identified:

- i. Awareness in relation to Health & Safety issues. It was noted that there is now better awareness of the challenges faced in this area. Nick Batchelar welcomed the appointment of Donna Jones in the senior role of Health & Safety manager for Cardiff Council.
- ii. Clarity of role. The Director said that all the ingredients needed are now in place but there still isn't a clear understanding yet of how schools fit into the structure. Internally, within Education the Director has put in place a tougher regime in terms of the Asset Management Group. But a more robust database for the pricing of jobs is still needed. The Director told the inquiry that there's a complexity in terms of who is actually the customer which needs to be recognised. Sometimes schools are the recipient/ beneficiary of work carried out on their behalf but at other times they commission work themselves which

is paid for out of their own budgets. The Director said that there was still weak contract management which needed to be much sharper. Some progress had been made but more speed is now required in the area of roles and responsibilities for schools and the Council.

- iii. Practices. In terms of Health & Safety the situation was much better now that a senior post had been established. The manager has a good understanding of how to work effectively with schools. The Director outlined how part of the Education budget had been moved to the Health & Safety manager in order to deal with associated issues. The Director thought that RAMIS (Risk Assessment Management Information System) for schools was a good tool.
- iv. Budget Allocation. The Director said that more resources for asset renewal are needed. Band B funding under the 21<sup>st</sup> Century Schools programme will impact upon a comparatively small number of schools.
- v. Value for Money. The Director believed there was no change in this area especially with regard to contract management and that the Council needs to move more swiftly.
- vi. Communication. The Director believed that stronger leadership is needed in this area. Various questions require answers. Who is the customer? Whose money is paying for the work? How can we make this work? In terms of management the Director highlighted an example of a complaint received because of unprofessional interaction between a maintenance worker and a head-teacher. He said that this sort of inappropriate behaviour is an example of how work practices are not being managed properly.

40. It was explained to Members that the maintenance backlog for the Education Estate is approximately £34M (an actual figure of £68M halved due to the 50:50 funding ratio with Band B of the 21<sup>ST</sup> Century Schools investment programme). Approximately £17m, or 14%, of maintenance and condition issues of the estate have been addressed through Band A of the 21st Century Schools programme.

41. The Cabinet Member for Education, Employment & Skills told the inquiry that as part of the process to assess maintenance priorities a matrix scoring system had been developed for school buildings. There are four categories used to define the condition of these buildings. These are:



- E. Performing as intended and operating efficiently;
- F. Performing as intended but exhibiting minor deterioration;
- G. Exhibiting major defects and not operating as intended;
- H. Life expired and risk of imminent failure

42. As part of the matrix scoring system ratings were given based on the following issues:

- Sufficiency of places available
- Condition of the school buildings
- Suitability of the environment for teaching

43. The Director of Education and Lifelong Learning told Members that his understanding was that the Corporate Landlord Model is a set of principles and relationships across the whole Authority and shouldn't be seen as the responsibility of one single person or an individual department.

44. The Director of Education agreed that a more sophisticated understanding of what is meant by Corporate Landlord is needed. But just as no one single person is the Local Authority; there shouldn't be a single point of contact in terms of the Corporate Landlord model.

45. Members were advised that current spend on school asset renewal has been circa £3m per annum. This resource is allocated on a priority basis and is predominantly limited to keeping properties safe and watertight.

46. The Director of Education and Lifelong Learning explained that the Constructing Wales Excellence Report had not been acted upon, but as a result the reputational damage to the Council caused by negative press articles in early 2017 had actually brought people together in terms of their resolve to improve the situation.

47. According to the interim Head of Asset Management at Bristol City Council, the correct Corporate Landlord process is more an evolution than a "big bang" with the idea being to achieve quantities of scale and savings. It should also allow organisations to work with

partners in a more coherent manner. It is then expected to make best practice property and area review tools more robust in challenging service area use of assets.

48. The Task Group was advised that Service Asset Management Planning is important and should cover areas such as using assets in a corporate sense and also emphasise community initiatives and legal responsibilities.

49. The Strategic Estates Manager advised that her strategy for the maintenance programme centres around three decisions: retain, remodel and release.

50. In terms of definite pitfalls to avoid the interim Head of Asset Management at Bristol City Council thought it was important not to create too many different levels of staff with responsibility for asset management budgets. All jobs created should contribute to definite outcomes.

51. The Head of Estates and Professional Services at the Welsh Government advised Members in writing to: “Get as much help and support from those who have already gone down this route as possible. I recommend engagement with CIPFA (The Chartered Institute of Public Finance and Accountancy) who have successfully run a number of training and information events on the topic.”

52. He also wrote that: “There will be challenges, not least from upfront costs so organisations need to be prepared to invest to eventually see a return. Have a budget set aside or risk the process not being delivered. However, improvements depend very much on where the organisation starts from (what is the current model) it will be important to establish and clearly manage expectations.”

53. The Strategic Estates Manager advised that the problem was that various departments didn't have their information in one place. Cardiff Council was more than likely going to use the provider Technology Forge to create its IT database.

54. Head of Estates and Professional Services at the Welsh Government thought that in terms of asset management the mood should definitely be moving away from just keeping things going, to asking is it worth keeping them going!

55. He also agreed that clarity was needed on the roles and responsibilities of the Corporate Landlord and individual service areas.

56. The Head of Estates and Professional Services at the Welsh Government said that prioritising maintenance work is important. That it must be structured in such a way that clear plans are identified. He outlined the Location Strategy plans for the office estate that have been implemented by the Welsh Government since 2003. A broader Corporate Asset Management Strategy covering 2016 to 2021 has been introduced for the first time, which seeks to apply consistency in management approach across all land and property assets owned by the Welsh Government.

57. The Director of Economic Development advised that there was a programme of work which was ongoing but that the model wouldn't be operational until after the appointment of the Assistant Director (Corporate Landlord). He emphasised that the important work for carrying out full property surveys was ongoing.

58. The Cabinet Member for Investment and Development advised that there was a commitment to manage the estate in a better way which would reduce the maintenance backlog. But he said he was yet to be persuaded that the Council was on track to achieve this aim under a Corporate Landlord approach. A draft report was being prepared in which he would highlight that this approach was the only way to get on top of the challenges faced by areas of the Council. He also pointed out that not every directorate fully embraced this way of running the estate.

59. The Cabinet Member for Investment and Development pointed out that the maintenance on the Council's three main buildings (County Hall, City Hall and Willcox House) was significant and substantial. Overall property related spend cost the Authority £60M per annum and therefore a significant amount of rationalisation was required.

60. The Cabinet Member for Investment and Development advised the Task Group that it was clearly stated in the Capital Programme that the Council had a target of £40million to be raised over the next 5 years from a land and property disposal programme. However, the first £25million will fund the Council's contribution to the Band B Schools Organisational Change Programme. Cllr Goodway explained that this was necessary to ensure match-funding from the Welsh Government.

61. The Director of Economic Development raised the issue of the maintenance backlog which initially was estimated at £100M but in reality was closer to £150M. The Director highlighted some of the work being done such as detailed surveys of buildings and better IT systems. He also stressed the amount of maintenance work required at the Council's three main buildings.

62. The Assistant Director, Commercial & Collaboration told the group that the Council is already operating a Governance structure, but will need modification. Other teams around delivery are not fully structured yet. A delivery model is planned for Cabinet in May.

63. Members heard from the Assistant Director, Commercial & Collaboration that there are legal issues with centralising Council assets, especially with the Education Estate, but these are being addressed. The Council will remain liable for all assets in terms of Corporate Responsibility.

64. The Cabinet Member for Investment and Development raised the issue of compensation for residential use in areas where assets have been sold as part of a rationalisation programme. It was explained that not all money raised goes into the £40M target pot. He observed that ultimately this issue would need addressing at Leader and Chief Executive Level.

65. The Assistant Director, Commercial & Collaboration advised the group of the five principal areas where progress was being made:

- Implementation of the Corporate Landlord People and Change project;
- Strengthening of Health and Safety compliance;
- Procurement of the 2nd generation of Non Domestic Building Maintenance Framework contracts;

- Design, procurement and implementation of Corporate Landlord Systems Architecture.
- Corporate Landlord Asset Management Principles.

The Assistant Director told the meeting that a new model for improving customer care was in place and that schools liaison was a part of this team. A new Health & Safety team was now in place and covering 120 schools. On the issue of digitalisation the Assistant Director said that a lot of areas didn't have strong centralised asset management databases. A management tool called RAMIS had been purchased which would aid H&S compliance. The Assistant Director informed the group that new KPIs had been introduced around areas such as the maintenance backlog. New Service Level Agreements had been drafted in consultation with schools, these would act as landlord/occupancy agreements, and the same approach would be taken with other directorates. The Assistant Director also told the meeting about new training that was taking place.

66. The Director of Economic Development stressed the importance of having decisions on property made by property professionals.

67. The Head of Corporate Landlord at Birmingham City Council wrote offering advice: "Our advice would be to keep the Corporate Landlord (CL) team relatively small providing a "management" rather than a "doing" function i.e. "buying in" FM services from others - this gives future flexibility if there is a requirement to outsource services or to achieve further savings."

68. He also wrote: "We spent quite a lot of time developing the model we required and worked closely (initially) with our consultant partner (Telereal Trillium) to develop how we wanted the service to operate. We carried out a number of options/ appraisals on whether we should include all Facilities Management (FM) services via CL but decided that acting as "landlord" in managing the buildings and "buying" in services was the better model."

69. Members received a copy of the Welsh Government's Corporate Asset Management Strategy 2016 – 2021. One of the guiding principles for Asset Managers was to *"Take a Wales wide view to the management of our portfolios, understanding the whole-life costs of properties and where possible setting performance requirements for the operational and investment portfolios."*

70. During a presentation by the “People Too” business consultancy Members were given the following information on the importance of comprehensive data:

*“Data is a key asset and must be developed, maintained and managed like one. It must be reliable and useable for regular, consistent and trustworthy reporting that services and members can build confidence in and should easily feed regular dashboard reports to them. In order to support this data must be able to be interrogated at multiple levels including as a minimum;*

- *Asset (specific buildings)*
- *Macro-Portfolio (Education, City Ops, Commercial estate etc.)*
- *Micro-Portfolio (Parks depots, kiosks etc.)*
- *Component Layer (Cleaning, Catering, Security, Maintenance etc.)*
- *Feature groups (Assets with L&P, Asbestos, External cladding). And must inform the Strategic Asset Management Programme and drive its delivery over time.*

*In the long term this will allow you to move along the analytics maturity curve, improving performance. “*

71. People Too business consultancy outlined the importance of having a standard mandatory agreement that made roles and responsibilities clear for all parties. The Services Manager explained that in Bridgend 3 options were available in terms of maintenance under the Landlord and Occupancy Agreements. These ranged from just offering advice on maintenance issues to an all-inclusive package that proved attractive to service areas because the annual fee was a reduction on what they currently paid. This reduction was the result of better ways of working under a centralised approach to managing the estate.

72. Data ownership and management was identified as a key role and function under the heading Strategic Asset Management and Investment, during a presentation to Members given by the “People Too” business consultancy.

73. Members received evidence on the benefits of co-locating and collaborative asset management from the Head of Estates & Professional Services at the Welsh Government. Members were told about the Cwm Taf Pilot study which identified this principle as an example of best-practice. In a written submission the Head of Estates & Professional

Services at the Welsh Government advised that: *“I am the lead WG official with responsibility for the NAWG (National Assets Working Group) and the principal role of the Group is to enable and influence collaborative asset management across public sector organisations to release efficiency savings, developing tools to enable and readily facilitate this collaboration to take place. As the public sector estate is estimated at around £12bn (WAO) the opportunities to be realised are significant. The ongoing challenging financial climate for public services in Wales, as a result of the UK Government’s policy of austerity, means we must innovate and work together and smarter to deliver excellent public services for people in Wales. It is essential that public services work collaboratively to tackle pressures and achieve value for money from all available resources.”*

#### **Benefits of successful implementation of the model**

74. During a presentation given by the Director of Economic Development it was explained that the “Property Strategy 2015 – 2020” has the following aims and objectives:

- Full Knowledge of the assets
- Full H&S compliance
- Reduced cost of operation
- Significantly reduced maintenance backlog through disposals and improved planned maintenance
- A modern fit for purpose estate
- High staff morale

75. Members heard examples of how in other areas community services such as libraries and leisure centres co-located on the same site as schools in other areas. This model worked well and was given as an example of a joined-up and centralised approach to providing key services.

76. The benefits of a Corporate Landlord structure according to “People Too” are:

- Planned/Preventative maintenance savings 12-18%
- Contractor discount of 6-8% for prior notice of works (12 weeks)
- Does not impact frontline services

- Visibility of large controllable spend
- One view of the truth
- Commercialisation and income generation
- Managing customer expectations
- Budget can be top sliced
- Economies of scale
- Client agent/recharges
- “Recurring” capital savings
- Sustainability of service
- Service area savings

77. Members were advised by the Services Manager at “People Too” that data and knowledge management helps improve performance, as everyone can see what impact actions have over time.

78. It was also outlined to Members how an effective preventative maintenance programme on corporate assets can save money in the long-term.

79. According to “People Too” total savings as a result of implementing a Corporate Landlord model are still being quantified but are likely to exceed £2,000,000.

80. A materials study by “People Too” into the current procurement process illustrates that value for money isn’t being achieved. The majority of purchases made by Building Services from the supplier Travis Perkins were ‘off contract’ and outside the framework agreement made between the Commercial and Procurement team and Travis Perkins.

81. It was pointed out by the Services Manager at “People Too” that benefits are far greater than can be initially evidenced. He gave the example of high maintenance costs in Monmouthshire for the first year after schools came back under a Corporate Landlord Model. He believed this was caused by a maintenance backlog being allowed to accumulate in the preceding year or two as schools realised that eventually maintenance would be dealt with under the Corporate Landlord Model.



82. The interim Head of Asset Management at Bristol City Council, told Members that under a Corporate Landlord Model the individual and shared use of assets will be easier to identify and facilitate to increase effectiveness and efficiency of the asset base.

83. The Head of Estates and Professional Services at the Welsh Government emphasised the need to think creatively about the question of assets, their location, and who else could use them. Members heard how this offers the best opportunity to maintain and improve service delivery with reduced resources.

84. Task Group Members heard that Welsh Government revenue money was potentially available via the next phase of the National Assets Working Group (NAWG) funded Asset Collaboration programme. The Head of Estates and Professional Services at the Welsh Government suggested that in respect of allocating funds they would be more receptive to proposals from organisations with the right working structures in place, especially if innovative and could then be potentially replicated elsewhere.

85. The Assistant Director, Commercial & Collaboration gave Members the example of the sale of Penhill Rise as an indication of how improvements are being made in terms of the Investment Estate. A better than expected return was received on the sale of this asset.

86. The Head of Corporate Landlord at Birmingham City Council outlined the benefits of a Corporate Landlord model in writing: "Control is probably the most significant benefit - in the 90's control had been devolved to occupying departments to manage buildings and budgets. By re-centralising the service and budgets it has provided the opportunity to introduce rigour and controls to ensure the portfolio is effectively used i.e. we allocate the space to directorates and they occupy on the basis of "serviced" accommodation."

87. The inquiry received a study carried out by the "People Too" business consultancy into building materials purchased by Cardiff Council in 2016. According to this service review by "People Too" Cardiff Council was overpaying for regularly purchased building materials. On an analysis of over 400 materials, the Council was only getting trade rates for 25 items and on some products was actually paying more than consumer/ retail rates. The review relates to purchases made from the building supplier Travis Perkins over a two-year period. During

that timescale Cardiff Council spent £480,000 at Travis Perkins but 85% of this spend was off contract and outside the framework agreement made between the Commercial and Procurement team and Travis Perkins. The review found that Travis Perkins were charging a higher price for these off contract goods when compared to the rest of the market. The “People Too” summary claims that when the frameworks were set up there was more engagement from Housing than Building Services, therefore many items on contract are more beneficial to housing maintenance rather than facilities management. Building Services are now working with Travis Perkins on improving the situation and as they move to a more planned preventative maintenance regime, the belief is that products should become more standardised.

## INQUIRY METHODOLOGY

The Policy Review and Performance Scrutiny Committee Corporate Landlord task group was charged by the full committee with delivering a report for its consideration. This report uses the evidence gathered by the task group to make key findings and recommendations to the Cabinet of the Council in respect of running the estate under a Corporate Landlord Model. To achieve this the Principal Scrutiny Support Officer has worked closely with the Council's Corporate Estate Team to identify appropriate witnesses, and taken a steer from all members of the task group. Other witnesses were identified as a result of desk-based research within Scrutiny Services. The task group received evidence from the following witnesses:

Date of meeting	Witnesses
Meeting 1 - November 27, 2017	<p><b>Cllr Russell Goodway</b> (Cabinet Member for Investment and Development)</p> <p><b>Neil Hanratty</b> (Director of Economic Development)</p> <p><b>Donna Jones</b> (Health &amp; Safety Manager)</p> <p><b>Tara King</b> (Assistant Director for Commercial and Collaboration)</p> <p><b>David Lowe</b> (OM Commercial and Collaboration Services)</p> <p><b>Helen Thomas</b> (Strategic Estates Manager)</p>
Meeting 2 – December 6, 2017	<p><b>Josh Dunn</b> (Services Manager, “People Too” business consultancy)</p>
Meeting 3 – December 13, 2017 Education Estate case study	<p><b>Cllr Sarah Merry</b> (Cabinet Member for Education, Employment &amp; Skills)</p> <p><b>Nick Batchelar</b> (Director of Education &amp; Lifelong Learning)</p>
Meeting 4 – January 24, 2018 Site visit, Bristol City Hall	<p><b>Tony Bamford</b> (Interim Head of Asset Management, Bristol City Council)</p>
Meeting 5 – February 13, 2018	<p><b>Richard Baker</b> (Head of Estates and Professional Services, Welsh Government)</p>

Meeting 6 – April 9, 2018	<p><b>Cllr Russell Goodway</b> (Cabinet Member for Investment and Development)</p> <p><b>Neil Hanratty</b> (Director of Economic Development)</p> <p><b>Tara King</b> (Assistant Director Commercial &amp; Collaboration)</p>
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Written evidence was received from Dave Fletcher, Head of Corporate Landlord at **Birmingham City Council**. Written responses were also received from Tony Bamford (**Bristol City Council**) and Richard Baker (**Welsh Government**) prior to appearing before the Task Group. Further to these submissions the inquiry received a study by the “People Too” business consultancy into building materials purchased by Cardiff Council. The full written responses can be found in the appendices section of this report.

The key findings and recommendations are the unanimous view of the task group.

Details of all evidence considered by the task group and used in the preparation of this report are contained within a record of evidence that is available for inspection upon request.

## BIBLIOGRAPHY

- Cardiff Council – Corporate Asset Management Plan 2016/17
- Cardiff Council - Corporate Land and Property Management Plan 2018/19
- Cardiff Council – Property Strategy 2015 – 2020: Fewer, but better buildings
- Cardiff Council Cabinet Report: Developing the Education Estate in Cardiff (12 October 2017)
- Cardiff Council Cabinet Report: Corporate Land and Property Management Plan 2018 /19 (15 February 2018)
- Welsh Government Corporate Asset Management Strategy 2016 to 2021
- Welsh Government Report: A Regional Approach to Collaboration – Cwm Taf Pilot Study
- Welsh Government State of the Estate Report 2016 – 2017

## **LEGAL IMPLICATIONS**

The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. Any report with recommendations for decision that goes to Executive/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers of behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report. However, financial implications may arise if and when the matters under review are implemented with or without any modifications.

**POLICY REVIEW & PERFORMANCE SCRUTINY COMMITTEE**



Councillor David Walker  
**Chair**



Councillor Rodney Berman



Councillor Bernie Bowen  
Thomson



Councillor Joe Boyle



Councillor Stephen Cunnah



Councillor Owen Jones



Councillor Norma Mackie



Councillor Rod McKerllch



Councillor Jim Murphy

## **PRAP TERMS OF REFERENCE**

To scrutinise, monitor and review the overall operation of the Cardiff Programme for Improvement and the effectiveness of the general implementation of the Council's policies, aims and objectives, including:

To scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources.

To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.

To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.



## APPENDIX 1:

### Corporate Landlord Model – Responses from other Councils

#### **BIRMINGHAM CITY COUNCIL**

Dave Fletcher, headed up the Corporate Landlord function at Birmingham City Council since its creation in 2012. His responses are as follows:

**(i) What advice would you offer having already made the transition to a Corporate Landlord structure?**

BCC made the move to a CL model in 2012 for the management of its main back office portfolio. The service was split into 2 areas: Logistics - who deal with all of the moves, data, performance etc. and Operations that deal with the day to day management of the buildings - services i.e. cleaning, security, catering, repair & maintenance etc. is provided by others on the basis of Service Level Agreements - this means that the core CL staff is relatively small (8 staff in Logistics and 14 in Operations). Reception staff were initially part of CL but have subsequently moved into Customer Services. I think our advice would be to keep the CL team relatively small providing a “management” rather than a “doing” function i.e. “buying in” FM services from others - this gives future flexibility if there is a requirement to outsource services or to achieve further savings etc.

**(ii) With hindsight are there things you now wish you’d done differently? If so – what are they and why?**

CL was developed as part of the Council’s major business transformation programme (Working for the Future) and there are not really any things that with hindsight we would have done differently. We spent quite a lot of time developing the model we required and worked closely (initially) with our consultant partner (Telereal Trillium) to develop how we wanted the service to operate. We carried out a number of options appraisals on whether we should include all FM services via CL but (as above) decided that acting as “landlord” in managing the buildings and “buying” in services was the better model.

**(iii) What are the main benefits that you’ve noticed since introducing this structure?**

Control is probably the most significant benefit - in the 90’s control had been devolved to occupying departments to manage buildings and budgets. By re-centralising the service and budgets it has provided the opportunity to introduce rigour and controls to ensure the portfolio is effectively used i.e. we allocate the space to directorates and they occupy on the basis of “serviced” accommodation.

**(iv) Have there been any issues in terms of acceptance of the new model by staff and individual service areas?**

Some reluctance initially, especially when we introduced agility into the portfolio and removed cellular offices etc. This has however, pretty much now “gone away” with directorates, generally, understanding the policies and procedures we have in place and working with us to achieve outcomes that are beneficial to both sides.

**(v) If consultation took place with other Corporate Landlord Councils, what potential pitfalls did they identify?**

At the time we started to look at this (2010) there were not many role models we could look to consult with. We have subsequently had many visits from other authorities and private sector organisations to see what we did with our office transformation and the on-going management via the CL function. I think that the CL model will depend on the nature and size of the authority and what the aim is - for BCC with a relatively blank canvas (following Transformation) we had the opportunity to review what we wanted (in the context of existing service provision) and we worked this through to set up the model we now have - which over the last 5 years has generally worked well for us.

**(vi) Prior to implementation what were the main components of your strategic planning?**

As part of the transformation the Council initially moved from an aged/time expired office estate of 55 building (around a further 28 were added during the programme) with the aim (now achieved) of having 7 core buildings - staff number to be accommodate started at circa 9,100 FTE's (10,500 people) and has reduced to approx.. 7,500 FTE's. The footprint of the accommodation has reduced from in excess of 1 million sqft down to 560,000 sqft with annual running costs reducing from £19m P/A to circa £11m. So our planning was around how we would manage the portfolio going forward to achieve the savings we had set ourselves - £100m over the life (25 years) of the project.

**BRISTOL CITY COUNCIL**

Tony Bamford is interim Head of Asset Management at Bristol City Council & Chair of the Association of Chief Estates Surveyors in Wales. His answers to the questions are as follows:

**(i) What advice would you offer having already made the transition to a Corporate Landlord structure?**

The principal point to establish and make abundantly clear is the council is the legal owner of its assets and therefore all assets are vested in the corporate body. This means the control of budgets has to be aligned to this approach.

This can be dealt with incrementally but most simply as a single issue. Establishing an effective and healthy relationship between the centre and services is an ongoing process that must be maintained. Corporate and member buy in is important and the opportunities for savings can be identified through a business case approach. Changing the culture and developing an effective route forward is also important.

**(ii) With hindsight are there things you now wish you'd done differently? If so – what are they and why?**

Difficult to say since each authority is different. I would suggest that stakeholder mapping is helpful. A risk analysis, option appraisal and to help implementation - a “pre mortem” might be helpful? A pre mortem is where an idea is considered to have gone wrong and then all the reasons why established so they can be nullified before you start the work in reality. Often used in project management.

**(iii) What are the main benefits that you've noticed since introducing this structure?**

It's more an evolution than a “big bang” the idea is to achieve quantities of scale and savings. It should also allow us to work with partners in a more coherent manner. Expected to make best practice property and area review tools more robust in challenging service use of assets.

**(iv) Have there been any issues in terms of acceptance of the new model by staff and individual service areas?**

In a large authority like Bristol or Cardiff there are bound to be more issues in creating and achieving the “centre of gravity corporately”. Likewise within service structures the trickle down of the change will happen at different rates.

**(v) If consultation took place with other Corporate Landlord Councils, what potential pitfalls did they identify?**

We haven't consulted with other councils since a corporate landlord can mean different things to different bodies. For instance some authorities have internal recharging but we have avoided that route as being too work intensive for little purpose. A book published last year about corporate real estate asset management planning does include a chapter about councils instituting corporate landlord models. Details will follow next week. I suggest you make enquiries of the National Assets Working Group (NAWG) in this respect as well and Richard Baker WG Head of Estates would be a useful contact. I can provide his e mail details next week for you.

**(vi) Prior to implementation what were the main components of your strategic planning?**

We have introduced a new Property Strategy Board to replace the previous governance structure. At the same time we have introduced a new Regeneration and Growth Board. Over the years' service and department asset management plan frameworks were instituted and corporate asset management documents as with many other authorities

Naturally we see the corporate landlord model enabling a more effective pooling of assets and their revenue and capital expenditure. The individual and shared use of assets will be easier to identify and facilitate to increase effectiveness and efficiency of our asset base.

I am chair of the Association of Chief Estates Surveyors in Wales this year so if you would like any further contacts please feel free to get in touch.

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## **Written response received from Richard Baker, Head of Estates and Professional Services, Welsh Government**

### **Background.**

While I do not know what path the council are going to take, the corporate landlord model can follow different routes but at its heart is a real desire to improve strategic asset management.

There is a very good quote from the RICS Public Sector Asset Management guidelines (2nd edition) which really sets the high level aspiration and why organisation should be looking at effective delivery in a time when we are all facing finding pressures.

*“Managing property assets requires co-ordination with all parts of an organisation. It is strategic and business led and requires the co-operation of the whole organisation to be successful and in order that the most effective space is delivered”*

### **Responses to questions from Mark Jacques (PSSO):**

#### **1. What advice would you offer an organisation about to introduce a Corporate Landlord structure?**

My first piece of advice (at the outset) is to ensure senior decision makers within an organisation support the process and the team that are set to deliver it. I have no insight as to how the Council currently operate but taking control of assets into the centre will meet barriers. An unequivocal statement of intent from the top will support that drive for change.

#### **2. Having spoken with organisations that have adopted a centralised model - with hindsight are there things they'd wished they'd done differently? If so – what are they and why?**

I would say get as much help and support from those who have already gone down this route as possible. I might recommend engagement with CIPFA who have successfully run a number of training and information events on the topic. Organisations may begin the journey from different starting points so one size may not fit all. However, a key point already picked up in the RICS quote above would be to ensure all business departments impacted by the change are kept very much up to speed with progress. There will be a need for cooperation particularly in obtaining property data held by individual branches so working together with a shared corporate goal will help

#### **3. What do you think are the main benefits of introducing such a structure?**

With dispersed departments having responsible for they own property assets there is a tendency for a silo mentality and assets are not delivering efficiency's (VFM) here are some highlights:

- Asset plans not aligned to business planning/not delivering corporate objectives / outcomes become difficult if the asset is only available to a single Dept.
- Capital investment not prioritised and in truth an understanding of backlog maintenance position unknown at the centre.
- Control and oversight of statutory obligations / legislative testing programmes can be lost and there are risks to non-compliance,
- The National Assets Working Group (NAWG) encourage efficiency reviews that requires all costs of occupation space standards information along with utilisation rates to be fully available. But individual groups holding assets will lead to data inconsistent proper analysis is not possible.
- Central asset control can also lead to advantages in procurement of property services.

**4. Do you know of any issues in terms of acceptance of the new model by staff and individual service areas?**

Depending on the starting point, this journey will be a cultural shift, buy-in (and full support) from the very top is essential. However, there will always be some who feel that relinquishing control of the asset will disadvantage them. Some things to remember, it's not their asset and it's not free, plus it's not a policy aimed just at them, it estate wide. Also day to day building management from the centre releases them to deliver policy priorities for their division.

**5. What potential pitfalls would you identify?**

There will be challenges not least from upfront costs so organisations need to be prepared to invest to eventually see a return. Have a budget set aside or risk the process not being delivered. However, improvements depend very much on where the organisation starts from (what is the current model) it will be important to establish and clearly manage expectations.

**6. Prior to implementation what should be the main components of any strategic planning?**

Very wide question and perhaps one for the project with experience of change programmes. However, I would expect the policy stage to include a time line with appropriate responsibilities properly assigned to individuals and the overall governance package to include regular progress reviews.

**Note on National Assets Working Group:**

- I am the lead WG official with responsibility for the NAWG and the principal role of the Group is to enable and influence collaborative asset management across public sector organisations to release efficiency savings, developing tools to

enable and readily facilitate this collaboration to take place. As the public sector estate is estimated at around £12bn (WAO) the opportunities to be realised are significant.

- The ongoing challenging financial climate for public services in Wales, as a result of the UK Government's policy of austerity, means we must innovate and work together and smarter to deliver excellent public services for people in Wales. It is essential that public services work collaboratively to tackle pressures and achieve value for money from all available resources.
- Asset Management is a key part of business planning and an important tool in meeting the current and future financial challenges for all public organisations in Wales.
- Thinking creatively about the question of assets, their location, and who else could use them, offers the best opportunity to maintain and improve service delivery with reduced resources.
- In order to increase the pace and ambition of the group in driving forward initiatives and work relating to good practice collaborative asset management activity across the Welsh public sector, the government funded the Welsh Public Sector Collaborative Estate pilot in the Cwm Taf area.
- The report was published in September 2017 and it confirms there are significant opportunities if public services work together and take a more strategic approach to property and property management across geographical and organisational boundaries. It highlights opportunities to integrate services; improve customer experience; create wider efficiencies; rationalise the estate and improve the quality of public service assets by investing more in fewer, shared physical assets.
- The Cwm Taf regional pilot programme has the potential to deliver the following benefits, according to the report:
  - New homes from surplus public sector land release;
  - Significantly enhanced, customer-focused services through integrated service planning and a better estate to support service delivery;
  - Reduced annual running costs as a result of a rationalisation of public sector estate and the prudent purchasing of property services;
  - Capital receipts from the release of surplus public sector land and strategic brownfield sites, creating a fund for future investment;
  - New jobs associated with the development of surplus land and service improvements.

The study has given public services in the Cwm Taf area a better understanding of their collective estate and service delivery plans and how a collaborative approach offers the opportunity to deliver greater outcomes.

Section 4 of the report gives a brief summary of the Corporate Landlord Model and its advantages.

<http://gov.wales/topics/improvingservices/assets-cymru/regional-approach-to-collaboration/?lang=en>

## APPENDIX 2:

### Cardiff Council - Building Services Materials Framework Summary

A review of the Building Services materials frameworks is currently being undertaken, exploring opportunities to further drive value where possible. The Commercial and Procurement team (C&P) and People too (P2) are collaboratively working to identify key areas of opportunity, which are to be addressed with the suppliers.

Travis Perkins currently have a framework agreement for General building items, they provided data that showed in 2016 Building Services spent circa £309k on items and to date in 2017, c£171k. C&P and P2 have recognised the off contract spend with Travis Perkins as an opportunity to gain further value from the framework. Over the last 2 years, circa 15% of the total spend with Travis Perkins has been on contract, the remaining spend has been on items that are off contract. C&P has completed a detailed analysis identifying these items and listing which framework the item should fall into. P2 is currently completing an ongoing analysis of the material prices received from Travis Perkins on items with high spend, the data so far has generally shown that Travis Perkins are charging higher price for goods that are off contract in comparison to the market. This analysis is still ongoing as the Council is negotiating with Travis Perkins to move certain products on contract. This has been identified as a key area for improvement, as when the Frameworks were set up there was much more engagement from Housing than Building Services, therefore many items on contract are more beneficial to Housing maintenance rather than Facilities Management. It has been recognised that Facilities Management have more one-off purchases in comparison to Housing, due to the variety of buildings the service currently manages. However, Travis Perkins have agreed to work with Building Services to recognise where improvements can be made and as Building Services is making changes towards moving to a planned preventative maintenance regime in the future, products should become more standardised.

City Plumbing, also known as City Heating Spares, also have a framework agreement with the Council to provide materials, predominantly mechanical, to Building Services. City Plumbing provided spend report data which when analysed showed circa £107k total spend, of which £57k was off contract. Further to this, £58k of the spend was not itemised and therefore was very difficult to show if value is being received on this spend. P2 also completed an analysis showing variation of prices on the same products, the price differences totalled to circa £3.7k. C&P analysis also showed that the spend that City Heating labelled as off-contract should have been under the framework. Building Services have contacted City Plumbing and set up a meeting on 6<sup>th</sup> March 2018 to discuss the issues detailed above, all of which have been identified as opportunities to improve the value of the frameworks.

Following the meeting on the 6<sup>th</sup> March, City Plumbing have agreed to report on the £58k of



spend that has not been itemised, with more detailed analysis of what has been purchased. Further to this, City Plumbing has also recognised that there should not be a variation in price for the same products and will review the analysis that has been completed. City Plumbing stated that if there were manual changes to price from their staff then a credit would be arranged. As well as this, City Plumbing are also happy to work with Building Services to identify other items that can be moved on contract for the remainder of the framework.

## Materials



We are significantly overpaying for a number of materials. Of over 400 analysed, we are only getting “trade rates” for 25 items, on other items we are paying more than consumer/retail rates, eg:

- **McAlpine Flex WC Conn** WC-F23R
- Cardiff price - £40.64.
- Screwfix price - £23.39 INC VAT
  
- **Fernox F1 Central Heating Protect** 56599
- Cardiff price - £30.18
- Wickes price - £14.99 INC VAT
  
- **Black Nitrile Gloves** (BOX 100)
- Cardiff price - £18
- Plumb-line price - £9.08

Scrutiny Services, Cardiff County Council  
County Hall, Atlantic Wharf, Cardiff CF10 4UW  
Tel: 029 2087 2296 Fax: 029 2087 2579  
Email: [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk)

**CYFARFOD CABINET: 14 MEHEFIN 2018**

**SAFONAU'R GYMRAEG: ADRODDIAD BLYNYDDOL 2017-18**

**ARWEINYDD (CYNGHORYDD HUW THOMAS)**

**EITEM AGENDA: 3**

**Rhesymau dros yr Adroddiad hwn**

1. Cytuno ar gynnwys Adroddiad Blynyddol Safonau'r Gymraeg 2017-18 a'i gymeradwyo cyn cyhoeddi, yn unol â Safonau'r Gymraeg o dan Fesur y Gymraeg (Cymru) 2011.

**Cefndir**

2. Mae dyletswydd ar bob awdurdod lleol yng Nghymru i gydymffurfio â rheoliadau newydd Safonau'r Gymraeg sy'n esbonio sut y dylai, fel sefydliad, ddefnyddio'r Gymraeg mewn gwahanol sefyllfaoedd. Sefydliod Mesur y Gymraeg (Cymru) 2011 fframwaith cyfreithiol i osod dyletswyddau ar sefydliadau penodol i gydymffurfio â safonau mewn perthynas â'r Gymraeg trwy is-ddeddfwriaeth (Rheoliadau Safonau'r Gymraeg [Rhif 1] 2015). Rhestrir y safonau a gyflwynwyd i Gyngor Dinas Caerdydd yn 'Hysbysiad Cydymffurfio Cyngor Dinas Caerdydd - Adran 44 Mesur y Gymraeg (Cymru) 2011'. Mae copi o'r safonau a gyfeirir atynt yn yr adroddiad hwn, ar gael yn [www.caerdydd.gov.uk/caerdydddwyieithog](http://www.caerdydd.gov.uk/caerdydddwyieithog).

3.

**Prif nod y ddeddfwriaeth (safonau) yw sicrhau na chaiff y Gymraeg ei thrin yn llai ffafriol na'r Saesneg, gyda'r pwyslais ar gynnig a chofnodi dewis iaith yn ymarferol yn hytrach na bod y cyfrifoldeb ar y defnyddiwr gwasanaeth neu'r gweithiwr unigol i wneud cais am wybodaeth neu wasanaethau yn y Gymraeg.**

4. Rhestrir y safonau yn y categorïau canlynol:

**Safonau darparu gwasanaethau**

Mewn cysylltiad â darparu gwasanaethau er mwyn hyrwyddo neu hwyluso defnydd o'r Gymraeg, neu i sicrhau na chaiff ei thrin yn llai ffafriol na'r Saesneg.

**Safonau llunio polisi**

Ei gwneud hi'n ofynnol i sefydliadau ystyried pa effaith y bydd eu penderfyniadau polisi yn eu cael ar allu personau i ddefnyddio'r iaith ac ar yr egwyddor na chaiff y Gymraeg ei thrin yn llai ffafriol na'r Saesneg.

#### **Safonau gweithredol**

Safonau sy'n mynd i'r afael â defnydd mewnol o'r Gymraeg gan sefydliadau.

#### **Safonau hyrwyddo**

Ei gwneud hi'n ofynnol i sefydliadau fabwysiadu strategaeth sy'n nodi sut y mae'n bwriadu hyrwyddo a hwyluso defnydd o'r Gymraeg.

#### **Safonau yn ymwneud â chadw cofnodion**

Bydd y safonau hyn yn ei gwneud hi'n angenrheidiol i gadw cofnodion am rai o'r safonau eraill, ac am unrhyw gwynion a dderbynnir gan sefydliad. Bydd y cofnodion hyn yn cynorthwyo'r Comisiynydd i reoleiddio cydymffurfiaeth y sefydliad â'r safonau.

5. Mae safonau'r Gymraeg wedi'u drafftio gyda'r bwriad o:

- Wella'r gwasanaethau y gall siaradwyr Cymraeg ddisgwyl eu derbyn gan sefydliadau yn Gymraeg
- Cynyddu defnydd pobl o wasanaethau Cymraeg
- Egluro i sefydliadau beth sydd angen iddyn nhw ei wneud o ran y Gymraeg
- Sicrhau bod lefel briodol o gysondeb o ran y dyletswyddau a roddir ar sefydliadau yn yr un sectorau.

6. Mae pob awdurdod lleol wedi derbyn hysbysiad cydymffurfio gan Gomisiynydd y Gymraeg ym mis Medi 2015 sy'n rhestru'r safonau a'r dyddiad cydymffurfio y mae disgwyl i'r sefydliad gydymffurfio â nhw. Cyflwynwyd **171 o safonau** i Gyngor Dinas Caerdydd.

7. Mae gan y Cyngor ddyletswydd statudol i gydymffurfio â safonau'r Gymraeg sy'n cynnwys y gofyniad i gynhyrchu Adroddiad blynyddol ar gydymffurfiaeth â'r safonau hyn.

8. Mae'r adroddiad hefyd yn cynnwys diweddariad ar Strategaeth Caerdydd Ddwieithog 2017-22 ac adolygiad allanol o'r strategaeth, a gyhoeddwyd ym mis Mawrth 2017 yn dilyn cymeradwyaeth y Cyngor llawn.

#### **Materion**

9. Mae Adroddiad Blynyddol Safonau'r Gymraeg wedi'i gwblhau i fodloni gofynion Safonau'r Gymraeg (Mesur y Gymraeg [Cymru] 2011)

10. Mae gofyn i bob awdurdod lleol gyhoeddi adroddiad blynyddol yn rhoi'r wybodaeth ganlynol

<b>Cwynion</b>
Nifer y cwynion a dderbyniwyd yn ystod y flwyddyn ariannol honno oedd yn ymwneud â chydymffurfiaeth â Safonau'r Gymraeg.
<b>Sgiliau Cymraeg y Gweithwyr</b>
Nifer y cyflogeion sydd â sgiliau yn y Gymraeg ar ddiwedd y flwyddyn ariannol dan sylw.
<b>Hyfforddiant Cyfrwng Cymraeg</b>
<ul style="list-style-type: none"> <li>Nifer yr aelodau staff a fynychodd gursiau hyfforddiant drwy gyfrwng y Gymraeg ar ddiwedd y flwyddyn.</li> <li>Os cafodd fersiwn Gymraeg o'r cwrs ei gynnig gennych chi yn ystod y flwyddyn, canran cyfanswm y staff a wnaeth hynny drwy gyfrwng y Gymraeg.</li> </ul>
<b>Nifer y swyddi a hysbysebwyd</b>
<p>Nifer y swyddi newydd a gwag a hysbysebwyd yn ystod y flwyddyn a gafodd eu categorio fel swyddi lle roedd -</p> <ul style="list-style-type: none"> <li>sgiliau yn y Gymraeg yn hanfodol,</li> <li>angen dysgu sgiliau yn y Gymraeg ar ôl cael penodiad i'r swydd,</li> <li>sgiliau yn y Gymraeg yn ddymunol, neu</li> <li>doedd dim angen sgiliau yn y Gymraeg.</li> </ul>

- Mae angen cymeradwyaeth gan y Cyngor cyn i'r adroddiad gael ei gyhoeddi ar wefan y Cyngor erbyn y dyddiad cau gofynnol, sef **30 Mehefin 2018**.
- Gall Comisiynydd y Gymraeg ymchwilio i unrhyw fethiant i gydymffurfio â Safonau'r Gymraeg a gall gymryd camau gorfodi, yn cynnwys gosod cosb sifil, gan ei gwneud hi'n ofynnol cael cynllun gweithredu i wneud iawn am dorri'r safonau.

### **Rhesymau dros yr Argymhellion**

- Mae Safon 158, 164 a 170 yn ei gwneud hi'n ofynnol i'r Cyngor gynhyrchu adroddiad blynyddol, yn ymwneud â phob blwyddyn arall, sy'n ymdrin â'r ffordd y mae'r Cyngor wedi cydymffurfio â'r safonau mewn cysylltiad â chyflenwi gwasanaethau, llunio polisïau a gweithredu.

### **Goblygiadau Ariannol**

- Mae'r Adroddiad Blynyddol yn nodi cyfres o gamau ac argymhellion arfaethedig yn unol â Safonau'r Gymraeg. Yn achos unrhyw un o'r camau hyn yn arwain at gostau, bydd angen nodi'r cyllid o gyllideb bresennol cyfarwyddiaethau unigol y Cyngor. Mae'r adroddiad cyffredinol yn tynnu sylw at y posibilrwydd ar gyfer gosod sancsiynau ariannol o ganlyniad i beidio â chydymffurfio â Safonau'r Gymraeg. Bydd angen talu am unrhyw gosbau a gyflwynir gan ddefnyddio arian o ddyraniad cyllidebol cyffredinol y gyfarwyddiaeth briodol.

## **Goblygiadau Cyfreithiol (gan gynnwys Asesiad o'r Effaith ar Gydraddoldeb lle bo'n briodol)**

15. Mae Mesur y Gymraeg (Cymru) 2011 yn cyflwyno system newydd o reoliadau gan ddefnyddio 'safonau', sy'n nodi sut y dylai sefydliad ddefnyddio'r Gymraeg. Mae swydd Comisiynydd y Gymraeg wedi'i chreu yn rhan o'r Mesur hefyd. Mae'n ofyniad statudol i gydymffurfio â Mesur y Gymraeg (Cymru) 2011.

Mae'r Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015 yn nodi safonau yn ymwneud â dull gweithredu Cyngorau Sir. Cyflwynodd Comisiynydd y Gymraeg hysbysiad cydymffurfio i'r Cyngor ar 30 Medi 2015. Mae hwn yn cynnwys 5 math gwahanol o Safonau; safonau yn ymwneud â chyflenwi gwasanaethau, safonau yn ymwneud â llunio polisiau, safonau gweithredol, safonau hyrwyddo a safonau yn ymwneud â chadw cofnodion.

Mae Safon 158 yn ei gwneud hi'n ofynnol i'r Cyngor gynhyrchu adroddiad monitro blynyddol ar gyfer pob blwyddyn ariannol sy'n ymdrin â'r ffordd y mae'r Cyngor wedi cydymffurfio â'r safonau yn ymwneud â chyflenwi gwasanaethau; yn yr un modd mae safon 164 yn gwneud hyn yn ofynnol mewn cysylltiad â safonau llunio polisi ac mae safon 170 yn gofyn am yr un peth o ran y safonau cyflawni gweithredol. Mae'n rhaid i'r adroddiad blynyddol gynnwys nifer y cwynion y mae'r Cyngor wedi'u derbyn yn ystod y flwyddyn honno yn ymwneud â chydymffurfiaeth â'r safonau, manylion am sgiliau Cymraeg staff y Cyngor, cyrsiau hyfforddiant a gynigiwyd ac a fynychwyd gan staff y Cyngor a nifer y swyddi a hysbysebwyd gyda'r Gymraeg fel gofyniad. Mae'n rhaid cyhoeddi'r adroddiad blynyddol erbyn 30 Mehefin fan bellaf yn dilyn y flwyddyn ariannol y mae'r adroddiad yn berthnasol iddi, ac mae'n rhaid ei gyhoeddi a'i roi ar wefan y Cyngor yn ogystal ag yn unrhyw un o swyddfeydd y Cyngor sy'n agored i'r cyhoedd.

Gall Comisiynydd y Gymraeg ymchwilio i unrhyw fethiant i gydymffurfio â Safonau'r Gymraeg a gall gymryd camau gorfodi, yn cynnwys gosod cosb sifil, gan ei gwneud hi'n ofynnol cael cynllun gweithredu i wneud iawn am dorri'r safonau neu roi cyhoedduswydd i'r achos o dorri'r safonau.

## **Goblygiadau AD**

16. Mae Adroddiad Blynyddol Safonau'r Gymraeg yn cynnwys cydymffurfio â'r safonau sy'n ymwneud â rôl y Cyngor fel cyflogwr. Does dim goblygiadau AD uniongyrchol yn deillio o gymeradwyo'r adroddiad, heblaw am sicrhau darpariaeth hyfforddi parhaus i gynyddu nifer y siaradwyr Cymraeg yn y Cyngor, yn unol â Strategaeth y Gweithlu arfaethedig y Cyngor.

## **ARGYMHELLION**

Argymhellir y dylai'r Cyngor gymeradwyo Adroddiad Blynyddol Safonau'r Gymraeg 2017-18 (wedi'i atodi yn Atodiad I) a chytunir y dylai'r Cyngor ystyried yr adroddiad cyn ei gyhoeddi yn unol â Safonau'r Gymraeg (Mesur y Gymraeg (Cymru) 2011).

Uwch Swyddog Cyfrifol	<b>CHRISTINE SALTER</b> Cyfarwyddwr Corfforaethol, Adnoddau
	<b>7 Mehefin 2018</b>

*Atodir yr Atodiadau canlynol:*

**Atodiad A** – Adroddiad Blynyddol Safonau'r Gymraeg 2017-18

**Atodiad A1** – Amcanion Strategaeth Caerdydd Ddwyeithog 2017-18

**Atodiad A2** – Adolygiad Allanol Strategaeth Caerdydd Ddwyeithog

**Atodiad A3** – Cwynion 2017-18

**Atodiad A4** – Swyddi Cymraeg Hanfodol 2017-18

**Atodiad A5** - Amcanion Safonau'r Gymraeg Cyfarwyddiaethau

Mae'r dudalen hon yn wag yn fwriadol



# Adroddiad Blynyddol Safonau'r Gymraeg 2017-18

Page 61

CREV G WIR IN THESE STONES  
FEL GW YDR HORIZONS  
O FWRNAIS AWENSING





Mae dyletswydd ar bob awdurdod lleol yng Nghymru i gydymffurfio â rheoliadau newydd Safonau'r Gymraeg sy'n esbonio sut y dylai, fel sefydliad, ddefnyddio'r Gymraeg mewn gwahanol sefyllfaoedd. Sefydlodd Mesur y Gymraeg (Cymru) 2011 fframwaith cyfreithiol i osod dyletswyddau ar sefydliadau penodol i gydymffurfio â safonau mewn perthynas â'r Gymraeg trwy is-ddeddfwriaeth (Rheoliadau Safonau'r Gymraeg [Rhif 1] 2015). Rhestrir y safonau a gyflwynwyd i Gyngor Dinas Caerdydd yn 'Hysbysiad Cydymffurfio Cyngor Dinas Caerdydd - Adran 44 Mesur y Gymraeg (Cymru) 2011'. Mae copi o'r safonau y cyfeirir atynt yn yr adroddiad hwn, ar gael yn [www.caerdydd.gov.uk/caerdydddwyieithog](http://www.caerdydd.gov.uk/caerdydddwyieithog).



# 1. Cyflwyniad

O'r 30 Mawrth 2016, o dan Fesur y Gymraeg (Cymru) 2011, daeth safonau'r Gymraeg i rym, gan ddisodli cynllun iaith blaenorol y Cyngor, a grëwyd fel gofyniad dan Ddeddf Iaith 1993.

- Gwella'r gwasanaethau y gall siaradwyr Cymraeg ddisgwyl eu cael gan sefydliadau yn Gymraeg.
- Cynyddu nifer y bobl sy'n defnyddio gwasanaethau Cymraeg
- Egluro i sefydliadau'r hyn sydd angen iddyn nhw ei wneud o ran y Gymraeg
- Sicrhau bod lefel priodol o gysondeb o ran y dyletswyddau a roddir ar sefydliadau yn yr un sectorau.

**P**rif nod y ddeddfwriaeth (safonau) yw sicrhau na chaiff y Gymraeg ei thrin yn llai ffafriol na'r Saesneg, gyda'r pwyslais ar gynnig a chofnodi dewis iaith yn hytrach na bod y cyfrifoldeb ar y defnyddiwr gwasanaeth neu'r gweithiwr unigol i wneud cais am wybodaeth neu wasanaethau yn y Gymraeg.

Mae gofyn i bob awdurdod lleol gyhoeddi adroddiad blynyddol yn nodi'r wybodaeth ganlynol

## Cwynion

Nifer y cwynion a dderbyniwyd yn ystod y flwyddyn ariannol honno oedd yn ymwneud â chydymffurfiaeth â Safonau'r Gymraeg.

## Sgiliau Cymraeg y Gweithwyr

Nifer y cyflogeion sydd â sgiliau yn y Gymraeg ar ddiwedd y flwyddyn ariannol dan sylw.

## Hyfforddiant Cyfrwng Cymraeg

- Nifer yr aelodau staff a fynychodd gysiau hyfforddiant drwy gyfrwng y Gymraeg ar ddiwedd y flwyddyn.
- Os cafodd fersiwn Gymraeg o'r cwrs ei gynnig gennych chi yn ystod y flwyddyn, canran cyfanswm y staff a wnaeth hynny drwy gyfrwng y Gymraeg.

## Nifer y swyddi a hysbysebwyd

Nifer y swyddi newydd a gwag a hysbysebwyd yn ystod y flwyddyn a gafodd eu categorïo fel swyddi lle'r oedd -

- sgiliau yn y Gymraeg yn hanfodol,
- angen dysgu sgiliau yn y Gymraeg ar ôl cael penodiad i'r swydd,
- sgiliau yn y Gymraeg yn ddymunol, neu
- doedd dim angen sgiliau yn y Gymraeg.



Rhodddwyd Hysbysiad cydymffurfio i bob awdurdod lleol gan Gomisiynydd y Gymraeg, sy'n rhestru'r safonau, a dyddiad cydymffurfio ar gyfer pob un o'r safonau. Rhodddwyd 171 o safonau i Gyngor Caerdydd, ac mae'r adroddiad hwn yn amlinellu ein cynnydd yn cydymffurfio â safonau'r Gymraeg yn 2017-18. Mae'r safonau wedi eu rhestru yn y categorïau canlynol

#### Safonau darparu gwasanaethau:

Mewn cysylltiad â darparu gwasanaethau er mwyn hyrwyddo neu hwyluso defnydd o'r Gymraeg, neu i sicrhau na chaiff ei thrin yn llai ffafriol na'r Saesneg.

#### Safonau llunio polisi:

Ei gwneud yn ofynnol i sefydliadau ystyried pa effaith a gaiff eu penderfyniadau polisi ar allu personau i ddefnyddio'r iaith ar sail yr egwyddor na chaiff y Gymraeg ei thrin yn llai ffafriol na'r Saesneg.

#### Safonau gweithredol:

Safonau sy'n mynd i'r afael â sut mae sefydliadau'n delio â'r Gymraeg yn fewnol.

#### Safonau hyrwyddo:

Ei gwneud yn ofynnol i sefydliadau fabwysiadu strategaeth sy'n nodi sut y maent yn bwriadu hyrwyddo a hwyluso'r defnydd o'r Gymraeg.

#### Safonau yn ymwneud â chadw cofnodion:

Bydd y safonau hyn yn ei gwneud yn angenrheidiol i gadw cofnodion am rai o'r safonau eraill, ac am unrhyw gwynion sy'n dod i law'r sefydliad. Bydd y cofnodion hyn yn cynorthwyo'r Comisiynydd i reoleiddio cydymffurfiaeth y sefydliad â'r safonau.

Caiff Adroddiad Blynyddol Safonau'r Gymraeg ei gytuno a'i gymeradwyo gan y Cyngor cyn ei gyhoeddi ar wefan y Cyngor yn unol â gofynion statudol y safonau.

Bydd yr adroddiad ar gael i'w lawrlwytho ar wefan y Cyngor o 30 Mehefin 2018 ymlaen <https://www.cardiff.gov.uk/CYM/Eich-Cyngor/Strategaethau-cynlluniau-a-pholisiau/Caerdydd-Ddwy-ieithog/Pages/default.aspx>

## 2. Cyflawniadau

- 2017/18 oedd y flwyddyn gyntaf i Strategaeth 5 Mlynedd y Gymraeg Caerdydd Ddwieithog gael ei rhoi ar waith. Cyhoeddwyd y Strategaeth ym mis Mawrth 2017 yn dilyn ystyriaeth gan y cabinet a'r Cyngor llawn. Mae'n nodi ein blaenoriaethau o ran hwyluso a hyrwyddo'r Gymraeg yng Nghaerdydd ar y cyd â'n partneriaid, gan ddechrau ar ein taith i fod yn brifddinas wirioneddol ddwieithog ar gyfer Cymru. Rhestrir prif gyflawniadau yn 2017-18 ar dudalen 6.
- Cyflawnwyd adolygiad allanol o Strategaeth Caerdydd Ddwieithog (tudalen 8).
- Mae nifer y staff sydd â sgiliau Cymraeg wedi cynyddu **76.4%** ers 2016-17. Gellir priodoli cynnydd o'r fath yn rhannol i drefniadau cofnodi gwell a chodi ymwybyddiaeth, yn ogystal â Strategaeth Caerdydd Ddwieithog, sy'n cynnwys targed i gynyddu nifer y staff â sgiliau Cymraeg a chysiau Cymraeg trwy'r Cynllun 'Cymraeg Gwaith'.
- Integreiddio'r 'ffurflen asesu ieithyddol' (strategaeth sgiliau Cymraeg Corfforaethol) i system DigiGOV (system AD fewnol y Cyngor) i alluogi'r gwaith o asesu pob swydd o ran gofynion sgiliau Cymraeg cyn hysbysebu, yn unol â safon 136.
- Dychwelodd uned Caerdydd Ddwieithog **99.1%** o geisiadau am gyfieithiadau erbyn dyddiadau cau a gytunwyd (**9,027,350 gair**). Cyfieithodd y tîm fwy o eiriau nag mewn unrhyw flwyddyn flaenorol; sef cynnydd o **8%** ar nifer y geiriau a gyfieithwyd yn 2016-17.
- Enillodd Caerdydd Ddwieithog dendr tair blynedd gyda Chyngor Bro Morgannwg i gynnig gwasanaethau cyfieithu Cymraeg, gan barhau hefyd i gynnig gwasanaethau cyfieithu i nifer o bartneriaid allanol.
- Cwblhaodd 259 aelod staff hyfforddiant ymwybyddiaeth iaith yn 2017-18, ac mae cyfanswm o 1994 o aelodau staff wedi cwblhau'r modiwl hyfforddiant Ymwybyddiaeth Iaith ar-lein hyd yma (31/03/2018).
- Mae nifer y ceisiadau ar gyfer swyddi Cymraeg hanfodol wedi cynyddu **29%** ar gyfartaledd ers 2016/17.
- Mynychodd **175** aelod staff hyfforddiant iaith Gymraeg a ariennir yn gorfforaethol yn 2017-18.
- Roedd gostyngiad yn nifer y cwynion (16) ac yn nifer yr ymchwiliadau gan Gomisiynydd y Gymraeg (3) a dderbyniwyd.
- Hysbysebodd y Cyngor **43** swydd lle'r oedd sgiliau yn y Gymraeg yn hanfodol a **53** swydd bellach gyda'r Gymraeg fel sgil dymunol.
- Cafodd Cynllun Strategol Cymraeg mewn Addysg 2017-2020 (CSCA) y Cyngor ei gymeradwyo gan Lywodraeth Cymru ym mis Mawrth 2018. Bydd y CSCA yn sbardun allweddol wrth sicrhau bod plant yn gallu datblygu eu sgiliau Cymraeg, a chreu siaradwyr newydd, i gefnogi gweledigaeth Llywodraeth Cymru i gael miliwn o siaradwyr Cymraeg erbyn 2050.



- Hyrwyddo a chyfathrebu cyfres o ganllawiau corfforaethol sydd wedi'u llunio i gynorthwyo staff i gydymffurfio â safonau'r Gymraeg, gan gynnwys canllaw newydd i gontractwyr trydydd parti.
- Cylchredeg brîff misol Materion Cymraeg (a ddosberthir drwy rwydwaith cydgyssylltwyr y Gymraeg) er mwyn rhoi'r wybodaeth ddiweddaraf ar ddatblygiadau yn agenda'r Gymraeg a safonau'r Gymraeg.





# 3. Caerdydd Ddwieithog: Strategaeth 5 Mlynedd y Gymraeg 2017-2022

## Gweledigaeth Caerdydd Ddwieithog

*Ein gweledigaeth yw datblygu Caerdydd wirioneddol ddwyieithog. Caerdydd lle gall ein dinasyddion fyw, gweithio a chwarae yn ogystal â manteisio ar wasanaethau a chymorth yn Gymraeg neu Saesneg yn yr un modd. Prifddinas lle mae dwyieithrwydd yn cael ei hyrwyddo fel rhywbeth cwbl naturiol, a lle mae'r iaith Gymraeg yn cael ei diogelu a'i meithrin i alluogi penedlaethau'r dyfodol ei mwynhau a'i defnyddio.*

Mae Safon 145 Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015 yn cynnu bod y Cyngor yn cynhyrchu a chyhoeddi strategaeth pum mlynedd, sy'n nodi sut y byddwn yn hyrwyddo a hwyluso'r defnydd o'r Gymraeg a tharged i gynyddu neu gynnal nifer siaradwyr y Gymraeg yn y Sir.. Strategaeth Caerdydd Ddwieithog yw'r strategaeth hyrwyddo'r Gymraeg gyntaf ar gyfer Cyngor Caerdydd ac fe'i cyhoeddwyd y llynedd (Mis Mawrth 2017) yn dilyn ystyriaeth gan y cabinet a'r Cyngor llawn. Mae'n nodi ein blaenoriaethau i hwyluso a hyrwyddo'r Gymraeg yng Nghaerdydd ar y cyd â'n partneriaid, gan ddechrau ar ein taith i fod yn brifddinas wirioneddol ddwyieithog ar gyfer Cymru.

Cymeradwywyd y strategaeth gan y Cyngor llawn ar 23 Mawrth 2017 ac mae ar gael i'w gweld yn

<https://www.cardiff.gov.uk/CYM/Eich-Cyngor/Strategaethau-cynlluniau-a-pholisiau/Caerdydd-Ddwieithog/Pages/default.aspx>

Mae strategaeth Caerdydd ddwyieithog yn cynnwys targed i gynyddu nifer siaradwyr y Gymraeg yng Nghaerdydd yn ogystal â chamau penodol i hwyluso defnydd ar yr iaith yn unol â Strategaeth y Gymraeg Llywodraeth Cymru 2012-17 a Gymraeg 2050, strategaeth newydd y Llywodraeth i gael miliwn o siaradwyr y Gymraeg erbyn 2050 (a gyhoeddwyd fis Gorffennaf 2017). Dros y 25 mlynedd diwethaf mae nifer y siaradwyr Cymraeg yng Nghaerdydd wedi mwy na dyblu gyda ffigyrau'r cyfrifiad diwethaf yn nodi fod dros 16% o boblogaeth y ddinas ag un neu fwy o sgiliau yn y Gymraeg. Wrth i'r ddinas dyfu, ein nod yn y strategaeth hon yw cynyddu nifer a chanran y siaradwyr a dysgwyr Cymraeg yng Nghaerdydd. Mae'r strategaeth yn cefnogi'n llawn ac yn rhannu gweledigaeth Llywodraeth Cymru i gael miliwn o siaradwyr Cymraeg erbyn 2050. Er mwyn i Gaerdydd chwarae ei rhan yn cyflawni'r weledigaeth hon, byddai angen i ni gynyddu nifer y siaradwyr Cymraeg (3+ oed) yng Nghaerdydd 15.9% o 36,735 (Cyfrifiad 2011) i 42,583 (Cyfrifiad 2021).

Dangosodd ymgynghoriad cyhoeddus ar y strategaeth cyn cyhoeddi'r strategaeth fod mwy na 70 y cant o ymatebwyr naill ai'n cytuno'n gryf neu'n tueddu i gytuno â'r weledigaeth o Gaerdydd wirioneddol ddwyieithog a mwy na 53 y cant yn cytuno â'n targed o gynyddu nifer y siaradwyr Cymraeg yn y ddinas.

Bydd cefnogi pobl ifanc, teuluoedd a chymunedau i ddysgu a siarad Cymraeg hefyd wrth wraidd y gwaith o gyflawni ein huchelgeisiau.

Mae'r blynyddoedd diweddar wedi gweld cynnydd sylweddol yn nhwff addysg Gymraeg yn y ddinas, gyda chynnydd parhaus yn nifer ein plant a'n pobl ifanc sy'n cael addysg Gymraeg. Bydd y system addysg a Chynllun Strategol Cymraeg mewn Addysg y Cyngor 2017-2020 yn chwarae rôl allweddol yn y gwaith o sicrhau twf yr iaith yn y dyfodol wrth i ni geisio cynyddu nifer y plant, a rhieni, sy'n cael y cyfle i ddysgu a siarad Cymraeg, a chael cyfleoedd i ddefnyddio'r iaith y tu allan i gatiâu'r ysgol.

Fel strategaeth sy'n cwmpasu'r ddinas, mae dros 30 o bartneriaid yn ymwneud â chyflawni'r strategaeth, ac mae llwyddiant y strategaeth yn dibynnu ar waith partneriaeth effeithiol rhwng partneriaid sector cyhoeddus; rhwng y sectorau cyhoeddus, preifat ac addysg; ac, yn bwysicach na dim, gyda phobl Caerdydd.

Gweler **atodiad 1** i gael diweddariad ar gamau gweithredu Strategaeth Caerdydd Ddwyeithog ar gyfer blwyddyn ariannol 2017-18, sef blwyddyn lawn gyntaf gweithredu'r strategaeth. Mae yna nifer o bethau a gyflawnwyd eisoes:

### Strwythur Llywodraethiant

Yn 2017-181, sefydlwyd strwythur llywodraethiant gadarn i gyflawni a monitro camau gweithredu Strategaeth Caerdydd ddwyieithog, gan gynnwys sefydlu Fforwm Caerdydd Ddwyeithog gyda dros 35 o sefydliadau yn cael eu cynrychioli. Amcanion a swyddogaeth y fforwm sy'n cwrdd bob chwarter, ac sy'n cael ei gadeirio gan Menter Caerdydd, yw i:

1. Sicrhau fod pob cynrychiolydd yn gyfrifol am fonitro'r camau gweithredu sy'n berthnasol i'w sefydliad eu hunain.
2. Darparu adborth chwarterol i Grŵp Aelodaeth Caerdydd ddwyieithog y cyngor ar weithredu'r camau perthnasol.
3. Cyfrannu at ymatebion yr ymgynghoriad mewn perthynas â'r Gymraeg ar ran y fforwm.
4. Rhannu arfer da a nodi cyfleoedd i weithio mewn partneriaeth er budd y Gymraeg yng Nghaerdydd.

Fel rhan o'u cylch gorchwyl, bydd Grŵp Aelodau Caerdydd Ddwyeithog hefyd yn diweddarau'r Cabinet yn rheolaidd ar waith Strategaeth Caerdydd Ddwyeithog.

### Hyrwyddo Addysg Gymraeg

Mae llawlyfr Derbyn i Ysgolion 2018-19 Cyngor Caerdydd (a gyhoeddwyd ym mis Hydref 2017) yn cynnwys adran benodol ar fanteision addysg cyfrwng Cymraeg. Mae'r wybodaeth yn cynnwys canllaw ar ffurf cwestiynau cyffredin i rieni, ac mae'r wybodaeth hon hefyd wedi'i rhoi ar dudalen ar wefan y Cyngor [www.caerdydd.gov.uk/addysgcyfrwngcymraeg](http://www.caerdydd.gov.uk/addysgcyfrwngcymraeg).

Ymhellach i hyn, mae cyfrifon cyfryngau cymdeithasol y Cyngor wedi bod yn hyrwyddo gwybodaeth am addysg Gymraeg yn rheolaidd, sy'n trafod cwestiynau mwyaf cyffredin darpar rieni. Fel rhan o Strategaeth Caerdydd Ddwyeithog, trefnwyd hefyd bod llyfryn gwybodaeth Llywodraeth Cymru ar addysg Gymraeg yn cael ei rannu â rhieni wrth gofrestru genedigaethau yng Nghaerdydd.

### Gweithio gyda busnesau i ddatblygu eu defnydd ar y Gymraeg

Un o flaenoriaethau'r Strategaeth yw annog busnesau preifat sy'n cefnogi'r Gymraeg i ddefnyddio neu arddangos brand Caerdydd Ddwyeithog yn eu siopau neu fusnesau. Yn 2018, mae Caerdydd Ddwyeithog wedi bod yn gweithio ar y cyd â Menter Caerdydd a swyddogion lleol ar gynllun 'Prosiect Byd Busnes'. Ariennir y Prosiect Byd Busnes gan Lywodraeth Cymru a chaiff ei gynnal trwy gyfrwng Mentrau Iaith Cymru. Mae 10 swyddog wedi eu lleoli ledled Cymru i gefnogi busnesau bach a chanolig i ddefnyddio'r Gymraeg, gan gynnig gwasanaeth penodol am ddim i fodloni anghenion busnesau, roi cyngor a chynnig syniadau ymarferol, a chyfeirio busnesau at gymorth arall sydd ar gael. Mae deunyddiau arddangos 'Caerdydd Ddwyeithog' hefyd wedi'u dosbarthu drwy'r swyddog byd busnes Cymraeg lleol; ac mae Menter Caerdydd, Caerdydd Ddwyeithog, Comisiynydd y Gymraeg, Y Ganolfan Dysgu Cymraeg Genedlaethol ac FSB Cymru wedi bod yn gweithio'n agos i adeiladu perthnasau bositif gyda busnesau



Caerdydd, a bydd yn parhau i wneud hynny yn 2018/19 wrth i Gaerdydd groesawu'r Eisteddfod Genedlaethol ym mis Awst 2018.  
<http://cymraeg.gov.wales/?lang=cy>

### Hyfforddiant Cymraeg

Trwy arian grant gan Y Ganolfan Dysgu Cymraeg Genedlaethol, mae Prifysgol Caerdydd wedi sefydlu cynllun newydd sy'n anelu at ddarparu hyfforddiant yn benodol ar gyfer teuluoedd mewn ardaloedd difreintiedig. Bwriad y Brifysgol yw cynnig amserlen lawn ac amrywiol o wersi a gweithgareddau anffurfiol o fewn y cymunedau lleol a thu hwnt. Bydd tiwtor/cydllynydd ganddynt hefyd â chyfrifoldeb dros hyrwyddo'r gwaith, ac i gynnig amserlen hygyrch i deuluoedd cyfan.

Ar ben hynny, trwy arian grant, mae Prifysgol Caerdydd hefyd wedi penodi tiwtor/cydllynydd i weithio'n benodol gyda cheiswyr lloches a ffoaduriaid. Byddant yn cynnig cyrsiau iaith a digwyddiadau anffurfiol i gynorthwyo integreiddio. Bydd y digwyddiadau hyn, a caiff eu trefnu gan Gyngor Ffoaduriaid Cymru, yn hyblyg ac yn agored i deuluoedd ac unigolion, gan ymateb yn gadarnhaol i anghenion cymunedau newydd ledled y ddinas. Caiff y digwyddiadau eu cynnig mewn lleoliadau ar hyd a lled y ddinas gyda'r nod o gyflwyno diwylliant y Gymraeg i gymunedau newydd.  
<https://www.cardiff.ac.uk/cy/news/view/1115625-welsh-for-refugees-and-asylum-seekers>  
<https://www.walesonline.co.uk/news/education/refugees-being-offered-free-welsh-14373855>

### Sesiynau blasu'r Gymraeg Cynghrair y Pencampwyr UEFA

Cafodd dilynwyr pêl-droed oedd yng Nghaerdydd yn ystod ffeinal Cynghrair y Pencampwyr UEFA ym mis Mai 2017 gyfle i roi cynnig ar siarad Cymraeg. Gwnaeth Prifysgol Caerdydd (Cymraeg i Oedolion) ar y cyd â'r Hen Lyfrgell drefnu digwyddiad gydol y penwythnos ar yr Aes lle cafodd cefnogwyr o'r Eidal, Sbaen a gweddill y byd gyfle i roi cynnig ar y Gymraeg. Cafodd y cynllun unigryw, rhyngweithiol a chyffrous adborth positif ar y cyfryngau

cymdeithasol ac yn y wasg, gan helpu i ddangos bod Caerdydd yn ddinas ryngwladol fodern a dwyieithog.

<http://www.bbc.co.uk/news/av/uk-wales-40144712/champions-league-final-fans-learning-welsh-in-cardiff>

### Dydd Miwsig Cymru 2018

Mae Dydd Miwsig Cymru yn ddigwyddiad cenedlaethol i ddathlu cerddoriaeth Gymraeg. Dathlodd y Cyngor Ddydd Miwsig Cymru drwy hyrwyddo llawer o ddigwyddiadau miwsig lleol ar ein cyfryngau cymdeithasol, ochr yn ochr â dynodi Caerdydd yn 'Ddinas Gerdd' gyntaf y DU. Cyhoeddwyd cyfweiliadau gyda staff gan gynnwys Prentis Corfforaethol Cyngor Caerdydd ynghyd â detholiad o gerddoriaeth Gymraeg. Roedd llinell ffonau Cysylltu â Chaerdydd hefyd yn chwarae detholiad o ganeuon Cymraeg fel cerddoriaeth wrth aros a hynny drwy gydol yr wythnos.

<http://cymraeg.gov.wales/DyddMiwsigCymru/?lang=cy>

### Adolygiad Strategaeth Caerdydd Ddwyieithog (NICO)

Roedd un o argymhellion adroddiad cabinet Strategaeth Caerdydd Ddwyieithog yn cynnwys mynd i'r afael ag adolygiad allanol o'r strategaeth a'r cynllun gweithredu o fewn blwyddyn (gweler **atodiad 2** am yr adroddiad llawn).

# 4. Cynllun Strategol Cymraeg mewn Addysg 2017-2020

## **Datganiad Cenhadaeth Cynllun Strategol Cymraeg mewn Addysg (WESP)**

Bydd pob plentyn yn ein dinas yn hyderus o ran eu gallu i ddefnyddio'r Gymraeg erbyn 2050, er mwyn cyfrannu at greu Caerdydd wirioneddol ddwyieithog lle y caiff y Gymraeg ei diogelu a'i meithrin i genedlaethau'r dyfodol ei defnyddio a'i mwynhau.

## **Gweledigaeth CSCA**

Bydd system addysg Caerdydd yn gweithredu fel sbardun allweddol i sicrhau y gall plant ddatblygu eu sgiliau Cymraeg, a chreu siaradwyr newydd, i gefnogi gweledigaeth Llywodraeth Cymru o gael miliwn o siaradwyr Cymraeg erbyn 2050.

## **Gwerthoedd CSCA**

Dros y tair blynedd nesaf, 2017-2022, nodau strategol y Cynllun Strategol Cymraeg mewn Addysg hwn yw darpariaeth addysgol sy'n sicrhau'r canlynol:

- Bod addysg a gofal Cymraeg i blant Cymraeg ar gael i bawb, gyda phontio effeithiol rhwng oedrannau a chyfnodau;
- Bod disgyblion yn fwy rhugl ac yn gwneud mwy o ddefnydd o'r Gymraeg ym mhob ysgol sefydledig, gymunedol a ffydd yng Nghaerdydd.
- Darpariaeth gynhwysol, sy'n chwalu rhwystrau ac yn rhoi cyfleoedd i unrhyw berson ifanc gael addysg dda trwy gyfrwng y Gymraeg;
- Lle'r ydym ni'n dathlu ac yn hybu'r Gymraeg, trwy addysgu o

safon uchel a herio galluoedd dysgu plant;

- Ein bod yn hybu defnydd ehangach o'r Gymraeg y tu allan i'r ystafelloedd dosbarth trwy gyfleoedd chwarae, hamdden, gofal gwyliau ac ieuenctid a thu hwnt i'r ysgol mewn Addysg Uwch a Phellach, hyfforddiant a chyflogaeth.

Comisiynodd Llywodraeth Cymru adolygiad o gynlluniau CSCA ledled Cymru yn ystod haf 2017 oherwydd diffyg gwybodaeth yn ymwneud â buddsoddiad dan Fand B y CSCAau. Pan gyflwynwyd y CSCA ym mis Mawrth 2017, roedd y Cyngor yn dal yn y broses o gadarnhau blaenoriaethau ar gyfer buddsoddi mewn ysgolion ac nid oedd yn gallu cynnwys unrhyw ddatganiadau yn y CSCA mewn cysylltiad ag unrhyw uchelgeisiau sydd ynghlwm wrth gynlluniau buddsoddi arfaethedig o dan Fand B.

Tynnwyd sylw at yr amserlenni sy'n gysylltiedig â dogfen strategol gan nodi efallai y byddai'n fwy buddiol ystyried cynllun mwy hirdymor. Cydnabuwyd hefyd fod diffyg alinio rhwng amserlenni CSCA ac amserlenni Rhaglen Addysg Ysgolion yr 21ain Ganrif.

Pan oedd yr amserlenni'n caniatáu hynny, ychwanegwyd gwybodaeth ychwanegol at y CSAC oedd yn cynnwys:

- Gwybodaeth yn ymwneud â chynyddu darpariaeth Cymraeg trwy gyfrwng cynlluniau Ysgolion yr 21ain Ganrif a'r Rhaglen Addysg, Band B.
- Cynnwys manylion y CDLI
- Manylion am ddyddiadau dalgylch Hamadryad



- Cynnwys bwriad Caerdydd i gyrchu cyllid cyfalaf
- Diweddariad ar y capasiti Cymraeg yn 2017

Ailgyflwynodd Caerdydd y CSCA diwygiedig ym mis Chwefror 2018 ac roedd yn un o 15 awdurdod lleol i'w cynlluniau gael eu cymeradwyo gan y Gweinidog dros y Gymraeg a Dysgu Gydol Oes, Eluned Morgan, ar 16 Mawrth 2018.

**P** Mae'r Cyngor yn y broses o gwblhau cynllun gweithredu CSCA 2017-2020 ar gyfer y ddinas. Bydd hyn yn canolbwyntio ar sicrhau effeithiolrwydd a gwneud defnydd effeithlon ar adnoddau a phartneriaethau cryf i gyflawni'r canlyniadau a nodwyd. Mae Fforwm Addysg Gymraeg Caerdydd yn bartneriaid allweddol wrth helpu i arwain a llywio datblygiad addysg Gymraeg ledled y ddinas a bydd yn chwarae rhan allweddol yn y gwaith o gyflawni'r uchelgais sydd o fewn CSCA 2017-2020.

Gellir gweld y ddogfen a gymeradwywyd ar wefan y Cyngor:  
<https://www.cardiff.gov.uk/CYM/Eich-Cyngor/Strategaethau-cynlluniau-a-pholisiau/Addysg/Pages/default.aspx>



# 5. Cwynion yn erbyn Safonau'r Gymraeg 2017-18

Yn ystod 2017/18, daeth cyfanswm o **16** o gwynion yn ymwneud â Safonau'r Gymraeg i law – gweler **Atodiad 3** am ragor o wybodaeth. Pa un ai a ddaeth y cwynion i law drwy gyfrwng y Gymraeg neu'r Saesneg, aethpwyd i'r afael â hwy yn unol â'r weithdrefn gwyno gorfforaethol.

Roedd y Cyngor hefyd yn destun 3 ymchwiliad i'r methiant posibl i gydymffurfio â'r safonau o dan adran 71 Mesur y Gymraeg (Cymru) 2011 gan Gomisiynydd y Gymraeg. Yn 2017/18 derbyniodd y Cyngor:

- **7** penderfyniad terfynol yn cadarnhau ein bod wedi torri'r safonau.
- **2** benderfyniad yn cadarnhau y byddai'r ymchwiliad yn cael ei ddirwyn i ben.

Mae'r Cyngor yn aros ar hyn o bryd am hysbysiadau penderfyniad terfynol ar **3** ymchwiliad. Mae cofrestr o gamau gorfodi ar gael i'w gweld ar wefan Comisiynydd y Gymraeg <http://www.comisiynyddygyymraeg.cymru/Cymraeg/Sefydliadau/Gorfodi%20safonau/Cofrestr%20camau%20gorfodi/Pages/ygofrestr.aspx>

Nifer yr ymchwiliadau newydd sydd wedi dod i law Comisiynydd y Gymraeg yw **84.2%**, sy'n is nag yn 2016-17, ac mae nifer y cwynion cyhoeddus parthed safonau'r Gymraeg hefyd wedi gostwng.





# 6. Swyddi a hysbysebwyd yn 2017-18

Yn ystod 2017-18 hysbysebwyd **1017** o swyddi – gweler Atodiad 4 am fanylion y swyddi Cymraeg Hanfodol a hysbysebwyd.

- Hysbysebwyd **43** o swyddi lle'r oedd sgiliau Cymraeg yn hanfodol.
- Hysbysebwyd **53** o swyddi lle'r oedd sgiliau Cymraeg yn ddymunol.
- Hysbysebwyd **921** o swyddi, lle ystyriwyd nad oedd sgiliau Cymraeg yn angenrheidiol ar hyn o bryd.
- Nodwch fod y ffigyrau hyn hefyd yn cynnwys swyddi wedi'u hail-hysbysebu.

**P**an ddesych chi gyswrtu oes gwybodaeth ar hyn o bryd gan y Cyngor yn ymwneud â sgiliau Cymraeg, y mae gofyn eu dysgu pan gaiff pobl eu dynodi i swyddi, oherwydd dan Strategaeth Sgiliau Cymraeg y Cyngor caiff swyddi eu dynodi un ai fel rhai Cymraeg hanfodol, dymunol neu nad oes ei hangen. Mae achosion wedi bod pan fo swyddi wedi'u hail-hysbysebu gan ei gwneud hi'n ofynnol i'r ymgeiswyr llwyddiannus fynychu hyfforddiant iaith Gymraeg.



# 7. Cyrsiau hyfforddiant cyfrwng Cymraeg a Hyfforddiant Iaith Gymraeg

Yn 2017-18, dilynodd **175** o aelodau staff gyrsiau hyfforddiant iaith Gymraeg, o'r rheiny:

- Bu **71** aelod staff ar y cwrs blasu 2 ddiwrnod iaith Cymraeg mewnol ym mis Gorffennaf 2017.
- Cwblhaodd **19** aelod staff gwrs ar-lein 10 awr 'Croeso Cymraeg'.
- Dilynodd **72** aelod staff gyrsiau Cymraeg drwy Brifysgol Caerdydd.
- Dilynodd **8** aelod staff gyrsiau preswyl 5-diwrnod drwy'r cynllun 'Cymraeg Gwaith'.
- Dilynodd **5** aelod staff hyfforddiant Cymraeg dwys drwy'r cynllun 'Cymraeg Gwaith'.

Yn 2017-18, cwblhaodd **259** aelod staff hyfforddiant ymwybyddiaeth iaith, ac o'r rheiny:

- Cwblhaodd **50** o Reolwyr Gweithredol hyfforddiant ymwybyddiaeth iaith drwy'r Cynllun 'Cymraeg Gwaith'.
- Cwblhaodd **25** aelod staff o'r gwasanaethau Plant ac Oedolion hyfforddiant Ymwybyddiaeth Iaith a ddarperir gan y cydlynnydd iaith ar gyfer Gwasanaethau Oedolion. Mae 38 o fyfyrwyr gwaith cymdeithasol o Brifysgol Caerdydd a Phrifysgol Fetropolitan Caerdydd wedi cael hyfforddiant ymwybyddiaeth iaith gan y cydlynnydd.
- Mae **184** aelod staff wedi cwblhau'r hyfforddiant ar-lein ymwybyddiaeth iaith Corfforaethol.

Ymhellach:

- Mae **1,994** o aelodau staff wedi cwblhau'r modiwl ymwybyddiaeth iaith ers ei lansiad ym mis Medi 2015.
- Mynychodd 19 o Gynghorwyr sesiwn ymwybyddiaeth iaith a ddarparwyd drwy'r cynllun Cymraeg Gwaith ym mis Medi 2017.

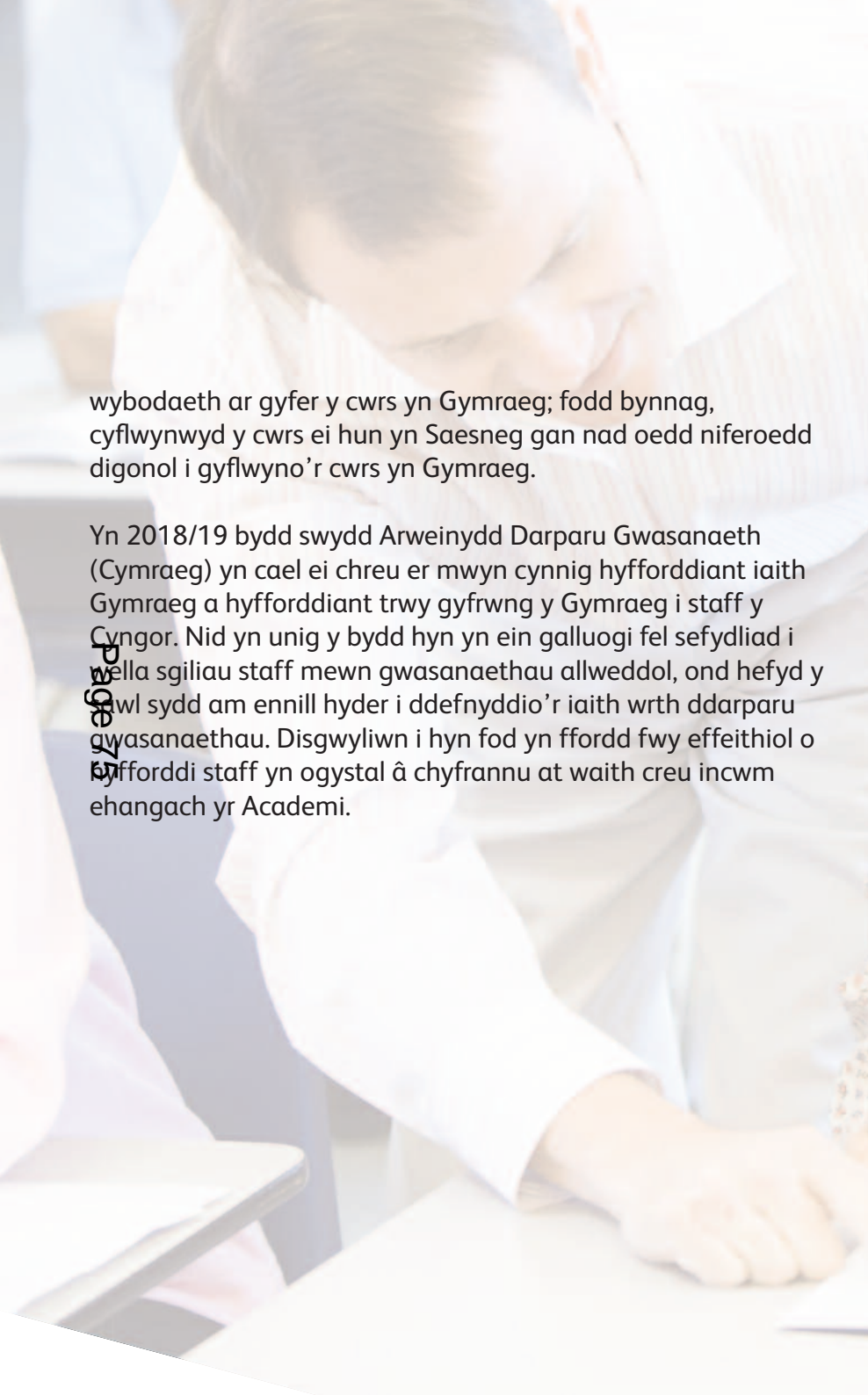
Caiff nifer a chanran y staff sydd wedi derbyn hyfforddiant iaith Gymraeg a hyfforddiant ymwybyddiaeth iaith Gymraeg eu monitro'n agos a chaiff cofnodion unigol eu cadw ar y System AD fewnol (DigiGOV).

Mae safon rhif 128 wedi'i chyflwyno i Gyngor Caerdydd, sy'n nodi fod yn rhaid i ni ddarparu hyfforddiant i staff yn Gymraeg yn y meysydd canlynol, os cânt eu darparu yn Saesneg:

- Recriwtio a chyfweld;
- Rheoli perfformiad;
- Cwynion a gweithdrefnau disgyblu;
- Sefydlu;
- Delio â'r cyhoedd; ac
- Iechyd a diogelwch.

Mae trefniadau wedi eu sefydlu i sicrhau y gall staff wneud cais i dderbyn eu hyfforddiant trwy gyfrwng y Gymraeg yn unol â safon 128. Yn 2017-18 gofynnodd 4 aelod o staff am hyfforddiant Sefydlu Corfforaethol, a 6 aelod o staff am hyfforddiant Cofi a Chario yn y Gymraeg. Darparwyd yr holl





wybodaeth ar gyfer y cwrs yn Gymraeg; fodd bynnag, cyflwynwyd y cwrs ei hun yn Saesneg gan nad oedd niferoedd digonol i gyflwyno'r cwrs yn Gymraeg.

Yn 2018/19 bydd swydd Arweinydd Darparu Gwasanaeth (Cymraeg) yn cael ei chreu er mwyn cynnig hyfforddiant iaith Gymraeg a hyfforddiant trwy gyfrwng y Gymraeg i staff y Cyngor. Nid yn unig y bydd hyn yn ein galluogi fel sefydliad i wella sgiliau staff mewn gwasanaethau allweddol, ond hefyd y bydd hyn yn ennill hyder i ddefnyddio'r iaith wrth ddarparu gwasanaethau. Disgwylwn i hyn fod yn ffordd fwy effeithiol o hyfforddi staff yn ogystal â chyfrannu at waith creu incwm ehangach yr Academi.



# 8. Sgiliau Cymraeg y Gweithwyr

Mae datblygiad y system AD (DigiGOV), a'r cyfle i aelodau staff ddilysu eu data personol eu hunain, wedi galluogi'r Cyngor i gofnodi sgiliau Cymraeg (ac ieithoedd eraill) aelodau staff. Ar 31 Mawrth 2018, nodwyd bod 6,258 o aelodau staff (nad ydynt mewn ysgolion) wedi'u cyflogi gan Gyngor Dinas Caerdydd, ac o'r rhain, dilysodd cyfanswm o **4,274** o aelodau staff eu ceisiadau ar y system AD. O'r rhain mae **427** aelod o staff wedi nodi bod ganddynt sgiliau yn y Gymraeg. Hynny yw, 9.81 % o'r rhai sydd wedi cofrestru ar y system.

Mae nifer y staff sydd â sgiliau yn y Gymraeg wedi cynyddu **76.4%** ers 2016-17. (427 o'i gymharu â 242). Gellir priodoli cynnydd o'r fath yn rhannol i drefniadau cofnodi gwell a chodi ymwybyddiaeth, yn ogystal ag yn sgil Strategaeth Caerdydd Ddwyieithog, sy'n cynnwys targed i gynyddu nifer y staff â sgiliau Cymraeg a chysiau Cymraeg trwy'r Cynllun 'Cymraeg Gwaith'. Mae staff wedi eu hatgoffa'n rheolaidd i ddiweddarau eu cofnod personol ar DigiGOV, sy'n cynnwys hyfedredd yn y Gymraeg.

Ym mis Hydref 2017, fel datblygiad pellach, gall staff erbyn hyn gofnodi a diweddarau lefel eu sgiliau Cymraeg ar DigiGOV yn unol â'r 5 lefel sydd ar y fframwaith Cymraeg i oedolion (mynediad – sylfaen – canolradd – uwch – hyfedredd), sydd wedi golygu bodd modd cofnodi lefelau sgiliau Cymraeg staff yn gywirach. Bydd staff sydd eisoes wedi cofnodi lefel eu sgil Cymraeg yn y categorïau '*dim/sylfaenol iawn – gweddol – da – da iawn*' yn cael eu hatgoffa i ddiweddarau eu cofnod yn unol â lefelau Cymraeg i oedolion yn 2018/19.

Categoriâu Cymraeg blaenorol	Categoriâu Newydd Lefelau Cymraeg i Oedolion
Dim/Sylfaenol Iawn	Mynediad (1)
-	Sylfaen (2)
Gweddol	Canolradd (3)
Da	Uwch (4)
Da iawn	Hyfedredd (5)



# 9. Mwy na Geiriau

## Fframwaith Strategol ar gyfer y Gymraeg ym meysydd Iechyd, Gwasanaethau Cymdeithasol a Gofal Cymdeithasol

### Adroddiad Cynnydd Gwasanaethau Cymdeithasol Cyngor Caerdydd 2017/18

Mae amcanion Mwy na Geiriau wedi eu cwmpasu yn Strategaeth Caerdydd Ddwyieithog 2017-22. Mae'r strategaeth yn gosod blaenoriaeth ar gynyddu cyfleoedd i bobl dderbyn Iechyd a Gofal Cymdeithasol yn y Gymraeg, ac yn nodi'r camau gweithredu canlynol:

- Page 77
- Sicrhau bod Cynnig Actif o wasanaethau Cymraeg yn cael ei rannu â holl staff y Gwasanaethau Cymdeithasol ac o fewn gwasanaethau a gomisiynir.
  - Cynnwys gwasanaeth Cymraeg ym manylebau contractau, cytundebau lefel gwasanaeth a phrosesau cyllid grant trydydd sector ac annibynnol lle bo angen.
  - Sicrhau ein bod yn gallu darparu cymaint o wasanaethau â phosibl yn Gymraeg. Lle nodir bylchau o ran capasiti'r gweithlu i ddarparu gwasanaethau yn Gymraeg dylai'r rhain gael eu hadlewyrchu yn Strategaeth Sgiliau Dwyieithog y sefydliad.

I hwyluso cynnydd y camau hyn ymhellach a'r holl gamau gweithredu a nodwyd yn Strategaeth Olymol Mwy na Geiriau, mae fforwm Mwy na Geiriau yn cael ei sefydlu mewn partneriaeth ar draws Iechyd a Gofal Cymdeithasol yng Nghaerdydd a Bro Morgannwg. Bydd hyn yn gwella cydlynid gweithgareddau Cymraeg gyda phartneriaid, a bydd yn allweddol i ddatrys heriau mewn modd cydlynol.

Gwnaed y cynnydd canlynol ar yr amcanion a nodwyd yn Mwy na Geiriau:

### Amcan 1: Arweiniad Cenedlaethol a Lleol, a Pholisi Cenedlaethol

- Mae uwch swyddog yn parhau i ysgwyddo swyddogaeth Pencampwr y Gymraeg ar draws cyfarwyddiaeth Gwasanaethau Cymdeithasol. Cefnogir y pencampwr gan ddau gydlynnydd y Gymraeg.

### Amcan 2: Mapio, Archwilio, casglu Data ac Ymchwilio

- Proffiliwyd yr angen am wasanaethau Cymraeg yn Asesiad Anghenion y Boblogaeth ar gyfer Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 ar gyfer Caerdydd a Bro Morgannwg.
- Mae cwestiynau wedi cael eu newid yng nghronfa ddata corfforaethol staff Cyngor Caerdydd mewn ymgais i gael darlun mwy cynhwysfawr a diweddar o'r capasiti i ddarparu cynnig rhagweithiol.
- Mae cwestiynau wedi eu hychwanegu at system cofnodion cleientiaid y Gwasanaethau Cymdeithasol (Care First) i gofnodi'r cynnig rhagweithiol.
- Mae manylion sgiliau Cymraeg y gweithlu a phroffil y gymuned Gymraeg ei hiaith wedi eu cynnwys yn adroddiad blynyddol adran y gwasanaethau cymdeithasol.

### Amcan 3: Cynllunio Gwasanaeth, Comisiynu, Contractio a Chynllunio'r Gweithlu

- Mae staff ym mhob cornel o'r sefydliad yn parhau i gael eu hatgoffa am ofynion safonau'r Gymraeg a'r gofyn i wneud cynnig rhagweithiol trwy gyfrwng Cylchlythyr Materion Cymraeg a gaiff ei ddsbarthu i'r holl staff ar e-bost.



- Mae angen gwneud mwy o waith i gyfleu safonau'r Gymraeg i drydydd parti. Mae cynlluniau i ddefnyddio Fforwm y Darparwyr sy'n bod eisoes ar gyfer hyn. Yn ystod 2018/19 bydd cyfle hefyd i dreialu gwersi Cymraeg gyda staff y sector annibynnol er mwyn cefnogi darparu gwasanaethau gofal Cymraeg
- Mae strategaeth gweithlu'r Gwasanaethau Cymdeithasol yn rhoi cyfle i ddeall yn well y bylchau a gwneud y gorau ar botensial. Bydd camau'n cael eu datblygu i fwrw ymlaen â hyn yn ystod 2018 – 2019.
- Proffiliwyd yr angen am wasanaethau Cymraeg yn Asesiad Anghenion y Boblogaeth ar gyfer Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 ar gyfer Caerdydd a Bro Morgannwg.
- Mae adroddiad cyhoeddiedig blynyddol y Cyfarwyddwr Gwasanaethau Cymdeithasol yn cynnwys ymrwymiad i'r Gymraeg.

#### **Amcan 4: Hyrwyddo ac Ymgysylltu**

- Caiff cortynnau gwddw eu cynnig i'r holl staff, i'w hannog i nodi eu bod yn siaradwyr Cymraeg neu ddysgwyr.
- Cysgliad (gwirydd sillafu Cymraeg) ar gael i'r holl staff.

#### **Amcan 5: Addysg ac Amcan 6: Cymraeg yn y Gweithle**

- Mae cyfleoedd hyfforddiant yn parhau i gael eu cynnig yn rheolaidd ar draws y gwasanaeth. Cynigir hyfforddiant i bawb o ddechreuwr i ddysgwyr mwy profiadol.
- Mae hyfforddiant ymwybyddiaeth iaith yn elfen orfodol o hyfforddiant sefydlu yn y maes gofal cymdeithasol ac mae'n rhan o'r rhaglen ymgynefino â lleoliadau gwaith cymdeithasol ac elfen hanfodol o'r rhaglen hyfforddiant Tair Blynedd Cyntaf Ymarferol.
- Cynigiodd Caerdydd Ddwieithog hyfforddiant ymwybyddiaeth iaith penodol i bob Rheolwr Gweithredol yng Nghyngor Caerdydd yn ystod 2017/18, ac mae hyfforddiant Ymwybyddiaeth y Gymraeg ar gael yn gyson i bob aelod o staff y Gwasanaethau Cymdeithasol. Rhoddwyd hyfforddiant penodol i staff gwasanaethau dydd er mwyn paratoi ar gyfer agor Canolfan Ofal Ddydd Dementia yn Nhrelái.





# 10. Monitro a Goruchwylio Cydymffurfiaeth â'r Safonau

## CYNLLUNIAU CYFLAWNI CYFARWYDDIAETH

I fonitro'r gwaith o gydymffurfio â safonau'r Gymraeg, disgwylir i bob cyfarwyddiaeth gynnwys amcan/ion yn ymwneud â chyflawni safonau'r Gymraeg o fewn eu Cynlluniau Cyflawni Cyfarwyddiaethol bob blwyddyn er mwyn sicrhau bod gofynion y safonau wedi'u perchenogi'n gorfforaethol. Mae'r amcanion a gafodd eu cynnwys yng nghynlluniau cyflawni'r Gyfarwyddiaeth wedi eu nodi yn Atodiad 5.

## GRŴP AELODAU CAERDYDD DDWYIEITHOG

Sefydlwyd grŵp traws bleidiol Grŵp Aelodau Caerdydd Ddwieithog i arwain y gwaith o lunio Caerdydd wirioneddol ddwyieithog lle gall dinasyddion a staff Cyngor Caerdydd gyrchu gwasanaethau a chael yr un cymorth yn y naill iaith neu'r llall trwy wella gwaith partneriaeth. Yn ystod 2017-18, cyfarfu'r grŵp ddwy waith i drafod materion yn ymwneud â'r Gymraeg, yn bennaf y gwaith o weithredu Safonau newydd y Gymraeg a datblygu Strategaeth Caerdydd Ddwieithog 2017-2022 (Safon 145)

## PENCAMPWYR A CHYDLYNWYR Y GYMRAEG

Mae gan y Cyngor rwydwaith o gydlynwyr a phencampwyr y Gymraeg ar draws ein Cyfarwyddiaethau a'n Gwasanaethau amrywiol, sy'n cefnogi gwaith tîm Caerdydd Ddwieithog o ran gweithredu Safonau'r Gymraeg ac hyrwyddo'r defnydd o'r Gymraeg yn fewnol. Mae rôl y rhwydwaith cydlynwyr yn cynnwys:

- Cynorthwyo eu gwasanaeth neu gyfarwyddiaethau i gydymffurfio â pholisïau ac ymrwymiadau cyfreithiol y Cyngor i'r Gymraeg.
- Rhoi adborth ar unrhyw faterion yn ymwneud â'r Gymraeg gan y gwasanaeth i'r grŵp, ac fel arall yn ôl yr angen.
- Rhoi adborth ar unrhyw gwynion neu faterion yn ymwneud â'r iaith Gymraeg gan ddefnyddwyr gwasanaeth i'r grŵp.
- Dosbarthu dogfennaeth berthnasol a gwybodaeth o fewn y gwasanaethau.
- Cydlynu ymateb y gwasanaeth i'r Adroddiad Blynyddol ar weithredu Safonau'r Gymraeg.

Nid oes angen i Gydlynwyr a Phencampwyr allu siarad Cymraeg, ac mae pob cyfarwyddiaeth yn gyfrifol am enwebu o leiaf un Cydlynnydd, ac un Pencampwr, ar lefel Rheolwr Gweithredol neu uwch, i gynrychioli eu cyfarwyddiaeth.

Mae'r Pencampwr yn bwynt cyswllt ar lefel uwch reoli o ran materion Cymraeg penodol i'r Gyfarwyddiaeth. Mae hefyd yn monitro agendau'r grŵp rheoli am eitemau â goblygiadau i Safonau'r Gymraeg ac yn cynorthwyo Cydlynnydd Cymraeg y gwasanaeth â'i waith wrth hwyluso rhoi Safonau'r Gymraeg ar waith yn y gyfarwyddiaeth.

Cynhelir cyfarfodydd cydlynwyr bob mis yn Neuadd y Sir, dan gadeiryddiaeth Caerdydd Ddwyeithog, ac mae rhestr o Gydlynwyr a Phencampwyr ar gael ar dudalen mewnwyd Caerdydd Ddwyeithog.

### **UWCH DÎM RHEOLI**

Mae materion yn ymwneud a safonau'r Gymraeg gan gynnwys gwybodaeth am ymchwiliadau Comisiynydd y Gymraeg yn cael eu cyflwyno gerbron yr UDRh yn rheolaidd o ran cyflwyno gwybodaeth a rhoi arweiniad.

### **CABINET A CHYNGOR LLAWN**

Caiff adroddiad blynyddol ar safonau'r Gymraeg Cyngor Caerdydd ei ystyried gan y Cabinet a'r Cyngor llawn er mwyn sicrhau craffu ar y lefel uchaf.



# 11. Adroddiad Sicrwydd Comisiynydd y Gymraeg 2016-17

Ym mis Hydref 2017, cyhoeddodd Comisiynydd y Gymraeg ei hadroddiad sicrwydd blynyddol 2016-17 '*Hawliau'n Gwreiddio*'. Mae'r adroddiad yn asesu sefyllfa gwasanaethau cyhoeddus Cymraeg yn gyffredinol, ac mae'n dangos fod gwasanaethau ar draws Cymru yn gwella. Yn dilyn cyhoeddi'r adroddiad blynyddol, cafwyd cyfarfod rhwng y Cyngor a swyddogion y Comisiynydd lle rhannwyd a thrafodwyd canfyddiadau penodol mewn cysylltiad â perfformiad y Cyngor.

Roedd perfformiad y Cyngor yn dda yn gyffredinol:

- Ymdriniwyd â phob galwad i C2C yn Gymraeg.
- Roedd mwyafrif llethol y negeseuon cyfryngau cymdeithasol corfforaethol yn Gymraeg a Saesneg (224/241 Twitter a 110/118 Facebook).
- Ymatebwyd i 1 o bob 2 e-bost, sef yr un gyfradd ag e-byst Saesneg.
- Ymatebwyd i bob llythyr Cymraeg, er nad oedd hynny'n wir am bob llythyr yn Saesneg.
- Roedd pob tudalen gwe ar gael yn Gymraeg.
- Roedd yr holl ddogfennau yn ymwneud â'r modd y mae'r sefydliad yn cydymffurfio â'r safonau yn cydymffurfio'n llawn.
- Roedd y strategaeth hyrwyddo 5 mlynedd (Caerdydd Ddwieithog 2017-22) yn cydymffurfio.

Nododd arolwg y Comisiynydd fod lle i wella yn y meysydd canlynol:

- Nid oedd gwasanaeth Cymraeg ar gael yn y dderbynfa yn ystod ymweliad eu hymwelydd cêl (0 o 2).
- Dim ond 1 o 2 dderbynfa oedd yn dangos y poster 'Cymraeg' (safon 67)
- Facebook – ymatebwyd i 1 o 2 ymholiad, o'i gymharu a 2 o 2 ymholiad yn Saesneg.
- Roedd gwallau/problemau cydymffurfio ar 3 tudalen gwe allan o 45 e.e. dolenni ddim yn gweithio neu rywfaint o destun yn dal i fod yn y Saesneg.
- Nid oedd rhai dogfennau yn cydymffurfio â'r safonau.

Cysylltwyd â phob gwasanaeth a aeth yn groes i safonau'r Gymraeg ac mae'r adroddiad ynghyd â chanlyniadau unigol y Cyngor wedi eu dosbarthu i'r holl uwch reolwyr o fewn yr awdurdod. Yn ogystal â rheoli risg, fel awdurdod lleol rydym yn parhau i geisio sicrhau bod defnyddwyr gwasanaeth yn cael yr un gwasanaethau o safon uchel boed nhw'n dewis ymwneud â ni yn y Gymraeg neu'r Saesneg.



# 12. Hyrwyddo a Hwyluso'r Safonau

## CANLLAWIAU STAFF

Er mwyn hyrwyddo a hwyluso'r gwaith o weithredu'r safonau, mae'r Cyngor wedi creu a diweddarau canllawiau i staff. Mae'r rhain yn cynnwys:

- Crynodeb o'r 'Safonau Darparu Gwasanaethau'
- Cyfathrebu'n Ddwieithog
- Gwasanaeth Derbynfa Dwyieithog
- Cynnal Cyfarfodydd Dwyieithog
- Galwadau Cymraeg
- Nodyn Canllaw: Arwyddion a Hysbysiadau Swyddogol Dwyieithog
- Canllawiau Cyfieithu
- Safonau'r Gymraeg: Canllaw ar Enillion Cyflym
- Safonau'r Gymraeg: Canllaw i Drydydd Parti

Mae'r canllawiau hyn ar gael i staff ar Fewnwyd Caerdydd Ddwieithog ac maent wedi eu hyrwyddo i staff yn gyson trwy ddulliau cyfathrebu cyfarwydd gan gynnwys y Briff Craidd misol a chylchlythyron 'Materion Cymraeg' a gaiff eu dosbarthu i'r holl staff. Mae erthyglau rheolaidd hefyd wedi ymddangos ar hafan mewnwyd y Cyngor.

Mae arwyddion derbynfa (safon 67) a logos llofnod e-bost (safon 134) hefyd ar gael i aelodau staff ar dudalen fewnwyd Caerdydd Ddwieithog yn ogystal â chopi o'r safonau llawn, adroddiadau blynyddol, a'r ffurflen ar gyfer gwneud cais am gyfieithiad ar-lein.

Mae cynnwys y we a'r ffurflen i wneud cais am gyfieithiad wedi'u diweddarau i atgoffa staff i gynnwys y datganiadau corfforaethol i gydymffurfio â safonau 2, 4 a 7 (Gohebiaeth), 49 (ffurflenni) a 50A (dogfennau).

## BRIFF 'MATERION CYMRAEG'

Caiff briff Materion Cymraeg ei ddosbarthu i staff trwy gyfrwng y rhwydwaith cydlynwyr y Gymraeg. Mae'r briff yn cynnwys cyngor polisi ar gydymffurfio a safonau'r Gymraeg, gwybodaeth ar hyfforddiant Cymraeg ac erthyglau eraill yn ymwneud ag agenda'r Gymraeg.

## CAERDYDD DDWYIEITHOG: CYNGOR POLISI A CHYFIEITHU

Mae'r tîm yn cynnig arweiniad a chyngor i bob aelod o staff y Cyngor, ynghyd â sefydliadau, cwmnïau ac unigolion sy'n cynnig gwasanaethau ar ran y Cyngor, ar faterion sy'n ymwneud â'r iaith Gymraeg, cyfieithu ac ymrwymiad y Cyngor i Safonau'r Gymraeg statudol.

## STRATEGAETH CORFFORAETHOL SGILIAU'R GYMRAEG

Er mwyn sicrhau y gall y Cyngor fodloni ei ddyletswydd statudol i roddi gwasanaeth cwbl ddwyieithog mae ganddo Strategaeth Sgiliau Iaith Gymraeg Gorfforaethol (SSIGG). Cymeradwywyd y strategaeth ddiwygiedig hon gan y Cabinet ym mis Mawrth 2014 ac mae'n dwyn ein gweithdrefnau staffio, hyfforddiant a recriwtio ynghyd er mwyn sicrhau bod gan bobl Caerdydd fynediad cydradd at ein gwasanaethau p'un a ddewisent ddelio â ni'n Gymraeg neu Saesneg.

Mae pob rheolwr tîm yn gyfrifol am sicrhau bod eu timau'n gallu sicrhau gwasanaeth cydradd i gwsmeriaid Cymraeg a Saesneg eu hiaith. Mae'r SSIGG yn cynnwys adnodd asesu ieithyddol y dylai rheolwyr ei gwblhau wrth recriwtio i benderfynu p'un ai a ddylai sgiliau Cymraeg fod yn hanfodol ('Cymraeg hanfodol') wrth hysbysebu swydd.

O fis Hydref 2017, mae adnodd asesu ieithyddol SSIGG bellach wedi'i integreiddio ym mhroses recriwtio DigiGOV i gydymffurfio â safon 136 sy'n gofyn i'r Cyngor asesu p'un ai a oes angen sgiliau Cymraeg cyn hysbysebu unrhyw swydd wag. Mae hyn yn galluogi'r Cyngor i adrodd a monitro'n gywir sawl swydd a ddynodir yn Gymraeg hanfodol neu ddymunol.

Er mwyn sicrhau gwasanaeth dwyieithog ar y pwynt cyswllt cyntaf ar bob adeg (i dimau sy'n delio â'r cyhoedd yn rheolaidd) byddai hyn yn gofyn am i:

- o leiaf 10% o staff mewn timau mwy (20+ aelod) yn meddu ar y sgiliau Cymraeg angenrheidiol, neu
- o leiaf 2 aelod o staff mewn timau llai, yn unol â'r SSIGG.

Os nad yw tîm sy'n delio'n rheolaidd â'r cyhoedd yn gallu sicrhau gwasanaeth dwyieithog (fel y'i diffinnir uchod) caiff swyddi eu dynodi'n Gymraeg hanfodol (lefel 1 [mynediad] i 5 [hyfedr]) yn wlliedig ar ddyletswyddau'r swyddi. Mae pob swydd derbynfa Gymraeg hanfodol wedi eu dynodi ar o leiaf lefel 3 'canolradd', ac mae gwybodaeth ar sut i gwblhau'r asesiad Cymraeg ar DigiGOV ar safon i reolwyr ar dudalennau rhyngwyr AD.

Fel arfer caiff pob swydd Cymraeg Hanfodol allanol ei hysbysebu ar [www.lleol.cymru](http://www.lleol.cymru) gwefan yn arbenigo mewn hysbysebu swyddi Cymraeg hanfodol ar ran sefydliadau ledled Cymru. Ers hysbysebu gyda [www.lleol.cymru](http://www.lleol.cymru), mae nifer y ceisiadau ar gyfer swyddi Cymraeg hanfodol wedi cynyddu 29% ar gyfartaledd ers 2016/17.

### **HYFFORDDIANT CYMRAEG**

Cefnogir staff i ddefnyddio eu sgiliau Cymraeg wrth gyfathrebu â'r cyhoedd. Ar hyn o bryd gall staff ddewis o blith dros 100 o gyrsiau a gymeradwyir ym Mhrifysgol Caerdydd neu yn y gymuned, sy'n amrywio o ddysgwyr llwyr i siaradwyr rhugl ar adeg a lleoliad sy'n gyfleus iddyn nhw.

Ceir cyllideb gorfforaethol ar gyfer hyfforddiant Cymraeg, felly mae'r cyrsiau am ddim i staff unigol Cyngor Caerdydd na'u cyfarwyddiaethau a chredydir oriau staff am yr amser a neilltuir ganddynt wrth fynychu cyrsiau. Rhoddir blaenoriaeth i staff rheng flaen.

Trwy gyfrwng y cynllun 'Cymraeg Gwaith', mae staff y Cyngor wedi dilyn nifer o gyrsiau Cymraeg gan gynnwys cwrs 10 awr 'Croeso i'r Gymraeg', cwrs preswyl 5 diwrnod a chysiau dwys newydd. Caiff y cyrsiau hyn eu hariannu yn llawn gan Y Ganolfan Dysgu Cymraeg Genedlaethol.

### **HYFFORDDIANT YMWHYBYDDIAETH IAITH GYMRAEG AR-LEIN**

Mae modiwl hyfforddi Ymwybyddiaeth y Gymraeg wedi'i lunio ar gyfer staff Cyngor Caerdydd, ac ar gael ar safle Cronfa Ddysgu Academi Caerdydd.

Nod y cwrs yw sicrhau bod staff yn:

- Deall pwysigrwydd y Gymraeg o ran cynnig gwasanaethau'r Cyngor yng Nghymru.
- Deall eu rôl a'u cyfrifoldebau eu hunain o ran cynnig gwasanaethau Cymraeg a dwyieithog.
- Asesu sut maent yn cynnig gwasanaethau Cymraeg ar hyn o bryd a nodi meysydd i'w gwella.
- Deall a gallu defnyddio geiriau a brawddegau syml wrth ddelio â defnyddwyr gwasanaeth Cymraeg.

Cwblhaodd 50 o Reolwyr Gweithredol hyfforddiant ymwybyddiaeth iaith drwy'r Cynllun 'Cymraeg Gwaith'. Roedd yr hyfforddiant yn cynnwys:

- Cyflwyniad i gyd-destun y polisi presennol;
- Gwybodaeth ynghylch yr angen i gynllunio gweithleoedd dwyieithog;
- Gwybodaeth am fanteision datblygu dwyieithrwydd sefydliadol i'r dysgwr, cwsmeriaid, aelodau staff eraill ac i'r sefydliad;
- Cyngor ar sut i ddadansoddi anghenion dysgu parthed y Gymraeg yn eich sefydliad;

- Cyngor ar yr hyfforddiant sydd ar gael gan Y Ganolfan Dysgu Cymraeg Genedlaethol
- Cyngor ar roi cefnogaeth i ddysgwyr yn y gweithle; a
- Cyfle i drafod a chynllunio ar gyfer y dyfodol.

### **BATHODYNNAU A CHORTYNNAU GWDDF 'IAITH GWAITH'**

Caiff cortynnau gwddf Iaith Gwaith eu cynhyrchu gan Gomisiynydd y Gymraeg ar gyfer staff Cymraeg er mwyn dangos i ddefnyddwyr gwasanaeth a chydweithwyr fod staff yn siarad Cymraeg. Caiff y cortynnau hyn a chortynnau i ddysgwyr eu cynnig i staff pan fyddant yn derbyn neu adnewyddu eu cardiau adnabod, neu ar gael ar unrhyw adeg gan Caerdydd Ddwyeithog.. Mae pob 'Materion Cymraeg' misol a gaiff ei ddsbarthu i staff trwy eu cyfarwyddiaeth neu eu cydlynnydd Cymraeg yn cynnwys nodyn yn atgoffa staff i ofyn am gortynnau gwddf gan Caerdydd Ddwyeithog.



# 13. Safonau'r Gymraeg – Camau Gweithredu hyd yma

Gweler isod fesurau sydd wedi'u rhoi ar waith i sicrhau cydymffurfiaeth ag unrhyw ofynion newydd o ganlyniad i Safonau'r Gymraeg.

SAFONAU DARPARU GWASANAETHAU	
Safonau	Camau Gweithredu
<p>Page 85</p> <p>Gohebiaeth</p>	<p>Mae holl e-byst allanol y Cyngor yn ogystal â'r papur pennawd corfforaethol newydd yn cynnwys y datganiad canlynol o fewn y troedyn er mwyn cydymffurfio â gofynion safonau 2, 3 a 7.</p> <p><i>Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn sicrhau ein bod yn cyfathrebu â chi yn eich dewis iaith boed yn Gymraeg, yn Saesneg neu'n ddwyieithog dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn peri unrhyw oedi.</i></p> <p><i>Ni fydd gohebu yn Gymraeg yn peri unrhyw oedi. Ni fydd gohebu yn Gymraeg yn peri unrhyw oedi.</i></p> <p>Mae canllawiau ar 'Gyfathrebu'n Ddwyieithog' wedi'u cyhoeddi ar dudalen fewnwyd Caerdydd Ddwyieithog er mwyn gynorthwyo aelodau staff i gydymffurfio â'r gofynion hyn.</p> <p>Cyfarwyddiaethau unigol sy'n rheoli cofnodion dewis iaith eu cwsmeriaid, ac os nad yw dewis iaith yn wybyddus (e.e pan fydd y Cyngor yn gohebu yn gyntaf) caiff yr ohebiaeth ei gyrru yn ddwyieithog.</p>

Safonau	Camau Gweithredu
<b>Gwasanaethau Ffôn</b>	<p>Mae canllawiau staff ar alwadau Cymraeg wedi'u cyhoeddi er mwyn cynorthwyo staff i gydymffurfio â'r gofynion hyn. Daw mwyafrif llethol y galwadau ffôn i ganolfan gyswllt C2C y Cyngor, sydd â thîm Cymraeg priodol.</p> <p>Ar y cyfeiriadur ffôn canolog, gall staff ddefnyddio hidlydd i weld yr holl siaradwyr Cymraeg o fewn eu gwasanaeth / Cyfarwyddiaeth.</p> <p>Mae cyngor ar sut i ddarparu gwasanaethau Cymraeg effeithiol wedi eu cyfathrebu'n rheolaidd i staff trwy gyfrwng 'Materion Cymraeg'.</p>
<b>Cyfarfodydd a Digwyddiadau Cyhoeddus</b>	<p>Mae canllawiau staff newydd ar gynnal cyfarfodydd dwyieithog wedi'u cyhoeddi er mwyn cynorthwyo staff i gydymffurfio â'r gofynion hyn.</p> <p>Bydd tîm Caerdydd Ddwyieithog yn darparu gwasanaeth cyfieithu ar y pryd mewnol i bob Cyfarwyddiaeth a gwasanaeth.</p> <p>Bydd tîm Digwyddiadau'r Cyngor yn sicrhau fod gofynion y Gymraeg wedi eu cynnwys mewn contractau ar gyfer digwyddiadau lle mae'r Cyngor yn bartner. Mae'r holl staff wedi derbyn canllawiau a rhestr wirio Comisiynydd y Gymraeg ar gyfer trefnu digwyddiadau drwy'r brîff misol Materion Cymraeg.</p>
<b>Deunydd Arddangos, Arwyddion a Hysbysfyrddau</b>	<p>Mae Arwyddion a Hysbysfyrddau yn ddwyieithog gyda'r testun Cymraeg yn gyntaf yn unol â'r safonau. Mae nodyn cyngori corfforaethol ar arwyddion a hysbysfyrddau ar gael ar dudalen rhyngrwyd Caerdydd Ddwyieithog ac ar System Wybodaeth Caerdydd (SWC), ac fe gaiff staff eu hatgoffa yn rheolaidd o'r gofynion hyn. Caiff contractwyr sy'n gweithio i'r Cyngor eu hatgoffa'n rheolaidd</p> <p>Ers mis Medi 2017, yn unol â cham gweithredu yn Strategaeth Caerdydd ddwyieithog 2017-22; mae'r Cyngor wedi mabwysiadu'r egwyddor y caiff testun Cymraeg ei arddangos yn gyntaf ar unrhyw ddeunyddiau arddangos a gaiff eu cynhyrchu gennym.</p>
<b>Dogfennau a Ffurflenni</b>	<p><b>Safon 41:</b> Caiff agendau a chofnodion eu llwytho drwy gyfrwng safle Cardiff Modern.Gov. Mae papurau cyfarfod ar gael yn Gymraeg ar gyfer eitemau yn ymwneud â'r Gymraeg gan gynnwys Addysg Gymraeg.</p> <p><b>Safonau 49/50A:</b> Mae ffurflen gais cynnwys gwefan y Cyngor a ffurflen gais cyfieithu ac e-byst dychwelyd gwaith cyfieithu yn atgoffa'r holl staff i gynnwys y geiriad canlynol yn unol â safonau 49 a 50A.</p> <p><i>This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.</i>  <i>This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg.</i></p> <p><b>Safonau 42-48:</b> Mae gweithdrefn cyfieithu Cymraeg y Cyngor wedi'i sefydlu ers dros 10 mlynedd ac mae'n wybyddus gyfarwyddiaethau ac i staff. Mae canllawiau ar y dogfennau y mae'n rhaid iddynt fod ar gael i'w gweld ar dudalen rhyngrwyd Caerdydd Ddwyieithog a SWC. Mae Caerdydd Ddwyieithog hefyd ar gael i gynnig cyngor ar bolisi i staff yn ôl yr angen.</p>

Safonau	Camau Gweithredu
<p><b>Gwasanaethau Derbynfa</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 87</p>	<p>Mae canllawiau ar wasanaethau derbynfa dwyieithog ar gael er mwyn cynorthwyo staff i gydymffurfio â'r gofynion hyn.</p> <p>Rydym ni'n parhau i weithredu Strategaeth Sgiliau Cymraeg Corfforaethol y Cyngor sy'n bwriadu cynyddu nifer y staff â sgiliau Cymraeg mewn swyddi rheng flaen. Mae'r Strategaeth hon yn sicrhau y caiff gofynion ieithyddol pob swydd rheng flaen eu hasesu, ac y dynodir y Gymraeg yn ofyniad hanfodol, dymunol neu nad oes gofyniad ieithyddol yn unol â hynny.</p> <p>Mae gwasanaethau derbynfa dwyieithog ar gael ym mhrif swyddfeydd y Cyngor yn Neuadd y Ddinas a Neuadd y Sir, fodd bynnag, mae safon 64 yn ymwneud â derbynfeydd eraill yn parhau i fod yn heriol. Pan ddaw'r swyddi hyn yn wag a'u llenwi, caiff y Gymraeg ei dynodi'n hanfodol nes y gall y tîm warantu gwasanaeth rheng flaen dwyieithog. Diffinnir hyn fel isafswm o 2 aelod o staff neu o leiaf 10% o dimau mwy.</p> <p>Rydym ni'n parhau i gynnig pecyn hyblyg o gyrsiau Cymraeg a ariennir yn gorfforaethol ar gyfer aelodau staff, ac a redir gan y tîm Cymraeg i Oedolion (Prifysgol Caerdydd). Gall aelodau staff fynychu dros 100 o gyrsiau ar draws Caerdydd a Bro Morgannwg ar adegau ac mewn lleoliadau sy'n addas ar eu cyfer nhw a'u gwaith, gan gynnwys cwrs Cymraeg ar-lein newydd.</p> <p>Yn sgil ymchwiliad gan Gomisiynydd y Gymraeg i wasanaeth derbynfa Neuadd y Sir (2016) mae cynllun gweithredu newydd wedi ei greu a'i gymeradwyo gan y Comisiynydd. Mae'r cynllun gweithredu, a gymeradwywyd gan yr UDRh, yn gofyn i staff derbynfa rheng flaen gwblhau rhywfaint o hyfforddiant Cymraeg, un ai trwy gyrsiau wyneb yn wyneb neu ar-lein er mwyn gallu cyfarch cwsmeriaid yn ddwyieithog. Bydd y gweithredu yma yn parhau yn 2018/19.</p>
<p><b>Cyfryngau Cymdeithasol, Gwefannau a Gwasanaethau Ar-lein</b></p>	<p>Caiff gofynion yr iaith Gymraeg eu hystyried o ddifri fel rhan o unrhyw friff project neu fandad project newydd fel rhan o'r datganiad gofynion.</p> <p>Mae TGCh yn parhau i roi gwybod i gwsmeriaid fod ganddynt gyfrifoldeb i ddarparu deunydd Cymraeg gyda phob prosiect sy'n ymwneud â chwsmeriaid. Maent yn rhoi gwybod am hyn yn ystod y cam briffio. Cyfrifoldeb y cwsmer yw penderfynu a oes angen deunydd dwyieithog ar gyfer unrhyw system newydd ar ôl derbyn y cyngor hwn, felly eu cyfrifoldeb hwy yw bodloni ei hunain eu bod yn diwallu'r safonau. Mae Tim y We yn edrych yn fanwl ar bob adran o <a href="http://www.caerdydd.gov.uk">www.caerdydd.gov.uk</a> i sicrhau y caiff y Gymraeg ei chyhoeddi ar bob tudalen. Mae hyn yn cynnwys gwirio tudalennau, ffurflenni, dogfennau, dolenni ac ati, a gwirio bod dewis English / Cymraeg yn ymddangos wrth we-lwio. Mae hyn yn cynnig dolen uniongyrchol rhwng y cynnwys Saesneg a'r cynnwys Cymraeg cyfatebol.</p> <p>Mae'r Cyngor yn defnyddio cyfrifon cyfryngau cymdeithasol corfforaethol gwbl ddwyieithog ar Facebook a Twitter. Caiff staff eu hatgoffa yn aml drwy sianeli cyfathrebu sefydledig o'r angen i sicrhau bod unrhyw gyfrif cyfryngau cymdeithasol sy'n gysylltiedig â'r Cyngor, ar gael yn Gymraeg.</p>



Safonau	Camau Gweithredu
<p><b>Cyrsiau Addysg</b></p>	<p>Mae ffurflenni cofrestru Dysgu Oedolion yn y Gymuned (DOG) wedi eu diweddarau ar gyfer blwyddyn academaidd 2017/18. Mae'r ffurflenni bellach yn gofyn dau gwestiwn i'r dysgwyr:</p> <p><i>A ydych yn dymuno cael gohebiaeth gennym yn Gymraeg neu Saesneg?</i>  <i>A ydych yn dymuno dilyn y cwrs hwn drwy gyfrwng y Gymraeg?</i></p> <p>Caiff yr atebion eu cofnodi ar broffiliau dysgwyr y system reoli EBS.</p> <p><b>Safon 84</b>  O'r data a gasglwyd uchod, gall DOG redeg adroddiadau yn asesu'r angen am gyrsiau yn y Gymraeg. Yn 2017, mae 20 unigolyn wedi gofyn am gyrsiau yn y Gymraeg; o'r rhain dim ond dau o'r 20 sydd ar yr un cwrs. O ganlyniad, nid oedd DOG gallu cynnig darpariaeth yn y Gymraeg am nad oedd y nifer digonol isaf posib ar gael i redeg cwrs hyfforddi. Mae'r 20 unigolyn hefyd yn cynnwys 2 berson ar gyrsiau Cyngor i Mewn i Waith</p> <p><b>Safon 86</b>  Edrychodd DOG ar yr holl ddysgwyr yn 2016 i asesu'r angen am gyrsiau cyfrwng Cymraeg – cyhoeddwyd y canlyniadau ar wefan y Cyngor. Ar ben hynny, ychwanegwyd cwestiwn at Arolwg Holi Caerdydd 2017 i asesu'r angen. Nid oedd y canlyniadau yn awgrymu fod angen cynnig cyrsiau cyfrwng Cymraeg yn 2017/18.</p>
<p><b>Dyfarnu Grantiau a Chytundebau</b></p>	<p>Mae dogfennau grant perthnasol yn adlewyrchu gofynion safonau'r Gymraeg, a gofynnir i bob ymgeisydd grant nodi eu dewis iaith.</p> <p>Mae manylebau tendrau wedi eu diweddarau i adlewyrchu gofynion y safonau. Mae'r "Canllaw Gwerthu i'r Cyngor" newydd yn cynnwys y datganiad canlynol.</p> <p>"Yn unol â Safonau'r Gymraeg (Hysbysiad Cydymffurfio Cyngor Dinas Caerdydd – Adran 44 Mesur y Gymraeg (Cymru) 2011), gellir cyflwyno tendrau yn Saesneg neu'n Gymraeg. Ni chaiff tendr ar gyfer contract a gyflwynir yn Gymraeg ei drin yn llai ffafriol na thendr a gyflwynir yn Saesneg (gan gynnwys, ymysg eraill, materion mewn perthynas â'r dyddiad cau ar gyfer derbyn tendrau, ac mewn perthynas â'r amserlen ar gyfer hysbysu'r rhai sy'n cyflwyno tendr ynghylch yr hyn a gaiff ei benderfynu). Bydd y Cyngor yn cyfathrebu â'r rhai sy'n cyflwyno tendr yn eu dewis iaith, boed hynny'n Saesneg, yn Gymraeg neu'n ddwyieithog."</p> <p>Bydd tîm Caerdydd Ddwyieithog yn darparu gwasanaeth cyfieithu ar y pryd mewnol ar gyfer unrhyw gyfweiliadau tendro, a bydd y Telerau ac Amodau safonol ar gyfer contractwyr gwasanaethau yn cynnwys cymal wedi'i ddiweddarau sy'n ymdrin â'r gofynion deddfwriaethol newydd.</p> <p>Mae swyddogion yn adran Gyfreithiol y Cyngor wedi derbyn cyfarwyddiadau i gynnwys y cymal canlynol ynglŷn â'r Gymraeg sydd wedi'i ddiweddarau, a hynny ym mhob contract.</p>



Safonau	Camau Gweithredu
	<p>Yn ystod Cyfnod y Cytundeb, bydd y Contractwr yn cytuno i gydymffurfio â'r gofynion canlynol:</p> <ul style="list-style-type: none"> <li>• Mesur y Gymraeg (Cymru) 2011 a Safonau'r Gymraeg a gyflwynwyd i Gyngor Dinas Caerdydd (Hysbysiad Cydymffurfio – Adran 44 Mesur y Gymraeg (Cymru) 2011) i'r graddau y maent yn gysylltiedig â'r gwaith o ddarparu/ cynnal y **** (Gwasanaethau, Gwaith, Grant).</li> <li>• Mae copi o safonau'r Gymraeg ar gael yn <a href="https://www.cardiff.gov.uk/CYM/Eich-Cyngor/Strategaethau-cynlluniau-a-pholisiau/Caerdydd-Ddwyieithog/Pages/default.aspx">https://www.cardiff.gov.uk/CYM/Eich-Cyngor/Strategaethau-cynlluniau-a-pholisiau/Caerdydd-Ddwyieithog/Pages/default.aspx</a></li> </ul> <p>Mae canllawiau'r Gymraeg newydd wedi eu cyhoeddi ar wefan caffael y Cyngor ar gyfer trydydd partion. Mae'n ganllaw hawdd ei ddarllen a baratowyd gan dîm Caerdydd Ddwyieithog er budd contractwyr, darpar gcontractwyr a staff comisiynu a chaffael y Cyngor. Ar ben hynny, crëwyd rhestr wirio gyda'r nod o gefnogi'r gwaith o roi'r safonau ar waith ac mae ar gael i staff ar SWG.</p>
SAFONAU LLUNIO POLISI	
Safonau	Camau Gweithredu hyd yn hyn
<p>Asesu Polisiâu</p> <p>Page 89</p>	<p>Mae'r Offeryn Integreiddio Polisi wedi'i ddatblygu'n Offeryn Sgrinio Polisi Statudol i adlewyrchu'r cyd-destun polisi esblygol. Mae nifer o ofynion statudol yn gymwys os ydych yn datblygu strategaeth, polisi neu weithgaredd yn y Cyngor sy'n debygol o effeithio ar bobl, cymunedau neu ddefnydd tir mewn unrhyw ffordd. Gall peidio â chydymffurfio â'r gofynion hyn neu beidio â rhoi ystyriaeth briodol iddynt, olygu bod y Cyngor yn agored i her gyfreithiol.</p> <p>Mae'r Offeryn Sgrinio Polisi Statudol wedi ei ymwreiddio yn y broses gorfforaethol ac yn mynd i'r afael â'r prif ofynion statudol sy'n berthnasol i'r Cyngor gan gynnwys Mesur y Gymraeg (Cymru) 2011 a Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015. Rhaid i benderfyniadau gael eu gwneud yn unol ag egwyddor datblygu cynaliadwy a'r pum ffordd gysylltiedig o weithio (hir dymor, atal, integreiddio, cynnwys a chydweithio).</p> <p>Rhaid i bob corff cyhoeddus osod amcanion llesiant sydd wedi eu dylunio i wneud y gorau o'r cyfraniad a wna i bob un o'r saith nod llesiant cenedlaethol gan gynnwys nod llesiant 'Cymru o ddiwylliant bywiog a iaith Gymraeg sy'n ffynnu'.</p> <p>Er mwyn sicrhau y caiff y Gymraeg ei hystyried yn elfen ganolog o unrhyw waith llunio polisi, mae wedi ei chynnwys ochr yn ochr â'r naw nodwedd a ddiogelir a nodwyd yn Neddff Cydraddoldeb 2010. Bydd hyn yn sicrhau y caiff unrhyw effaith ar y Gymraeg ei ystyried ym mhob rhan o'r sefydliad.</p> <p>Mae'r broses i sicrhau cydymffurfiaeth â'r holl ofynion statudol yn cael ei adolygu'n barhaus yn unol â'r dirwedd polisi cyfnewidiol. Er enghraifft disgwylir y bydd rhaid i gyrff cyhoeddus yng Nghymru gynnal Asesiadau o'r Effaith ar Iechyd yn y dyfodol agos a fydd yn golygu y bydd rhaid adolygu'r drefn eto i sicrhau y cânt eu hystyried.</p>

Er mwyn cydymffurfio â'r safonau newydd, mae'r offeryn sgrinio bellach yn gofyn:

**Mesur y Gymraeg (Cymru) 2011**

	Ydw	Nac ydw	Ddim yn siŵr
4.1 Ydych chi wedi ystyried sut y gellir llunio'r polisi fel bod y penderfyniad yn cael effaith gadarnhaol neu'n cynyddu effeithiau cadarnhaol o ran cyfleoedd i bobl ddefnyddio'r iaith Gymraeg?			
4.2 Ydych chi'n credu bod y polisi'n sicrhau bod y Gymraeg yn cael ei thrin yn gyfartal â'r Saesneg?			

Os nad ydych yn siŵr o'ch atebion i'r cwestiynau uchod, cysylltwch â thîm Caerdydd Ddwieithog am gyngor ar (029) 2087 2527 neu e-bostiwch: CaerdyddDdwieithog@caerdydd.gov.uk

Gellir sicrhau bod pob asesiad a gwblheir ar gael, ac mae prosesau wedi'u sefydlu i sicrhau bod yr holl strategaethau, polisiâu a gweithgareddau newydd yn cael eu hasesu, os oes angen, drwy'r Offeryn Sgrinio. Mae'r Cyngor wedi helpu i sicrhau bod yr offeryn sgrinio'n ystyriaeth gorfforaethol, a bod yr holl gyfarwyddiaethau yn ei hystyried wrth lunio polisiâu, strategaethau a gweithgareddau newydd. Y gwasanaethau perthnasol fydd yn gyfrifol am sicrhau bod y Tîm Corfforaethol yn ymwybodol o ddiweddariadau priodol ar gyfer polisiâu penodol.

**SAFONAU GWEITHREDOL**

Safonau	Camau Gweithredu
<b>Polisi ar hyrwyddo'r defnydd ar y Gymraeg yn fewnol</b>	<p>Crëwyd polisi newydd yn unol â'r gofyniad statudol a nodir yn safon 98 Safonau'r Gymraeg a gyhoeddwyd i Gyngor Caerdydd. Cymeradwywyd y polisi gan y Cabinet ar 14 Mehefin 2018.</p> <p>Mae'r Cyngor yn ymrwymedig i hyrwyddo a hwyluso'r defnydd o'r Gymraeg yn ei weinyddiaeth fewnol, ac fel awdurdod prifddinas Cymru, cred Cyngor Caerdydd mewn gweithle dwyieithog lle mae defnyddio'ch Cymraeg yn cael ei werthfawrogi a'i annog.</p> <p>Nodau'r polisi hwn yw:</p> <ul style="list-style-type: none"> <li>• Datblygu'r defnydd ffurfiol a chymdeithasol o'r Gymraeg ymhlith ein gweithlu drwy gyfleoedd dysgu a chymdeithasu rheolaidd, a chyfranogiad ehangach mewn amrywiaeth o rwydweithiau a digwyddiadau iaith ffurfiol ac anffurfiol.</li> <li>• Cynyddu'r cyfleoedd i staff ddatblygu eu sgiliau Cymraeg, gwella eu hyder, a gwella'r gwasanaethau dwyieithog a ddarparwn</li> <li>• Hyrwyddo ac annog ethos gweithlu dwyieithog yn allanol gyda'r bwriad o ddenu mwy o staff dwyieithog.</li> </ul>

	<p>Daw'r polisi hwn ag arferion, polisiau ac adnoddau ynghyd o ran hyfforddiant Cymraeg, Safonau'r Gymraeg a'n dull corfforaethol o ddefnyddio Cymraeg yn y gweithle. Drwy'r polisi hwn, byddwn yn gweithio at fod yn sefydliad cynyddol ddwyieithog lle caiff y ddwy iaith eu gwerthfawrogi a'u defnyddio'n naturiol, yn ffurfiol ac yn anffurfiol.</p> <p>Nid yn unig y bydd hyn yn gwella ein gallu i gynnig gwasanaethau cyhoeddus dwyieithog o safon uchel, bydd hefyd yn ein helpu i wireddu ein gweledigaeth o brifddinas wirioneddol ddwyieithog, yn ogystal â sicrhau ein bod yn cyfrannu at wireddu gweledigaeth Llywodraeth Cymru o filiwn o siaradwyr Cymraeg erbyn 2050.</p> <p>Byddwn yn adolygu'r polisi hwn ac yn croesawu adborth gan staff, rheolwyr ac aelodau ar unrhyw adeg o ran sut i gyflawni gwelliannau a mabwysiadu arfer gorau ar draws holl gyfarwyddiaethau'r cyngor.</p>
<b>Swyddi newydd</b>	Mae'r Cyngor yn cynnig contractau newydd i gyflogeion yn Gymraeg neu Saesneg yn unol â'u dewis iaith.
<b>Gohebiaeth a Dogfennaeth Cyflogaeth Staff</b>	Oddi ar 2017/18 gall staff ddiweddarau eu manylion eu hunain ar DigiGOV er mwyn gallu dewis gohebiaeth yn ymwneud â'u cyflogaeth yn y Gymraeg. Ar bob llythyr a gaiff ei gynhyrchu gan DigiGOV caiff rheolwyr eu hatgoffa i yrru gohebiaeth yn Gymraeg yn unol â dewis iaith yr aelod staff. Mae'r datblygiad hwn i system DigiGOV bellach yn golygu y caiff dewis iaith staff ei gofnodi'n gywir yn gorfforaethol a gellir ie ddiweddarau gan unigolyn ar unrhyw adeg (gweler adran 8 @Sgiliau Cymraeg cyflogeion' ar dudalen 10).
<b>Polisiau AD</b>	Mae polisiau a restrwyd yn safonau 105-111 ar gael yn ddwyieithog.
<b>Cwynion a Disgyblu</b>	<p>Mae polisi datrys cwynion y Cyngor yn cynnwys y cyfeiriad canlynol i hawliau staff sy'n dymuno cael gwybodaeth neu broses penodol ar gael yn Gymraeg.</p> <p>Dan Safonau'r Gymraeg, mae gan bob cyflogai yr hawl i wneud cwynion ac ymateb i gwynion neu honiadau a wnaed yn ei erbyn drwy'r broses ddisgyblu yn Gymraeg. Bydd y Cyngor yn sicrhau bod gohebiaeth, dogfennau ac unrhyw weithdrefnau, cyfarfodydd a chanlyniadau cysylltiedig ar gael yn Gymraeg. Byddwn yn darparu gwasanaeth cyfieithu ar y pryd o'r Gymraeg i'r Saesneg ar gyfer cyfarfodydd cysylltiedig oni bai eu bod yn cael eu cynnal yn Gymraeg heb wasanaethau cyfieithu.</p>
<b>Meddalwedd</b>	<p>Mae 'Cysgliad' (meddalwedd gwirio iaith Cymraeg) ar gael i bob aelod o staff sydd â chyfrifiadur desg, ac fe gaiff ei fodolaeth ei hyrwyddo yn gyson yn Materion Cymraeg ac erthyglau yn y Cylchlythyr Staff. Gall staff ofyn am gopi trwy'r Ddesg Gwasanaeth. Mae Windows ac Office hefyd ar gael yn Gymraeg, ac mae cyngor ar sut i newid gosodiadau iaith ar gael gan y gwasanaeth TGCh.</p> <p>Mae gwaith yn mynd rhagddo ar hyn o bryd i ymchwilio i'r posibilrwydd o sicrhau bod Cysgliad ar gael i bob aelod staff sydd wedi cofnodi bod ganddynt sgiliau yn y Gymraeg.</p>

<p><b>Mewnrwyd</b></p>	<p>Mae'r dudalen gartref ac unrhyw dudalennau newydd a gaiff eu chyhoeddi ar ryngrwyd y Cyngor erbyn hyn yn ddwyieithog. Caiff erthyglau newyddion staff eu diweddarau'n ddyddiol a'u cyhoeddi yn Gymraeg ac yn Saesneg. Mae gwaith yn mynd rhagddo i ddatblygu rhyngrwyd cwbl ddwyieithog yn unol â'r gofyniad a'r terfyn amser a nodwyd yn safonau'r Gymraeg Cyngor Caerdydd.</p> 
<p><b>Asesu sgiliau iaith</b></p>	<p>Atgoffir staff yn aml i ddilysu eu data personol eu hunain ar y system AD (DigiGOV). Mae hyn wedi galluogi'r Cyngor i gofnodi gallu aelodau staff i siarad Gymraeg (ac ieithoedd eraill).</p> <p>Fel datblygiad pellach yn 2017/18, gall staff erbyn hyn gofnodi a diweddarau'n gywir lefel eu sgiliau yn y Gymraeg ar DigiGOV yn unol â'r 5 lefel sydd ar y fframwaith Gymraeg i oedolion (mynediad – sylfaen – canolradd – uwch – hyfedredd), sydd wedi golygu cofnod mwy cywir o lefel sgiliau Gymraeg staff. Bydd staff sydd eisoes wedi cofnodi lefel eu sgil Gymraeg yn y categorïau 'dim/sylfaenol iawn – gweddol – da – da iawn' yn cael eu hatgoffa i ddiweddarau eu cofnod yn unol â lefelau Gymraeg i oedolion yn 2018/19.</p>
<p><b>Hyfforddiant</b></p>	<p>Mae trefniadau ar waith i sicrhau y gall staff wneud cais i ddilyn hyfforddiant trwy gyfrwng y Gymraeg yn unol â safon 128. Yn 2017-18 cyflwynodd 4 aelod o staff gais am hyfforddiant Sefydlu Corfforaethol, a 6 aelod o staff am hyfforddiant Codi a Chario yn y Gymraeg.</p> <p>Mae staff yn cael eu cefnogi i ddefnyddio eu sgiliau Gymraeg wrth gyfathrebu â'r cyhoedd. Ar hyn o bryd gall staff ddewis o blith dros 100 o gyrsiau a gymeradwyir ym Mhrifysgol Caerdydd neu yn y gymuned, sy'n amrywio o ddysgwyr llwyr i siaradwyr rhugl ar adeg a lleoliad sy'n gyfleus iddyn nhw.</p> <p>Mae cyllideb gorfforaethol ar gael ar gyfer hyfforddiant Gymraeg, felly mae'r cyrsiau am ddim i staff unigol Cyngor Caerdydd na'u cyfarwyddiaethau a chredydir oriau staff am yr amser a neilltuir ganddynt wrth fynychu cyrsiau. Rhoddir blaenoriaeth i staff rheng flaen.</p> <p>Trwy gyfrwng y cynllun 'Cymraeg Gwaith', mae staff Cyngor wedi mynychu nifer o gyrsiau Gymraeg gan gynnwys cwrs 10 awr 'Croeso i'r Gymraeg', cwrs preswyl 5 diwrnod a chyrsiau dwys newydd. Caiff y cyrsiau hyn eu ariannu yn llawn gan Y Ganolfan Dysgu Gymraeg Genedlaethol.</p>



<p><b>Asesu gofynion ieithyddol ar gyfer pob swydd wag.</b></p>	<p>Mae'r strategaeth sgiliau Cymraeg corfforaethol yn cynnig pecyn cymorth ymarferol (offeryn asesu gallu ieithyddol) er mwyn helpu rheolwyr i asesu gofynion Cymraeg eu tîm, fel y gellir hysbysebu rhai swyddi fel 'Cymraeg hanfodol' ac y gellir cynnig hyfforddiant Cymraeg i staff presennol. Yn 2017/18 ymgorfforwyd yr offeryn asesu ieithyddol i DigiGOV fel un o elfennau gorfodol y broses recriwtio. Bydd hyn yn galluogi'r Cyngor i gadw cofnodion canolog o bob asesiad ieithyddol a sicrhau y caiff yr asesiadau hyn eu cwblhau ar gyfer bob swydd a gaiff recriwtio yn unol â gofynion safon 136.</p> <p>Yr asesiad ieithyddol canlynol gaiff ei gwblhau gan reolwyr wrth lenwi swyddi</p> <p><b>Asesiad: Gofynion Sgiliau Cymraeg</b></p> <p><b>1. A yw'r swydd ar hyn o bryd wedi ei dynodi'n Cymraeg Hanfodol?</b>          YDY <input type="checkbox"/>          NAC YDY <input type="checkbox"/></p> <p><b>2. A yw dyletswyddau'r swydd hon yn cynnwys darparu gwasanaeth rheng flaen rheolaidd i'r cyhoedd neu sefydliadau allanol (wyneb yn wyneb neu ar y ffôn)?</b>          YDY <input type="checkbox"/>          NAC YDY <input type="checkbox"/> Nid yw sgiliau Cymraeg fel rheol yn hanfodol ar gyfer y swydd hon.</p> <p><b>3. A all eich tîm gynnig gwasanaeth dwyieithog (Cymraeg a Saesneg) yn ddi-feth ar hyn o bryd?</b>  <i>I sicrhau y cynigir gwasanaeth dwyieithog dylai o leiaf 2 aelod o staff neu 10% o staff mewn timau mwy (20+) fod â sgiliau Cymraeg ar lefel angenrheidiol er mwyn cyflawni dyletswyddau'r swydd hon.</i>          YDY <input type="checkbox"/> Nid yw sgiliau Cymraeg yn hanfodol ar gyfer y swydd hon fel rheol, ystyriwch a ddylai'r Gymraeg fod yn ofyniad dymunol.          NAC YDY <input type="checkbox"/> Rhaid i sgiliau Cymraeg gael eu cynnwys fel gofyniad hanfodol ar gyfer y swydd hon.</p> <p><b>4. Pa lefel o ran sgiliau Cymraeg fyddai ei angen i gyflawni dyletswyddau'r swydd hon?</b>  <i>Noder y dylid dynodi swyddi mewn derbynfydd ar o leiaf Lefel 3 Canolradd er mwyn gallu cynnig gwasanaeth Cymraeg</i>  <input type="checkbox"/> 1-Mynediad    <input type="checkbox"/> 2-Sylfaen    <input type="checkbox"/> 3-Canolradd    <input type="checkbox"/> 4-Uwch    <input type="checkbox"/> 5-Hyfedredd</p>
<p><b>Ffurflenni Cais</b></p>	<p>Mae'r ffurflenni cais presennol yn cydymffurfio â gofynion y safonau. Mae pob llythyr sy'n cynnig cyfweiliad yn cynnwys adran i unigolion nodi a ydynt yn dymuno defnyddio'r Gymraeg mewn cyfweiliad neu ar gyfer unrhyw ddull asesu arall. Bydd gwasanaeth cyfieithu Caerdydd Ddwieithog yn darparu gwasanaeth cyfieithu ar y pryd yn ôl yr angen.</p>
<p><b>Arwyddion a arddangosir mewn gweithle corff</b></p>	<p>Mae pob arwydd newydd yn ddwyieithog, a'r Gymraeg yn dod yn gyntaf. Mae nodyn cyfarwyddyd wedi'i gyhoeddi yn ymwneud ag arwyddion a hysbysiadau er mwyn sicrhau bod staff yn ymwybodol o'r gofynion hyn.</p>
<p><b>Cyhoeddiadau a negeseuon sain mewn gweithle corff</b></p>	<p>Caiff y gofyniad ei gynnwys yng nghynllun gweithredu safonau'r Gymraeg, Gwasanaethau Pobl AD.</p>



# ATODIAD 1:

## Diweddariad ar Gynllun Gweithredu Strategaeth Caerdydd Ddwylieithog

Dim ond camau gweithredu'n ymwneud â blwyddyn ariannol 2017-18 sydd wedi'u cynnwys isod.

Ar waith / Cam wedi'i gyflawni

Parhaus / Cam heb ei gyflawni'n llawn erbyn yr amserlen

Cam heb ei gyflawni

### TEULU, PLANT A PHOBL IFANC

BLAENORIAETHAU	CAM GWEITHREDU	TARGED / AMSERLEN	PARTNERIAID ARWEINIOL	DIWEDDARIAD
Hyrwyddo'r manteision o addysg Gymraeg i holl gymunedau Caerdydd a gweithredu'r Cynllun Strategol Cymraeg mewn Addysg.	Hyrwyddo manteision addysg Gymraeg drwy roi gwybodaeth i bob teulu yng Nghaerdydd ar wefan y Cyngor, yn y llyfryn derbyn i ysgolion ac mewn cylchlythyron perthnasol (e.e. Primary Times, Ein Caerdydd ac ati)	Adran benodol i'w chynnwys yn Llawlyfr Derbyn i Ysgolion 2018/19 ac ar wefan y Cyngor erbyn mis Hydref 2018 a bob blwyddyn wedi hynny.	Cyngor Dinas Caerdydd – Addysg a Dysgu Gydol Oes.	<p>Mae llawlyfr Derbyn i Ysgolion 2018-19 Cyngor Caerdydd (a gyhoeddwyd ym mis Hydref 2017) yn cynnwys adran benodol ar fanteision addysg cyfrwng Cymraeg. Mae'r wybodaeth hyn yn cynnwys canllaw cwestiynau cyffredin i rieni, ac mae'r wybodaeth hon hefyd wedi'i rhoi ar dudalen ar wefan y Cyngor <a href="http://www.caerdydd.gov.uk/addysgcyfrwngcymraeg">www.caerdydd.gov.uk/addysgcyfrwngcymraeg</a></p> <p>Ymhellach i hyn, mae cyfrifon cyfryngau cymdeithasol y Cyngor wedi bod yn hyrwyddo gwybodaeth am addysg cyfrwng Cymraeg yn aml, sy'n trafod cwestiynau mwyaf cyffredin rhieni arfaethedig. Yn rhan o Strategaeth Caerdydd Ddwylieithog, trefnwyd bod llyfryn wybodaeth Llywodraeth Cymru ar addysg cyfrwng Cymraeg yn cael ei rhannu â rhieni wrth gofrestru genedigaethau yng Nghaerdydd.</p>

	<p>Sefydliadau Caerdydd Ddwieithog i hyrwyddo a chefnogi Mudiad Meithrin i gyflwyno rhaglen 'Cymraeg i Blant' Llywodraeth Cymru ledled Caerdydd.</p>	<p>Dechrau Mawrth 2018</p>	<p>Mudiad Meithrin, Llywodraeth Cymru, Cyngor Dinas Caerdydd, Bwrdd Iechyd Caerdydd a'r Fro</p>	<p>Ceir dolen i lyfryn addysg y Llywodraeth ar wefan Cyngor Caerdydd <b>(CYNGOR CAERDYDD)</b></p> <p>Mae cyflenwad o Ganllaw Addysg Gymraeg Llywodraeth Cymru ar gael gan Cymraeg I Blant a'r Gwasanaeth Gwybodaeth i Deuluoedd i rannu gyda phartneriaid blynyddoedd cynnar ag iechyd.</p> <p>Mae Cymraeg I Blant yn noddi'r ffolder Mamolaeth dros Gymru gyfan, y cerdyn sgan a rennir i bob mam feichiog yn ystod y sgan 12 wythnos, yn ogystal â'r cofnod personol o ddatblygiad plentyn (cyfeirir ato fel y 'lyfryn coch'). Mae'r adnoddau uchod yn cyfeirio rhieni at adran Cymraeg I Blant ar wefan 'Cymraeg' Llywodraeth Cymru.</p> <p>Mae Bwrdd Iechyd Caerdydd a'r Fro wedi lawr lwytho'r Canllaw Addysg Gymraeg ar yr app Bounty a fe'i defnyddir i rannu gwybodaeth gyda rhieni newydd, ynghyd a thaflen Taith iaith ddwyeithog plentyn Cymraeg I Blant. <b>(CYNLLUN 'CYMRAEG I BLANT' - MUDIAD MEITHRIN)</b></p> <p>Mae'r Urdd yn cynnig sesiynau ymwybyddiaeth iaith gydag aelodau 6ed dosbarth ysgolion Cymraeg y brifddinas. Nod y sesiynau yma yw dangos y fantais o ddwyeithrwydd wrth chwilio am waith wedi iddyn nhw orffen mewn addysg. <b>(URDD GOBAITH CYMRU)</b></p>
<p>Yn cyfleoedd i deuluoedd ddefnyddio'r Gymraeg gyda'i gilydd.</p>	<p>Datblygu a hyrwyddo calendr o ddigwyddiadau a gweithgareddau Cymraeg ar gyfer teuluoedd er mwyn i blant a rhieni allu dysgu Cymraeg gyda'i gilydd.</p>	<p>O fis Medi 2017 a bob blwyddyn wedi hynny.</p>	<p>Menter Caerdydd, Urdd Gobaith Cymru, Mudiad Meithrin, Ysgol y Gymraeg (Cymraeg i Oedolion), Prifysgol Caerdydd.</p>	<p>Mae'r Urdd wedi cynnal 4 clwb cymunedol penodol i blant ifanc a rhieni allu defnyddio'r Gymraeg gyda'i gilydd. <b>(URDD GOBAITH CYMRU)</b></p> <p>Gwnaeth Menter Caerdydd gydlynw rhaglen weithgareddau tymhorol i blant rhwng 0-4 a'u rhieni gan gynnwys Amser Stori ar y cyd â gwasanaeth llyfrgelloedd Cyngor Caerdydd. Cynhelir y rhaglen o glybiau chwaraeon wythnosol (10 bob tymor) ar y cyd â Thîm Chwaraeon yr Urdd. Yn ogystal â chlybiau wythnosol, mae 6 digwyddiad unigol yn ystod y gwyliau i deuluoedd e.e. Wâc Welis, Miri Dolig. Uchafbwynt y flwyddyn yw'r penwythnos pan fydd teuluoedd Caerdydd yn Llangrannog, lle caiff y rhieni wersi Cymraeg am ddim. <b>(MENTER CAERDYDD)</b></p> <p>Drwy nawdd grant gan y Ganolfan Dysgu Cymraeg Cenedlaethol, bydd Prifysgol Caerdydd yn dechrau gweithio ar gynllun newydd sy'n benodol ar gyfer teuluoedd mewn ardaloedd difreintiedig. Roeddem yn bwriadu cynnig amserlen gwersi a gwersi anffurfiol llawn ac amrywiol mewn cymunedau lleol a thu hwnt. Bydd gennym diwtor/sefydliad fydd yn gyfrifol am hyrwyddo'r gwaith gan gynnwys amserlen fydd yn hygyrch i'r holl deulu. <b>(PRIFYSGOL CAERDYDD)</b></p>



				<p>Mae Cymraeg i blant wedi cychwyn rhedeg grwpiau cefnogi amrywiol (e.e. tylino babi, loga babi, Stori a Chân, i rieni a babanod dan flwydd oed yn yr ardaloedd canlynol ers mis Ebrill 2017: Sblot, Grangetown, Yr Eglwys Newydd, Rhiwbeina, Ystum Tâf, Treganna. Cynhaliwyd 241 o grwpiau a chyrrhaeddwyd 2384 o rieni yn y grwpiau rhwng mis Ebrill 2017 – mis Mawrth 2018. Yn ychwanegol cynhaliwyd digwyddiadau tymhorol awyr agored hefyd i rieni dros y flwyddyn. Mynychwyd sioe Babanod Caerdydd yn Neuadd y Ddinas i rannu gwybodaeth a darparu sesiynau blasu gyda darpar rieni.</p> <p><b>(CYMRAEG I BLANT - MUDIAD MEITHRIN)</b></p>
<p>Cynyddu'r ddarpariaeth o weithgareddau a chyfleoedd allgyrsiol Cymraeg i blant a phobl ifanc ddefnyddio'r Gymraeg y tu allan i gatiâu'r ysgol.</p>	<p>Cynllunio, cyd-drefnu a hysbysebu calendr cydlynol o weithgareddau Gofal, Chwarae a Hamdden i blant rhwng 4 a 11 oed a rhwng 11 a 18 oed..</p>	<p>O fis Medi 2017 a bob blwyddyn wedi hynny.</p>	<p>Menter Caerdydd, Urdd Gobaith Cymru, Gwasanaeth Ieuencid Cyngor Dinas Caerdydd</p>	<p>Mae gan yr Urdd dros 4700 o aelodau o ar draws Caerdydd yn cymryd rhan mewn gweithgareddau Chwaraeon, diwylliannol, Eisteddfodau, penwythnosau preswyl yn Llangrannog, Glan-llyn a Chaerdydd, gyda chalendar o weithgareddau yn cael eu dosbarthu i'r holl ysgolion ac ar gael ar wefan yr Urdd.</p> <p>Mae Swyddog Ieuencid yr Urdd yn gweithio gyda phobl ifanc mewn ysgolion uwchradd i gynniig cyfleoedd hamdden megis clybiau ieuencid, penwythnosau preswyl, projectau cyfranogi a Gwaith achrediad.</p> <p>Ceir 30 dwb gwahanol yn digwydd yn enw'r Urdd yn wythnosol yn ystod tymor yr ysgol.</p> <p>Amserlen o weithgareddau gwyliau yn cael ei chynnig yn cynnwys chwaraeon, teithiau preswyl, teithiau rhyngwladol</p> <p>Rheolwr gwaith ieuencid yr Urdd yn Eistedd ar Bwyllgor Maes B. Swyddog ieuencid Caerdydd yn eistedd ar fforymau 6ed dosbarth yr ysgolion Uwchradd.</p> <p><b>(URDD GOBAITH CYMRU)</b></p> <p>Trwy gydweithio gydag Urdd Gobaith Cymru a Chyngor Caerdydd rydym wedi cynnal 50 gysiau wythnosol ee Clybiau Nofio, Drama a Phêl-rwyd. (Amcangyfrifir y byddwn yn cynnal 75 dwb hamdden y flwyddyn). Mae'r holl glybiau yn cael eu cynnal yn dymhorol.</p> <p>Rydym yn hysbysebu'r calendr o weithgareddau yn dymhorol drwy wefan a rhwydweithiau'r Fenter, yr ysgolion yn uniongyrchol a rhwydweithiau plant ac ieuencid Caerdydd.</p> <p>Mae 2 gynllun gofal gwyliau, sydd wedi'i gofrestru gyda'r CSSIW yn cael eu cynnal bob cyfnod gwyliau ysgol (ac eithrio'r Nadolig).</p> <p>Yn ogystal â'r cynlluniau gofal gwyliau rydym yn cynnal gwasanaeth chwarae agored cyfrwng Cymraeg mewn 8 safle x 7 gwaith y flwyddyn.</p>



				<p>Yn 2017-2018 rydym wedi trefnu calendr o 40 o weithdai hamdden a sgiliau gwyliau i blant 4-16 oed. Mae 15 o'r gweithdai o ganlyniad i bartneriaeth newydd gyda Choleg Caerdydd a'r Fro i greu rhaglen o weithgareddau i bobl ifanc rhwng 8 ac 16 oed.</p> <p>Rydym mewn trafodaethau gyda staff Eisteddfod Genedlaethol Cymru i hyrwyddo gweithgareddau'r Eisteddfod yn y cyfnod sy'n arwain i fyny at yr Eisteddfod.</p> <p>Cynhaliwyd gig yn yr Ysgolion Cyfun i ddathlu Dydd Miwsig Cymru. <b>(MENTER CAERDYDD)</b></p> <p><b>Partneriaethau newydd Coleg Caerdydd a'r Fro</b> Menter Caerdydd – Rhaglen newydd i ddarparu amrywiaeth o weithdai e.e. gwallt a harddwch, dawnys gydag arbenigwyr y coleg a myfyrwyr yn y meysydd penodol. Ffordd o ddatblygu sgiliau a hyder Cymraeg y Coleg a chodi ymwybyddiaeth plant i ddefnyddio'r Gymraeg wrth ddysgu sgiliau newydd.</p> <p><b>Urdd chwaraeon</b> – Sesiynau a hyfforddiant i 8 myfyrwyr y coleg i alluogi swyddi hyfforddiant yn y gymuned a rhoi cyfleoedd i ddefnyddio'r Gymraeg tu allan i'r sector addysg.</p> <p><b>Coleg Cymraeg Cenedlaethol</b> – Cydweithio i hybu'r Gymraeg trwy Addysg Bellach i Addysg Uwchradd gan ganolbwyntio ar y maes Iechyd a Gofal eleni. Cynhaliwyd cynhadledd ddwyieithog i staff a 50 myfyrwyr Iechyd a Gofal gydag amrywiaeth o siaradwyr gwadd a gweithdai yn sôn am bwysigrwydd dwyieithrwydd yn y maes.</p> <p><b>Cwm Taf</b> – ymweliad i'r ward Cymraeg gyda staff a myfyrwyr adran Iechyd a Gofal i gael gweld sut y maent yn delio a thrin cleifion yn Gymraeg.</p> <p><b>Eisteddfod</b> – 50 o fyfyrwyr gwallt a harddwch wedi cymryd rhan mewn cystadleuaeth Gwallt a Harddwch. Roedd hwn yn cynnwys plant Ysgol Glantaf a Bro Edern sy'n astudio gyda ni yn Gymraeg fel rhan o'u TGAU.</p> <p><b>Cwricwlwm Cymraeg/dwyieithog</b></p> <ul style="list-style-type: none"> <li>- 6 myfyrwraig yn astudio gofal plant lefel 2 yn Gymraeg.</li> <li>- 3 myfyrwraig yn astudio gofal plant lefel 3 yn ddwyieithog.</li> <li>- 8 myfyrwyr yn astudio Chwaraeon lefel 3 yn ddwyieithog.</li> <li>- 4 myfyrwyr yn astudio gwasanaethau cyhoeddus yn ddwyieithog.</li> <li>- 1190 yn astudio CBAC Iaith ar Waith mynediad 3 a lefel 1, ar draws 11 o ardaloedd dysgu. Mae'r cymhwyster yn darparu geiriau allweddol i'r ardaloedd dysgu penodol a sut i ddelio gyda chwsmeriaid yn y gweithle yn Gymraeg. Mae'r cymhwyster ar gyfer myfyrwyr Cymraeg rhugl a Chymraeg TGAU ail iaith.</li> </ul> <p><b>(COLEG CAERDYDD A'R FRO)</b></p>
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	<p>Cynllunio a chyd-drefnu gweithgareddau gyda'r Hen Lyfrgell, ysgolion Cymraeg a rhan-ddeiliaid i gefnogi a hyrwyddo'r Eisteddfod Genedlaethol yng Nghaerdydd 2018.</p>	<p>O fis Medi 2017 i fis Awst 2018.</p>	<p>Eisteddfod Genedlaethol Cymru, Yr Hen Lyfrgell, Menter Caerdydd, Urdd Gobaith Cymru, Mudiad Meithrin</p>	<p>Mae'r Eisteddfod wedi cynnal nifer o sesiynau mewn ysgolion neu gynnig cyfle perfformio i ddisgyblion, ymysg rhain mae:</p> <p><b>Maes B :</b></p> <ul style="list-style-type: none"><li>• Gig Maes B gyda Mellt, Cadno a bandiau o'r ysgol eisoes wedi trefnu yn Ysgol Plasmawr a Glantaf. Bu'n rhaid gohirio un yn Ysgol Bro Edern oherwydd yr eira ond mae bwriad ail drefnu ym mis Mehefin 2018.</li><li>• Brwydr y Bandiau – 2 fand o ysgolion Caerdydd drwy i rownd derfynol Brwydr y Bandiau. Bydd y bandiau yma nawr yn cael ei mentora gan staff Maes B a Radio Cymru.</li><li>• Eisteddfod a Chlwb Ifor Bach yn cydweithio ar brosiect i hyrwyddo cerddoriaeth Cymraeg ymysg merched. Bwriad targedu disgyblion yr ysgolion fel rhan o'r prosiect yma.</li></ul> <p><b>Eisteddfod:</b></p> <ul style="list-style-type: none"><li>• Côr Cyngerdd 'Hwn yw fy Mrawd' - wedi sefydlu côr o bobl ifanc ar draws y ddinas i berfformio yn y gyngerdd yma gyda Bryn Terfel. Anfonwyd gwahoddiad i bob ysgol yn y ddinas.</li><li>• Côr o blant o Ysgol Kitchener hefyd wedi eu gwahodd i berfformio yn y gyngerdd.</li><li>• Côr o blant o ysgolion cynradd Cymraeg Caerdydd wedi eu gwahodd i berfformio mewn 2 seremoni yn ystod wythnos yr Eisteddfod.</li><li>• 32 o blant o ysgolion y ddinas yn cael y cyfle i berfformio yn y ddawns flodau o flaen cynulleidfa o 1,800 yn y pafiliwn a darllediad teledu byw.</li><li>• Into Film wedi cynnal gweithdy mewn 2 ysgol yn y ddinas – Ysgol Plasmawr ac Ysgol Uwchradd Caerdydd. Premier yn Chapter Mis Mai a dangosiad hefyd yn yr Eisteddfod fel rhan o arlwy 'Sinemaes'.</li><li>• Trefnu gorymdaith a Jambori ar y Maes gyda gwahoddiad wedi danfon at blant holl gylchoedd meithrin Caerdydd.</li></ul> <p><b>Shwmae Caerdydd (Dysgwyr):</b></p> <ul style="list-style-type: none"><li>• Rownd cyn derfynol cyst. Dysgwyr y flwyddyn yn cael ei gynnal yn yr Hen Lyfrgell gyda diwrnod llawn o weithgareddau i deuluoedd y 25 ymgeisydd.</li><li>• Gweithdy prosiect RAS yn cael ei gynnal mewn 4 ysgol - 2 ysgol cyfrwng Cymraeg a 2 Saesneg</li><li>• iii. Myfyrwyr Prifysgol Metropolitan Caerdydd yn cael y cyfle i gynllunio'r prif dlysau cystadlaethau dysgwyr eleni.</li></ul> <p><b>(EISTEDDFOD)</b></p> <p>Rydym yn cydweithio â'r Eisteddfod i sicrhau llwyddiant gorymdaith a jambori ar gyfer plant Cylchoedd Meithrin a Ti a Fi Caerdydd.</p> <p><b>(MUDIAD MEITHRIN)</b></p> <p>Cynhelir tri Chwrs Blasu yn yr Hen Lyfrgell er mwyn codi ymwybyddiaeth am yr Eisteddfod Genedlaethol. Bydd dau ohonynt ym mis Mehefin 2018 ac wedyn y llall ym mis Gorffennaf fel bod modd ei hyrwyddo yn ystod Tafwyl.</p> <p><b>(PRIFYSGOL CAERDYDD)</b></p>
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	<p>Defnyddio'r Diwrnod Cerddoriaeth Gymraeg fel ffordd o ddenu pobl ifanc i gymryd rhan yn gymdeithasol ac fel artistiaid yn y Sin Gerddoriaeth Gymraeg</p>	<p>Chwefror 2018</p>	<p>Llywodraeth Cymru</p>	<p>Trefnwyd digwyddiadau ar draws Caerdydd a Chymru i ddathlu Dydd Miwsig Cymru. Gellir gweld holl restr o ddigwyddiadau 2018 ar y wefan <a href="http://cymraeg.llyw.cymru/DyddMiwsigCymru/Cynnwys/Digwyddiadau/?lang=cy">http://cymraeg.llyw.cymru/DyddMiwsigCymru/Cynnwys/Digwyddiadau/?lang=cy</a> <b>(LLYWODRAETH CYMRU)</b></p> <p>Gwnaeth y Cyngor ddathlu Dydd Miwsig Cymru drwy hyrwyddo llawer o ddigwyddiadau miwsig lleol ar ein cyfryngau cymdeithasol, ochr yn ochr â dynodi Caerdydd yn 'Ddinas Gerdd' gyntaf yn y DU. Cyhoeddwyd cyfweiliadau gyda staff gan gynnwys Prentis Corfforaethol Cyngor Caerdydd ynghyd â detholiad o gerddoriaeth Gymraeg. Roedd llinell ffonau Cysylltu â Chaerdydd hefyd yn chwarae detholiad o ganeuon Gymraeg fel cerddoriaeth aros gydol yr wythnos. <b>(CYNGOR CAERDYDD)</b></p> <p>Maes B : Cynhaliwyd gig gyda Melit a band lleol Subs yn Ysgol Plasmawr. <b>(EISTEDDFOD)</b></p> <p>Rhannwyd pecynnau gwybodaeth gyda rhieni am grwpiau cefnogi Gymraeg i blant, Ti a Fi, Cylchoedd Meithrin a'r Ysgolion Gymraeg. <b>(CYNLLUN 'CYMRAEG I BLANT' – MUDIAD MEITHRIN)</b></p>
<p>Datblygu cyfleoedd i blant a phobl ifanc mewn lleoliadau Saesneg ymwneud yn gadarnhaol â'r iaith Gymraeg.</p>	<p>Ymchwilio i'r posibilrwydd o ddatblygu cyfleoedd gefeillio rhwng ysgolion Gymraeg a Saesneg i weithio ynghyd ar brojectau penodol</p>	<p>Ionawr 2018</p>	<p>Cyd-wasanaeth Addysg Consortiwm Canolbarth y De, Ysgolion Gymraeg, Ysgolion Saesneg</p>	<p>Adnabuwyd cyfleoedd cyfeillio, ac mae'r ysgolion cyfrwng Gymraeg hyn yn gweithio gydag ysgolion cyfrwng Saesneg: Ysgol Pen-y-Groes / Bryn Celyn Ysgol Pwll Coch / Mount Stuart Ysgol Melin Gruffydd / Ysgol Gynradd yr Eglwys Newydd Ysgol Glan Ceubal / Gabalfa Ysgol Glan Morfa / Adamsdown Ysgol Pencae / Ysgolion yn yr ardal leol</p>
	<p>Cynnal astudiaeth ymarferoldeb i ymchwilio i'r posibilrwydd o ddarparu clybiau ar ôl ysgol ddwyieithog a gofal plant dwyieithog yn ystod y gwyliau i blant sy'n mynychu ysgolion Saesneg, ac ymateb i'r galw.</p>	<p>Cwblhau'r astudiaeth ymarferoldeb erbyn mis Rhagfyr 2017.</p>	<p>Pob ysgol Saesneg, Menter Caerdydd, Urdd Gobaith Cymru.</p>	<p>Trafodwyd dichonolrwydd cynnig clybiau ar ôl ysgol a gofal plant dwyieithog dros y gwyliau ysgol ar gyfer ysgolion cyfrwng Saesneg yn Fforwm Caerdydd Ddwieithog ym mis Chwefror 2018.</p> <p>Yn y gorffennol, mae Menter Caerdydd wedi cynnal digwyddiadau gydag ysgolion cyfrwng Saesneg. Yn affodus, nid yw'r gweithgareddau dwyieithog wedi bod mor llwyddiannus â'r disgwyl, ac felly roedd iaith y gweithgareddau yn aml yn troi i'r Saesneg. Mae Menter Caerdydd wedi cael gwahoddiadau i siarad â disgyblion ysgolion uwchradd cyfrwng Saesneg i drafod y manteision o'r Gymraeg fel sgil yn y gweithle. <b>(MENTER CAERDYDD)</b></p> <p>Cafwyd trafodaethau yn ystod y gynhadledd "Cymraeg Pob Dydd". Roedd y mynychwr yn dangos diddordeb mewn cynnig gweithgareddau dwyieithog i roi cyfle iddynt wella eu sgiliau ieithyddol.</p>

				<p>Mae'r Urdd yn darparu 3 clwb Cymraeg ail iaith mewn ysgolion uwchradd cyfrwng Saesneg a 6 clwb mewn ysgolion cynradd cyfrwng Saesneg.</p> <p>Yn ogystal, mae'r Urdd yn darparu cyfleoedd i ysgolion cymryd rhan mewn gweithgareddau gyda'r mudiad sy'n cynnwys cystadlaethau chwaraeon a thripiâu i wersylloedd yr Urdd.</p> <p>Mae gwobr flynyddol Eryl Walsh yn cael ei gyflwyno i'r disgybl yn CA3 sy'n dangos y fwyaf o frwdfrydedd tuag at yr iaith. <b>(URDD GOBATH CYMRU)</b></p>
	Asesu'r posibilrwydd o gynnal Eisteddfod Ddwieithog Caerdydd i ysgolion Cymraeg a Saesneg Caerdydd cyn Eisteddfod Genedlaethol 2018.	Cwblhau'r astudiaeth ymarferoldeb erbyn Medi 2017.	Cyngor Dinas Caerdydd, Cyd-wasanaeth Addysg Consortiwm Canolbarth y De, Eisteddfod Genedlaethol, Urdd Gobaith Cymru	<p>Yng nghyfarfod y Fforwm ar 22 Medi 2017, cafwyd trafodaethau pellach ar y posibilrwydd o gynnal Eisteddfod ddwyieithog ond am nifer o resymau ymarferol, roedd y partneriaid o'r farn na ddylid cynnal Eisteddfod arall. Roedd y partneriaid yn cytuno bod angen ymgysylltu'n fwy effeithiol ag ysgolion Saesneg cyn Eisteddfod Genedlaethol 2018, ac i godi ymwybyddiaeth o'r cystadlaethau nad oeddent yn dibynnu ar iaith e.e. celf a chrefft, offerynnau, dawnsio ac ati.</p> <p>Amcan - yr Eisteddfod i godi ymwybyddiaeth ac ymgysylltu ag ysgolion Saesneg yn y sir gyda'r bwriad o gynyddu nifer y plant a phobl ifanc o ysgolion Saesneg sy'n cystadlu.</p> <p>Côr o blant o Ysgol Kitchener wedi eu gwahodd i berfformio yng nghyngerdd 'Hwn yw fy Mrawd'.</p> <p>Ysgol Uwchradd Caerdydd wedi bod yn rhan o brosiect ffilm Sinemaes/Into Film</p> <p>Gwybodaeth am gystadleuaeth y dysgwyr wedi danfon at holl ysgolion Saesneg Caerdydd. <b>(EISTEDDFOD)</b></p>

## Y GYMUNED A SEILWAITH

BLAENORIAETHAU	CAM GWEITHREDU	TARGED / AMSERLEN	PARTNERIAID ARWEINIOL	DIWEDDARIAD
Hyrwyddo'r Gymraeg fel pwynt gwerthu unigryw i Gaerdydd fel prifddinas a dinas graidd, a hyrwyddo'r brand 'Caerdydd Ddwieithog'.	Annog busnesau preifat sy'n cefnogi'r iaith Gymraeg i ddangos neu arddangos y brand Caerdydd Ddwieithog yn eu siopau neu fusnesau.	<p>Deunyddiau wedi'u cynhyrchu erbyn Ebrill 2017.</p> <p>Ymgrych codi ymwybyddiaeth o fis Medi 2017.</p>	Tim Caerdydd Ddwieithog Cyngor Dinas Caerdydd, Menter Caerdydd, Yr Hen Lyfrgell	<p>Cafodd y deunydd arddangos 'Caerdydd Ddwieithog' eu cynhyrchu erbyn Ebrill 2017.</p> <p>Yn 2018 hyd yma, mae Caerdydd Ddwieithog wedi bod yn gweithio ar y cyd â Menter Caerdydd a swyddogion lleol ar y project 'Prosiect Byd Busnes'. Ariennir y Prosiect Byd Busnes gan Lywodraeth Cymru a chaiff ei chynnal gan Fentrau Iaith Cymru. Mae 10 swyddog yn gweithio ledled</p>

		<p>Busnesau a sefydliadau perthnasol i ddefnyddio'r logo Caerdydd Ddwieithog o fis Ebrill 2018</p>		<p>Cymru i gefnogi busnesau bach a chanolig i ddefnyddio'r Gymraeg, gan gynnig gwasanaeth penodol am ddim i fodloni anghenion busnesau, yn rhoi cyngor a chynnig syniadau ymarferol, ac i gyfeirio at gymorth arall sydd ar gael. Mae deunyddiau arddangos 'Caerdydd Ddwieithog' hefyd wedi'u rhannu drwy'r swyddog byd busnes Cymraeg lleol; ac mae Menter Caerdydd, Caerdydd Ddwieithog, y Comisiynydd Iaith, Y Ganolfan Dysgu Cymraeg Cenedlaethol ac FSB Cymru wedi bod yn gweithio'n agos i adeiladu perthnasau positif gyda busnesau Caerdydd, ac yn parhau yn 2018/19 wrth i Gaerdydd groesawu'r Eisteddfod Genedlaethol ym mis Awst 2018. <a href="http://cymraeg.llyw.cymru/business/?lang=en">http://cymraeg.llyw.cymru/business/?lang=en</a> <b>(CYNGOR CAERDYDD)</b></p> <p>Wedi meithrin perthynas da gyda busnesau a phartneriaid Bae Caerdydd yn cynnwys y 'Waterfront partnership, Mermaid Quay a Red Dragon Centre' gyda'r bwriad o'u hannog i ddefnyddio mwy o'r Gymraeg. Yn cydweithio gyda 'Mermaid Quay' i ddefnyddio perfformwyr Cymraeg yn ogystal â chreu cyswllt rhyngddynt a'r swyddog Byd Busnes/Mentrau iaith Cymru.</p> <p>Bwriad i ymweld â busnesau'r ardal a Pontcanna (lleoliad y maes carafanau) cyn yr Eisteddfod i godi ymwybyddiaeth a chynorthwyo nhw i wneud defnydd o'r Gymraeg a chynnig croeso i'r ymwelwyr.</p> <p>Trefnu sesiynau gyda'r busnesau er mwyn sicrhau bod nhw yn cael y cyfle i fanteisio o ymweliad yr Eisteddfod i'r ardal. <b>(EISTEDDFOD)</b></p>
<p>Cynyddu'r defnydd o'r Gymraeg ym mhob digwyddiad mawr, proffil uchel a gynhelir yng Nghaerdydd, cefnogi digwyddiadau cymunedol Cymraeg sydd eisoes yn bodoli a rhannu arfer da.</p>	<p>Annog a gweithio mewn partneriaeth â rhanddeiliaid digwyddiadau mawr i arddangos Caerdydd fel dinas ddwyieithog sy'n ffynnu.</p>	<p>O Ebrill 2017</p>	<p>Cyngor Dinas Caerdydd - Digwyddiadau, Twristiaeth a Caerdydd Ddwieithog, Llywodraeth Cymru.</p>	<p>Pan fydd Cyngor Caerdydd yn arwain neu ynghlwm wrth drefnu digwyddiadau, byddwn yn sicrhau bod yr holl arwyddion a'r deunydd arddangos yn ddwyieithog. Bydd tîm Caerdydd Ddwieithog yn dal i weithio gyda gwasanaethau i ymchwilio i'r ffordd orau i annog a dylanwadu digwyddiadau annibynnol i ddefnyddio arwyddion dwyieithog. <b>(CYNGOR CAERDYDD)</b></p>
	<p>Casglu gwybodaeth am yr holl ddigwyddiadau Cymraeg a'r holl bartneriaid i hyrwyddo gwefan 'Gymraeg' Llywodraeth Cymru.</p>	<p>Holl bartneriaid Caerdydd Ddwieithog i roi gwybodaeth am eu digwyddiadau Cymraeg i Lywodraeth Cymru o fis Medi 2017 ymlaen.</p>	<p>Llywodraeth Cymru, holl bartneriaid Caerdydd Ddwieithog</p>	<p>Gan fod dinasyddion yn tueddu defnyddio gwefannau'r Mentrau Iaith a chyfryngau cymdeithasol er mwyn cael gwybodaeth am ddigwyddiadau Cymraeg; yn dilyn trafodaeth yn fforwm Caerdydd Ddwieithog penderfynwyd y byddai gwefan newydd Menter Caerdydd yn cwrdd â'r amcan yma (weler diweddariad ar dudalen 24). Pan fyddwn yn adolygu amcanion y strategaeth hon, byddwn yn newid yr amcan yma i un sy'n hyrwyddo gwefan newydd Menter Caerdydd. <b>(CYNGOR CAERDYDD)</b></p>

<p>Sicrhau bod yr iaith Gymraeg yn fwy gweladwy yn y ddinas i adlewyrchu 'Caerdydd Ddwieithog' trwy fecanweithiau cynllunio sydd eisoes yn bodoli.</p>	<p>Ymchwilio, a lle y bo'n briodol, nodi dulliau cynllunio i sicrhau bod ceisiadau cynllunio ar gyfer datblygiadau mawr fel siopau cadwyn, archfarchnadoedd a manwerthwyr yn ystyried yr angen i godi arwyddion a hysbysiadau dwyieithog.</p>	<p>Canllaw Blaen Siop ac Arwyddion a Chanllaw Cynllunio Atodol i'w cwblhau erbyn Rhagfyr 2017. Yn weithredol o Ionawr 2018.</p>	<p>Cyngor Dinas Caerdydd – Cynllunio</p>	<p>Mae'r Canllawiau Cynllunio Atodol sy'n ymwneud â'r Canllaw Arwyddion ac Wynebaw Siopau wrthi'n cael ei baratoi a disgwylir iddo gael ei gyhoeddi ar gyfer ymgynghoriad cyhoeddus yn haf 2018 gyda'r bwriad o geisio cymeradwyaeth y Cabinet a'r Cyngor yng ngaeaf 2018/2019. Bydd gwaith i baratoi'r CCA yn cynnwys ymchwil ar arfer gorau sy'n ymwneud â darparu arwyddion dwyieithog ac ymgysylltu cynnar â thîm Caerdydd Ddwieithog.</p> <p>Bydd Swyddogion Achos Cynllunio yn rhoi gwybod i ddatblygwyr am ddisgwyliadau'r Cyngor o ran arwyddion dwyieithog wrth ystyried ceisiadau cynllunio perthnasol.</p>
	<p>Ymchwilio, a lle y bo'n briodol, nodi dulliau cynllunio i sicrhau bod ceisiadau cynllunio ar gyfer datblygiadau tai newydd yn ystyried yr angen i ddefnyddio enwau dwyieithog a chodi arwyddion a hysbysiadau dwyieithog.</p>	<p>Canllaw Blaen Siop ac Arwyddion a Chanllaw Cynllunio Atodol i'w cwblhau erbyn Rhagfyr 2017. Yn weithredol o Ionawr 2018.</p>	<p>Cyngor Dinas Caerdydd – Cynllunio</p>	
	<p>Cyngor Dinas Caerdydd i fabwysiadu'r egwyddor fod y Gymraeg yn dod gyntaf ar unrhyw ddeunydd y mae'r Cyngor yn ei gynhyrchu.</p>	<p>O fis Medi 2017</p>	<p>Cyngor Dinas Caerdydd</p>	<p>Mae Tîm Dylunio'r Cyngor, sy'n gyfrifol am farchnata a chyfathrebu'r Cyngor, wedi sicrhau eu bod nhw'n rhoi'r Gymraeg yn gyntaf ar unrhyw ddeunydd arddangos sydd wedi'i gyhoeddi ers Medi 2017. Ymhellach i hyn, mae'r ymrwymiad wedi'i rannu â phob aelod staff y Cyngor drwy'r Briff Craidd a'r cylchlythyr Materion Cymraeg.</p>
<p>Cyflwyno'r Gymraeg i gymunedau newydd a chymunedau sy'n dod i'r amlwg fel ffordd o gyfleu diwylliant Cymreig, a hyrwyddo dysgu Cymraeg ac addysg Gymraeg.</p>	<p>Cydgysylltu â'r trydydd sector i ddatblygu dosbarthiadau Cymraeg ar gyfer cymunedau newydd a rhai sy'n dod i'r amlwg, gan gynnwys ffoaduriaid ac ymfudwyr, i nodi cyfleoedd pellach i gymunedau newydd yn y ddinas ddysgu Cymraeg</p>	<p>Nifer o ddosbarthiadau blasu Cymraeg ar gael erbyn Ionawr 2018</p>	<p>Ysgol y Gymraeg (Cymraeg i Oedolion) Prifysgol Caerdydd, Y Ganolfan Dysgu Cymraeg Cenedlaethol, Cyngor Dinas Caerdydd, Cyngor Ffoaduriaid Cymru</p>	<p>O dan nawdd grant gan y Ganolfan Genedlaethol rydym wedi apwyntio tiwtor/drefnydd i weithio'n benodol gyda cheiswyr lloches a ffoaduriaid. Byddwn yn cynnig cyrsiau iaith a digwyddiadau anffurfiol i gynorthwyo cymathu. Bydd y cyrsiau a'r digwyddiadau hyn yn agored i deuluoedd ac i unigolion ac yn hyblyg o ran natur gan ymateb yn gadarnhaol i anghenion y cymunedau newydd a geir ar draws y ddinas.</p> <p><b>(PRIFYSGOL CAERDYDD)</b></p> <p>Cydweithio gyda phartneriaid newydd fel Cyngor Ffoaduriaid Cymru a Stonewall er mwyn rhoi cyfle iddynt fod yn rhan o'r Eisteddfod ac i gyrraedd cynulleidfaoedd newydd. Ar y cyd gyda Llenyddiaeth Cymru rydym wedi comisiynu beirdd i weithio gyda ffoaduriaid i greu cerddi i'w darllen fel rhan o arlwy'r Babell Len yn yr Eisteddfod. Dyma enghraifft o waith codi ymwybyddiaeth sydd wedi digwydd yn 2017-18:</p> <ul style="list-style-type: none"> <li>• Presenoldeb/standin yng ngwyliau Grangetown (Marchnad y Byd, Gŵyl y Grange ayyb) wedi bod yn ffenest siop wych i'r 'Steddfod yn yr ardal lle bydd hi'n cael ei chynnal fis Awst. Cyfle i'r pwyllgor drafod y Briffwyl 'efo trigolion, rhannu gwybodaeth ac ati. <b>(EISTEDDFOD)</b></li> </ul>



Cefnogi'r Hen Lyfrgell, Canolfan Gymraeg Caerdydd, i gynyddu gweithgareddau sy'n estyn allan a datblygu cyfleoedd i arddangos hanes a threftadaeth Gymraeg helaeth Caerdydd..	Cynnig cyrsiau blasu Gymraeg byr i holl ymwelwyr YHL yn ystod Ffeinal Cynghrair y Pencampwyr UEFA 2017 i hyrwyddo'r iaith mewn goleuni cadarnhaol a chodi ymwybyddiaeth yn rhyngwladol ein bod ni'n ddinas ddwyieithog.	Mehefin 2017	Ysgol y Gymraeg (Cymraeg i Oedolion), Y Ganolfan Dysgu Gymraeg Cenedlaethol, Cymdeithas Bêl-droed Cymru	Cafodd dilynwy'r pêl-droed oedd yng Nghaerdydd yn ystod ffeinal Cynghrair y Pencampwyr UEFA ym mis Mai 2017 gyfle i roi cynnig ar siarad Gymraeg. Gwnaeth Prifysgol Caerdydd (Cymraeg i Oedolion) ar y cyd â'r Hen Lyfrgell drefnu digwyddiad gydol y penwythnos ar yr Aes lle cafodd cefnogwyr o'r Eidal, Sbaen a gweddill y byd gyfle i roi cynnig ar y Gymraeg. Cafodd y cynllun rhyngweithiol a chyffrous adborth positif ar gyfryngau cymdeithasol ac yn y wasg, gan helpu i ddangos Caerdydd yn ddinas fodern a dwyieithog yn rhyngwladol. <a href="http://www.bbc.co.uk/news/av/uk-wales-40144712/champions-league-final-fans-learning-welsh-in-cardiff">http://www.bbc.co.uk/news/av/uk-wales-40144712/champions-league-final-fans-learning-welsh-in-cardiff</a>
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## GWASANAETHAU CYMRAEG A'R GWEITHLE

BLAENORIAETHAU	CAM GWEITHREDU	TARGED / AMSERLEN	PARTNERIAID ARWEINIOL	DIWEDDARIAD
Cynyddu nifer/canran y siaradwyr Cymraeg o fewn Cyngor Dinas Caerdydd a galluogi a sefydlu gystalt â staff sy'n dysgu, i ddefnyddio'r Gymraeg yn y gweithle, a channog sefydliadau partner Caerdydd Ddwieithog i ddefnyddio'r un dull.	Cynyddu nifer y staff dwyieithog yng Nghyngor Dinas Caerdydd i adlewyrchu'r ganran o siaradwyr Cymraeg yn y gymuned ac annog sefydliadau cyhoeddus eraill Caerdydd Ddwieithog i fabwysiadu'r un dull.	Erbyn 2022, cynyddu nifer y staff sydd â sgiliau Cymraeg yng ngweithlu'r Cyngor gan 50%.  Rhannu arfer da gyda sefydliadau cyhoeddus eraill erbyn Ebrill 2022.	Cyngor Dinas Caerdydd, Coleg Gymraeg Cenedlaethol, Prifysgol De Cymru, Ysgol y Gymraeg, Prifysgol Caerdydd, Colegau Cymru, Asiantaethau Recriwtio	Fel sefydliad, mae'r Cyngor yn annog staff i ddiweddarau eu sgiliau Cymraeg ar ein system Adnoddau Dynol, DigiGov. Ers mis Hydref 2017, gall DigiGov gofnodi lefel Cymraeg staff (mynediad-hyfedredd) yn unol â'r Fframwaith Cymraeg i Oedolion, ar gyfer pob aelod staff yn unol â'r fframwaith Cymraeg i Oedolion. Rydym yn adrodd ar nifer y staff sy'n siarad Cymraeg yn y sefydliad bob blwyddyn. <b>(CYNGOR CAERDYDD)</b>
	Drwy'r fforwm Caerdydd Ddwieithog, gweithio gyda sefydliadau partner Caerdydd Ddwieithog i gynyddu'r defnydd o'r Gymraeg yn y gweithle.	O Ionawr 2018	Cyngor Dinas Caerdydd, holl sefydliadau Caerdydd Ddwieithog	Mae polisi ar hyrwyddo'r Gymraeg yn y Cyngor, sy'n cynnwys canllawiau ar gyrsiau Cymraeg a chynllun mentora newydd yn cael ei ystyried gan y Cabinet er cymeradwyaeth ym mis Mehefin 2018. Mae'r polisi hefyd yn cynnwys datganiad cenhadaeth o'n bwriad i greu Cyngor hollol ddwyieithog.  Gall tîm Caerdydd Ddwieithog helpu ein partneriaid i greu polisi mewnol tebyg a/neu i roi cyngor ar agweddau penodol ar y polisi neu ganllawiau. <b>(CYNGOR CAERDYDD)</b>
Annog sefydliadau partner Caerdydd Ddwieithog i ddarparu hyfforddiant Cymraeg a hyfforddiant ymwybyddiaeth iaith i'r holl Uwch Reolwyr a staff.	Sicrhau bod staff Cyngor Caerdydd a rheolwyr yn mynychu cyrsiau ymwybyddiaeth iaith ac annog sefydliadau cyhoeddus eraill Caerdydd Ddwieithog i fabwysiadu'r un dull	Adrodd yn flynyddol ar nifer a chanran y staff sydd wedi derbyn hyfforddiant.	Cyngor Dinas Caerdydd, Bwrdd Gwasanaethau Cyhoeddus, Ysgol y Gymraeg, Prifysgol Caerdydd	Yn 2017-18, gwnaeth 259 aelod staff gwblhau hyfforddiant ymwybyddiaeth iaith, ac o'r rheiny: <ul style="list-style-type: none"> <li>➢ Gwnaeth 50 o Reolwyr Gweithredol fynychu hyfforddiant ymwybyddiaeth iaith drwy'r Cynllun 'Cymraeg Gwaith'.</li> <li>➢ Gwnaeth 25 aelod staff o'r gwasanaethau Plant ac Oedolion fynychu hyfforddiant Ymwybyddiaeth Iaith a ddarperir gan y cydlynnydd iaith ar gyfer Gwasanaethau Oedolion. Mae 38 o fyfyrwyr gwaith cymdeithasol o Brifysgol Caerdydd a Phrifysgol Metropolitan Caerdydd wedi cael hyfforddiant ymwybyddiaeth iaith gan y cydlynnydd.</li> </ul>

				<p>➤ Mae 184 aelod staff wedi cwblhau'r hyfforddiant ar-lein ymwybyddiaeth iaith Gorfforaethol.</p> <p>Mae 1,994 o aelodau staff wedi cwblhau'r modiwl ymwybyddiaeth iaith ers ei lansiad ym mis Medi 2015. <b>(CYNGOR CAERDYDD)</b></p>
	<p>Cyngor Dinas Caerdydd i ddarparu cyrsiau dysgu a gwella'r Gymraeg i'r holl staff sy'n delio â'r cyhoedd ac annog sefydliadau cyhoeddus eraill Caerdydd Ddwieithog i fabwysiadu'r un dull.</p>	<p>Adrodd yn flynyddol ar nifer a chanran y staff sydd wedi derbyn hyfforddiant.</p>	<p>Cyngor Dinas Caerdydd, Bwrdd Gwasanaethau Cyhoeddus, Ysgol y Gymraeg, Prifysgol Caerdydd</p>	<p>Mae hyfforddiant ar yr iaith Gymraeg a ariennir yn gorfforaethol ar gael i bob aelod o staff Cyngor Caerdydd. Mae gwybodaeth ar gael ar faint o staff sydd wedi mynychu'r hyfforddiant yma yn adroddiad blynyddol ar y Safonau.</p> <p>Yn 2017-18, gwnaeth 175 o aelodau staff fynychu cyrsiau hyfforddiant iaith Gymraeg, o'r rheiny:</p> <ul style="list-style-type: none"> <li>➤ Gwnaeth 71 aelod staff fynychu cwrs blasu 2 ddiwrnod iaith Cymraeg mewnol ym mis Gorffennaf.</li> <li>➤ Gwnaeth 19 aelod staff gwblhau cwrs ar-lein 10 awr 'Croeso Cymraeg'.</li> <li>➤ Gwnaeth 72 aelod staff fynychu cyrsiau Cymraeg drwy Brifysgol Caerdydd.</li> <li>➤ Gwnaeth 8 aelod staff fynychu cyrsiau 5-diwrnod drwy'r cynllun 'Cymraeg Gwaith'.</li> <li>➤ Gwnaeth 5 aelod staff fynychu hyfforddiant Cymraeg dwys drwy'r cynllun 'Cymraeg Gwaith'.</li> </ul> <p><b>(CYNGOR CAERDYDD)</b></p> <p><b>Cymraeg Gwaith</b> Mae 20 o ddarlithwyr ar draws sawl ardal dysgu mynychu ar y cynllun peilot i ddysgu Cymraeg neu i godi hyder i addysgu trwy'r iaith Cymraeg.</p> <p><b>Sgiliaith</b> 40 rheolwyr y coleg wedi cael sesiwn ymwybyddiaeth iaith yn AB ac yn y gweithle. 8 darlithwyr Cymraeg rhugl wedi cwblhau cwrs methodoleg. 30 staff di-gymraeg wedi cwblhau sesiwn ymwybyddiaeth iaith yn Addysg Bellach. <b>(COLEG CAERDYDD A'R FRO)</b></p>
<p>Gweithrediad y safonau iaith gan sefydliadau Caerdydd Ddwieithog perthnasol yn arwain at gynyddu argaeledd a'r defnydd a wneir o wasanaethau Cymraeg</p>	<p>Gweithredu'r safonau iaith a chynorthwyo sefydliadau Caerdydd Ddwieithog eraill i gyflawni'r un peth.</p>	<p>O'r dyddiadau cydymffurfiaeth statudol berthnasol.</p>	<p>Holl bartneriaid Caerdydd Ddwieithog.</p>	<p>Mae Cyngor Caerdydd yn gweithredu'r safonau ac yn barod i roi cyngor i sefydliadau eraill. Rydym yn rhan o'r 'Grŵp Deddf', sef rhwydwaith o Swyddogion Iaith, ac sy'n aml yn rhoi cyngor mewn cyfarfodydd a dros e-bost. Dros yr ychydig fisoedd diwethaf mae tîm Caerdydd Ddwieithog wedi rhoi cyngor i sawl sefydliad sy'n dod o dan y safonau, neu sydd ar fin dod o dan y safonau ar agweddau amrywiol ar y ddeddf. <b>(CYNGOR CAERDYDD)</b></p>
				<p>Mae Menter Caerdydd ar fin lansio gwefan newydd a fydd yn cynnwys cyfeirlyfr digidol i hyrwyddo gwasanaethau Cymraeg yn y ddinas.</p>



	Paratoi Cyfeirlyfr Caerdydd Ddwieithog yn amlinellu'r holl wasanaethau cyhoeddus Cymraeg sydd ar gael yng Nghaerdydd a hyrwyddo i gynyddu'r defnydd o'r gwasanaethau Cymraeg sydd ar gael.	Paratoi cyfeirlyfr erbyn Mawrth 2018	Menter Caerdydd, Llywodraeth Cymru, Cyngor Dinas Caerdydd, Bwrdd Gwasanaethau Cyhoeddus	Yn ogystal â hyrwyddo'r holl wasanaethau cyhoeddus Cymraeg sydd ar gael yng Nghaerdydd bydd y gwasanaeth yn cynnwys unigolion, mudiadau, busnesau a chwmnïau lleol sy'n cynnig gwasanaeth Cymraeg i gwsmeriaid. Mae 282 o gysylltiadau yn y cyfeirlyfr ar hyn o bryd ac rydym yn anelu i gyrraedd 300 erbyn mis Medi 2018. <b>(MENTER CAERDYDD)</b>
Dangos ymrwymiad cryf i'r iaith Gymraeg mewn trefniadau cydweithredu a dogfennau comisiynu a chontractau 3ydd parti a sicrhau bod ystyriaethau o ran y Gymraeg yn cael eu cynnwys o'r cychwyn.	Annog holl bartneriaid cyhoeddus Caerdydd Ddwieithog i sicrhau bod ystyriaethau o ran y Gymraeg yn rhan allweddol o ddatblygu polisiâu ac o fewn asesiadau effaith.	O'r dyddiadau cydymffurfiaeth statudol berthnasol.	Cyngor Dinas Caerdydd, Bwrdd Gwasanaethau Cyhoeddus, holl bartneriaid Caerdydd Ddwieithog.	Yn 2017-18, mae canllawiau newydd wedi'u cyhoeddi ar wefan y Cyngor i roi cyngor i drydydd partion wrth gydymffurfio â Safonau'r Gymraeg wrth gynnig Gwasanaethau Cyngor Caerdydd.  Mae rhestr wirio newydd ar gyfer staff caffael wedi'i datblygu, i sicrhau bod contractwyr ac aelodau staff yn ymwybodol o'r gofynion iaith berthnasol. <b>(CYNGOR CAERDYDD)</b>
	Paratoi canllawiau ar ofynion yr iaith Gymraeg i'r holl gontractwyr 3ydd parti sy'n gweithio o fewn y sector cyhoeddus.	Medi 2017	Cyngor Dinas Caerdydd, Bwrdd Gwasanaethau Cyhoeddus, holl bartneriaid Caerdydd Ddwieithog.	
	Cynnwys capasiti dwieithog mewn datrysiadau TG newydd sydd ar gael i'r cyhoedd, gan gynnwys rhyngwynebau sy'n cynnig dewis iaith.	O'r dyddiadau cydymffurfiaeth statudol perthnasol.	Cyngor Dinas Caerdydd, Bwrdd Gwasanaethau Cyhoeddus, holl bartneriaid Caerdydd Ddwieithog.	Mae holl ddatrysiadau cyhoeddus TG yn ddwieithog, er enghraifft app Next Bike (2017-18) and rydym yn datblygu ap dinasyddion gwbl ddwieithog ar hyn o bryd. Byddwn yn gweithio gyda'n partneriaid i rannu arfer da. <b>(CYNGOR CAERDYDD)</b>  <ul style="list-style-type: none"> <li><b>Grant Cymraeg 2050</b> Gyda'r cyllid rydym wedi creu 'Gwobr Iaith'. System i sganio cod QR wrth ofyn am rywbeth yn y Gymraeg mewn sawl ardal ar draws y coleg fel canolfannau llwyddiant, siop coffi, derbynfeydd. Mae system pwyntiau yn cyfri pwyntiau i bawb gyda gwobr tocynnau ar gyfer y person gyda phwyntiau mwyaf.</li> <li><b>Prosiect digidol Llywodraeth Cymru a Cholegau Cymru</b> Sawl Coleg wedi cydweithio i greu apiau i gefnogi AB. Mae Coleg Caerdydd a'r Fro a Choleg Gwent wedi creu ap twristiaeth. Mae'r ap wedi teilwra i gefnogi pob cyrff dyfarnu a phob lefel o ddysgwyr. Mae'r ap yn cynnwys adnoddau ddysgu gydag adran i ddysgu geiriau allweddol wrth ddarllen a gwrando.</li> </ul> <p>Dyma'r apiau eraill - Busnes, Ceir ac addysgu yn ddwieithog. <b>(COLEG CAERDYDD A'R FRO)</b></p>



<p>Cynyddu cyfleoedd i bobl ddefnyddio gwasanaethau Iechyd a Gofal Cymdeithasol yn Gymraeg.</p>	<p>Sicrhau bod Cynnig Actif o wasanaethau Cymraeg yn cael ei rannu â holl staff y Gwasanaethau Cymdeithasol ac o fewn gwasanaethau a gomisiynir.</p>	<p>Mawrth 2018</p>	<p>Cyngor Dinas Caerdydd, Bwrdd Iechyd Caerdydd a'r Fro</p>	<p>Mae cwestiynau yn system gofnodi'r Gwasanaethau Cymdeithasol i annog staff i wneud cynnig rhagweithiol (er bod hyn angen ei fireinio ymhellach) ac ymwybyddiaeth:</p> <ul style="list-style-type: none"><li>• am yr angen i wneud cynnig rhagweithiol,</li><li>• am fanyleb y cynnig fel y nodir yn Safonau'r Gymraeg,</li><li>• bod cyfleoedd i staff ddysgu neu wella eu Cymraeg yn parhau i gael eu hyrwyddo drwy rannu Briff Materion y Gymraeg i bob aelod staff Gwasanaethau Cymdeithasol.</li></ul> <p>Mae hyfforddiant ymwybyddiaeth yn elfen orfodol ar hyfforddiant cynefino ar ofal cymdeithasol ac mae'n rhan o'r rhaglen ymgynefino lleoliadau gwaith cymdeithasol ac yn elfen hanfodol ar y rhaglen hyfforddiant Tair Blynedd Gyntaf Ymarferol. Gwnaeth Caerdydd Ddwieithog gynnig hyfforddiant ymwybyddiaeth ar y Gymraeg yn benodol i bob Rheolwr Gweithredol yng Nghyngor Caerdydd yn ystod 2017/18, ac mae hyfforddiant Ymwybyddiaeth ar y Gymraeg ar gael yn gyson i bob aelod o staff y Gwasanaethau Cymdeithasol.</p> <p>Ar hyn o bryd, rydym yn dechrau sefydlu Mwy na Geiriau, Fforwm Rhanbarthol Caerdydd a'r Fro gan gwmpasu gofal cymdeithasol ac iechyd i fwrw ymlaen â champau i hyrwyddo defnydd o'r Gymraeg ac i sicrhau cydymffurfiaeth â'r Safonau a Fframwaith Strategol Mwy na Geiriau.</p> <p>Mae Caerdydd Ddwieithog wedi cynhyrchu dogfen ganllaw i drydydd partïon. Mae angen gwaith pellach i adnabod sut i rannu hyn ymhlith y nifer o wasanaethau a gomisiynir neu a brynir yn y fan a'r lle gan y Gwasanaethau Cymdeithasol.</p> <p><b>(GWASANAETHAU CYMDEITHASOL - CYNGOR CAERDYDD)</b></p> <p>Yn 2017-18, mae Bwrdd Iechyd Caerdydd a'r Fro wedi</p> <ol style="list-style-type: none"><li>1. Gweithio gyda'r darparwyr gofal sylfaenol Cymraeg:</li></ol> <p>Mae PCIC wedi bod yn gweithio gyda gwasanaethau a gomisiynir yn lleol (megis meddygon teulu) i'w hannog nhw i ystyried gwasanaethau Cymraeg a defnyddio'r ystod o sgiliau Cymraeg yn eu practis er budd eu cleifion; defnyddwyr gwasanaeth.</p> <ol style="list-style-type: none"><li>2. Annog staff i wisgo bathodynnew siaradwyr Cymraeg 'iaith gwaith' i annog eu cleifion/defnyddwyr gwasanaeth i siarad â nhw'n Gymraeg.</li><li>3. Sefydlu'r Fforwm Mwy na Geiriau gyda Chyngor Caerdydd a Chyngor Bro Morgannwg i wella cydweithrediad a chydlynad i sicrhau gofal cymdeithasol ac iechyd integredig drwy gyfrwng y Gymraeg.</li></ol>
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			<p>4. Cynnal sesiynau ymwybyddiaeth i staff ar y pwysigrwydd o gynneg y Gymraeg i gleifion/defnyddwyr gwasanaeth a pha gamau gallant eu cymryd ar lefel ymarferol.</p> <p>5. Cynneg dewis o lythyrau apwyntiad yn y Gymraeg neu Saesneg. <b>(BWRDD IECHYD CAERDYDD A'R FRO)</b></p>
Cynnwys gwasanaeth Cymraeg o fewn manylion contract, cytundebau lefel gwasanaeth a phrosesau cyllid grant trydydd sector ac annibynnol lle bo angen.	Mawrth 2018	Cyngor Dinas Caerdydd, Bwrdd Iechyd Caerdydd a'r Fro	<p>Yn 2017-18, mae Bwrdd Iechyd Caerdydd a'r Fro wedi gweithio gyda'r darparwyr gofal sylfaenol Cymraeg:</p> <ol style="list-style-type: none"> <li>1. Mae PCIC wedi bod yn gweithio gyda gwasanaethau a gomisiynir yn lleol (megis meddygon teulu) i'w hannog nhw i ystyried gwasanaethau Cymraeg a defnyddio'r ystod o sgiliau Cymraeg yn eu practis er budd eu deifion; defnyddwyr gwasanaeth.</li> <li>2. Annog staff i wisgo bathodynau siaradwyr Cymraeg 'iaith gwaith' i annog eu deifion/defnyddwyr gwasanaeth i siarad â nhw'n Gymraeg.</li> <li>3. Sefydlu'r Fforwm Mwy na Geiriau gyda Chyngor Caerdydd a Chyngor Bro Morgannwg i wella cydweithrediad a chydlynid i sicrhau gofal cymdeithasol ac iechyd integredig drwy gyfrwng y Gymraeg.</li> <li>4. Cynnal sesiynau ymwybyddiaeth i staff ar y pwysigrwydd o gynneg y Gymraeg i gleifion/defnyddwyr gwasanaeth a pha gamau allen nhw eu cymryd ar lefel ymarferol.</li> <li>5. Cynneg dewis o lythyrau apwyntiad yn y Gymraeg neu Saesneg. <b>(BWRDD IECHYD CAERDYDD A'R FRO)</b></li> </ol> <p>Mae cymalau safonol ar y Gymraeg yn bresennol yn nhelerau ac amodau pob un o wasanaethau'r Cyngor ar hyn o bryd.</p> <p>Cafodd gwasanaethau penodol ar gyfer teuluoedd sy'n siarad Cymraeg (e.e. Mudiad Meithrin a Menter Caerdydd) eu comisiynu'n rhan o'r rhaglen Teuluoedd yn Gyntaf gwreiddiol. Mae Teuluoedd yn Gyntaf yn rhaglen o wasanaethau cymorth cynnar sy'n hyrwyddo mwy o weithio aml-asantiaeth a chefnogaeth gydlynol i deuluoedd nad ydynt yn cyrraedd trothwyon gwasanaethau statudol neu arbenigol.</p> <p>Daeth y contract mewn perthynas â'r rhaglen Teuluoedd yn Gyntaf i ben ym mis Mawrth 2018, ac mae bellach wedi'i disodli gan ddull sy'n golygu bod rhaid i bob gwasanaeth Teuluoedd yn Gyntaf fodloni Safonau'r Gymraeg er mwyn dilyn y rhaglen. Mae'r gofynion hyn wedi'u cynnwys ym manylebau'r gwasanaethau ynghyd â'r telerau ac amodau.</p> <p>Bydd y tîm comisiynu Teuluoedd yn Gyntaf yn monitro cydymffurfiaeth drwy weithgareddau monitro contract ac maent wedi gofyn i wasanaethau gofnodi data dienw er mwyn cyfrif nifer y teuluoedd sy'n gofyn am wasanaethau drwy gyfrwng y Gymraeg.</p> <p>Mae angen gwneud gwaith pellach i sicrhau bod anghenion ieithyddol yn cael eu hystyried ym manylebau gwasanaethau cymdeithasol statudol, ac mae'r fanyleb gofal cartref yn cael ei diweddarau ar hyn o bryd. <b>(GWASANAETHAU CYMDEITHASOL – CYNGOR CAERDYDD)</b></p>



	<p>Sicrhau ein bod yn gallu darparu cymaint o wasanaethau â phosibl yn Gymraeg. Lle nodir bylchau o ran capasiti'r gweithlu i ddarparu gwasanaethau yn Gymraeg dylai'r rhain gael eu hadlewyrchu yn Strategaeth Sgiliau Dwyieithog y sefydliad.</p>	<p>Mawrth 2018</p>	<p>Cyngor Dinas Caerdydd, Bwrdd Iechyd Caerdydd a'r Fro</p>	<p>defnyddio'r Gymraeg wrth eu gwaith ar draws y gwasanaeth. Mewn llawer o dimau, mae ymateb i'r cynnig rhagweithiol yn dibynnu'n fawr ar siaradwyr Cymraeg nad ydynt mewn swyddi Cymraeg hanfodol, ac mewn rhai meysydd nid oes siaradwyr Cymraeg. Mae'n parhau yn anodd monitro proffil newidiol y gweithlu sy'n siarad Cymraeg dros amser. Mae hyn yn rhannol oherwydd trosiant staff ac yn rhannol o ganlyniad i ddiffyg hyder staff i nodi eu bod yn siaradwyr Cymraeg. Mae strategaeth y gweithlu Gwasanaethau Cymdeithasol yn rhoi cyfle i ddeall yn well y bylchau a gwneud y gorau ar botensial. Bydd camau'n cael eu datblygu i fwrw ymlaen â hyn yn ystod 2018 - 2019.</p> <p>Fodd bynnag, cafwyd gweithgareddau parhaus i ymateb i a chreu cyfleoedd i wneud y mwyaf o'r gweithlu sy'n siarad Cymraeg yn ystod 2017-18. Er enghraifft, mae'r Gwasanaethau Oedolion wedi llwyddo i benodi i swyddi gwaith cymdeithasol Cymraeg hanfodol a ddaeth yn wag yn ystod y flwyddyn, ac mae trafodaethau cychwynnol wedi cael eu cynnal ynghylch creu mwy o swyddi gwaith cymdeithasol Cymraeg hanfodol yn y Gwasanaethau Oedolion a'r Gwasanaethau Plant. Mae ystod o gyfleoedd hyfforddi Cymraeg (o ddechreuwr i hyfedredd) yn dal i gael eu hyrwyddo'n rheolaidd i'r staff presennol gyda'r amcan o'u hannog nhw i ddefnyddio mwy o Gymraeg wrth eu gwaith. Mae gwasanaethau derbynfa wedi'u nodi fel bwch penodol a disgwylir hyfforddiant iaith Gymraeg penodol i swyddi derbynfeydd.</p> <p>Gobeithir y bydd parhau i weithredu Safonau'r Gymraeg a chefnogaeth yr Uwch Dîm Rheoli yn gynyddol yn normaleiddio canfyddiad o'r iaith yn y gweithle. Er enghraifft, ffilmiodd yr Uwch Dîm Rheoli glip byr ar gyfer 'Diwrnod Shwmae'.</p> <p><b>(GWASANAETHAU CYMDEITHASOL - CYNGOR CAERDYDD)</b></p> <p>Mae gan Ferched y Wawr, tair cangen yng Nghaerdydd a dau Glwb.</p> <p>Mae ambell i gangen hefyd yn trefnu clwb cerdded a chlwb darllen y cyfan trwy gyfrwng y Gymraeg.</p> <p>Maent yn cwrrdd yn fisol gyda gweithgareddau amrywiol. Rhoddir croeso cynnes i ddysgwyr a chynhelir ambell i gyfarfod arbennig ar eu cyfer. Maent oll yn dathlu dydd Gŵyl Dewi a'r Nadolig - yn aml gwahoddir disgyblion Ysgolion Cymraeg lleol i'w diddanu.</p> <p>Mae nifer o'r aelodau yn gwirfoddoli mewn ysgolion Cymraeg a chefnogi pobl yn ei chymdeithas sy angen cefnogaeth cyfrwng Cymraeg, yn arbennig yr henoed a phlant ifanc</p> <p><b>(MERCHED Y WAWR)</b></p>
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Archwilio'r ffordd y mae ein gwasanaethau'n cael eu cynnig i'r cyhoedd a gweithio gydag arbenigwyr mewn pensaernïaeth dewis iaith i sicrhau dewis iaith teg.	Cynnal arbrofion drwy gynnal gwasanaethau ar-lein neu gyfrifiadurol y Cyngor drwy ddulliau pensaernïaeth dewis iaith wahanol er mwyn pennu'r dull mwyaf tebygol o sicrhau'r defnydd mwyaf posibl o'r Gymraeg.	Ionawr 2018	Ysgol y Gymraeg, Prifysgol Caerdydd	I'w datblygu yn ystod 2018/19. Mae telerau'r gwaith ymchwil yn cael eu cytuno rhwng Prifysgol Caerdydd a Chyngor Caerdydd ar hyn o bryd. <b>(PRIFYSGOL CAERDYDD)</b>
	Cynnal ymchwil gyda rhieni plant cyn ysgol i bennu'r dulliau pensaernïaeth dewis iaith a/neu'r ystyriaethau y gallai fod angen i'r Cyngor eu gweithredu i gynyddu nifer y plant mewn addysg Gymraeg yng Nghaerdydd.	Ionawr 2018	Ysgol y Gymraeg, Prifysgol Caerdydd, Cyngor Dinas Caerdydd	





# ATODIAD 2:

## Caerdydd Ddwyeithog

### Adolygiad o Strategaeth Caerdydd

### Ddwyeithog 2017-2022

#### 1. Cyflwyniad

Mae'r adroddiad hwn yn cynnig adolygiad allanol annibynnol o Strategaeth 5 mlynedd Cyngor Caerdydd ar gyfer Caerdydd Ddwyeithog, 2017-2022, a gyhoeddwyd ar ffurf drafft ym mis Medi 2016, ac fel adroddiad terfynol ym mis Mawrth 2017.

Cynhaliwyd yr adolygiad annibynnol hwn gan Nia Davies o gwmni Nico, ac fe'i comisiynwyd mewn ymateb i benderfyniad ffurfiol gan y Cabinet ar 16/03/2017 i "gynnal adolygiad allanol annibynnol o'r strategaeth a'r cynllun gweithredu".

Cynhaliwyd yr adolygiad ym mis Mawrth 2018, ac fe'i seiliwyd ar ymchwil pen dest, adolygiad o ddogfennaeth fewnol sy'n berthnasol i strategaeth Caerdydd Ddwyeithog, cyfweiliadau a chiparolwg o bartneriaid allanol allweddol a chydweithwyr ar draws meysydd partneriaeth allweddol oddi mewn i'r Cyngor.

Roedd yr ymchwil yn cynnwys ystyriaeth o Adroddiad Sicrwydd 2016-17 Comisiynydd y Gymraeg, oedd yn canolbwyntio ar gydymffurfedd a digonolrwydd strategaethau 5 mlynedd awdurdodau lleol i hyrwyddo'r Gymraeg; strategaeth Llywodraeth Cymru: Cymraeg 2050: miliwn o siaradwyr Cymraeg, a gyhoeddwyd ym mis Gorffennaf 2017, ynghyd â strategaethau hybu awdurdodau lleol eraill, sydd ar gael fel dogfennau cyhoeddus.

Mae'r adolygiad hwn yn edrych ar y strategaeth yn ei chyd-destun statudol a pholisi; ac ynghyd ag adborth o'r arolwg a'r cyfweiliadau, yn ystyried arferion gorau

fel y'u nodwyd gan adroddiad y Comisiynydd o ran: cydymffurfedd a llywodraethu, gweledigaeth a pherchnogaeth, ymgynghori a chyfathrebu, rhanddeiliaid, pennu targedau a mesur perfformiad. Mae wedyn yn amlinellu casgliadau ac argymhellion yr adolygiad i'w hystyried gan Gyngor Caerdydd.

#### 2. Crynodeb

Cynhaliwyd yr adolygiad hwn ym mis Mawrth 2018.

Mae Strategaeth Caerdydd Ddwyeithog yn ofyniad statudol penodol, fodd bynnag mae'r Strategaeth yn benllanw llw o weithgareddau strategol amrywiol ledled y ddinas gan y Cyngor a'i bartneriaid. Mae'r Strategaeth hefyd yn cydnabod ei pherthnasedd yng nghyd-destun amcanion strategaeth genedlaethol Llywodraeth Cymru ar gyfer yr iaith, a'i rôl oddi mewn i gyd-destun polisi ehangach.

O ystyried y Strategaeth yng ngoleuni arferion gorau cydnabyddedig a sylwadau gan rhanddeiliaid, canfu'r adolygiad hwn fod y Strategaeth wedi'i llunio ar seiliau cryf gwaith ymgynghori a chyfathrebu, ac mae fframwaith cydymffurfio a chraffu cryf ar waith ar ei chyfer.

Mae'r blaenoriaethau strategol a nodwyd yn cyfateb i'r weledigaeth genedlaethol, ac maent yn seiliedig ar waith ymgynghori agos â phartneriaid. Maent yn adlewyrchiad naturiol o anghenion penodol y boblogaeth, ac maent wedi'u crynhoi mewn 3 maes strategol. Mae'r targedau sy'n deillio ohonynt yn amlygu ystyriaeth o'r ddarpariaeth gyfredol a'r cyfyngiadau ariannol sy'n bodoli, ac yn ôl

rhanddeiliaid allweddol, maent yn rhai realistig a chyraeddadwy.

Mae'r strategaeth yn cael ei gyrru gan weledigaeth bwrpasol a gefnogir gan arweinyddiaeth a phersonél allweddol rhagweithiol, ynghyd â phroses atebolrwydd gadarn sy'n cynnwys elfen o graffu allanol gan bartneriaid allweddol a pherthynas gref drwy Fforwm Caerdydd Ddwieithog.

Dylid dathlu cryfderau Strategaeth Caerdydd Ddwieithog a dylid rhannu arferion da. Mae nifer o gyfleoedd i ystyried cryfhau gweithrediad y strategaeth ymhellach, ac mae'r argymhellion yn yr adroddiad hwn yn ceisio amlygu'r cyfleoedd hynny yng ngoleuni'r canfyddiadau a'r adborth gan rhanddeiliaid. Amlinellir yr argymhellion ar dudalen 28 a 29.

### 3. Cyd-destun

Mae Strategaeth Caerdydd Ddwieithog yn ofyniad statudol penodol sy'n deillio o Reoliadau Safonau'r Gymraeg, ond mae hefyd yn bodoli mewn cyd-destun polisi a deddfwriaethol ehangach.

Mae'r Strategaeth yn cydnabod ei pherthnasedd yng nghyd-destun amcanion strategaeth Llywodraeth Cymru ar gyfer yr iaith, a'i rôl ochr yn ochr â Chynllun Strategol ar gyfer y Gymraeg mewn Addysg ynghyd ag amcanion y Cynllun Llesiant, Caerdydd 2020, a chynllun gweithredu Mwy na Geiriau.

#### 1.1 Mesur y Gymraeg (Cymru) 2011

Fe sefydlodd Mesur y Gymraeg (Cymru) 2011 fframwaith cyfreithiol i orfodi dyletswyddau ar sefydliadau penodol i gydymffurfio â safonau mewn perthynas â'r iaith Gymraeg drwy reoliadau (Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015). Rhestrir y safonau a orfodir ar Gyngor Caerdydd yn Hysbysiad Cydymffurfio – Adran 44 Mesur y Gymraeg (Cymru) 2011.

Y safonau sy'n berthnasol i'r Strategaeth 5 mlynedd yw safonau 145 a 146 ac maent yn ei gwneud yn ofynnol i Gyngor Caerdydd:

- Iunio, a chyhoeddi strategaeth 5 mlynedd sy'n esbonio sut mae'r Gyngor yn bwriadu mynd ati i hybu'r Gymraeg ac i hwyluso defnyddio'r Gymraeg yn ehangach yn yr ardal;
- cynnwys targed ar gyfer cynyddu neu gynnal nifer y siaradwyr Cymraeg yn yr ardal erbyn diwedd y cyfnod o 5 mlynedd o dan sylw;
- cynnwys datganiad sy'n esbonio sut mae'r Gyngor yn bwriadu cyrraedd y targed hwnnw;
- adolygu'r strategaeth a chyhoeddi fersiwn ddiwygiedig ohoni ar y wefan o

fewn 5 mlynedd i ddyddiad cyhoeddi'r strategaeth (neu i ddyddiad cyhoeddi fersiwn ddiwygiedig ohoni);

- ar ôl 5 mlynedd, asesu i ba raddau mae'r Gyngor wedi dilyn y strategaeth honno ac wedi cyrraedd y targed a osodwyd ganddi;
- cyhoeddi'r asesiad ar y wefan, gan sicrhau i ddangos nifer y siaradwyr Cymraeg yn eich ardal, ac oedran y siaradwyr hynny;
- amlinellu yn yr asesiad, restr o'r gweithgareddau a drefnwyd neu ariannwyd gan y Gyngor yn ystod y 5 mlynedd flaenorol er mwyn hybu defnyddio'r Gymraeg.

Mae ystyriaethau pellach yn y Rheoliadau hyn sy'n berthnasol i'r strategaeth 5 mlynedd o dan Faterion Atodol (Safonau 173 a 174) sy'n gofyn i gyrrff:

- sicrhau bod dogfen sy'n cofnodi'r safonau hybu mae'r Gyngor o dan ddyletswydd i gydymffurfio â hwy, ar gael i'r cyhoedd;
- darparu unrhyw wybodaeth y bydd Comisiynydd y Gymraeg yn gofyn amdani sy'n ymwneud â chydymffurfedd â'r safonau hybu.

#### ii. Cymraeg 2050: miliwn o siaradwyr Cymraeg

Yn dilyn cyhoeddiad Llywodraeth Cymru ym mis Awst 2016 o'i gweledigaeth i greu miliwn o siaradwyr Cymraeg, cyhoeddwyd Strategaeth Cymraeg 2050 ym mis Gorffennaf 2017. Mae'r Strategaeth yn amlinellu agwedd hirdymor y Llywodraeth tuag at wireddu'r targed o filiwn o siaradwyr Cymraeg erbyn 2050.

Mae'r strategaeth yn seiliedig ar dair thema strategol:

1. Cynyddu nifer y siaradwyr Cymraeg
2. Cynyddu defnydd o'r Gymraeg
3. Creu amodau ffafriol – seilwaith a chyd-destun

Targedau Cymraeg 2050 yw:

- Nifer y siaradwyr Cymraeg i gyrraedd miliwn erbyn 2050.
- Canran y boblogaeth sy'n siarad Cymraeg bob dydd, ac sy'n gallu siarad mwy nag ychydig o eiriau o Gymraeg, i gynyddu o 10 y cant (yn 2013–15) i 20 y cant erbyn 2050.

Mae'r Llywodraeth wedi cyhoeddi ei Rhaglen Waith gyntaf ar gyfer y strategaeth. Mae'n amlinellu, fesul amcan, yr hyn y mae'r Llywodraeth yn bwriadu'i wneud yn ystod y cyfnod 2017 hyd 2021. O ran y rhaglen gychwynnol hon o waith, mae'n werth nodi geiriau'r Llywodraeth:

*“Bydd y blynyddoedd cychwynnol yn canolbwyntio ar osod seiliau cadarn. Mae hon yn broses araf, gyson, heb lwyddiant amlwg efallai. Eto i gyd, rydym yn ystyried bod gosod y seiliau nawr yn gwbl angenrheidiol er mwyn cynnal camau pellach i weithredu'r strategaeth.”*

Mae'r dull hwn o weithredu yn allweddol i strategaeth hirdymor o gynllunio ieithyddol a thwf, ac mae'n bwysig cadw hyn mewn cof o ran y targedau sydd wedi'u gosod yn Strategaeth 5 mlynedd Caerdydd Ddwieithog. Mae'n tanlinellu pwysigrwydd sefydlu sylfaen gref yn y blynyddoedd cychwynnol er mwyn gwireddu'r targed hirdymor o ddyblu nifer ei siaradwyr Cymraeg erbyn 2050.

Mae strategaeth y Llywodraeth yn cydnabod rôl awdurdodau lleol wrth gyflawni ei hamcanion ledled Cymru, ac yn yr un modd, mae Strategaeth Caerdydd Ddwieithog yn gosod gweledigaeth y Llywodraeth yn ganolog i'r nod yn y Datganiad Cenhadaeth:

### **Datganiad Cenhadaeth**

**Gweithio gyda phartneriaid i ddyblu nifer y siaradwyr Cymraeg yng Nghaerdydd erbyn 2050 drwy Strategaeth Caerdydd Ddwieithog yn unol â gweledigaeth Llywodraeth Cymru.**

### **iii. Addysg**

Gan adleisio'r strategaeth genedlaethol, mae Strategaeth Caerdydd Ddwieithog a Chynllun Strategol y Gymraeg mewn Addysg ar gyfer Caerdydd yn cydnabod bod y system addysg yn elfen allweddol o ran creu siaradwyr newydd.

*“Mae'r CSCA hwn yn rhan annatod o Strategaeth 5 Mlynedd Caerdydd Ddwieithog. Mae'r prif faes o ryng-ddibyniaeth rhwng y ddwy strategaeth yn seiliedig ar faes strategaeth 1: Teuluoedd, Plant a Phobl Ifanc. Mae'r blaenoriaethau yn y maes hwn yn seiliedig ar hyrwyddo, darpariaeth a dilyniant.”*

Mae'r Llywodraeth wedi amlinellu eu cynlluniau i adolygu'r ddeddfwriaeth sy'n sail i gynllunio addysg Gymraeg, ynghyd ag adolygu'r broses i gynyddu cyfran yr addysgu a'r dysgu cyfrwng Cymraeg mewn ysgolion, a bod Rhaglen Gyfalaf Ysgolion yr 21ain Ganrif yn sicrhau cynnydd yn nifer y llefydd mewn ysgolion cyfrwng Cymraeg.

Mae'r Llywodraeth wedi nodi y bydd yn “symud o fesur y galw am addysg cyfrwng Cymraeg i ddatblygu addysg cyfrwng Cymraeg yn systematig a rhagweithiol.”

Mae hyn yn tanlinellu'r disgwyliad y bydd datblygiadau pellach mewn deddfwriaeth a pholisi dros y pum mlynedd nesaf, ac y bydd cyfeiriad Cyngor Caerdydd yn parhau tuag at raglen waith uchelgeisiol a heriol.

### **iv. Llesiant**

Nod Cynlluniau Llesiant lleol yw cynnig agwedd fwy cyfannol o gynllunio a darparu gwasanaethau cyhoeddus yng Nghymru, gan gynnwys ffordd well o integreiddio'r deddfau, y dyletswyddau a'r fframweithiau cynllunio perthnasol.

Un o'r nodau Llesiant o dan y Ddeddf yw ‘Cymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu’. Serch hynny, mae'n bwysig cydnabod bod cyswllt agos iawn rhwng yr iaith a'r nodau Llesiant eraill, a phwysigrwydd partneriaethau a fframweithiau ehangach.

Caiff nod Strategaeth Caerdydd Ddwieithog ei atgyfnerthu yn y Cynllun Llesiant drafft:

*“Ceisio dyblygu nifer y siaradwyr Cymraeg yng Nghaerdydd erbyn 2050 trwy gefnogi darparu Strategaethau Caerdydd Ddwieithog.”*

Mae'r Cynllun drafft yn amlinellu mesurau cynnydd yn nhermau niferoedd siaradwyr/addysg:

- Pobl a all siarad Cymraeg (Dangosydd Cenedlaethol 37)
- Disgyblion Cyfnod Allweddol 4 sy'n Cyflawni Trothwy Lefel 2 gan gynnwys Cymraeg/Saesneg a Mathemateg (Dangosydd Cenedlaethol)

Mae Comisiynydd y Gymraeg wedi cyhoeddi dogfen gyngor yn ddiweddar: Ystyried y Gymraeg mewn Cynlluniau Llesiant sy'n edrych ar y modd y gallai Cynlluniau Llesiant Lleol ystyried pob nod Llesiant yng nghyd-destun y Gymraeg. Gallai hyn gynorthwyo wrth gryfhau'r cysylltiadau rhwng nodau'r ddwy strategaeth ymhellach.

### **v. Strategaeth hybu 5 mlynedd Awdurdodau Lleol**

Yn Adroddiad Sicrwydd 2016-17, Hawliau'n Gwreiddio, edrychodd Comisiynydd y Gymraeg ar strategaethau 5 mlynedd awdurdodau lleol a'r parciau cenedlaethol. Mae'r adroddiad yn cynnig dadansoddiad o gydymffurfiaeth ynghyd â'r nodweddion angenrheidiol ar gyfer strategaethau hybu cryf ac effeithiol. Nododd y Comisiynydd yr elfennau canlynol fel enghreifftiau o arfer da, a bydd yr adolygiad hwn yn ystyried Strategaeth Caerdydd Ddwieithog yn y cyd-destun hwn:

**Perchnogaeth ac atebolrwydd:** Mae rhai strategaethau yn dangos perchnogaeth amlwg gan y sefydliad cyfan... a strwythur atebolrwydd clir ar gyfer gweithredu ac asesu cynnydd.

**Gwaelodlin:** Mae'r strategaethau mwyaf cynhwysfawr yn seilio'u targedau a'u cynlluniau gweithredu ar gyfer hybu a hwyluso ar dystiolaeth feintiol ac ansoddol.



**Gweledigaeth glir:** Mae datganiad clir o weledigaeth yn gymorth nid yn unig i'r cyhoedd ddeall trywydd y corff ond mae'n gymorth hefyd i holl staff y sefydliad sy'n gorfod gweithredu'r camau perthnasol.

**Partneriaid:** Mae'r cynlluniau gweithredu mwyaf cynhwysfawr yn cyffwrdd â phob maes perthnasol ac yn ymrwymedig i weithio mewn partneriaeth â sefydliadau sector cyhoeddus, preifat a'r trydydd sector, ac wrth gwsr y bobl leol.

**Cyd-destun ehangach:** Mae'r strategaethau mwyaf cynhwysfawr yn ymdrin â chyd-destun ehangach o ran ffyniant y Gymraeg, er enghraifft, y cyd-destun cymdeithasol / economaidd lleol; croesyfeirio â chynllun strategol Cymraeg mewn addysg a strategaethau eraill sy'n gorgyffwrdd yn lleol ac yn genedlaethol.

**Mesur cynnydd:** Mae'r strategaethau mwyaf cynhwysfawr yn pennu targedau clir, blaenoriaethau strategol, dangosyddion meintiol, a chynllun gweithredu manwl gyda chyswllt clir rhwng y gweithgareddau a'r blaenoriaethau strategol. Mae'r cynlluniau gweithredu mwyaf cynhwysfawr yn pennu targedau ac amserlen glir, ynghyd â chofnodi cyfrifoldebau.

Page 3  
(Adroddiad Sicrwydd 2016-17 Hawliau'n Gwreiddio)

Strategaeth Caerdydd Ddwieithog yn erbyn strategaethau awdurdodau lleol eraill, gan eu bod wedi'u llunio mewn ymateb i amrywiaeth eang o anghenion ieithyddol sy'n benodol i'w hardaloedd.

Serch hynny, mae'n bosibl adnabod cydymffurfedd â gofynion safon 145, a chynnig barn ar gadernid a chwmpas y strategaeth yn erbyn yr arferion gorau a amlygir yn adroddiad y Comisiynydd ynghyd â blaenoriaethau strategol y strategaeth genedlaethol, Cymraeg 2050. Mae adrannau dilynol yr adroddiad hwn yn amlinellu'r ystyriaethau perthnasol.

## 4. Y Strategaeth

### Gweledigaeth

Ein gweledigaeth yw datblygu Caerdydd gwbl ddwyeithog. Caerdydd lle gall ein dinasyddion fyw, gweithio a chwarae yn ogystal â manteisio ar wasanaethau a chymorth yn Gymraeg neu Saesneg yn yr un modd. Prifddinas lle mae dwyieithrwydd yn cael ei hyrwyddo fel rhywbeth cwbl naturiol, a lle mae'r iaith Gymraeg yn cael ei diogelu a'i meithrin i genedlaethau'r dyfodol ei mwynhau a'i defnyddio.

Wedi'i gymeradwyo gan y Cyngor llawn ar 23 Mawrth 2017, mae Strategaeth Caerdydd Ddwieithog yn nodi "Mae hon yn strategaeth i'r ddinas gyfan, nid i un sefydliad yn unig" gan amlygu pwysigrwydd partneriaid strategol a gweithio ar draws nifer o feysydd polisi allweddol.

Yn ogystal â chnamu penodol i hwyluso'r defnydd o'r iaith ar draws ystod o flaenoriaethau strategol mewn cydweithrediad â phartneriaid yn y Cyngor ac yn allanol, mae'r Strategaeth yn cynnwys targed i gynyddu nifer y siaradwyr Cymru (3+ oed) yng Nghaerdydd o 15.9%, o 36,735 (Cyfrifiad 2011) i 42,584 (Cyfrifiad 2021).

Datblygwyd y blaenoriaethau strategol mewn ymgynghoriad â phartneriaid ac maent yn adlewyrchiad naturiol o anghenion penodol y boblogaeth. Mae'r blaenoriaethau wedi'u crynhoi mewn 3 maes strategol sydd hefyd yn adlewyrchu penawdau blaenoriaethau allweddol strategaeth y Llywodraeth.

Ar gyfer yr adolygiad hwn, cynhaliwyd ciparolwg yn ystod mis Mawrth 2018 i gasglu barn rhanddeiliaid ar Strategaeth Caerdydd Ddwieithog. Cyfyngwyd y ciparolwg hwn yn fwriadol i'r prif bartneriaid allanol o blith aelodau Fforwm Caerdydd Ddwieithog, a hefyd partneriaid allweddol oddi mewn i'r Cyngor mewn adrannau amrywiol perthnasol i weithrediad y Strategaeth. Cafwyd 12 ymateb cynrychioliadol.

*"Mae'r Strategaeth yn cynnig gweledigaeth glir i'r Gymraeg yng Nghaerdydd"*

*"Mae'r strategaeth wedi dod â phartneriaid ynghyd i gydweithredu"*

(Sylwadau gan brif rhanddeiliaid)

Mae ymatebion y prif bartneriaid wedi bwrw goleuni defnyddiol ar gryfderau'r strategaeth, a chyfleoedd posibl i gryfhau a datblygu'r strategaeth yn ystod ei hoes o safbwynt y partneriaid. Mae adroddiad llawn yr arolwg rhanddeiliaid yn Atodiad 1. Ceir copi o'r holiadur yn Atodiad 2.

### *i cydymffurfiaeth a llywodraethu*

Cwestiynau allweddol:

- A yw Cyngor Caerdydd yn cydymffurfio â'r safonau perthnasol?
- A oes system ddigonol ar waith i sicrhau craffu a her effeithiol i'r strategaeth?

Yn y ddau faes hwn, gwelwyd bod gan Gyngor Caerdydd ddarpariaeth gadarn o ran cydymffurfio a chraffu:

**Cydymffurfio:** Er bod gweledigaeth a nod y strategaeth yn bellgyrhaeddol, bydd Comisiynydd y Gymraeg, fel y corff rheoleiddio yn craffu ar y modd y mae'r Strategaeth yn cydymffurfio â'r ddwy safon.

Mae Cyngor Caerdydd wedi llunio a chyhoeddi'r strategaeth sy'n amlinellu sut mae'n bwriadu hybu'r Gymraeg a hwyluso'i defnydd yn ehangach. Mae hefyd yn cynnwys targed ar gyfer cynyddu nifer y siaradwyr Cymraeg erbyn diwedd y cyfnod 5 mlynedd, gan gynnwys egluro'r modd y mae'r Cyngor yn bwriadu gwireddu'r targed hwnnw. Mae'r elfennau hyn yn ymateb yn uniongyrchol i ofynion Safon 145.

Maes o law, fe fydd bodloni Safon 146 yn golygu adolygu'r strategaeth ar ddiwedd y cyfnod 5 mlynedd ac asesu i ba raddau mae'r Cyngor wedi dilyn y strategaeth a chyrraedd y targed, gan amlinellu nifer y siaradwyr Cymraeg a rhestr o weithgareddau a drefnwyd neu a ariannwyd i hybu'r iaith dros y cyfnod 5 mlynedd.

Mae hyn felly yn cynnwys cynnal cofnod o gynnydd o safbwynt cyflawni'r targedau a nodir yn y cynllun gweithredu, ynghyd â thystiolaeth sy'n dangos cynnydd tuag at y targed cyffredinol o gynyddu nifer y siaradwyr Cymraeg. Bydd angen amrywiaeth o wybodaeth ansoddol a meintiol ar gyfer y dystiolaeth hon, wedi'i chasglu gan y Cyngor a'i bartneriaid allanol.

Lleisiodd un ymatebydd i'r arolwg rhanddeiliaid nodyn o bryder, gan godi cwestiwn ynghylch y dibyniaeth ar bartneriaid allanol i gasglu rhywfaint o'r dystiolaeth angenrheidiol:

*“Ansicr ynghylch pa mor fesuradwy yw rhai o'r targedau oherwydd eu bod yn ymestyn dros y ddinas gyfan, ac yn gofyn am fewnbwn gan nifer o sefydliadau sydd yn gorfod ‘cyfrif’ yr un peth. A oes chyd-dealltwriaeth/cyd-gytundeb yn hyn o beth?”*

Gyda chyfarfodydd chwarterol Fforwm Caerdydd Ddwyeithog (sy'n cynnwys y prif bartneriaid cysylltiedig), ynghyd â chylch gorchwyl ar ei newydd wedd sy'n canolbwyntio ar weithredu'r Strategaeth ei hun, ymddengys bod cyfle digonol i sicrhau eglurder a dealltwriaeth o ran yr hyn a gaiff ei fesur a sut. Serch hynny, efallai byddai'n fuddiol i edrych eto ar y gofynion hyn i sicrhau bod cofnodion a thystiolaeth ddigonol yn cael eu cadw.

**Craffu:** Fel y nodwyd uchod, mae Fforwm Caerdydd Ddwyeithog, gyda'i gylch gorchwyl newydd sy'n canolbwyntio ar weithredu'r Strategaeth, yn sicrhau lefel dda o orolwg a monitro i'r Strategaeth.

Gofynnodd yr arolwg rhanddeiliaid wrth y rhanddeiliaid allanol a oedd y Fforwm yn fecanwaith effeithiol ar gyfer monitro gweithrediad y strategaeth a gweithredu fel cyfaill beirniadol i'r Cyngor, ac fe gytunodd pob un o'r ymatebwyr â'r datganiad hwn.

Arsylwyd un o gyfarfodydd y Fforwm fel rhan o'r adolygiad hwn, a gwelwyd bod y Fforwm yn gyfle i bartneriaid roi diweddariad ar gynnydd gyda gwaith sydd ynghlwm â'r targedau sy'n berthnasol iddynt hwy, ac yn cynnig her i Gyngor Caerdydd ar ei gynnydd hefyd. Ynghyd, mae'r partneriaid yn gallu ymateb ac addasu'n effeithiol i unrhyw newidiadau neu ffactorau allai effeithio ar y cynllun gweithredu, a chymryd mantais o unrhyw gyfleoedd newydd sy'n codi. Cafwyd sylw yn ystod y cyfarfod, oedd yn crisialu hyn:

*“Gall targedau a blaenoriaethau ddyddio a gall cyfleoedd i weithredu godi yn annisgwyl, ond mae hefyd yn bwysig i ni beidio ag osgoi pethau sy'n anodd neu'n heriol, ac sydd ond yn targedu siaradwyr Cymraeg.”*

O dan eu cylch gorchwyl newydd, mae'r Fforwm yn adrodd i'r grŵp o aelodau trawsbleidiol, sef Gweithgor Aelodau Caerdydd Ddwyeithog sy'n cwrrd bob chwarter (e.e. ym mis Ebrill 2018, gwahoddwyd 2 brif bartner, Menter Caerdydd a'r Eisteddfod Genedlaethol, i ddod i roi cyflwyniad i'r Grŵp). Mae Cadeirydd y Grŵp yn ysgrifennu'n ffurfiol i'r Cabinet yn dilyn pob cyfarfod i hysbysu'r Cabinet ynghylch unrhyw faterion sy'n ymwneud â'r Gymraeg.

Hefyd, mae Pennaeth Caerdydd Ddwyeithog yn cwrrd bob mis ag Arweinydd y Cyngor, sef deiliaid y portffolio ar y Gymraeg.

Hyd yma, ni fu unrhyw ofynion ffurfiol i adrodd yn flynyddol ar weithredu'r Strategaeth i Gomisiynydd y Gymraeg, ond darperir diweddariad ar gynnydd y Strategaeth gan Gyngor Caerdydd yn yr Adroddiad Blynyddol ar Safonau'r Gymraeg. Cyflwynir yr adroddiad blynyddol hwn i'r Cyngor Llawn sydd caniatáu lefel ychwanegol o graffu, ynghyd â chyfle i hyrwyddo'r raglen gynhwysfawr o waith y mae Caerdydd Ddwyeithog yn ymgymryd â hi, ar draws y Cyngor.

**Adnoddau digonol:** Un o brif elfennau llywodraethu da yw sicrhau adnoddau digonol, ac mae risg ynghlwm os nad oes digon o adnoddau ar gael i gefnogi targedau pwysig.

Gofynnodd yr arolwg rhanddeiliaid a oedd rhanddeiliaid o'r farn bod gan y Cyngor adnoddau digonol i weithredu'r strategaeth, ac o'r rheini a ymatebodd (10), dywedodd 6 nad oeddent o'r farn bod yna ddigon o adnoddau ar gyfer y strategaeth hon. Roedd yr ymateb hwn yn gyfartal rhwng partneriaid mewnol ac allanol.



*“Rhaid cefnogi’r sefydliadau partner ac ni ddylid torri cyllid er mwyn sicrhau bod gwasanaethau Cymraeg yn tyfu ar draws y ddinas.”*

*“Dylai’r Cyngor ddarparu adnoddau digonol i’r Urdd er mwyn cyflawni amcanion y Strategaeth hon”*

Lluniwyd y cynllun gweithredu gan gadw’r cyfyngiadau ariannol presennol mewn cof, ac mae’n seiliedig ar gynlluniau a’r ddarpariaeth gyfredol ar draws y partneriaethau. Serch hynny, amlygir meysydd i’w hystyried yn nes ymlaen yn yr adroddiad hwn, ac fe fyddai’n fuddiol i ystyried unrhyw risgiau posibl a allai godi yn y dyfodol. Mewn adroddiad yn dwyn y teitl ‘Over-optimism in government projects (2013), mae’r Swyddfa Archwilio Genedlaethol yn edrych ar y risgiau sydd ynghlwm â phrosiectau a strategaethau mawr yn sgil disgwyliadau gor-uchelgeisiol. Mae’n rhybuddio y gall optimistiaeth arwain at duedd i danbriso heriau gweledigaeth gymhleth o ran cyfyngiadau capasiti, amser ac arian.

#### I’w ystyried ymhellach:

A1. Dylid ystyried adolygiad o’r hyn a gaiff ei fesur, (a phryd, sut a chan bwy) er mwyn atgyfnerthu cyd-ddealltwriaeth, proses gadarn o ran cadw cofnodion a thystiolaeth o gynnydd tuag at y blaenoriaethau strategol a’r targed cyffredinol.

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#### 1.5 Gweledigaeth a perchnogaeth

Cwestiynau allweddol:

- A oes gweledigaeth glir a diffiniad o bwrpas?
- A oes perchnogaeth ac arweinyddiaeth glir i’r strategaeth a’i gweithrediad?

Mae Strategaeth Caerdydd Ddwyeithog yn nodedig oherwydd bod ei gweledigaeth a’i nod wedi’u hamlinellu’n glir, a chaiff hyn ei atgyfnerthu gan gefnogaeth yr arweinyddiaeth oddi mewn i’r Cyngor. Nid yn unig y gwelir hyn yn y ddogfen ei hun, ond hefyd o ran proffil a ‘brand’ Caerdydd Ddwyeithog, a’r gefnogaeth a gaiff ei lleisio’n rheolaidd gan yr Arweinydd i’r weledigaeth o ddatblygu dinas wirioneddol ddwyieithog.

Er mwyn cryfhau ei ymrwymiad ymhellach, mae’r Cyngor wedi llunio dogfen bolisi fewnol yn ddiweddar ar y defnydd o’r Gymraeg oddi mewn i’r Cyngor, gyda’r weledigaeth o fod yn sefydliad dwyieithog, sy’n gwerthfawrogi ac yn cefnogi’r defnydd o’r Gymraeg ymhlith y staff. Bydd hyn yn caniatáu i’r Cyngor arwain drwy esiampl ac annog y defnydd o’r Gymraeg ar draws y ddinas.

**Gweledigaeth:** Fel y nodwyd uchod, mae’r Strategaeth yn cydnabod ei lle oddi mewn i’r weledigaeth genedlaethol, ac mae’n amlinellu’n glir ei chyfrifoldeb o ran cynyddu nifer y siaradwyr Cymraeg. Mae’r weledigaeth hefyd yn rhoi amlinelliad o’r ffordd y bydd Caerdydd Ddwyeithog yn edrych, teimlo a swnio, ac mae’r Strategaeth yn seiliedig ar dri maes strategol gyda blaenoriaethau perthnasol a thargedau er mwyn gweithredu.

Yn yr arolwg rhanddeiliaid, nododd pob un o’r ymatebwyr eu hymwybyddiaeth a’u dealltwriaeth o’r weledigaeth ar gyfer Caerdydd Ddwyeithog. Serch hynny, nododd 5 o’r 7 mai â’r datganiad *“Mae gen i fy nealltwriaeth i fy hun o weledigaeth strategaeth Caerdydd Ddwyeithog ond wn i ddim a yw’n cyfateb â dealltwriaeth pawb arall” yr oedden nhw’n cytuno.*

Roedd 2 o’r 5 partner allanol hefyd yn cytuno â’r datganiad uchod, gyda 3 o’r 5 yn nodi bod eu dealltwriaeth yn *“(g)lir iawn, byddech yn clywed yr un disgrifiad ohoni gan bob un o’r partneriaid.”*

Mae’r canlyniad hwn yn atgyfnerthu pwysigrwydd cefnogaeth a chyswllt parhaus er mwyn mynegi’r weledigaeth mewn cyd-destunau sy’n berthnasol i adrannau gwahanol y Cyngor ac ymhlith partneriaid yn gyffredinol yn ystod oes y strategaeth.

**Perchnogaeth:** Fel y nodwyd uchod, wrth hyrwyddo’r weledigaeth, mae Arweinydd Cyngor Caerdydd wedi lleisio cyfrifoldeb y Cyngor wrth wireddu’r Strategaeth ar fwy nag un achlysur, ond mae hefyd yn atgyfnerthu’r ffaith mai cyfrifoldeb dinas gyfan ydyw, sy’n ddibynnol ar bartneriaid allweddol.

Roedd canlyniadau’r arolwg rhanddeiliaid hefyd yn rhannu’r farn bod y strategaeth wedi sicrhau bod gan bob partner ran yn y weledigaeth, ac yn eu dwyn ynghyd i gydweithio a defnyddio arbenigedd a gallu nifer o bartneriaid, gan fanteisio ar safle Caerdydd fel prifddinas. Serch hynny, roedd rhai sylwadau yn tanlinellu pryderon nad oedd perchnogaeth y strategaeth wedi’i rhannu’n gyson ymhlith rhai partneriaid (mewnol ac allanol) allweddol, gydag un yn nodi, er enghraifft:

*“Mae tîm Caerdydd Ddwyeithog yn meddu ar ymroddiad amlwg a gweledigaeth glir ynghylch y Gymraeg. O ran gweddill y Cyngor, fy argraff yw bod y nodweddion hyn yn bur anwastad. Byddai’n fuddiol pe bai rhai adrannau, gan gynnwys yr adran addysg yn arbennig, yn dangos rhagor o flaengaredd ynghylch y Gymraeg gan fod potensial gwneud llawer mwy pe bai’r ddealltwriaeth a’r ymroddiad yno.”*

### I'w ystyried ymhellach

A2. Dylid ystyried ymhellach yr hyn a olygir wrth Gaerdydd wirioneddol ddwyieithog mewn termau meintiol yng nghyd-destun y blaenoriaethau strategol. Dylid hefyd ystyried sicrhau cyswllt rhwng dangosyddion allweddol mesuradwy a cherrig milltir llwyddiant â'r cynllun gweithredu fel bod pob partner yn deall yr hyn sydd i'w gyflawni a'r dystiolaeth sydd angen ei chasglu.

A3. Dylid sicrhau cefnogaeth a chyswllt parhaus i egluro'r weledigaeth mewn cyd-destunau sy'n berthnasol i adrannau gwahanol y Cyngor, ac ymhlith partneriaid yn gyffredinol yn ystod oes y strategaeth. Bydd hyn yn gymorth i gryfhau'r cyd-ddealltwriaeth o bwrpas ac o wireddu'r strategaeth yn ystod ei hoes.

### iii ymgynghori a chyfathrebu

Cwestiynau allweddol:

- A wnaeth y Cyngor ymgynghori'n ddigonol ar y Strategaeth?
- A yw'r Cyngor yn parhau i ymgynghori a chyfathrebu'n effeithiol?

Roedd rhaglen yr ymgynghoriad ar y Strategaeth gyda'r mwyaf cynhwysfawr a chynhwysol a gynhaliwyd ar unrhyw strategaeth 5 mlynedd i hybu'r Gymraeg.

**Ymgynghori:** Dechreuodd y broses ymgynghori gydag ymgynghoriad mewnol ac arolwg ar-lein a ddenodd tua 40 o ymatebion o drawstoriad amrywiol o adrannau. Ffurfiodd y sylwadau hyn y sail ar gyfer y blaenoriaethau drafft a ddatblygwyd yn broses ymgynghori bellach gyda swyddogion polisi, penaethiaid gwasanaethau, grŵp Cydlynwyr a Phencampwyr y Gymraeg, rhwydweithiau cydraddoldeb mewnol, Gweithgor Aelodau Caerdydd Ddwyeithog, a Phwyllgor Adolygu Polisi a Pherfformiad.

Yn ôl swyddog yn nhîm Caerdydd Ddwyeithog, “*er bod hyn yn golygu cryn dipyn o waith, roedd yn hynod fuddiol i ni fod wedi cynnal ymgynghoriad mewnol mor drylwyr, gan fod adrannau amrywiol bellach yn deall gwerth y strategaeth ac yn rhannu perchnogaeth ohoni*”.

Cynhaliwyd ymgynghoriad cyhoeddus ar strategaeth Caerdydd Ddwyeithog yn ystod hydref 2016, gyda dros 70 y cant o ymatebwyr un ai'n cytuno neu'n tueddu i gytuno â gweledigaeth Caerdydd wirioneddol ddwyieithog, a dros 53 y cant yn cytuno â'r targed o gynyddu nifer y siaradwyr Cymraeg yn y brifddinas.

Fel rhan o'r ymgynghoriad, cynhaliwyd gweithdy ar 20 Hydref 2016, gyda 26 o brif bartneriaid a rhanddeiliaid. Ymhlith y mynychwyr oedd Llywodraeth Cymru, Comisiynydd y Gymraeg, Prifysgol Caerdydd, sefydliadau'r Bwrdd Gwasanaethau Cyhoeddus, Menter Caerdydd ac Urdd Gobaith Cymru.

O ran yr arolwg rhanddeiliaid, cytunodd pob un o'r ymatebwyr fod cyfle digonol wedi'i roi i bobl allu gynnig mewnbyn i'r Strategaeth.

**Cyfathrebu:** O ran cyfathrebu, cytunodd mwyafrif ymatebwyr yr arolwg (10 allan o'r 12) fod y Cyngor yn parhau i gyfathrebu'n effeithiol wrth weithredu'r Strategaeth.

Yn ystod cyfarfod y Fforwm, awgrymwyd y gellid gwahodd ystod ehangach o bartneriaid unwaith y flywyddyn er mwyn cynnal cyfarfod o'r Fforwm fyddai'n cynnwys rhanddeiliaid nad ydynt fel arfer yn mynychu er mwyn ehangu mewnbyn. Byddai hyn wedyn yn cynnig llwyfan effeithiol i Gaerdydd Ddwyeithog ddarparu diweddariad i gynulleidfa ehangach o randdeiliaid ar gynydd, er mwyn sicrhau mewnbyn ymarferol gan bartneriaid, ac i atgyfnerthu perchnogaeth ddinas gyfan o'r weledigaeth.

Yn ôl un o ymatebwyr yr arolwg:

*“(Mae) angen bod cynrychiolaeth o'r holl bartneriaid yn rhan o'r Fforwm sirol, e.e. yn cynnwys cynrychiolydd o adran addysg y sir er mwyn gyrru'r gwaith yn ei flaen yn lle dibynnu yn unig ar y partneriaid Cymraeg i fwrw mlaen gyda'r gwaith craidd.”*

### I'w ystyried ymhellach

A4. Fel yr awgrymwyd yng nghyfarfod y Fforwm, dylid ystyried y posibilrwydd o ehangu cyfarfod o'r Fforwm unwaith y flywyddyn i bartneriaid ehangach er mwyn caniatáu i Gaerdydd Ddwyeithog sicrhau mewnbyn ymarferol gan bartneriaid sy'n cynrychioli amryw fuddiannau, ac i atgyfnerthu berchnogaeth ddinas gyfan ar y weledigaeth.

### iv rhanddeiliaid

Cwestiynau allweddol:

- Ydy'r rhanddeiliaid allweddol wedi'u hadnabod, a yw eu cefnogaeth wedi'i sicrhau, ac a yw eu cyfraniad, dylanwad ac anghenion wedi'u deall?

Mae Strategaeth Caerdydd Ddwieithog yn seiliedig ar waith cadarn i fraenaru'r tir a gynhaliwyd yn ystod 2014 i adnabod ac i greu cyswllt â phartneriaid allweddol er mwyn gwireddu gweledigaeth dinas ddwyeithog.

**Rhanddeiliaid allweddol:** Fel y mae'r Strategaeth ei hun yn ei chydabod, mae ei llwyddiant yn ddibynnol ar bartneriaid allanol yn ogystal â phartneriaid mewnol.

Bu cynhadledd 2014 yn fodd o alluogi partneriaid i ystyried a lleisio'r materion a'r blaenoriaethau a fyddai, yn y lle cyntaf, yn arwain at sefydlu yr Hen Lyfrgell fel canolfan fywiog ar gyfer y Gymraeg yng nghanol y ddinas, ac yn ail, yn ffurfio seiliau partneriaeth gref ar gyfer Strategaeth 5 mlynedd Caerdydd Ddwieithog. Atgyfnerthwyd hyn gan Gynhadledd Caerdydd Ddwieithog a gynhaliwyd yn yr hydref yn 2016, a ganiataodd partneriaid a rhanddeiliaid i drafod a chydweithio ar y Strategaeth ddrafft.

Gofynnodd yr arolwg rhanddeiliaid am adborth ar gryfderau a gwendidau'r Strategaeth. Sylwadau cadarnhaol a gafwyd yn bennaf, yn ymwneud â gallu'r Strategaeth i ddod â phobl ynghyd:

*“Mae'r strategaeth wedi dod â phartneriaid ynghyd i gydweithio heb ddyblygu gwaith.”*

Yn hynny, amlygodd rhai sylwadau gyfleoedd ar gyfer ymgysylltu a dealltwriaeth bellach, ac ystyriaeth o'r modd y caiff y Strategaeth ei chyfathrebu a'i fframio o safon uwch ymwynt perchnogaeth a chyfranogiad yn ystod y 5 mlynedd:

*“Nid yw'n ymwneud â'r sector gwirfoddol Cymraeg yn y ddinas.”*

*“Mae teimlad fod y Sir yn ildio peth o'u cyfrifoldeb a'u rhoi ar bartneriaid.”*

Yn ôl yr arolwg rhanddeiliaid, cytunodd 9 o'r 12 fod y Cyngor yn deall pwysigrwydd rhanddeiliaid er mwyn sicrhau gweithrediad llwyddiannus y Strategaeth.

Pan ofynnwyd ynghylch cefnogaeth gan randdeiliaid, o'r rheini a atebodd (10), mynegodd 4 bryder nad oedd y Cyngor wedi sicrhau cefnogaeth pob rhanddeiliad eto, ond roedd 6 yn anghytuno â'r datganiad hwn.

Pan ofynnwyd ynghylch a oedd rhanddeiliaid yn sylweddoli pwysigrwydd eu cyfraniad at sicrhau llwyddiant y strategaeth, roedd ychydig o wahaniaeth yn yr ymateb, gyda 4 o'r 5 partner mewnol yn cytuno â'r datganiad nad oedd rhai rhanddeiliaid yn y Cyngor yn sylweddoli pwysigrwydd eu cyfraniad at sicrhau llwyddiant y strategaeth. O ran y partneriaid allanol, dim ond 2 o'r 5 oedd yn cytuno â hyn.

### I'w ystyried ymhellach

A5. Dylid ystyried datblygu a chynnal cynllun rheoli rhanddeiliaid er mwyn cynnal a meithrin y berthynas gadarnhaol gyda rhanddeiliaid allweddol yn ystod oes y Strategaeth.

A6. Dylid ystyried datblygu a chynnal rhaglen gyfathrebu i gefnogi gweithrediad y Strategaeth.

### v targedau a mesur perfformiad

Cwestiynau allweddol:

- A yw'r targedau yn seiliedig ar waelodlin clir, ac a ydynt yn glir, yn ymarferol ac yn realistig?
- Pa dystiolaeth fydd ar gael i ddangos llwyddiant y strategaeth ac i ba raddau mae'n bosibl i ddiffinio newid mesuradwy yn dilyn camau gweithredu penodol?

Mae'r targed o ddyblu nifer y siaradwyr Cymraeg erbyn 2050 yn seiliedig ar ddadansoddiad ystadegol eglur; fel y gwelwyd uchod, mae blaenoriaethau a thargedau strategol y Strategaeth wedi'u pennu yn dilyn ymgynghori â'r holl randdeiliaid perthnasol, ac mae adrodd ar gynnydd mewn modd systematig yn erbyn cynllun gweithredu clir.

**Gwaelodlin:** Mae gwaelodlin clir yn caniatáu targedau mesuradwy. Seiliwyd y targed cyffredinol o gynyddu nifer y siaradwyr Cymraeg yng Nghaerdydd ar waith a gynhaliwyd ar y cyd â Chanolfan Ymchwil Caerdydd, gan ystyried dadansoddiad ystadegol a demograffig ynghyd â'r cynnydd angenrheidiol mewn niferoedd er mwyn pennu'r cynnydd canrannol angenrheidiol fesul blwyddyn.

Prif ffynonellau data'r Cyngor o ran nifer y siaradwyr Cymraeg ymhlith ei boblogaeth, ar wahân i Gyfrifiad 2021, yw'r data addysg (PLASC) a data'r gweithlu a fydd yn caniatáu i'r Cyngor olrhain unrhyw dueddiadau a chynnydd tuag at y targed fesul blwyddyn.

Yn yr arolwg, meddai un ymatebydd:

*“Mae prif darged tymor hir y Strategaeth, sef dyblu nifer y siaradwyr yng Nghaerdydd erbyn 2050, wedi ei alinio â tharged Cymraeg 2050 Llywodraeth Cymru... Dyblodd nifer siaradwyr Cymraeg Caerdydd rhwng 1991 a 2011 sy'n awgrymu nad yw'r targed hwnnw'n rhy uchelgeisiol.”*



O ran y targedau yn y cynllun gweithredu sy'n anelu at wireddu'r blaenoriaethau strategol a nodwyd, yn ôl un ymatebydd a oedd yn cyfeirio at y broses fewnol:

*"Fe wnaethon ni gytuno ar dargedau'r maes gwasanaeth gydag Uned yr Iaith Gymraeg drwy gyfarfodydd wyneb yn wyneb er mwyn sicrhau bod y targedau yn realistig ac yn gyraeddadwy."*

Serch hynny, mae nifer o'r gweithgareddau y tu hwnt i ddylanwad uniongyrchol y Cyngor ac yn dod o dan gylchoedd gorchwyl a rhaglenni gwaith y partneriaid. Adroddir ar y targedau hyn yng nghyfarfod chwarterol y Fforwm.

Yn yr arolwg, pan ofynnwyd ynghylch y targedau yn y Strategaeth sy'n berthnasol i'w meysydd gwaith, cytunodd 8 o'r 12 ymatebydd fod targedau'r Strategaeth yn realistig ac yn gyraeddadwy. Fe fynegodd un partner allanol a 3 phartner mewnol ansicrwydd ynghylch a oedden nhw'n realistig neu'n rhy uchelgeisiol.

**Blaenoriaethau strategol:** Datblygwyd blaenoriaethau strategaeth Caerdydd mewn ymgynghoriad gofalus gyda phartneriaid, gan adlewyrchu anghenion penodol y boblogaeth. Maent wedi'u crynhoi mewn 3 maes strategol ac yn cynnig canlyniadau ar gyfer adrodd ar gynnydd o ran y defnydd o'r Gymraeg yng Nghaerdydd. Felly, mae sail eglur a rhesymegol i'r strategaeth, sy'n cwmpasu pob blaenoriaeth strategol perthnasol sydd hefyd yn adlewyrchu'r penawdau blaenoriaethau allweddol a welir yn strategaeth y Llywodraeth.

Pan ofynnwyd ynghylch eu barn am flaenoriaethau strategol y Strategaeth, cytunodd 9 o'r 12 ymatebydd, fod nod y Strategaeth yn gydnaws â blaenoriaethau eu hadrannau neu eu sefydliadau yn gyffredinol. Mae hyn yn adlewyrchu llwyddiant y broses ymgynghori gychwynnol oedd yn caniatáu i'r Strategaeth gael ei chydblythu â nodau strategol ehangach.

Gan fod Strategaeth Caerdydd Ddwieithog wedi'i llunio cyn i'r strategaeth genedlaethol gael ei chyhoeddi, awgrymwyd yn y ddogfen y gallai adolygiad o'r strategaeth fod yn briodol er mwyn ei halinio'n agosach â'r ddogfen genedlaethol. Gan fod llawer o elfennau rhyng-ddibynnol yn y Strategaeth, a thargedau sy'n ddibynnol ar randdeiliaid allanol a'u cylchoedd ariannu amrywiol, efallai byddai adolygiad o'r cynllun gweithredu ei hun yn ddoeth cyn canol oes o Strategaeth.

**Mesur perfformiad:** Mae strwythur craffu ac adrodd clir ar gyfer y Strategaeth. Fel y nodwyd yn adran 4(i) ar gydymffurfio a llywodraethu, bydd angen mesur cynnydd tuag at y blaenoriaethau strategol a'r targed cyffredinol i gynyddu nifer y siaradwyr Cymraeg, mewn modd ystyrlon ac effeithiol, gydag amrywiaeth o dystiolaeth feintiol ac ansoddol.

Mae'n bwysig nodi nad yw'r strategaeth eangfrydig ac uchelgeisiol hon yn derbyn unrhyw gyllid ychwanegol ac nid oes cyllideb benodol ar ei chyfer, ac felly mae'n seiliedig ar gapasiti a gweithgaredd presennol y Cyngor a'i bartneriaid. Fel y nodwyd yn adran 4(ii), amlygwyd diffyg adnoddau digonol fel pryder i 6 allan o'r 10 ymatebydd.

Efallai byddai cynnal adolygiad o'r cynllun gweithredu maes o law yn amlygu bylchau strategol, nad yw'n bosibl mynd i'r afael â hwy heb gyllideb. Serch hynny, er gwaethaf diffyg cyllid, dylid amlygu'r bylchau hyn os credir bod risg i lwyddiant unrhyw un o'r blaenoriaethau strategol os nad eir i'r afael â'r bylchau penodol hyn.

Un maes yn y cynllun gweithredu presennol y gellid edrych arno mewn adolygiad o'r fath, yw'r maes blaenoriaeth ar gyfer plant a phobl ifanc. Fel y nodwyd yn y Strategaeth ac yn y strategaeth genedlaethol hefyd, mae'r cyfnod ôl-16 yn hanfodol o safbwynt dilyniant ieithyddol. Dyma'r cyfnod i lawer o bobl ifanc rhwng addysg statudol a'r gweithlu, ac mae'n amser pan y gall nifer o ffactorau effeithio ar benderfyniadau ac arferion ieithyddol unigolion am weddill eu bywydau. Mae hefyd yn amlwg mai dyma'r cyfnod pan fydd nifer sylweddol o siaradwyr Cymraeg yn colli eu sgiliau iaith.

Mae'r Cyngor wedi nodi bod hwn yn faes blaenoriaeth, gyda'r targed i:

*Cynyddu'r ddarpariaeth o weithgareddau a chyfleoedd allgyrsiol Cymraeg i blant a phobl ifanc ddefnyddio'r Gymraeg y tu allan i gatiâu'r ysgol.*

Nodwyd tri phrif darged o dan y flaenoriaeth hon. Yn dilyn trafodaeth yn y Fforwm, mae'r cyntaf wedi wynebu newid ac efallai y caiff ei addasu. Mae'r ail yn cynnwys gweithgareddau'n seiliedig ar Eisteddfod Genedlaethol 2018 yng Nghaerdydd ac mae'r amserlen yn gorffen ym mis Awst 2018. Mae'r trydydd targed (Diwrnod Miwsig Cymru) eisoes wedi'i gyflawni (ond mae'n debygol y caiff ei ailadrodd yn flynyddol). Mae hyn yn amlygu posibiladau pellach a datblygiadau yn y dyfodol y byddai'n fuddiol eu cofnodi yn ffurfiol mewn cynllun gweithredu diwygiedig.

### I'w hystyried ymhellach

A7. Ar y cyd ag A1 ac A2, dylid ystyried adolygu'r cynllun gweithredu mewn ymgynghoriad â'r prif bartneriaid (erbyn diwedd blwyddyn 2, Mawrth 2019) gyda'r bwriad o ddiweddarau neu addasu'r targedau. [Fel rhan o unrhyw adolygiad, dylid ystyried sut y bydd cyflawni unrhyw dargedau newydd neu ddiwygiedig, yn alinio â'r gofynion i adrodd ar gynnydd o ran i) cynnydd yn nifer y siaradwyr Cymraeg, a ii) cynnydd yn y defnydd o'r Gymraeg, a beth yw'r dystiolaeth feintiol ac ansoddol sydd ei hangen.]

A8. Wrth gynnal adolygiad o'r cynllun gweithredu, dylid ystyried nodi unrhyw feysydd strategol allweddol nad ydynt wedi'u cwmpasu yn y cynllun gweithredu presennol, fel bod cofnod, neu 'rhestr ddymuniaadau', wedi'i nodi petai unrhyw gyfleoedd cyd-ariannu neu gyd-gynhyrchu yn codi. Hefyd, dylid cofnodi unrhyw risgiau sy'n deillio o ddiffyg adnoddau neu newid mewn amgylchiadau a fyddai'n effeithio ar lwyddiant cyflawni unrhyw flaenoriaethau strategol.

## 5. Casgliadau

O ystyried y Strategaeth yng ngoleuni arferion gorau cydnabyddedig a sylwadau gan randdeiliaid, canfu'r adolygiad hwn fod y Strategaeth wedi'i llunio ar seiliau cryf gwaith ymgynghori a chyfathrebu.

Mae'r blaenoriaethau strategol a nodwyd yn cyfateb i'r weledigaeth genedlaethol, ac maent yn seiliedig ar ymgynghori'n agos â phartneriaid. Mae'r targedau sy'n deillio ohonynt yn amlygu ystyriaeth o'r ddarpariaeth gyfredol a'r cyfyngiadau allanol sy'n bodoli, ac yn ôl rhanddeiliaid allweddol, maent yn rhai realistig a chyraeddadwy.

Mae'r strategaeth yn cael ei gyrru gan weledigaeth bwrpasol a gefnogir gan arweinyddiaeth a phersonél allweddol rhagweithiol, ynghyd â phroses atebolrwydd gadarn sy'n cynnwys elfen o graffu allanol gan bartneriaid allweddol a pherthynas gref drwy Fforwm Caerdydd Ddwieithog.

Caiff hyn ei adleisio mewn sylwadau gan randdeiliaid pan ofynnwyd eu barn am gyfnderau'r Strategaeth. Mae'r prif sylwadau yn cynnwys:

- Mae'r strategaeth yn strategaeth amlasiantaeth. Mae wedi sicrhau bod pob prif bartner yn rhan o'r weledigaeth, ac mae wedi dod â phartneriaid ynghyd i gydweithredu heb ddyblygu gwaith.
- Mae'r strategaeth yn cynnig gweledigaeth glir i'r Gymraeg yng Nghaerdydd ac mae'n amlinellu blaenoriaethau'r Cyngor a'i gyfeiriad.
- Mae'r strategaeth yn defnyddio arbenigedd a chapasiti nifer o sefydliadau, ac mae hefyd yn gwneud y gorau o safle Caerdydd fel prifddinas.
- Cefnogaeth gan yr arweinyddiaeth bresennol a'r arweinyddiaeth flaenorol.
- Mae'n strategaeth gydnabyddedig oddi mewn i strwythur y Cyngor ac mae wedi'i hategu gan ddeddfwriaeth.
- Mae'r strategaeth yn nodi meysydd blaenoriaeth ac mae cynllun gweithredu i'r perwyl er mwyn helpu i wireddu'r blaenoriaethau.

- Nid yw'r strategaeth yn ddogfen hir, mae'n fyr o ran steil sy'n ei gwneud yn fwy apelgar i gynulleidfaoedd.
- Croesawu'n fawr y ffaith fod y Strategaeth yn rhoi pwys ar ymchwil wrth gynllunio i'r dyfodol.

### *Meysydd i'w hystyried ymhellach:*

Er gwaethaf cyfyngiadau'r holiadur rhanddeiliaid, roedd yn gwahodd sylwadau cryno o safbwynt beirniadaeth ac awgrymiadau am feysydd o gyfle. Er nad oedd yn caniatáu dadansoddi manwl, roedd y sylwadau a gafwyd yn fodd o fwrw goleuni ar rai materion sy'n wynebu'r partneriaid. Byddai adolygu'r cynllun gweithredu yn cynnwys partneriaid, ac fe allai'r pwyntiau a godwyd fod yn rhestr wirio ddefnyddiol ar gyfer trafodaeth bellach. Er enghraifft, mae rhai partneriaid allweddol o'r farn bod potensial i gyflawni llawer mwy gydag addysg a phobl ifanc, ynghyd ag ymestyn y cyswllt gyda'r sector gwirfoddol yng Nghaerdydd. Felly wrth ddiweddarau ac adolygu'r cynllun gweithredu am y blynyddoedd i ddod, gellid ystyried y pwyntiau hyn, a gellid gwahodd partneriaid i gynnig syniadau ac opsiynau ar gyfer blaenoriaethau strategaeth a chydweithredu partneriaethol.

Ymhlith yr heriau a'r meysydd i'w hystyried a nodwyd gan y rhanddeiliaid, mae:

- Gellid ystyried amserlen hirach i ganiatáu i'r strategaeth gymryd golwg mwy strategol, gyda chyfnod adolygu penodol er mwyn diweddarau'r ddogfen i adlewyrchu tueddiadau dinas ddeinamig.
- Gall fod canfyddiad negyddol tuag at yr iaith oddi mewn i'r Cyngor.
- Nid oes gan y Cyngor reolaeth uniongyrchol dros bob un o'r camau gweithredu yn y cynllun gweithredu.
- Teimlad efallai fod y Sir yn ildio peth o'u cyfrifoldeb a'u rhoi ar bartneriaid ac o ganlyniad gallai gormod o sylw fynd i'r strategaeth a gormod o bwyslais ar waith y Cyngor yn y Fforwm.
- Dylai pob partner gael ei gynrychioli ar y Fforwm, e.e. gan gynnwys cynrychiolwyr o'r adran addysg er mwyn symud pethau yn eu blaen yn hytrach na dibynnu ar y partneriaid iaith Gymraeg yn unig i gyflawni'r gwaith craidd.
- Gorddibyniaeth ar yr awdurdod lleol i wireddu'r holl newidiadau heb gydnabod y rôl bwysig y gall pob sefydliad ei chwarae drwy bartneriaeth.
- Sicrhau adnoddau digonol (ariannol a staff) ar draws pob agwedd o'r meysydd blaenoriaeth er mwyn cyflawni nodau'r strategaeth.
- Cyfle i godi proffil a statws y Gymraeg ymhellach yng Nghaerdydd.
- Gyda thwf addysg Gymraeg, a sylwadau diweddar yr Arweinydd yn annog agwedd ragweithiol wrth hyrwyddo manteision addysg Gymraeg, mae cryn botensial i wella'r sefyllfa bresennol.
- Er mwyn cynorthwyo'r broses o gyfathrebu gweithrediad y strategaeth, gellid ychwanegu eitem sefydlog i agenda cyfarfodydd y Fforwm Addysg Gymraeg.



## 6. Argymhellion

Dylid dathlu cryfderau Strategaeth Caerdydd Ddwyeithog a dylid rhannu arferion da. Mae nifer o gyfleoedd i ystyried cryfhau gweithrediad y strategaeth ymhellach, ac mae'r argymhellion yn yr adroddiad hwn yn ceisio amlygu'r cyfleoedd hynny yng ngoleuni'r canfyddiadau a'r adborth gan randdeiliaid.

A1. Dylid ystyried adolygiad o'r hyn a gaiff ei fesur, (a phryd, sut a chan bwy) er mwyn atgyfnerthu cyd-ddealltwriaeth, proses gadarn o ran cadw cofnodion a thystiolaeth o gynnydd tuag at y blaenoriaethau strategol a'r targed cyffredinol.

A2. Dylid ystyried ymhellach yr hyn a olygir wrth Gaerdydd wirioneddol ddwyieithog mewn termau meintiol yng nghyd-destun y blaenoriaethau strategol. Dylid hefyd ystyried sicrhau cyswllt rhwng dangosyddion allweddol mesuradwy a cherrig milltir llwyddiant â'r cynllun gweithredu fel bod pob partner yn deall yr hyn sydd i'w gyflawni a'r dystiolaeth sydd angen ei chasglu.

A3. Dylid sicrhau cefnogaeth a chyswllt parhaus i egluro'r weledigaeth mewn cyd-destunau sy'n berthnasol i adrannau gwahanol y Cyngor, ac ymhlith partneriaid yn gyffredinol yn ystod oes y strategaeth. Bydd hyn yn gymorth i gryfhau'r cyd-ddealltwriaeth o bwrsas ac o wireddu'r strategaeth yn ystod ei hoes.

A4. Fel yr awgrymwyd yng nghyfarfod y Fforwm, dylid ystyried y posibilrwydd o ehangu cyfarfod o'r Fforwm unwaith y flwyddyn i bartneriaid ehangach er mwyn caniatáu i Gaerdydd Ddwyeithog sicrhau mewnbyn ymarferol gan bartneriaid sy'n cynrychioli amryw fuddiannau, ac i atgyfnerthu berchnogaeth ddinas gyfan ar y weledigaeth.

A5. Dylid ystyried datblygu a chynnal cynllun rheoli rhanddeiliaid er mwyn cynnal a meithrin y berthynas gadarnhaol gyda rhanddeiliaid allweddol yn ystod oes y Strategaeth.

A6. Dylid ystyried datblygu a chynnal rhaglen gyfathrebu i gefnogi gweithrediad y Strategaeth.

A7. Ar y cyd ag A1 ac A2m dylid ystyried adolygu'r cynllun gweithredu mewn ymgynghoriad â'r prif bartneriaid (erbyn diwedd blwyddyn 2, Mawrth 2019) gyda'r bwriad o ddiweddarau neu addasu'r targedau. *[Fel rhan o unrhyw adolygiad, dylid ystyried sut y bydd cyflawni unrhyw dargedau newydd neu ddiwygiedig, yn alinio â'r gofynion i adrodd ar gynnydd o ran i) cynnydd yn nifer y siaradwyr Cymraeg, a ii) cynnydd yn y defnydd o'r Gymraeg, a beth yw'r dystiolaeth feintiol ac ansoddol sydd ei hangen.]*

A8. Wrth gynnal adolygiad o'r cynllun gweithredu, dylid ystyried nodi unrhyw feysydd strategol allweddol nad ydynt wedi'u cwmpasu yn y cynllun gweithredu presennol, fel bod cofnod, neu 'rhestr ddymuniaidau', wedi'i nodi petai unrhyw gyfleoedd cyd-ariannu neu gyd-gynhyrchu yn codi. Hefyd, dylid cofnodi unrhyw risgiau sy'n deillio o ddiffyg adnoddau neu newid mewn amgylchiadau a fyddai'n effeithio ar lwyddiant cyflawni unrhyw flaenoriaethau strategol.

# ATODIAD 3:

## Cwynion Cyhoeddus 2017-18

Derbyn	Manylion Cwynion	Gwasanaeth
Chwefror 2018	Cwyn yn ymwneud â gweithrediad porthol y Dreth Gyngor ar wefan y Cyngor	Y Dreth Gyngor
Chwefror 2018	Cwyn yn ymwneud â chelf stryd Saesneg yn unig y tu allan i Lyfrgell Cathays ( <i>Gwaith Celf heb ei gomisiynu na'i awdurdodi gan y Cyngor</i> )	Dd/B
Ionawr 2018	Cwyn yn ymwneud â gwefan Gwasanaeth Cerdd Caerdydd a'r Fro Tudalennau a ffurflen gofrestru ddim yn gwbl ddwyieithog.	Addysg
Rhagfyr 2017	Cwyn yn ymwneud ag arwydd ffordd dros dro ar Oxford Street	Priffyrdd – Gweithrediadau'r Ddinas
Tachwedd 2017	Cwyn yn ymwneud â llythyr rheoli plâu Saesneg yn unig a yrrwyd at breswlydd.	Rheoli Plâu
Tachwedd 2017	Cwyn ar ddiffyg gwasanaeth ffôn Cymraeg yn Neuadd Dewi Sant	Neuadd Dewi Sant
Medi 2017	Cwyn yn ymwneud â llythyr profiant Saesneg yn unig a yrrwyd.	Y Dreth Gyngor
Awst 2017	Cwyn yn ymwneud ag (1) Cymraeg anghywir/anghyflawn ar ffurflen trwydded parcio ar-lein (2) gyrrwyd ffurflen a llythyr atodol yn Saesneg yn unig	Gweithrediadau'r Ddinas
Awst 2017	Cwyn yn ymwneud a diffyg hysbysebu dwyieithog yn Pride Cymru 2017.	Allanol
Awst 2017	Testun Cymraeg anghywir ar arwydd ffordd dros dro ger Gerddi Waterloo.	Priffyrdd – Gweithrediadau'r Ddinas
Awst 2017	Testun Cymraeg anghywir ar arwyddion ar Ffordd Lamby a bod y testun Cymraeg (lliw) yn llai dealladwy na'r testun Saesneg.	Rheoli Gwastraff
Awst 2017	Cwyn yn ymwneud â diffyg gwasanaethau Cymraeg gan gwmni trydydd parti parthed llogi cychod ar Barc y Rhath	Parciau
Gorffennaf 2017	Cwyn yn ymwneud â (1) cyfeiriad Saesneg wedi ei ddefnyddio ar lythyr gwasanaeth Etholiadol (2) Cymraeg anghywir ar ffurflen ar-lein <a href="http://www.householdresponse.com/cardiff">www.householdresponse.com/cardiff</a> (3) cydnabyddiaeth Saesneg yn unig yn dilyn gyrru e-bost	Gwasanaethau Etholiadol
Gorffennaf 2017	Cwyn yn ymwneud â Chymraeg anghywir parthed arwydd cau ffordd ger Waterloo Road.	Priffyrdd – Gweithrediadau'r Ddinas
Gorffennaf 2017	Cwyn yn ymwneud ag arwyddion contractwr ger Ysgol Treganna	Allanol
Mehefin 2017	Cwyn yn ymwneud â chanllaw a ffurflen gais ar-lein derbyn i ysgolion.	Cynllunio Trefniadaeth Ysgolion - Addysg

## Ymchwiliadau Comisiynydd y Gymraeg 2017-18

YMCHWILIADAU NEWYDD A DDERBYNIWYD YN 2017-18				
CYF	DISGRIFIAD	CYFARWYDDIAETHAU	STATWS	DYDDIAD Y DERBYNIWYD
CSG239	Hysbysebion Saesneg yn unig ar Beiriant Hunan-wasanaeth yn Llyfrgell Treganna	Cymunedau, Tai a Gwasanaethau Cwsmer (Llyfrgelloedd)	Ymchwiliad Wedi'i Ganslo	02/08/17
CSG272	Pwyllgor ac Agendâu ddim ar gael yn Gymraeg	Llywodraethiant a Gwasanaethau Cyfreithiol (Gwasanaethau Aelodau)	Parhaus	28/09/17
CSG277	Camgymeriadau ar ffurflen ar-lein Derbyn i Ysgolion (Cymraeg)	Addysg a Dysgu Gydol Oes (Cynllunio Trefniadaeth Ysgolion)	Parhaus	13/11/17

PENDERFYNIADAU TERFYNOL WEDI EU DERBYN YN 2017-18				
CYF	DISGRIFIAD	CYFARWYDDIAETHAU	PENDERFYNIAD	DYDDIAD PENDERFYNIAD TERFYNOL
CSG97	Methiant i ddarparu agendâu a chofnodion Cymraeg ar gyfer pwyllgorau'r Cyngor	Llywodraethiant a Gwasanaethau Cyfreithiol (Gwasanaethau Aelodau)	Safon(au) wedi'u Torri	01/06/17
CSG121	Gwersi Nofio: Methiant i gydymffurfio â safon 84/86	Gweithrediadau'r Ddinas (Hamdden A Chwarae)	Safon(au) wedi'u Torri	25/07/17
CSG190	Ateb Saesneg wedi ei yrru mewn ymateb i e-bost Cymraeg	Pensiynau	Safon(au) wedi'u Torri	25/07/17
CSG153	Arwydd (Cymraeg) anghywir ym Maes Parcio Severn Road	Gweithrediadau'r Ddinas (Seilwaith a Gweithrediadau)	Safon(au) wedi'u Torri	26/07/17
CSG51	Peiriannau Hunan-wasanaeth mewn Meysydd Parcio a'r Llyfrgell ganolog gyda'r Saesneg wedi ei osod fel yr iaith ddiodyfyn	Gweithrediadau'r Ddinas a Cymunedau, Tai a Gwasanaethau Cwsmeriaid	Safon(au) wedi'u Torri	03/10/17
CSG186	Porthol Ceisiadau Cynllunio (gwefan Cyngor) ddim ar gael yn Gymraeg	Gweithrediadau'r Ddinas (Cynllunio)	Safon(au) wedi'u Torri	17/10/17
CSG197	ymateb Saesneg i gais rhyddid gwybodaeth Cymraeg	Achodau (Llywodraethiant Gwybodaeth)	Safon(au) wedi'u Torri	17/10/17
CSG239	Hysbysebion Saesneg yn unig ar Beiriant Hunan-wasanaeth yn Llyfrgell Treganna	Cymunedau, Tai a Gwasanaethau Cwsmer (Llyfrgelloedd)	Ymchwiliad Wedi'i Ganslo	21/11/17
CSG161	Rhentu Doeth Cymru: Cyfleuster cofrestru ddim ar gael yn Gymraeg	Cymunedau, Tai a Gwasanaethau Cwsmeriaid (Rhentu Doeth Cymru)	Ymchwiliad Wedi'i Ganslo	11/10/17

**DISGWYL PENDERFYNIADAU TERFYNOL (fel ag oedd ar 31 Mawrth 2018)**

CYF	DISGRIFIAD	CYFARWYDDIAETHAU	STATWS PRESENNOL	DYDDIAD Y DERBYNIWYD
CSG192	Cwyn yn ymwneud â'r defnydd o gyfeiriadau Saesneg ar lythyrau a biliau dwyieithog y Dreth Gyngor	Cymunedau, Tai a Gwasanaethau Cwsmeriaid (Y Dreth Gyngor)	Safon wedi ei Dorri (Penderfyniad Dros Dro)	29/03/17
CSG272	Agendâu a chofnodion pwyllgor penodol ddim ar gael yn Gymraeg	Llywodraethiant a Gwasanaethau Cyfreithiol (Gwasanaethau Aelodau)	Parhaus	28/09/17
CSG277	Camgymeriadau ar ffurflen ar-lein Derbyn i Ysgolion (Cymraeg)	Addysg a Dysgu Gydol Oes (Cynllunio Trefniadaeth Ysgolion)	Parhaus	13/11/17

# ATODIAD 4:

## Swyddi Cymraeg Hanfodol 2017-18

Cyfarwyddiaeth	Rhif y Swydd	Dynodiad Swydd	Swyddi Ychwanegol
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50229531	Hyfforddai Tai	0
Gweithrediadau'r Ddinas	ST50246100	Syrfëwr Rheoli Adeiladau (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50215427	Swyddog Hyb (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50229531	Hyfforddai Tai	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50246799	Rhentu Doeth Cymru - Swyddog Marchnata	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50246799	Rhentu Doeth Cymru - Swyddog Marchnata	0
Addysg a Dysgu Gydol Oes	ED50049550	Athro Arbenigol (Cymraeg Hanfodol)	1
Addysg a Dysgu Gydol Oes	ED50186317	Athro (Cymraeg Hanfodol)	1
Gweithrediadau'r Ddinas	ST50009948	Cofrestrydd (Cymraeg Hanfodol)	0
Addysg a Dysgu Gydol Oes	ED50051126	Athro (Nam ar y Clyw)	0
Datblygu Economaidd	ET50219575	Goruchwylydd Blaen Tŷ	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50215427	Swyddog Hyb (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50229532	Hyfforddai Tai	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50243475	Swyddog Gorfodi Cymraeg Hanfodol (RhDC)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50008336	Uwch Gynorthwy-ydd Llyfrgell (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50008446	Uwch Gynorthwy-ydd Llyfrgell (Cymraeg Hanfodol)	
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50120463	Hyfforddai Budd-daliadau (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50229884	Llyfrgellydd Datblygu Cymdogaethau	
Gwasanaethau Cymdeithasol Oedolion	HS50003946	Cynorthwy-ydd Gwaith Cymdeithasol (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50241096	Swyddog Hyb - Cymraeg Hanfodol	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50243475	Swyddogion Gorfodi (Rhentu Doeth Cymru) (Cymraeg Hanfodol)	0



Cyfarwyddiaeth	Rhif y Swydd	Dynodiad Swydd	Swyddi Ychwanegol
Addysg a Dysgu Gydol Oes	ED50118604	Uwch Gynorthwy-ydd Addysgu (Cymraeg Hanfodol)	0
Llywodraethiant a Gwasanaethau Cyfreithiol	LS50249582	Cyfieithydd	1
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50006204	Hyfforddai Budd-daliadau - Cymraeg Hanfodol	
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50024023	Cynrychiolydd Gwasanaeth Cwsmeriaid (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50186177	Swyddog Hyb - Cymraeg Hanfodol	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50234302	Swyddog Hyb (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50235857	Gweithredydd Canolfan Reoli – Teleofal (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50241096	Swyddog Hyb (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50242523	Warden Ardal Leol (Cymraeg Hanfodol)	0
Llywodraethiant a Gwasanaethau Cyfreithiol	LS50232999	Prentis Corfforaethol	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50008449	Uwch Gynorthwy-ydd Llyfrgell (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50024023	Cynrychiolydd Gwasanaeth Cwsmeriaid (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50223752	Cynorthwy-ydd Gweinyddol - Cymraeg Hanfodol	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50229884	Llyfrgellydd Datblygu Cymdogaethau	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50242523	Warden Ardal Leol (Cymraeg Hanfodol)	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50243475	Swyddog Gorfodi (RhDC) (Cymraeg Hanfodol)	0
Datblygu Economaidd	EC50227183	Derbynnydd – Cymraeg Hanfodol	0
Gweithrediadau'r Ddinas	ST50158702	Swyddog Ymwybyddiaeth Ynni (Ysgolion) Cymraeg Hanfodol	0
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	CS50223752	Cynorthwy-ydd Gweinyddol - Cymraeg Hanfodol	0

# ATODIAD 5:

## Amcanion Safonau'r Gymraeg y Gyfarwyddiaeth 2017-18

### Gweithrediadau'r Ddinas

#### Amcan

**Dogfennaeth Gymraeg** - cynnal archwiliad i sicrhau fod dogfennaeth berthnasol yn ddwyieithog o fewn y Gyfarwyddiaeth (gweler camau gwella IACT 39948 i gael manylion llawn)

**Ymwybyddiaeth o'r Gymraeg** - sicrhau fod yr holl staff sydd a mynediad i gyfrifiadur desg yn cwblhau e-hyfforddiant ymwybyddiaeth iaith ar safle Cardiff Learning Pool (gweler camau gwella IACT 39874 i gael manylion llawn)

**Grantiau'r Gymraeg** - sicrhau fod pawb sy'n derbyn grant yn ymwybodol o'r gofyn i gydymffurfio â safonau'r Gymraeg i'r graddau mae a wnelo nhw â darparu'r gwasanaeth(au) a chofnodi'r modd y caiff y wybodaeth ei ddosbarthu. (gweler camau gweithredu IACT 39873 i gael manylion llawn)

**Cyrsiau Cymraeg** - asesu'r angen i bob cwrs addysg a gynigir gan y Gyfarwyddiaeth i gael eu darparu yn Gymraeg a chyhoeddi'r wybodaeth hon ar wefan y Cyngor (gweler camau gweithredu IACT 39872 i gael manylion llawn)

**Gwasanaethau derbynfa Cymraeg** - nodi'r holl wasanaethau derbynfa sy'n gysylltiedig â'r Gyfarwyddiaeth a sicrhau eu bod yn rhoi gwasanaethau dwyieithog (neu yn ymwybodol o'r broses os nad oes siaradwr Cymraeg ar gael) drwy gynnal ymarferiad siopwr cudd (gweler camau gweithredu IACT 39871 i gael manylion llawn)

**Arwyddion, hysbysiadau a deunydd arddangos Cymraeg** - cynnal archwiliad i sicrhau fod yr holl arwyddion presennol sy'n gysylltiedig â'r Gyfarwyddiaeth yn ddwyieithog (gweler camau gweithredu IACT 39870 i gael manylion llawn)

**Gwefannau Cymraeg, gwasanaethau ar-lein a'r cyfryngau cymdeithasol** - cynnal archwiliad i sicrhau fod yr holl wefannau sydd yn gysylltiedig â'r Gyfarwyddiaeth yn ddwyieithog a rhoi mesurau ar waith i fynd i'r afael ag unrhyw enghreifftiau o fethu a chydymffurfio (gweler camau gweithredu IACT 39869 i gael manylion llawn)

**Digwyddiadau cyhoeddus Cymraeg** - sicrhau fod yr holl ddigwyddiadau cyhoeddus a gaiff eu trefnu neu eu hariannu gennym yn ddwyieithog drwy greu rhestr wirio i bob digwyddiad (gweler camau gweithredu IACT 39868 i gael manylion llawn)

**Cyfarfodydd Cymraeg** - sicrhau fod yr holl staff o fewn y Gyfarwyddiaeth yn ymwybodol o'r Canllaw Cynnal Cyfarfod (gweler camau gweithredu IACT 39867 i gael manylion llawn)

**Galwadau ffôn Cymraeg** - sicrhau fod yr holl staff o fewn y Gyfarwyddiaeth wedi derbyn ac yn ymwybodol o'r broses ar gyfer delio â galwadau Cymraeg (gweler camau gweithredu IACT 39866 i gael manylion llawn)

**Gohebiaeth Gymraeg** - Creu cronfa ddata o ddewis iaith unigolyn (Cymraeg/Saesneg) a / neu sicrhau bod gennych broses ar waith ar gyfer cofnodi dewis iaith e.e. SAP CRRh (gweler camau gweithredu IACT 39865 i gael manylion llawn)

## Cymunedau, Tai a Gwasanaethau Cwsmeriaid

### Amcan

**Ffurflenni a Dogfennau:** Cwblhewch archwiliad i sicrhau bod y canlynol yn ddwyieithog:

- Agendâu a chofnodion ar gyfer cyfarfodydd, cynadleddau a seminarau sydd ar agor i'r cyhoedd.
- Trwyddedau
- Tystysgrifau
- Pamffledi
- Taflenni, pamffledi neu gardiau
- Polisiâu, strategaethau, adroddiadau blynyddol a chynlluniau
- Canllawiau, Codau Ymarfer a Rheolau
- Datganiadau i'r Wasg, cofnodwch eich darganfyddiadau a pharatowch Gynllun Gwella neu IACTau) i ymdrin ag unrhyw feysydd o ddiffyg cydymffurfio

**Ymwybyddiaeth o'r Gymraeg:** Sicrhau fod yr holl staff sydd a mynediad i gyfrifiadur desg yn cwblhau e-hyfforddiant ymwybyddiaeth iaith ar safle Cardiff Learning Pool

**Dyfarnu Grantiau:** Sicrhau fod pawb sy'n derbyn grant yn ymwybodol o'r gofyn i gydymffurfio â safonau'r Gymraeg i'r graddau mae a wnelo nhw â darparu'r gwasanaeth(au) a chofnodi'r modd y caiff y wybodaeth ei ddsbarthu. Cynnal archwiliad mewnol i sicrhau bod y rhai sy'n derbyn grantiau yn ymwybodol sut y mae'r safonau'n berthnasol i'w gwasanaeth, a chofnodi'r canlyniadau gan gynnwys unrhyw fesurau gwella ychwanegol.

**Cyrsiau Addysg:** Asesu'r angen i bob cwsr addysg a gynigir gan y Gyfarwyddiaeth i gael eu darparu yn Gymraeg a chyhoeddi'r wybodaeth hon ar wefan y Cyngor. Sicrhau bod yr holl staff sy'n gyfrifol am drefnu cyrsiau addysg yn ymwybodol o'r gofyniad i asesu'r angen ar gyfer cyflwyno'r cyrsiau'n Gymraeg a dangos tystiolaeth o sut y cyflawnwyd hyn.

**Gwasanaethau Derbynfya:** Nodi pob gwasanaeth derbynfa a sicrhau eu bod nhw'n darparu gwasanaethau dwyieithog (neu'n ymwybodol o'r broses pan nad oes siaradwr Gymraeg ar gael) drwy gynnal ymarfer siopwr cudd. Rhoi mesurau ar waith i ymdrin ag unrhyw achosion o beidio â chydymffurfio. Sicrhau fod pob aelod staff yn ymwybodol o anllaw Gwasanaeth Derbynfya Dwyieithog.

**Arwyddion, Hysbysiadau a Deunydd Arddangos:** Cynnal archwiliad i sicrhau bod pob arwydd presennol yn ddwyieithog a chreu Camau Gwella i fynd i'r afael ag unrhyw achosion lle nad oes cydymffurfio. Sicrhau bod yr holl staff yn ymwybodol o'r gofyniad i gael arwyddion a hysbysiadau dwyieithog, gyda'r Gymraeg wedi'i gosod uwchben y Saesneg (pob arwydd newydd o 30 Mawrth 2016 ymlaen), a dangos tystiolaeth o sut y cyflawnwyd hyn.

**Gwefannau, Gwasanaethau Ar-lein a'r Cyfryngau Cymdeithasol:** Cynnal archwiliad i sicrhau bod pob gwefan yn ddwyieithog a phennu camau i fynd i'r afael ag unrhyw achosion lle nad oes cydymffurfio. Sicrhau bod eich holl staff yn ymwybodol o'r gofyn i bob cyfrif cyfryngau cymdeithasol fod yn ddwyieithog a gweithredu'n ddwyieithog, a chofnodi sut y dosbarthwyd y wybodaeth.

**Digwyddiadau Cyhoeddus:** Sicrhau fod yr holl ddiwyddiadau cyhoeddus a drefnir neu a ariennir gennym yn ddwyieithog drwy greu rhestr wirio o'r gofynion dwyieithog canlynol ar gyfer pob digwyddiad: Deunydd cyhoeddusrwydd, arwyddion, cyhoeddiadau sain a gwasanaethau a gynigir i bobl sy'n mynychu'r digwyddiad, yn ogystal â sicrhau y cedwir cofnodion cyfredol a manwl gywir bod pob elfen yn ddwyieithog ym mhob digwyddiad.

**Cyfarfodydd:** Sicrhau bod pob aelod o staff yn ymwybodol o'r Canllawiau ar gyfer Cynnal Cyfarfodydd a chofnodi sut y mae'r wybodaeth wedi'i dosbarthu. Cynnal archwiliad mewnol i sicrhau bod yr aelodau staff i gyd yn ymwybodol o'r canllawiau, gan gynnwys cynnig dewis iaith a threfnu ar gyfer cyfieithydd ar y pryd yn ôl yr angen. Cofnodi canlyniadau'r archwiliad gan gynnwys mesurau gwella ychwanegol ar gyfer unrhyw achosion o beidio â chydymffurfio a ganfyddir.

**Galwadau Ffôn:** Sicrhau bod yr holl aelodau staff wedi derbyn ac yn ymwybodol o'r broses ar gyfer delio â galwadau Gymraeg a chofnodi'r modd y dosbarthwyd y wybodaeth. Cynnal archwiliad mewnol i sicrhau bod staff yn dilyn y broses gytunedig fel y nodir yn y canllawiau, gan gynnwys ateb y ffôn yn ddwyieithog a throsglwyddo galwadau'n gywir. Cofnodi canlyniadau'r archwiliad gan gynnwys mesurau gwella ychwanegol ar gyfer unrhyw achosion o beidio â chydymffurfio a ganfyddir.

**Gohebiaeth:** Creu cronfa ddata o ddewis iaith unigolion (Cymraeg/Saesneg) a / neu sicrhau bod gennych broses ar waith ar gyfer cofnodi dewis iaith e.e. SAP CRRh. Cofnodwch y gronfa ddata neu'r broses sydd ar waith gennych. Cynhaliwch archwiliad i sicrhau bod yr holl lythyron ac e-byst safonol yn cael eu hanfon yn ddwyieithog ac yn cynnwys datganiad ynghylch dewis iaith. Cofnodwch ganlyniadau'r archwiliad gan gynnwys mesurau gwella ychwanegol ar gyfer unrhyw lythyron a/neu e-byst nad ydynt yn cydymffurfio.

## Datblygu Economaidd

### Amcan

**Dogfennau:** Agendâu a chofnodion ar gyfer cyfarfodydd • cynadleddau a seminarau sydd ar agor i'r cyhoedd. • Trwyddedau • Tystysgrifau • Llyfyrnau • Tafleini, pamffledi neu gardiau • Polisiâu, strategaethau, adroddiadau blynyddol a chynlluniau • Canllawiau, Codau Ymarfer a Rheolau • Datganiadau i'r Wasg.

Rhaid i'r holl staff sydd â mynediad i gyfrifiaduwr desg gwblhau e-hyfforddiant **ymwybyddiaeth iaith Gymraeg** ar safle Cardiff Learning Pool (<http://cardiff.learningpool.com/course/view.php?id=540#section-2>).

**GWASANAETHAU DERBYNFA** - Rhaid i holl wasanaethau derbynfa yn y Gyfarwyddiaeth ddarparu gwasanaethau dwyieithog (neu eu bod yn ymwybodol o'r broses os nad oes siaradwr Cymraeg ar gael). Dylai'r holl staff fod yn ymwybodol o'r Canllaw Gwasanaeth Derbynfa Dwyieithog

**ARWYDDION, HYSBYSIADAU A DEUNYDDIAU ARDDANGOD** - Rhaid i bob arwydd fod yn ddwyieithog a dylid gosod y testun Cymraeg yn gyntaf ar bob arwydd newydd a gaiff ei gynhyrchu (pob arwydd wedi 30 Mawrth 2016).

**GWEFANAU, GWASANAETHAU AR-LEIN A'R CYFRYNGAU CYMDEITHASOL** - Rhaid i bob gwefan sy'n ymwneud â'r Gyfarwyddiaeth fod yn ddwyieithog. Hefyd rhaid i gyfrifon cyfryngau cymdeithasol fod yn ddwyieithog a gweithredu'n ddwyieithog, be bilingual and operate bilingually.

**DIGWYDDIADAU CYHOEDDUS** - Sicrhau fod yr holl ddigwyddiadau cyhoeddus a gaiff eu trefnu neu eu hariannu gennym yn ddwyieithog – Gweler y rhestr wirio atodedig sydd i'w defnyddio ar gyfer POB DIGWYDDIAD.

**CYFARFODYDD:** Dylai pob aelod staff fod yn ymwybodol o'r Canllaw Cynnal Cyfarfodydd (<http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74656>) . Mae hyn yn cynnwys cynnig dewis iaith a threfnu cyfieithydd ar y pryd yn ôl yr angen.

**GALWADAU FFÔN:** Dylai'r holl staff o fewn eich Gyfarwyddiaeth fod yn ymwybodol o'r broses ar gyfer ymdrin â galwadau Cymraeg (<http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74658>). Mae'r broses gytunedig yn cynnwys ateb y ffôn yn ddwyieithog a throsglwyddo'n gywir.

**GOHEBIAETH:** Cadw cofnod neu greu cronfa ddata o ddewis iaith unigolion (Cymraeg/Saesneg) a / neu sicrhau bod gennych broses ar waith ar gyfer cofnodi dewis iaith e.e. SAP CRRh. SAP CRRh

## Addysg

### Amcan

Bydd y Gyfarwyddiaeth yn cwblhau archwiliad cydymffurfio ar safonau'r Gymraeg erbyn diwedd tymor yr Hydref 2017/18. Bydd hyn yn bwydo cynllun gwella i ddarparu'r newidiadau angenrheidiol yn nhrefn blaenoriaeth.

## Llywodraethiant a Gwasanaethau Cyfreithiol

### Amcan

Datblygu Cynllun Gweithredu i ddarparu Safonau'r Gymraeg o fewn y Gyfarwyddiaeth

## Gwasanaethau Cymdeithasol

### Amcan

Rhoi cynllun gweithredu Safonau'r Gymraeg ar waith i wireddu'r gwelliannau sydd i'w gwneud o fewn Gwasanaethau Pobl AD a Cyfathrebu i ateb gofynion Safon y Gymraeg

**Amcan** - Cynyddu cyfleoedd i bobl ddefnyddio gwasanaethau Iechyd a Gofal Cymdeithasol yn Gymraeg drwy:

Sicrhau bod Cynnig Rhagweithiol o wasanaethau Gymraeg yn cael ei rannu â holl staff y Gwasanaethau Cymdeithasol ac o fewn gwasanaethau a gomisiynir.

Cynnwys gwasanaeth Gymraeg o fewn manylion contract, cytundebau lefel gwasanaeth a phrosesau cyllid grant trydydd sector ac annibynnol

Datblygu cynlluniau i wneud y gorau o'r gallu i ddarparu gwasanaethau yn Gymraeg gyda staff presennol sy'n medru'r Gymraeg; lle nodir bylchau o ran capasiti'r gweithlu i ddarparu gwasanaethau yn Gymraeg dylai'r rhain gael eu hadlewyrchu yn Strategaeth Sgiliau Dwyieithog y sefydliad.



Caerdydd  
**Ddwyieithog**

**Bilingual**  
Cardiff



**CYNGOR CAERDYDD****CYFARFOD CABINET14 MEHEFIN 2018****CAERDYDD DDWYIEITHOG – CYNGOR DWYIEITHOG:  
HYRWYDDO A DEFNYDDIO'R GYMRAEG YN Y CYNGOR****ARWEINYDD (CYNGHORYDD HUW THOMAS)****EITEM AGENDA: 4****Rhesymau dros yr Adroddiad hwn**

1. Cytuno a chymeradwyo cynnwys polisi 'Caerdydd Ddwyieithog – Cyngor Dwyieithog' yn unol â Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015 dan Fesur yr Iaith Gymraeg (Cymru) 2011.

**Cefndir**

2. Mae dyletswydd ar bob awdurdod lleol yng Nghymru i gydymffurfio â rheoliadau newydd Safonau'r Gymraeg sy'n esbonio sut y dylai, fel sefydliad, ddefnyddio'r Gymraeg mewn gwahanol sefyllfaoedd. Sefydlodd Mesur y Gymraeg (Cymru) 2011 fframwaith cyfreithiol i osod dyletswyddau ar sefydliadau penodol i gydymffurfio â safonau mewn perthynas â'r Gymraeg trwy is-ddeddfwriaeth (Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015). Rhestrir y safonau a gyflwynwyd i Gyngor Dinas Caerdydd yn 'Hysbysiad Cydymffurfio Cyngor Dinas Caerdydd - Adran 44 Mesur y Gymraeg (Cymru) 2011'. Mae copi o'r safonau ar gael yn [www.caerdydd.gov.uk/caerdydd-ddwyieithog](http://www.caerdydd.gov.uk/caerdydd-ddwyieithog).
3. Mae Safon 98 Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015 yn gofyn i'r Cyngor lunio polisi ar ddefnyddio'r Gymraeg yn fewnol at ddiben hyrwyddo a hwyluso'r defnydd o'r iaith. Roedd canllawiau drafft i staff yn seiliedig ar fesurau a oedd ar waith eisoes yn unig ar gael ar fewnwyd y Cyngor o fis Mawrth 2016, er mwyn cydymffurfio â'r terfyn amser statudol.

Mae Safon y Gymraeg 98 yn datgan:

**Rhaid i chi lunio polisi ar ddefnyddio'r Gymraeg yn fewnol at ddiben hyrwyddo a hwyluso defnyddio'r iaith a rhaid i chi gyhoeddi'r polisi hwnnw ar eich mewnwyd.**

4. Mae'r Cyngor yn ymrwymedig wrth hyrwyddo a hwyluso defnyddio'r Gymraeg yn ei weinyddiaeth fewnol, ac fel awdurdod prifddinas Cymru, cred Cyngor Caerdydd mewn gweithle dwyieithog lle mae defnyddio'ch

Cymraeg yn cael ei werthfawrogi a'i annog.

Nodau'r polisi hwn yw:

- Datblygu defnyddio'r Gymraeg yn ffurfiol a chymdeithasol ymhlith ein gweithlu drwy gynnig cyfleoedd dysgu a chymdeithasu rheolaidd, a chyfranogiad ehangach mewn amrywiaeth o rwydweithiau a digwyddiadau iaith ffurfiol ac anffurfiol.
- Cynyddu'r cyfleoedd i staff datblygu eu sgiliau yn y Gymraeg, gwella eu hyder, a gwella'r gwasanaethau dwyieithog a ddarparwn
- Hyrwyddo ac annog ethos gweithlu dwyieithog yn allanol gyda'r bwriad o ddenu mwy o staff dwyieithog.

Arolwg	Canfyddiadau	Staff
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5. Anfonwyd arolwg canfyddiad staff ar gyfer siaradwyr a dysgwyr Cymraeg at yr holl staff ar 25 Ionawr mewn cysylltiad â Dydd Santes Dwynwen. Cafwyd 214 o ymatebion, wedi'u casglu a'u dadansoddi gan Ganolfan Ymchwil Caerdydd. Canfu'r arolwg

- Fod traean (**34.4%**) o'r ymatebwyr yn dweud eu bod yn rhugl a dywedodd bron i hanner (**47.8%**) eu bod yn ddysgwyr.
- Roedd gan dri chwarter (**74.0%**) o'r ymatebwyr ddiddordeb mewn mynychu cwrs i ddatblygu eu sgiliau Cymraeg.
- Byddai tri chwarter (**75.2%**) o'r ymatebwyr yn hapus i ymuno â rhwydwaith newydd Cyngor Caerdydd o siaradwyr/dysgwyr y Gymraeg.
- Roedd chwarter (**25.4%**) yn 'cytuno'n gryf' a thraean pellach yn 'cytuno' bod eu hadran/gwasanaeth yn gefnogol iawn o'r Gymraeg ac yn cynnig llawer o gyfleoedd i gefnogi siaradwyr Cymraeg. Yn gyferbyniol, roedd **13.2%** yn anghytuno â'r gosodiad hwn.

Pan ofynnwyd ***"Beth hoffech chi ei weld yn digwydd parthed y defnydd o'r Gymraeg yn fewnol yn eich adran/yngh Nghyngor Caerdydd?"*** o'r 143 o ymatebwyr:

- Hoffai **42%** weld y Gymraeg yn cael ei hannog yn eu hadran, a chodi ymwybyddiaeth ar draws y Cyngor cyfan.
- Roedd ychydig dros chwarter (**25.9%**) o ymatebwyr am y cyfle i fwy o gyrsiau hyfforddi fod ar gael i bobl sydd am ddysgu'r iaith.

Pan ofynnwyd ***"Pa gamau y credwch chi y gallai'r Cyngor eu cymryd i gyfrannu at weledigaeth o Gaerdydd 'Ddwyeithog'?"*** O'r 118 o ymatebwyr

- Dywedodd **37%** fod angen darpariaethau megis rhoi cyfle i fwy o bobl ddysgu Cymraeg yn ogystal â'i hyrwyddo yn effeithiol.
- Roedd ychydig dros chwarter (**25.4%**) o'r farn y dylid cael gwell cydlynid mewnol ledled y Cyngor.
- Gydag ychydig yn llai na chwarter (**19.5%**) o ymatebwyr yn dweud y dylid gwneud y Gymraeg yn rhan fwy normal o'r broses o ddydd

6. Noda'r polisi weledigaeth y Cyngor i greu sefydliad dwyieithog sy'n hyrwyddo'r Gymraeg ac sy'n enghraifft dda i gyflogwyr eraill yn y ddinas. Byddwn yn rhoi cyfleoedd i weld, clywed a defnyddio'r Gymraeg wrth gynnal eich busnes a darparu ein gwasanaethau, gwaredu unrhyw rwystrau rhag dwyieithrwydd a hyrwyddo buddion y Gymraeg ymhlith staff. Mae datganiad cenhadaeth Cyngor Caerdydd – 'Caerdydd Ddwyieithog – Cyngor Dwyieithog' yn **atodiad 1**.
7. Mae Cyngor Caerdydd wedi cymryd camau breision dros y blynyddoedd diwethaf i greu Dinas ddwyieithog. Trwy ein Strategaeth Caerdydd Ddwyieithog 2017-2022, rydym ar siwrne i ddod yn ddinas wirioneddol ddwyieithog.  
Fel prif gyflogwr yn y Ddinas, mae angen i'r Cyngor hefyd adlewyrchu'r uchelgais hwn yn ei weithlu. Fel sefydliad, rydym am arwain drwy esiampl ac annog defnyddio'r Gymraeg yn fewnol, a chynyddu'r cyfleoedd i weld, clywed a defnyddio'r iaith wrth ein gwaith.
8. Daw'r polisi hwn ag arferion, polisiâu ac adnoddau ynghyd o ran hyfforddiant Cymraeg, Safonau'r Gymraeg a'n dull corfforaethol o ddefnyddio Cymraeg yn y gweithle. Drwy'r polisi hwn, byddwn yn gweithio tuag at fod yn sefydliad cynyddol ddwyieithog lle caiff y ddwy iaith eu gwerthfawrogi a'u defnyddio'n naturiol, yn ffurfiol ac yn anffurfiol. Nid yn unig y bydd hyn yn gwella ein gallu i gynnig gwasanaethau cyhoeddus dwyieithog o safon uchel, bydd hefyd yn ein helpu i wireddu ein gweledigaeth o brifddinas wirioneddol ddwyieithog, yn ogystal â sicrhau ein bod yn cyfrannu at wireddu gweledigaeth Llywodraeth Cymru o filiwn o siaradwyr Cymraeg erbyn 2050.
9. Mae tan-gynrychiolaeth ar hyn o bryd o siaradwyr Cymraeg ar hyn o bryd yn y gweithlu o'i gymharu â phoblogaeth gyffredinol Caerdydd. Ar 31 Mawrth 2018, o'r cyflogeion nad ydynt mewn ysgolion sydd wedi nodi sgiliau, dywedodd 9.8% fod ganddynt rywfaint o sgiliau Cymraeg, o'i gymharu â 16.2% ym mhoblogaeth gyffredinol Caerdydd. Drwy normaleiddio dwyieithrwydd yn ein sefydliad a chefnogi staff i ddefnyddio eu sgiliau Cymraeg, byddwn hefyd yn gwella gwasanaethau dwyieithog yr ydym yn eu darparu i'r cyhoedd. Ein nod yw bod staff yn teimlo'n hyderus yn defnyddio'r Gymraeg yn y gweithle; cefnogi a rhoi gwerth ar ddefnyddio'r Gymraeg yn fewnol, a chynyddu pa mor weledol yw'r iaith yn y Cyngor trwy gyfrwng hyrwyddo a chefnogi'n effeithiol. Bydd hyn yn ei dro yn ein helpu i gyflwyno ethos gweithle dwyieithog sy'n rhoi gwerth ar ac yn denu staff dwyieithog.
10. Cymeradwywyd [Strategaeth Caerdydd Ddwyieithog 2017-2022](#) gan y Cabinet ar 23 Mawrth 2017. Un o flaenoriaethau'r strategaeth yw:
- 11.

**Cynyddu nifer/canran y siaradwyr Cymraeg yng Nghyngor Dinas Caerdydd a galluogi a chefnogi staff rhugl, yn ogystal â staff sy'n dysgu, i ddefnyddio'r Gymraeg yn y gweithle, ac annog sefydliadau**



**partner Caerdydd Ddwyeithog i ddefnyddio'r un dull.**

Mae'r strategaeth hon yn cynnwys cam gweithredu i gynyddu nifer y staff yng Nghyngor Caerdydd â sgiliau yn y Gymraeg gan 50% rhwng 2017 a 2022.

**Ymgynghoriad**

12. Ystyriwyd y polisi drafft gan yr UDRh, Grŵp Aelodau Caerdydd Ddwyeithog, rhwydwaith Cydlynwyr a Hyrwyddwyr y Gymraeg, AD, Undebau Llafur, a rhwydweithiau cyflogeion, cyn i'r Cabinet ei ystyried.

**Rhesymau dros yr Argymhellion**

13. Mae Safon 98 Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015 yn gofyn i'r Cyngor lunio polisi ar ddefnyddio'r Gymraeg yn fewnol at ddiben hyrwyddo a hwyluso'r defnydd o'r iaith.

**Goblygiadau Ariannol**

14. Mae'r Polisi hwn yn nodi arferion ac adnoddau i gyflawni'r amcanion. Er y rhagwelir bod modd cyflawni rhan fwyaf y Polisi o fewn adnoddau presennol, mae'n hanfodol nodi cyllid cyn comisiynu'r gwaith perthnasol.

**Goblygiadau Cyfreithiol**

15. Mae Safon 98 Rheoliadau Safonau'r Gymraeg (1) yn gofyn i'r Cyngor 'lunio polisi ar ddefnyddio'r Gymraeg yn fewnol at ddiben hyrwyddo a hwyluso defnyddio'r iaith' a rhaid cyhoeddi'r polisi ar fewnwyd y Cyngor.

**Goblygiadau AD**

16. Bydd hyrwyddo a defnyddio'r Gymraeg yn y Cyngor yn gofyn am ddatblygu sgiliau Cymraeg ar draws y gweithlu yn barhaus yn unol â Strategaeth Gweithlu arfaethedig y Cyngor.

**ARGYMHELLION**

Argymhellir bod y Cabinet yn cymeradwyo'r polisi ar hyrwyddo a defnyddio'r Gymraeg yn y Cyngor (atodir fel **Atodiad A**) yn unol â Safonau'r Gymraeg (Mesur y Gymraeg (Cymru) 2011).

Uwch Swyddog Cyfrifol	<b>CHRISTINE SALTER</b> Cyfarwyddwr Corfforaethol, Adnoddau
	<b>7 Mehefin 2018</b>

*Atodir yr Atodiadau canlynol:*

**Atodiad A:** Polisi Drafft Caerdydd Ddwyeithog



**Atodiad A1:** Datganiad Cenhadaeth: Caerdydd Ddwieithog – Cyngor Ddwieithog

**Atodiad A2:** Hyfforddiant Cymraeg – Canllawiau i Staff

**Atodiad A3:** Asesiad o'r Effaith ar Gydraddoldeb

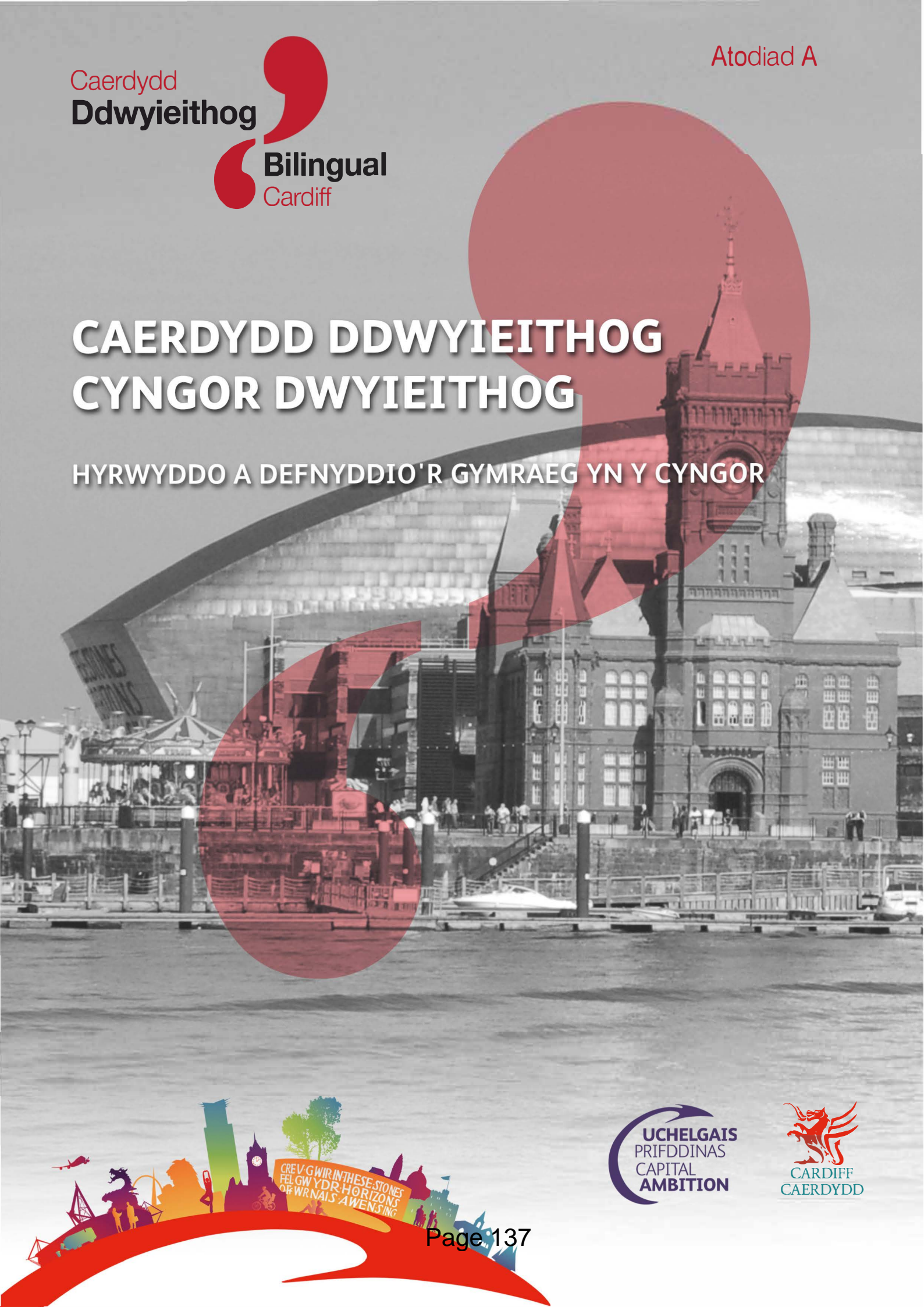
Mae'r dudalen hon yn wag yn fwriadol

Caerdydd  
Ddwyieithog



# CAERDYDD DDWYIEITHOG CYNGOR DWYIEITHOG

HYRWYDDO A DEFNYDDIO'R GYMRAEG YN Y CYNGOR



# CYNNWY

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## EIN GWELEDIGAETH

Ein gweledigaeth yw i ddod yn sefydliad dwyieithog. Sefydliad sydd yn gwerthfawrogi a chefnogi'r defnydd o'r Gymraeg ymhlith ei staff; gan hyrwyddo ethos ddwyieithog lle caiff y ddwy iaith eu defnyddio, a bod staff yn teimlo cefnogaeth i ddefnyddio eu sgiliau Cymraeg. Fel dinas, trwy ein Strategaeth Caerdydd Ddwyeithog 2017-2022, rydym ar siwrne i ddod yn ddinas gwirioneddol ddwyieithog. Fel sefydliad, rydym am arwain drwy esiampl ac annog defnyddio'r Gymraeg yn fewnol, a chynyddu'r cyfleoedd i weld, clywed a defnyddio'r iaith wrth ein gwaith.

## PRIFDDINAS DDWYIEITHOG

Ym Mawrth 2017, lansiodd y Cyngor Strategaeth Caerdydd Ddwyeithog 2017 – 2022 i'r ddinas gyfan i wireddu gweledigaeth uchelgeisiol 'Caerdydd Ddwyeithog' ynghyd â'n partneriaid. Un o flaenoriaethau'r strategaeth yw cefnogi, annog a galluogi staff sy'n siarad Cymraeg neu sy'n dysgu'r Gymraeg i'w defnyddio yn y gweithle.

Mae'r Cyngor yn ymrwymedig wrth hyrwyddo a hwyluso defnyddio'r Gymraeg yn ei weinyddiaeth fewnol, ac fel awdurdod prifddinas Cymru, cred Cyngor Caerdydd mewn gweithle dwyieithog lle mae defnyddio'ch Gymraeg yn cael ei werthfawrogi a'i annog.

Nodau'r polisi hwn yw:

- Datblygu defnyddio'r Gymraeg yn ffurfiol a chymdeithasol ymhlith ein gweithlu drwy gynnig cyfleoedd dysgu a chymdeithasu rheolaidd, a chyfranogiad ehangach mewn amrywiaeth o rwydweithiau a digwyddiadau iaith ffurfiol ac anffurfiol.
- Cynyddu'r cyfleoedd i staff ddatblygu eu sgiliau yn y Gymraeg, gwella eu hyder, a gwella'r gwasanaethau dwyieithog a ddarparwn
- Hyrwyddo ac annog ethos gweithlu dwyieithog yn allanol gyda'r bwriad o ddenu mwy o staff dwyieithog.

Daw'r polisi hwn ag arferion, polisiâu ac adnoddau ynghyd o ran hyfforddiant Cymraeg, Safonau'r Gymraeg a'n dull corfforaethol o ddefnyddio Cymraeg yn y gweithle. Drwy'r polisi hwn, byddwn yn gweithio tuag at fod yn sefydliad cynyddol ddwyieithog lle caiff y ddwy iaith eu gwerthfawrogi a'u defnyddio'n naturiol, yn ffurfiol ac yn anffurfiol.

Nid yn unig y bydd hyn yn gwella ein gallu i gynnig gwasanaethau cyhoeddus dwyieithog o safon uchel, bydd hefyd yn ein helpu i wireddu ein gweledigaeth o brifddinas wirioneddol ddwyieithog, yn ogystal â sicrhau ein bod yn cyfrannu at wireddu gweledigaeth Llywodraeth Cymru o filiwn o siaradwyr Cymraeg erbyn 2050.

Mae datganiad cenhadaeth Cyngor Caerdydd – 'Caerdydd Ddwyeithog – Cyngor Dwyieithog' yn **Atodiad 1**.



## CYFLWYNIAD

Cadarnhaodd Mesur y Gymraeg (Cymru) 2011 statws swyddogol y Gymraeg yng Nghymru, sy'n golygu na ddylid trin y Gymraeg yn llai ffafriol na'r Saesneg. At hynny, creodd y mesur Gomisiynydd y Gymraeg sydd â'r pŵer i osod 'safonau' ar sefydliadau penodol sy'n egluro sut y disgwylir iddynt ddefnyddio'r Gymraeg. Gall y Comisiynydd hefyd wneud darpariaeth dan y mesur i ymchwilio i dorri'r safonau neu unrhyw ymyriad i'r rhyddid i ddefnyddio'r Gymraeg.

Mae gan Awdurdodau Lleol yng Nghymru a nifer o gyrrff cyhoeddus ddyletswydd statudol i gydymffurfio â Safonau'r Gymraeg a gyhoeddwyd gan Gomisiynydd y Gymraeg.

Crëwyd y polisi hwn yn unol â'r gofyniad statudol a nodir yn safon 98 Safonau'r Gymraeg a gyhoeddwyd i Gyngor Caerdydd.

Mae tan-gynrychiolaeth ar hyn o bryd o siaradwyr Cymraeg ar hyn o bryd yn y gweithlu o'i gymharu â phoblogaeth gyffredinol Caerdydd. Ar 31ain Mawrth 2018, o'r cyflogeion, nad ydynt mewn ysgolion, sydd wedi nodi sgiliau, dywedodd **9.8%** fod ganddynt rywfaent o sgiliau Cymraeg, o'i gymharu â **16.2%** ym mhoblogaeth gyffredinol Caerdydd. Mae hyn yn rhywbeth rydym am fynd i'r afael ag ef, fel ein bod yn gynyddol gael ein hystyried yn sefydliad dwyieithog sy'n gwerthfawrogi'r Gymraeg. Bydd hyn yn ei dro'n ein helpu i roi gwasanaethau dwyieithog gwell i'n dinasyddion.

Anogwn yr holl staff i ddefnyddio eu sgiliau Cymraeg, a'r nod yw rhoi cymorth a chyfleoedd i siaradwyr a dysgwyr Cymraeg ddefnyddio'r iaith yn y gwaith.

Fel rhan o hyn, caiff cyfres o ganllawiau ategol eu cyhoeddi ar y fewnwyd i gynorthwyo staff wrth wella eu hymwybyddiaeth, gwybodaeth a dealltwriaeth o gyfleodd hyfforddiant Cymraeg a'u cyfrifoldebau bob dydd.

# STRATEGAETH SGILIAU IAITH GYMRAEG GORFFORAETHOL

Er mwyn sicrhau y gall y Cyngor fodloni ei ddyletswydd statudol i roddi gwasanaeth cwbl ddwyieithog mae ganddo Strategaeth Sgiliau Iaith Gymraeg Gorfforaethol (SSIGG). Cymeradwywyd y strategaeth ddiwygiedig hon gan y Cabinet ym mis Mawrth 2014 ac mae'n dwyn ein gweithdrefnau staffio, hyfforddiant a recriwtio ynghyd er mwyn sicrhau bod gan bobl Caerdydd fynediad cydradd at ein gwasanaethau p'un a ddewisent ddelio â ni'n Gymraeg neu Saesneg.

Mae pob rheolwr tîm yn gyfrifol am sicrhau bod eu timau'n gallu sicrhau gwasanaeth cydradd i gwsmeriaid Cymraeg a Saesneg eu hiaith. Mae'r SSIGG yn cynnwys adnodd asesu ieithyddol y dylai rheolwyr ei gwblhau wrth recriwtio i benderfynu p'un ai a ddylai sgiliau Cymraeg fod yn hanfodol ('Cymraeg hanfodol') wrth hysbysebu swydd.

Mae'r adnodd asesu ieithyddol SSIGG bellach wedi'i integreiddio ym mhroses recriwtio DigiGOV i gydymffurfio â safon 136 sy'n gofyn i'r Cyngor asesu p'un ai a oes angen sgiliau Cymraeg cyn hysbysebu unrhyw swydd wag. Mae hyn yn galluogi'r Cyngor i adrodd a monitro'n gywir sawl swydd a ddynodir yn Gymraeg hanfodol neu ddymunol.

Er mwyn sicrhau gwasanaeth dwyieithog ar y pwynt cyswllt cyntaf ar bob adeg (i dimau sy'n delio â'r cyhoedd yn rheolaidd) byddai hyn yn gofyn am i:

- o leiaf 10% o staff mewn timau mwy (20+ aelod) feddu ar y sgiliau Cymraeg angenrheidiol, neu
- o leiaf 2 aelod o staff mewn timau llai, yn unol â'r SSIGG.

Os nad yw tîm sy'n delio'n rheolaidd â'r cyhoedd yn gallu sicrhau gwasanaeth dwyieithog (fel y'i diffinnir uchod) caiff swyddi eu dynodi'n Gymraeg hanfodol (lefel 1 [mynediad] i 5 [hyfedr]) yn seiliedig ar ddyletswyddau'r swyddi. Rhaid i bob swydd derbynfa Cymraeg hanfodol gael ei dynodi o leiaf yn lefel 3 'canolradd'.

I gael rhagor o wybodaeth am sut i gwblhau'r asesiad gofyniad Cymraeg yn DigiGOV gweler tudalen fewnrwyd A-Y Gwasanaethau Pobl AD.

Anogir staff i ddilyn hyfforddiant Cymraeg, a thrafod eu hanghenion hyfforddiant â'u rheolwyr. Bydd hyn yn gwella gallu'r tîm i roddi gwasanaethau dwyieithog, ac yn cynorthwyo'r Cyngor wrth fodloni ei ofynion cyfreithiol dan Safonau'r Gymraeg (gweler Hyfforddiant Cymraeg tudalen 6).

## CYDLYNWYR A PHENCAMPWYR Y GYMRAEG

Mae gan y Cyngor rwydwaith o gydlynwyr a phencampwyr y Gymraeg ar draws ein Gwasanaethau amrywiol, sy'n cefnogi gwaith Caerdydd Ddwyeithog o ran gweithredu Safonau'r Gymraeg ac hyrwyddo'r defnydd o'r Gymraeg yn fewnol. Mae rôl y rhwydwaith cydlynwyr yn cynnwys:

- Cynorthwyo eu gwasanaeth neu gyfarwyddiaethau i gydymffurfio â pholisïau ac ymrwymïadau cyfreithiol y Cyngor i'r Gymraeg.
- Rhoi adborth ar unrhyw faterion yn ymwneud â'r Gymraeg gan y gwasanaeth i'r grŵp, ac fel arall yn ôl yr angen.
- Rhoi adborth ar unrhyw gwynion neu faterion yn ymwneud â'r iaith Gymraeg gan ddefnyddwyr gwasanaeth i'r grŵp.
- Dosbarthu dogfennaeth berthnasol a gwybodaeth o fewn y gwasanaethau.
- Cydlynu ymateb y gwasanaeth i'r Adroddiad Blynyddol ar weithredu Safonau'r Gymraeg.

Nid oes angen i Gydlynwyr a Phencampwyr allu siarad Cymraeg, ac mae pob cyfarwyddiaeth yn gyfrifol am enwebu o leiaf un Cydlynnydd, ac un Pencampwr, ar lefel Rheolwr Gweithredol neu uwch, i gynrychioli eu cyfarwyddiaeth.

Mae'r Pencampwr yn bwynt cyswllt ar lefel uwch reoli o ran materion Cymraeg penodol i'r Gyfarwyddiaeth. Mae hefyd yn monitro agendau'r grŵp rheoli am eitemau â goblygiadau i Safonau'r Gymraeg ac yn cynorthwyo Cydlynnydd Cymraeg y gwasanaeth â'i waith wrth hwyluso rhoi Safonau'r Gymraeg ar waith yn y gyfarwyddiaeth.

Cynhelir cyfarfodydd cydlynwyr bob mis yn Neuadd y Sir, ac mae rhestr o Gyfarwyddwyr a Phencampwyr ar gael ar dudalen mewnwyd Caerdydd Ddwyeithog.

Fel rhan o'r polisi, bydd Cydlynwyr a Phencampwyr y Gymraeg yn gweithio gyda Caerdydd Ddwyeithog i sefydlu rhwydwaith o staff sy'n siarad Cymraeg (yn siaradwyr rhugl ac yn ddysgwyr). Caiiff y rhwydwaith hwn ei ddefnyddio i rannu arfer gorau, digwyddiadau, cynadleddau, cyfleoedd cymdeithasol a hyfforddi i staff Cymraeg, a fydd yn cyfrannu at ethos dwyieithog y Cyngor. Rhydd hefyd gyfle i staff rannu eu barn a'u hawgrymiadau, yn ogystal â chyfleu arfer gorau ar draws gwasanaethau a chyfarwyddiaethau.

## ASESU SGILIAU CYMRAEG

Rhaid i'r holl staff â sgiliau Cymraeg gofnodi hyn ar DigiGOV (gweler yr adran 'DigiGOV' ar dudalen 12) yn unol â gofynion Safonau'r Gymraeg (safon 127).

Rhennir lefelau sgiliau Cymraeg yn bump, yn dibynnu ar Fframwaith Cymwysterau Cymraeg i Oedolion a fframwaith Cymdeithas Profwyr Iaith Ewrop (ALTE). Mae disgrifiad o'r lefelau hyn ar gael ar dudalen mewnwyd Caerdydd Ddwieithog a CIS. Mae'r Ganolfan Dysgu Cymraeg Genedlaethol wrthi'n profi offeryn diagnostig ar-lein a fydd yn asesu sgiliau llafar, ysgrifennu, gwrando a darllen. Mae disgwyl y bydd yr adnodd ar gael i sefydliadau'r sector cyhoeddus o fis Mawrth 2019. Rhoddir rhagor o wybodaeth am yr offeryn asesu i staff yn ystod 2018-19.

Dylai cyflogeion sy'n mynd ar hyfforddiant Cymraeg osod targed realistig cyn cofrestru ar gwrs, a dylent nodi hyn yn eu hadolygiad DPP.

Dylai'r targedau hyn adlewyrchu lefel a dwysedd yr hyfforddiant. Dylai staff sy'n trefnu neu sy'n dilyn cyrsiau drafod y targed â'r tiwtor neu'r hwylusydd i bennu targedau priodol a sicrhau bod yn y cwrs gynnwys perthnasol.

## DEFNYDDIO SGILIAU CYMRAEG

Rhaid i reolwyr annog a hwyluso staff sydd â sgiliau Cymraeg i ddefnyddio'r sgiliau hynny i gydymffurfio â'r safonau, a bodloni disgwyliadau cwsmeriaid. Felly, dylai siaradwyr Cymraeg rhugl a hyderus fod wrth law i ateb galwadau a delio â'r cyhoedd yn Gymraeg yn ôl y gofyn.

Dylai staff â rhywfaint o sgiliau gael eu cynorthwyo a'u hannog i gyflawni eu dyletswyddau'n ddwyieithog lle y bo'n bosibl, yn arbennig pan nad oes digon o staff Cymraeg eu hiaith wrth law i ateb y galw. Rhestrir yr enghreifftiau o ddyletswyddau ar lefelau amrywiol isod, ond dylid cofio y gallai lefel aelod o staff amrywio'n ôl sgil (Gwrando, Siarad, Darllen, Ysgrifennu).

**Gallai dyletswyddau i staff ar lefel un (Mynediad) yn unol â'r Fframwaith Cymwysterau Cymraeg i oedolion gynnwys:**

- Ymateb yn Gymraeg pan gysylltir y tro cyntaf yn Gymraeg (e.e. brawddegau syml fel 'bore da', 'dim problem', 'un foment os gwelwch yn dda')
- Darllen cyhoeddiadau dwyieithog.
- Defnyddio brawddegau syml yn naturiol (e.e. yn y swyddfa) ac yn ffurfiol (e.e. cyfarfodydd).
- Cymryd manylion fel enw, rhif a chyfeiriad.
- Rhoi gwybod y bydd rhywun arall yn delio â'r ymholiad.

### **Gallai dyletswyddau ar lefel dau (Sylfaen) gynnwys:**

- Ymateb i ymholiadau cyffredin sy'n berthnasol i'r gwasanaeth (amseroedd agor i lyfrgell, cyfeiriadau i'r tai bach i staff derbynfa, ac ati).
- Rhoi gwybodaeth gyffredinol neu safonol, yn enwedig pan fod modd dysgu'r brawddegau ymlaen llaw e.e. dyw'r argraffydd ddim yn gweithio.

### **Gallai dyletswyddau ar lefel tri (Canolradd) gynnwys:**

- Ymateb i geisiadau amrywiol, cynnal y sgwrs yn Gymraeg ac atgyfeirio'n ôl yr angen.
- Cynnal y sgwrs yn Gymraeg wrth drafod pynciau cyffredin sy'n berthnasol i'r gwasanaeth e.e. trefnu casgliad, egluro beth y gellir ei ailgylchu yn un o'r Canolfannau Ailgylchu.
- Gohebu'n anffurfiol â staff Cymraeg eu hiaith eraill yn y Cyngor/ysgolion dros e-bost/ffôn.
- Rheoli achosion neu gysylltu â defnyddwyr gwasanaeth sydd am gael eu trin yn Gymraeg yn bennaf neu gan mwyaf, yn enwedig pan nad oes siaradwyr Cymraeg eraill ar gael.

### **Gallai dyletswyddau ar lefel pedwar (Uwch) gynnwys**

- Drafftio gohebiaeth a negeseuon cyfryngau cymdeithasol yn Gymraeg, gan sicrhau y cânt eu prawfddarllen lle y bo'n bosibl
- Cynnal cyfarfodydd dwyieithog
- Cyfweld â staff yn ddwyieithog neu yn Gymraeg
- Delio â defnyddwyr gwasanaeth yn Gymraeg, os taw dyna eu hiaith ddewis.

Mae **Lefel pump (hyfedr)** yn dynodi y gall staff gyfathrebu'n Gymraeg i safon uchel ac felly gellir disgwyl yn rhesymol iddynt gyflawni ystod eang o ddyletswyddau'n ddwyieithog gan gynnwys siarad yn gyhoeddus, drafftio dogfennau a defnyddio iaith dechnegol. Fodd bynnag, **gallai fod angen cymorth ar staff o bob lefel** yn arbennig pan fo dyletswyddau'n gofyn am wybodaeth am iaith dechnegol ac arbenigol gan gynnwys darparu, lle y bo'n bosibl, cyrsiau Cymraeg (gweler Hyfforddiant Cymraeg), adnoddau arbenigol a geiriaduron, deunyddiau Cymraeg yn berthnasol i'r maes, rhoi hyfforddiant Cymraeg, defnyddio'r Cynllun Mentora. Dylai rheolwyr a staff gysylltu â Caerdydd Ddwyieithog yn ôl yr angen i nodi'r ffordd orau o gefnogi staff. Dylai staff hefyd gael gwybod am gyfleoedd i ymarfer eu Cymraeg e.e. sesiynau ymarfer Cymraeg 'Paned a Chlonc', sut i drefnu i gael eu paru â mentor (gweler y Cynllun Mentora) a manylion ar bwy yn yr adran all roi cymorth (gweler Cydlynwyr a Phencampwyr Cymraeg).

Dylai rheolwyr a staff nodi a chytuno ar y ffordd orau i ddefnyddio eu sgiliau yn y gwaith i ennill hyder a bodloni anghenion y gwasanaeth.



# HYFFORDDIANT CYMRAEG

Mae'r Cyngor yn annog ac yn cefnogi staff i ddysgu Cymraeg neu wella eu sgiliau yn y Gymraeg ac mae'n cynnig pecyn hyblyg o gyfleoedd hyfforddi a ariennir yn gorfforaethol sy'n galluogi staff a rheolwyr i wneud y dewis gorau ar gyfer eu gwasanaeth.

Rhydd y ddogfen ganllaw ategol **Hyfforddiant Cymraeg – Canllaw i Staff (Atodiad 2)** fanylion llawn i reolwyr a staff am yr ystod eang o gyfleoedd datblygu sydd ar gael i staff y Cyngor ar bob ac unrhyw lefel. Yn gryno, mae'r ddogfen yn cynnwys y wybodaeth ganlynol:

- Hyfforddiant ar-lein Cyfarch yn Gymraeg 10 awr – cyflwyniad sylfaenol
- Cyrsiau Hyfforddiant Cymraeg – cyrsiau ar bob lefel i ddysgu'r iaith
- Sesiynau Ymarfer Cymraeg – sesiynau ymarfer i helpu dysgwyr i ymarfer a defnyddio'r iaith gyda'u cydweithwyr a dysgwyr eraill
- Hyfforddiant Ymwybyddiaeth Cymraeg – hanes, cyd-destun, cefndir cyfreithiol
- Cyfleoedd Hyfforddi yn Gymraeg – cynnig cyrsiau'r cyngor ar ystod o bynciau datblygu proffesiynol yn Gymraeg i siaradwyr Cymraeg a dysgwyr lefel uwch

Yn ogystal, mae gwybodaeth am sut i gael bathodynau a chortynnau gwddf i ddangos eich bod yn dysgu Cymraeg, a gwybodaeth am gofnodi'ch sgiliau ar DigiGOV wrth i chi ddatblygu.

## Cytundeb Hyfforddiant Cymraeg

Y cytundeb yw'r egwyddor fod gan y tri pharti gyfrifoldeb a dyletswyddau a rennir pan fo aelod o staff yn dilyn hyfforddiant Cymraeg. Y rhain yw:

- Ymhlith cyfrifoldeb **rheolwyr** mae dyrannu digon o amser ac adnoddau i staff ar gyrsiau, pennu targedau priodol i ddefnyddio sgiliau Cymraeg yn y gweithle
- Ymhlith cyfrifoldebau'r **Cyngor** mae rhoi hyfforddiant a chynngor ar hyfforddi drwy Caerdydd Ddwyieithog ac Academi Caerdydd, yn rhoi cyfleoedd i ymarfer sgiliau drwy ddigwyddiadau (e.e. boreau coffi) a'r Cynllun Mentora
- Ymhlith cyfrifoldebau **staff** mae gweithio at dargedau, defnyddio sgiliau a ddysgwyd yn y gweithle

## CYNLLUN MENTORA CYMRAEG

Dylai rheolwyr gefnogi staff sydd am fod ar y cynllun mentora Cymraeg Corfforaethol, gan gynnwys caniatáu amser yn ystod oriau gwaith lle y bo'n bosibl i gynnal mentora/hyfforddiant.

Dylai rheolwyr roi gwybod i staff Cymraeg a dysgwyr Cymraeg bod modd eu paru â mentor Cymraeg os dymunant, a rhaid gofyn i staff newydd gael eu gofyn p'un ai a oes ganddynt ddiddordeb mewn dod yn fentor neu gael eu paru â mentor. Ar ôl cael manylion staff newydd sydd am fod yn rhan o'r Cynllun Mentora, naill ai fel dysgwyr neu fentoriaid, caiff ffurflen gais ei chyflwyno. Bydd Caerdydd Ddwyieithog yn cynorthwyo wrth baru mentoriaid â staff lle y bo'n bosibl, gan gynnwys rhoi cymorth parhaus ac adnoddau'n ôl y gofyn.

Mae **Mentoriaid Cymraeg Gwaith** yn gyfrifol am gyfleu i staff sut y gallant weithio'n ddwyieithog, digwyddiadau iaith Gymraeg, a'r hyfforddiant a'r cymorth sydd ar gael iddynt. Mae **Mentoriaid Dysgu'n** gyfrifol am gysylltu â'r staff y maen nhw'n cael eu paru â nhw i drefnu amseroedd anffurfiol i gwrdd, defnyddio Cymraeg a thrafod unrhyw beth sy'n gysylltiedig â dysgu neu ddefnyddio Cymraeg. Mae'r ddwy rôl yn wirfoddol, ond byddai disgwyl i fentoriaid gyflawni'r rôl am o leiaf 6 mis i ddechrau. Dylai mentoriaid roi gwybod i Caerdydd Ddwyieithog ac unrhyw un y maen nhw'n ei fentora os nad ydynt am barhau yn y rôl.

## SAFONAU'R GYMRAEG: CANLLAWIAU I STAFF

Caiff Safonau'r Gymraeg eu cyhoeddi i sefydliadau gan Gomisiynydd y Gymraeg, gan egluro sut y dylid defnyddio'r Gymraeg mewn sefyllfaoedd gwahanol. Rhoddwyd 171 o safonau i Gyngor Caerdydd – mae rhestr lawn ar gael ar dudalen mewnwyd Caerdydd Ddwyieithog / CIS.

Er mwyn hyrwyddo a hwyluso'r gwaith o weithredu'r safonau, mae'r Cyngor wedi creu a diweddarau canllawiau i staff. Mae'r rhain yn cynnwys:

- Crynodeb o'r 'Safonau Darparu Gwasanaethau'
- Cyfathrebu'n Ddwyieithog
- Gwasanaeth Derbynfa Dwyieithog
- Cynnal Cyfarfodydd Dwyieithog
- Galwadau Cymraeg
- Nodyn Canllaw: Arwyddion a Hysbysiadau Swyddogol Dwyieithog
- Canllawiau Cyfieithu.
- Safonau'r Gymraeg: Canllaw i Drydydd Partïon

Mae pob canllaw ar gael ar dudalen mewnwyd Caerdydd Ddwyieithog a CIS.

## SAFONAU'R GYMRAEG – EICH HAWLIAU FEL STAFF

Mae gan holl staff y Cyngor hawl i gael gohebiaeth am eu cyflogaeth, sydd iddyn nhw'n bersonol, yn Gymraeg. Gall staff ddewis cael gohebiaeth yn Gymraeg drwy ddiweddarau eu manylion cyflogaeth DigiGOV.

**“Council Core Processes” → “Manage” → “Employee Details” → “Manage Personal Details”**  
**(Welsh Language Standards: *Do you wish to receive correspondence in Welsh? Y/N*)**

Welsh Standards	
Do you want Correspondence in Welsh?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Welsh Language Proficiency <a href="#">Welsh Language Skills: Description of Levels 1-5</a>	5-Profident
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

Mae gan gyflogaethion hefyd hawl statudol i gael yr ohebiaeth ganlynol yn Gymraeg gan y Cyngor:

- Dogfennau Datblygiad A Pherfformiad Personol (gan gynnwys anghenion hyfforddiant)
- Gohebiaeth Cynhaliath a Lles
- Ffurflen/Cerdyn Gwyliau Blynnyddol (os nad ar DigiGOV)
- Ffurflen/Cerdyn Gwyliau Hyblyg (os nad ar DigiGOV)
- Ffurflenni Absenoldeb Arbennig (os nad ar DigiGOV)
- Ffurflenni Gweithio'n Hyblyg

## CAERDYDD DDWYIEITHOG

Cylch gorchwyl 'Caerdydd Ddwieithog' yw cymryd rôl arweiniol o ran datblygu Caerdydd wirioneddol ddwyieithog lle gall dinasyddion a staff Cyngor Caerdydd gael mynediad at wasanaethau a chymorth yn y naill iaith neu'r llall, yn yr un modd, drwy weithio partneriaeth gwell.

Mae tîm Caerdydd Ddwieithog yn helpu'r Cyngor i gydymffurfio â'i ddyletswydd statudol o gynnig gwasanaethau trwy gyfrwng y Gymraeg a'r Saesneg ac mae'n cynnwys gwasanaeth cyfieithu cyflawn. Fel rhan o'r dull 'cyngor cydweithredol', bydd Caerdydd Ddwieithog yn annog sefydliadau partner i hyrwyddo'r Gymraeg ar draws y ddinas drwy drefniadau cydweithio.

Mae'r dull newydd arloesol yn ymwneud â chwalu'r rhwystrau rhwng y Gymraeg a'r Saesneg, hyrwyddo dwieithrwydd fel rhywbeth cwbl naturiol ac ymfalchïo'n gydradd yn y ddwy iaith swyddogol yma yng Nghaerdydd i sicrhau bod ein gweledigaeth o Gaerdydd gynyddol ddwyieithog yn cael ei gwireddu.

## **CAERDYDD DDWYIEITHOG: STRATEGAETH 5 MLYNEDD Y GYMRAEG 2017-22**

Ein gweledigaeth yw datblygu Caerdydd wirioneddol ddwyieithog. Caerdydd lle gall ein dinasyddion fyw, gweithio a chwarae yn ogystal â manteisio ar wasanaethau a chymorth yn Gymraeg neu Saesneg yn yr un modd. Prifddinas lle mae dwyieithrwydd yn cael ei hyrwyddo fel rhywbeth cwbl naturiol, a lle mae'r Gymraeg yn cael ei diogelu a'i meithrin fel y gall cenedlaethau'r dyfodol ei mwynhau a'i defnyddio.

Un o ofynion statudol safonau newydd y Gymraeg yw creu a chyhoeddi strategaeth pum mlynedd fydd yn gosod allan sut y byddwn yn hyrwyddo a hwyluso'r defnydd o'r Gymraeg. Cynhaliwyd ymgynghoriad cyhoeddus ar y strategaeth yn hydref 2016, ac fe'i cymeradwywyd gan y Cyngor ym Mawrth 2017. Mae'r Strategaeth yn cynnwys targed i gynyddu nifer a chanran y siaradwyr a dysgwyr Cymraeg yng Nghaerdydd i sicrhau bod Caerdydd yn chwarae'i rhan wrth gyfrannu at weledigaeth Llywodraeth Cymru o filiwn o siaradwyr Cymraeg erbyn 2050.

Gan fod hon yn strategaeth ar gyfer y ddinas gyfan, nid i un sefydliad yn unig, bydd cyflawni'r strategaeth yn dibynnu ar gydweithio partneriaid, rhwng y sectorau cyhoeddus, preifat ac addysg ac, yn bwysicaf oll, â phobl Caerdydd.

Mae'r strategaeth yn cynnwys targed i gynyddu nifer y staff yng Nghyngor Caerdydd â sgiliau Cymraeg gan 50% rhwng 2017 a 2022, a hefyd creu swydd tiwtor Cymraeg yn Academi Caerdydd i roi hyfforddiant Cymraeg a hyfforddiant cyfrwng Cymraeg i staff mewnol ac allanol.

Yn 2018 bydd swydd Arweinydd Darparu Gwasanaeth (Cymraeg) yn cael ei chreu er mwyn cynnig hyfforddiant iaith Gymraeg a hyfforddiant trwy gyfrwng y Gymraeg i staff y Cyngor. Nid yn unig y bydd hyn yn ein galluogi fel sefydliad i wella sgiliau staff mewn gwasanaethau allweddol, ond hefyd y sawl sydd am ennill hyder i ddefnyddio'r iaith wrth ddarparu gwasanaethau. Disgwylwn i hyn fod yn ffordd fwy effeithiol o hyfforddi staff yn ogystal â chyfrannu at waith creu incwm ehangach yr Academi.

## **CAERDYDD DDWYIEITHOG: MARCHNATA'R CYNGOR**

Fel rhan o Strategaeth Caerdydd Ddwyeithog, bydd Caerdydd Ddwyeithog yn rhoi cyflwyniadau rheolaidd i ysgolion yng Nghaerdydd ac yn mynd i ddigwyddiadau cyflogi ag adrannau eraill i hyrwyddo'r Cyngor fel cyflogwr sy'n gwerthfawrogi sgiliau Cymraeg.

Bydd y Cyngor yn cyfathrebu'n rheolaidd ar argaeledd gwasanaethau cyhoeddus Cymraeg drwy sianeli cyfryngau cymdeithasol a bydd yn annog siaradwyr Cymraeg i wneud cais am gyfleoedd swydd allanol o fewn y sefydliad. At hynny, bydd Caerdydd Ddwyeithog yn gweithio gyda Caerdydd ar Waith a'r tîm Cyfathrebu Corfforaethol i ddenu ymgeiswyr posibl i swyddi Cymraeg i gofrestru â Caerdydd ar Waith neu wneud cais am swyddi parhaol.

# CAERDYDD DDWYIEITHOG: GWASANAETHAU CYFIEITHU CYMRAEG

Mae Caerdydd Ddwyieithog yn cynnig gwasanaeth prawffdarllen a chyfieithu llawn o'r Gymraeg i'r Saesneg ac o'r Saesneg i'r Gymraeg am ddim i bob un o gyfarwyddiaethau'r Cyngor. Mae'r tîm bob amser ar gael i gynnig arweiniad a chyngor i bob aelod o staff y Cyngor, ynghyd â sefydliadau, cwmnïau ac unigolion sy'n cynnig gwasanaethau ar ran y Cyngor, ar faterion sy'n ymwneud â'r iaith Gymraeg, cyfieithu ac ymrwymiad y Cyngor i Safonau'r Gymraeg statudol.

Ffurflen Cais am Gyfieithiad ar-lein ar dudalen mewnwyd Caerdydd Ddwyieithog. Mae Canllawiau Cyfieithu Cymraeg ar gael ar dudalen Caerdydd Ddwyieithog yn ogystal â gwybodaeth am yr hyn y mae angen iddo fod yn ddwyieithog. Mae'n hanfodol i bob cyfarwyddiaeth gynllunio ei chyfieithiadau a chyflwyno dogfennau cyn gynted â phosibl (hyd yn oed ar ffurf ddrafft) er mwyn bodloni terfynau amser.

Dylai cyfarwyddiaethau ganiatáu 1 diwrnod i bob 500 gair i bob cais (e.e. dogfen 5,000 o eiriau = 10 diwrnod).

Anogwn staff i ddefnyddio Cymraeg yn y gweithle, ac wrth ohebu â defnyddwyr gwasanaeth. Mae Caerdydd Ddwyieithog yn hapus i brawffdarllen dogfennau neu ohebiaeth Gymraeg, a rhoi adborth i staff os dymunant.

## LLOFNODION A LOGOS AR E-BYST

Mae angen i bob llofnod staff fod yn ddwyieithog ac mewn fformat cyson. Caiff y fformat corfforaethol canlynol ei ddefnyddio ymhob un o lofnodion e-bost staff Cyngor Caerdydd.

**Enw**  
**Teitl Swydd CYMRAEG**  
**Teitl Swydd SAESNEG**  
**Cyngor Caerdydd / Cardiff Council**

**E-bost/Email: xxxxx@caerdydd.gov.uk / xxxx@cardiff.gov.uk**  
**Ffôn/Tel: 02920 XXXX**

**Ystafell XXX, Neuadd y Sir, Glanfa'r Iwerydd CAERDYDD CF10 4UW**  
**Room XXX, County Hall, Atlantic Wharf CARDIFF CF10 4UW**

Mae'r logos canlynol ar gael ar dudalennau mewnwyd Caerdydd Ddwyieithog a CIS, a dylent gael eu cynnwys gan staff yn eu llofnodion e-bost i ddynodi p'un ai a ydynt yn siarad Cymraeg yn rhugl neu'n dysgu'r iaith (Safon 134). Gellir newid maint y logo yn Microsoft Word cyn eu copïo i mewn i lofnodi'n e-bost

Os ydych yn dysgu Cymraeg defnyddio y logo **'Dwi'n Dysgu Cymrae'**  
Os ydych yn siarad Cymraeg defnyddiwch y logo **'Cymraeg'**.





## CYFEIRLYFR FFÔN

Dylai staff Cymraeg eu hiaith nodi eu bod yn siarad Cymraeg yn 'ffônlyfr y Cyngor'. Gellir diweddarau manylion staff drwy'r tab 'Diweddarau Manylion'. <http://vmweb4.cardiff.gov.uk/corpdir/index.php>

I ddod o hyd i staff Cymraeg o fewn timau, gwasanaethau neu gyfarwyddiaethau penodol, ticiwch 'Siarad Cymraeg' yn y tab 'Chwilio Uwch' i weld. <http://vmweb4.cardiff.gov.uk/corpdir/index.php?mode=adv-s>

## NEGESEUON ALLAN O'R SWYDDFA

Rhaid i bob neges e-bost allan o'r swyddfa ac awtomataidd fod yn ddwyieithog, er enghraifft:

**I am currently out of the office. I will be back on 01-01-2015**  
**Please contact TEAM NAME / CONTACT NAME**  
**EMAIL\_ADDRESS@cardiff.gov.uk**

**Rwyf allan o'r swyddfa ar hyn o bryd. Byddaf yn ôl ar 01-01-2015**  
**Cysylltwch â TEAM NAME / CONTACT NAME**  
**EMAIL\_ADDRESS@caerdydd.gov.uk**

Gallwch e-bostio ceisiadau cyfieithu byr dan 30 gair i Caerdydd Ddwyieithog yn **Caerdydd-Ddwyieithog@caerdydd.gov.uk**

## NEGESEUON FFÔN ATEB

Mae 10 safon benodol y Gymraeg ynghylch gwasanaethau cyhoeddus dros y ffôn. Mae cyngor ar sut i roi gwasanaeth ffôn Cymraeg ar gael ar dudalen mewnwyd Caerdydd Ddwyieithog / CIS (gweler canllawiau Staff: galwadau Cymraeg)

Rhaid i holl negeseuon llais ffôn awtomataidd y Cyngor fod yn ddwyieithog a sicrhau nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol. Os yw'r neges yn hir, er enghraifft, dylai'r neges newid rhwng y Gymraeg a'r Saesneg e.e. Croeso i Cysylltu â Chaerdydd / Welcome to C2C / [Neges Gymraeg] / [neges Saesneg]

## MAIL TIPS

Yn 2018/19, caiff siaradwyr a dysgwyr Cymraeg sydd wedi cadarnhau eu sgiliau ar DigiGOV MailTip wedi'i ychwanegu i'w e-bost yn gadael i staff mewnol eraill roi gwybod eu bod yn hapus i gyfathrebu â chydweithwyr yn Gymraeg. MailTip yw'r neges a ddangosir ar frig e-bost newydd sy'n dangos bod y derbynydd naill ai allan o'r swyddfa neu'n dderbynydd allanol.

Rydym yn gwybod bod siaradwyr Cymraeg o bob gallu'n aml yn e-bostio'i gilydd yn Saesneg am nad ydynt yn gwybod y gall y derbynydd hefyd siarad Cymraeg. Bydd MailTips yn ffordd gyflym a chyfleus o nodi hyn a hyrwyddo'r defnydd o'r Gymraeg yn y gweithle. Ni fydd MailTips ond ar gael i staff Cyngor Caerdydd.

Caiff staff sydd wedi nodi eu hunain â sgiliau da/da iawn neu Lefel 4 / Lefel 5 ar DigiGOV **“Rydw i'n siarad Cymraeg”** wedi'i ychwanegu i'w cyfrif Outlook.

Caiff staff sydd wedi nodi eu hunain â sgiliau “teg” / Lefel 3 yn Gymraeg **“Rydw i'n siarad rhywfaint o Gymraeg”** wedi'i ychwanegu i'w cyfrif Outlook.

Gall staff sy'n siarad Cymraeg ddewis peidio â chael y MailTip uchod wedi'i roi ar eu cyfrifon.

## GEIRFAOEDD

Mae cyfres o eirfaeod Cymraeg/Saesneg syml ar gael ar dudalen mewn rwyd Caerdydd Ddwyeithog er mwyn rhoi rhywfaint o wybodaeth ddwyeithog sylfaenol fel diwrnodau a dyddiadau ac ati.

## BATHODYNNAU A CHORTYNNAU GWDDF IAITH GWAITH

Mae bathodynau a chortynnau gwddf siarad Cymraeg a dysgwr Cymraeg ar gael i staff, i roi gwybod i'r cyhoedd eu bod yn siarad neu'n dysgu Cymraeg. Mae Safon 68 yn ei gwneud yn ofynnol i staff mewn derbynfydd a all ddarparu gwasanaeth derbynfa yn Gymraeg wisgo bathodyn i gyfleu hynny. Mae'r rhain ar gael o Ystafell 400 Neuadd y Sir neu drwy gysylltu â Caerdydd Ddwyeithog **Caerdydd-Ddwyeithog@caerdydd.gov.uk**

Caiff cortynnau gwddf siarad Cymraeg a dysgu Cymraeg eu cynnig i unrhyw staff sy'n gofyn am gerdyn adnabod Staff newydd.

## BRÏFF ‘MATERION CYMRAEG’

Anfonir brîff deufisol ‘Materion Cymraeg’ i'r holl staff drwy gydlynnydd y Gymraeg. Mae'r brîff yn diweddarau staff ar amryw ofynion iaith Gymraeg, yn ogystal â chanllawiau a gwybodaeth ddefnyddiol. Dylai aelodau staff nad ydynt yn cael y brîff hwn gysylltu â'u cydlynnydd Cymraeg neu dîm Caerdydd Ddwyeithog.

Os hoffai staff gynnwys gwybodaeth o fewn y brîff, dylent gysylltu â **Caerdydd-Ddwyeithog@caerdydd.gov.uk** **Page 151**

## DIGIGOV

Mae'n bwysig i'r holl staff dwyieithog â mynediad i DigiGOV ddiweddarau eu sgiliau gallu yn y Gymraeg. Bydd hyn yn galluogi'r cyngor i adrodd yn gywir nifer y siaradwyr Cymraeg a gyflogir ganddo, a bydd yn ein helpu i gynllunio ein gwasanaethau.

**“Council Core Processes” → “Manage” → “Employee Details” → “Manage Personal Details”**  
**(Welsh Language Standards: *Do you wish to receive correspondence in Welsh? Y/N*)**

Welsh Standards	
Do you want Correspondence in Welsh?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Welsh Language Proficiency	<a href="#">Welsh Language Skills: Description of Levels 1-5</a> 5-Profident
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

## Y FEWRWYD, APP STAFF A GWYBODAETH STAFF

Bydd e-byst 'Gwybodaeth Staff' corfforaethol yn ddwyieithog a'u fformatio mewn dwy golofn. Anogir cyfarwyddiaethau unigol i gyfathrebu'n ddwyieithog wrth anfon e-byst at staff.

Bydd yr holl erthyglau gwybodaeth staff ar y fewnrwyd a'r app staff yn ddwyieithog ac mae gwaith yn mynd rhagddo wrth ddatblygu mewnwyd ddwyieithog i staff.

Wrth ohebu'n ddwyieithog, arfer gorau yw fformatio'r e-bost o fewn dwy golofn i osgoi staff rhag gorfod sgrolio i lawr i ddarllen eu hiaith ddewis. I greu colofnau yn Microsoft Outlook a Word, gosodwch dabl dwy golofn, ac yna gwaredu'r border cyn anfon.

## CYSGLIAD (GEIRFA A CHYWIRWR SILLAFU CYMRAEG)

Mae Cysgair (meddalwedd geiriadur) a Cysill (meddalwedd cywiro iaith) ar gael i holl staff y Cyngor sydd â chyfrifiadur. I ofyn i'r rhaglenni hyn gael eu gosod logiwch alwad caffael TGCh ar gyfer 'Cysgliad' neu gysylltu â desg wasanaeth TGCh a fydd yn gallu cynorthwyo.

## TO BACH

Mae 'To Bach' yn rhaglen integredig am ddim y gellir ei gosod ar gyfrifiaduron i ddefnyddio'r acen grom (to bach) wrth ysgrifennu yn Gymraeg. Defnyddiwch y canlynol:

Alt Gr + A i gael â  
Alt Gr + E i gael ê  
Alt Gr + I i gael î  
Alt Gr + O i gael ô  
Alt Gr + U i gael û  
Alt Gr + W i gael w  
Alt Gr + Y i gael y

Mae 'To Bach' yn gweithio gyda'r rhan fwyaf o raglenni. I osod 'To Bach' ar eich cyfrifiadur gwnewch gais â'r ddesg wasanaeth TGCh.

Os ydych yn defnyddio iPad / iPhone Apple, daliwch lythyren i ddewis yr acen grom.

## AP GEIRIADURON

Mae "Ap Geiriaduron" yn app geiriadur Cymraeg-Saesneg / Saesneg-Cymraeg defnyddiol sydd ar gael ar IOs sy'n rhoi mynediad all-lein i filoedd o eiriau o amryw ffynonellau geiriadur. Mae gan yr app ryngwyneb Cymraeg a Saesneg â'r gallu i newid yr iaith yn y Gosodiadau. Mae hefyd nodwedd chwilio manwl i ddod o hyd i wybodaeth am eiriau penodol.

## APP GOFALU DRWY'R GYMRAEG

Mae'r app 'Gofalu drwy'r Gymraeg' a ddatblygwyd gan Brifysgol Abertawe a'r Coleg Cymraeg Cenedlaethol ar gael i'w lawrlwytho am ddim.

Mae'r app yn rhestru brawddegau, termau ac ymadroddion cyffredin yn ogystal â recordiadau o sut i ynganu termau.

Mae hwn yn app defnyddiol i ddysgwyr Cymraeg sy'n gweithio yn y sector gofal cymdeithasol yn benodol, neu i siaradwyr Cymraeg sydd am loywi eu gwybodaeth o dermau sy'n benodol i'r sector.

Gellir lawrlwytho'r app o iTunes neu'r Google Play Store.

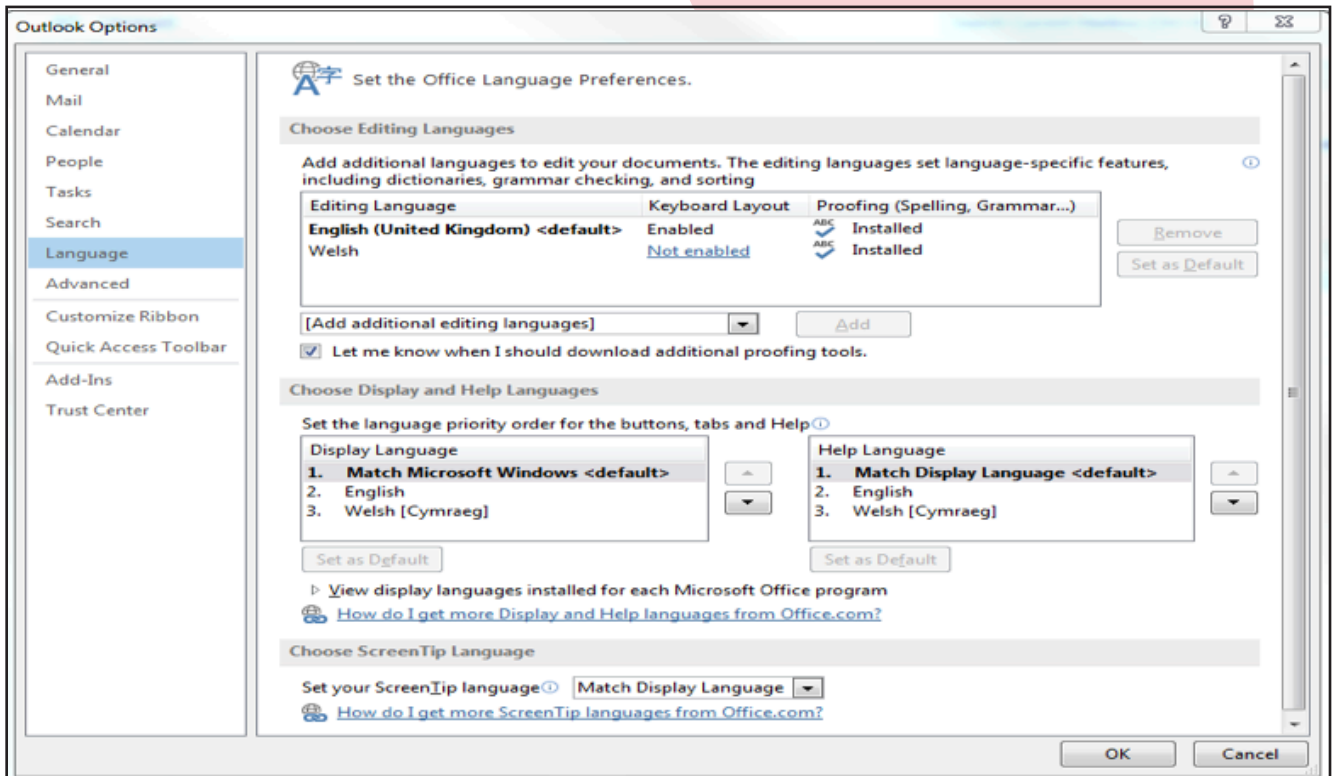
<https://itunes.apple.com/gb/app/gofalu-trwyr-gymraeg/id668425270?mt=8>

[https://play.google.com/store/apps/details?id=air.gofalutrwyrgymraeg&hl=en\\_GB](https://play.google.com/store/apps/details?id=air.gofalutrwyrgymraeg&hl=en_GB)

## GOSODIADAU IAITH (MICROSOFT OFFICE)

Mae newid Microsoft Office i'r Gymraeg yn fater o fynd i **Dewisiadau** yn y tab **Ffeil**. Ewch i'r tab **Iaith** a dewiswch Cymraeg fel yr iaith golygu ac arddangos, cliciwch **Iawn** a dylech gael cyfarwyddyd i ail-ddechrau unrhyw apps Office sydd gennych ar agor.

Dylai hyn droi holl apps Microsoft Office i'r Gymraeg. Weithiau, ni fydd y Gymraeg yn y rhestr ac os felly bydd angen codi hyn â TGCh i ychwanegu'r pecyn iaith. Byddai hyn ond yn digwydd â fersiynau hŷn o Windows 7.



## CYSWLLT

I gael gwybodaeth am y polisi Cymraeg cysylltwch â Caerdydd Ddwyieithog yn [Caerdydd-ddwyieithog@caerdydd.gov.uk](mailto:Caerdydd-ddwyieithog@caerdydd.gov.uk) neu ar **02920 872527**.



# ATODIAD 1

Caerdydd  
Ddwyieithog

Bilingual  
Cardiff

## Caerdydd Ddwyieithog – Cyngor Dwyieithog

### Datganiad Gweledigaeth

#### Tua'r Miliwn

Mae Llywodraeth Cymru wedi gosod ei gynlluniau uchelgeisiol ger bron i hyrwyddo a hwyluso twf y Gymraeg trwy 'Cymraeg 2050: Miliwn o siaradwyr.' Mae Cyngor Caerdydd yn cefnogi'n llawn nod y strategaeth hon a bydd yn parhau i chwarae ei ran yn cynyddu'r niferoedd sydd yn gallu dysgu a siarad Cymraeg.

**Fel prif gyflogwr yn y Ddinas, mae angen i'r Cyngor hefyd adlewyrchu'r uchelgais hwn yn ei weithlu.**

**EIN GWELEDIGAETH** yw i ddod yn sefydliad dwyieithog. Sefydliad sydd yn gwerthfawrogi a chefnogi'r defnydd o'r Gymraeg ymhlith ei staff; gan hyrwyddo ethos ddwyieithog lle caiff y ddwy iaith eu defnyddio, a bod staff yn teimlo cefnogaeth i ddefnyddio eu sgiliau Cymraeg. Fel dinas, trwy ein Strategaeth Caerdydd Ddwyieithog 2017-2022, rydym ar siwrne i ddod yn ddinas gwirioneddol ddwyieithog. Fel sefydliad, rydym am arwain drwy esiampl ac annog defnyddio'r Gymraeg yn fewnol, a chynyddu'r cyfleoedd i weld, clywed a defnyddio'r iaith wrth ein gwaith.

**NOD CYNGOR CAERDYDD** yw prif ffyrddio'r Gymraeg a dod yn gyflogwr dwyieithog cydnabyddedig am fod manteision dwyieithrwydd yn cael eu hyrwyddo, y cyfle i ddysgu'r Gymraeg yn cael ei annog ac y gellir darparu gwasanaethau yn ddwyieithog.

**BYDDWN** yn cyflawni ein Huchelgais Prif Ddinas Ddwyieithog drwy hyrwyddo mwy o gyfleoedd dysgu i staff, mabwysiadu arfer gorau a sicrhau fod unrhyw un sydd yn defnyddio Gwasanaethau'r Cyngor yn gallu bod yn hyderus o'u derbyn trwy gyfrwng y Gymraeg neu'r Saesneg.

CREV G WIR IN THESE STONES  
FEL GW YDR HORIZONS  
O#WRNAIS AWEN'SING



# CANLLAW HYFFORDDIANT IAITH



## CYFLWYNIAD – CYNGOR DWYIEITHOG

Ein gweledigaeth yw datblygu Caerdydd wirioneddol ddwyieithog. Caerdydd lle gall ein dinasyddion fyw, gweithio a chwarae yn ogystal â manteisio ar wasanaethau a chymorth yn Gymraeg neu Saesneg yn yr un modd. Prifddinas lle mae dwyieithrwydd yn cael ei hyrwyddo fel rhywbeth cwbl naturiol, a lle mae'r Gymraeg yn cael ei diogelu a'i meithrin fel y gall cenedlaethau'r dyfodol ei mwynhau a'i defnyddio.

Cadarnhaodd Mesur y Gymraeg (Cymru) 2011 statws swyddogol y Gymraeg yng Nghymru, sy'n golygu na ddylid ei thrin yn llai ffafriol na'r Saesneg yng Nghymru. Ystyr hyn yn ymarferol yw, er enghraifft, bod pob rheolwr tîm yn gyfrifol am sicrhau y gall ei dîm sicrhau gwasanaeth cydradd i gwsmeriaid Cymraeg a Saesneg eu hiaith.

Un ffordd o wneud hyn yw trwy annog staff presennol i wneud hyfforddiant iaith yn y Gymraeg er mwyn ateb y gofynion cyfreithiol a gwella'r ddarpariaeth yn y Gymraeg.

Mae'r Cyngor yn annog ac yn cefnogi staff i ddysgu Cymraeg neu wella eu sgiliau yn y Gymraeg ac mae'n cynnig pecyn hyblyg o gyfleoedd hyfforddi a ariennir yn gorfforaethol sy'n galluogi staff a rheolwyr i wneud y dewis gorau ar gyfer eu gwasanaeth.

I roi cymorth â hyn, mae'r ddogfen hon wedi ei datblygu er mwyn cynnwys cymaint â phosibl o opsiynau i roi amrywiaeth o ffyrdd y gall rheolwyr a staff ddysgu'r iaith a'i hanes a'i threftadaeth yn ogystal.

Mae'r canllaw'n trafod y meysydd canlynol:

- Hyfforddiant ar-lein Cyfarch yn Gymraeg 10 awr – cyflwyniad sylfaenol
- Cyrsiau Hyfforddiant Cymraeg – cyrsiau ar bob lefel i ddysgu'r iaith
- Sesiynau Ymarfer Cymraeg – sesiynau ymarfer i helpu dysgwyr i ymarfer a defnyddio'r iaith gyda'u cydweithwyr a dysgwyr eraill
- Hyfforddiant Ymwybyddiaeth Cymraeg – hanes, cyd-destun, cefndir cyfreithiol
- Cyfleoedd Hyfforddi yn Gymraeg – cynnig cyrsiau'r cyngor ar ystod o bynciau datblygu proffesiynol yn Gymraeg i siaradwyr Cymraeg a dysgwyr lefel uwch

Yn ogystal, mae gwybodaeth am sut i gael bathodynau a chortynnau gwddf i ddangos eich bod yn dysgu, a gwybodaeth am gofnodi'ch sgiliau ar DigiGov wrth i chi ddatblygu.

# HYFFORDDIANT 10 AWR AR-LEIN CYFARCH YN GYMRAEG

Datblygwyd gan y Ganolfan Dysgu Cymraeg Genedlaethol; mae'r cwrs am ddim a gellir ei ddilyn ar unrhyw adeg sy'n gyfleus i'r staff a'u timau. Mae modd ei ddefnyddio o ddyfeisiau electronig yn y gwaith neu gartref. Gellir cwblhau pob uned ar unrhyw adeg ac nid oes cyfyngiad amser penodol er mwyn ei gwblhau; fodd bynnag, bydd yn rhaid cwblhau pob uned er mwyn derbyn tystysgrif cwblhau. Dylai staff sydd am gwblhau'r cwrs yn ystod oriau gwaith gytuno ar amseroedd a/neu amllder gwneud hynny gyda'u rheolwyr llinell.

Gellir mynd at y cwrs trwy ddilyn y ddolen isod: <https://dysgucymraeg.cymru/cymraeg-gwaith/cwrs-ar-lein-blasur-gymraeg/>

## Cyfarwyddiadau

- I gofrestru ar y cwrs, bydd angen i chi glicio ar y tab 'start learning'.
- Wedi cofrestru a dewis 'Cyngor Caerdydd' fel sefydliad, gallwch ddechrau'r cwrs yn syth.

Os oes gennych ymholiadau neu os cewch drafferthion wrth gofrestru, cysylltwch â [cymraeggwaith@dysgucymraeg.cymru](mailto:cymraeggwaith@dysgucymraeg.cymru).

Uned 1: <b>The Essentials</b> (45mun)	Camau deall sylfaenol: yr wyddor a rhifau.
Uned 2: <b>Meet and Greet</b> (60mun)	Dysgu'r gwahanol ffyrdd o ddweud helo a chyflwyno'ch hun ar wahanol adegau'r dydd.
Uned 3: <b>Numbers, Days, Months &amp; Times</b> (75mun)	Dysgu dweud faint o'r gloch yw hi a deall y calendr yn Gymraeg.
Uned 4: <b>Meeting People in Person</b> (55mun)	Dysgu sut mae cyfarch pobl, yn dibynnu ar yr amser a'r sefyllfa.
Uned 5: <b>A Warm Welsh Welcome</b> (75mun).	Sut mae cyflwyno rhywun a gwneud iddo deimlo croeso.
Uned 6: <b>Conversing on the Phone</b> (55mun).	Deall agweddau sylfaenol gwneud a derbyn galwad ffôn.
Uned 7: <b>More Phone Talk</b> (45mun)	Rhagor o frawddegau manwl a themau i'w defnyddio dros y ffôn.
Uned 8: <b>Hosting and Arranging a Meeting</b> (65mun)	Dysgu trefnu a chyfathrebu trefniadau cyfarfod.
Uned 9: <b>Hosting a Bilingual Meeting</b> (65mun)	Sut mae cyfathrebu mewn cyfarfod sydd i'w gynnal yn ddwyieithog.
Uned 10: <b>Summary and Extension</b> (60mun)	Cwis adolygu'r pwyntiau rydych chi wedi eu dysgu hyd yn hyn ac awgrymiadau ar gyfer eich camau nesaf.  Dylai pob rheolwr sy'n gyfrifol am dimau sy'n cyfathrebu â'r cyhoedd yn rheolaidd annog staff nad ydynt yn siarad Cymraeg i wneud yr hyfforddiant ar-lein a rhoi digon o amser yn ystod oriau gwaith i ddilyn nhw gwblhau'r cwrs.

## CYRSIAU HYFFORDDI CYMRAEG AR-LEIN

Ar hyn o bryd gall staff ddewis o blith dros 100 o gyrsiau cymeradwy ym Mhrifysgol Caerdydd neu yn y gymuned, sy'n amrywio o lefel mynediad i gyrsiau gloywi ar adeg ac mewn lleoliad sy'n gyfleus iddyn nhw. Mae'r Cyngor hefyd yn cynorthwyo staff sy'n gweithio'r tu allan i'r sir i ddysgu yn eu cymunedau eu hunain neu mewn prifysgolion sy'n nes at eu cartrefi os yw'r trefniadau hynny'n well ganddyn nhw.

Gellir gweld pob cwrs ar wefan y Ganolfan Dysgu Cymraeg Genedlaethol <https://dysgucymraeg.cymru/>

Er mwyn cadw lle ar gwrs hyfforddi Cymraeg, mae angen i staff gofrestru trwy <https://dysgucymraeg.cymru/> ac yna gysylltu ag [academicaerdydd@caerdydd.gov.uk](mailto:academicaerdydd@caerdydd.gov.uk) a chyflwyno ffurflen enwebu wedi ei chwblhau a'i llofnodi gan eu rheolwr llinell [link to CIS]. Yr Academi sy'n gyfrifol am weinyddu'r archeb a thalu am y cyrsiau hyfforddi Cymraeg ar ran y Cyngor.

Caiff y cyrsiau Cymraeg eu hariannu'n gorfforaethol ar gyfer staff Cyngor Caerdydd a chaiff y staff yr oriau yn ôl ar gyfer yr amser y mae'n nhw'n ei dreulio ar y cyrsiau. Mae disgwyl i reolwyr gymeradwyo ceisiadau am hyfforddiant Cymraeg ac eithrio pan fo rheswm dilys yn y gwasanaeth dros beidio â gwneud hynny. Fodd bynnag; codir tâl ar wasanaethau os yw unrhyw aelod o staff yn tynnu'n ôl o'r cwrs heb reswm digonol. Bydd disgwyl i staff fynd i o leiaf 80% o'r cwrs hyfforddi, fel arall ceidw Academi Caerdydd yr hawl i godi tâl ar y gwasanaeth dan sylw.

Mae'r Cyngor yn cynorthwyo ac yn ariannu ceisiadau am hyfforddiant Cymraeg ar bob lefel (mynediad i gyrsiau gloywi) ac mae'n annog staff y rheng flaen yn benodol, yn ogystal â staff â sgiliau yn y Gymraeg ar lefelau canolradd ac uwch, i fynychu hyfforddiant er mwyn gallu defnyddio'r iaith fel rhan o'u swyddi.

Byddai disgwyl i staff sydd am fynd ar gyrsiau hyfforddi ar lefel sylfaenol neu 'mynediad' gwblhau'r cwrs cyfarch 10 awr ar-lein cyn mynd ar unrhyw gwrs a ariennir yn gorfforaethol (gweler rhagor o wybodaeth ar dudalen 3). Hefyd, mae disgwyl i staff asesu eu sgiliau Cymraeg presennol cyn cofrestru ar gwrs (gweler gwybodaeth ychwanegol isod).

Wedi i staff gwblhau eu cwrs, dylent ddiweddarau eu lefel gallu yn y Gymraeg ar DigiGov.

### Applications > Manage > Employee Details > Manage Personal Details (Welsh Language Standards)

Welsh Standards	
Do you want Correspondence in Welsh?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Welsh Language Proficiency	<a href="#">Welsh Language Skills: Description of Levels 1-5</a> 5-Proficient
<input type="button" value="Submit"/> <input type="button" value="Back"/>	



## SESIYNAU YMARFER CYMRAEG

Rydym yn annog yr holl ddysgwyr Cymraeg i ymarfer eu sgiliau a chynhelir sesiynau anffurfiol yn Neuadd y Sir a Neuadd y Ddinas yn rheolaidd.

Caiff sesiynau ymarfer '*Paned a Chlonc*' eu hyrwyddo'n rheolaidd trwy sianeli cyfathrebu mewnol a gwahoddir siaradwyr a dysgwyr Cymraeg iddynt.

Yn fwyfwy, bydd Caerdydd Ddwyeithog a'r Adran Gyfathrebu'n hysbysebu digwyddiadau allanol eraill ar gyfer dysgwyr Cymraeg.

## HYFFORDDIANT YMWBYYDDIAETH IAITH

Er mwyn deall cyd-destun y Gymraeg a pham rydym fel corff cyhoeddus yn cynnig gwasanaethau'n ddwyieithog, mae'r Cyngor yn cynnig modiwl hyfforddi ymwybyddiaeth iaith ar-lein. Nod yr hyfforddiant Ymwybyddiaeth Iaith yw gwneud staff yn ymwybodol o'r canlynol:

- Pwysigrwydd y Gymraeg o ran cynnig gwasanaethau'r Cyngor yng Nghymru.
- Eu rôl a'u cyfrifoldebau nhw fel staff o ran cynnig gwasanaethau Cymraeg a dwyieithog.
- Hanes a chyd-destun diwylliannol y Gymraeg.
- Geiriau a brawddegau syml ar gyfer delio â defnyddwyr gwasanaeth sy'n siarad Cymraeg.

Mae'r modiwl hyfforddi ar gael ar Wefan Cronfa Ddysgu Caerdydd  
<http://cardiff.learningpool.com/enrol/index.php?id=540>

Yn ogystal â modiwl ar-lein, mae sesiynau hyfforddi Ymwybyddiaeth Iaith wyneb yn wyneb ar gael hefyd ar gyfer gwahanol grwpiau staff, yn cynnwys cyfarwyddwyr, rheolwyr a swyddogion. Aelodau staff cymwys fydd yn cynnal y sesiynau hyn.

Nod y sesiynau fydd ymgysylltu â staff, trafod agweddau tuag at yr iaith, mynd i'r afael ag unrhyw faterion neu gwestiynau sydd gan staff a thrafod prif bwyntiau polisiau iaith y Cyngor a'r gofynion cyfreithiol sydd arnom.

## ASESU SGILIAU CYMRAEG

Rhaid i'r holl staff â sgiliau Cymraeg gofnodi hyn ar DigiGOV (gweler yr adran 'DigiGOV' ar dudalen 8) yn unol â gofynion Safonau'r Gymraeg (safon 127).

Rhennir lefelau sgiliau Cymraeg yn bump, yn dibynnu ar Fframwaith Cymwysterau Cymraeg i Oedolion a fframwaith Cymdeithas Profwyr Iaith Ewrop (ALTE). Mae disgrifiad o'r lefelau hyn ar gael ar dudalen mewnwyd Caerdydd Ddwyeithog a CIS. Mae'r Ganolfan Dysgu Cymraeg Genedlaethol wrthi'n profi offeryn diagnostig ar-lein a fydd yn asesu sgiliau llafar, ysgrifennu, gwranddo a darllen. Mae disgwyl y bydd yr offeryn ar gael i sefydliadau'r sector cyhoeddus o fis Mawrth 2019. Rhoddir rhagor o wybodaeth am yr offeryn asesu i staff yn ystod 2018-19.

Dylai cyflogeion sy'n mynd ar hyfforddiant Cymraeg osod targed realistig cyn cofrestru ar gwrs, a dylent nodi hyn yn eu hadolygiad DPP.

Dylai'r targedau hyn adlewyrchu lefel a dwysedd yr hyfforddiant. Dylai staff sy'n trefnu neu sy'n dilyn cyrsiau drafod y targed â'r tiwtor neu'r hwylusydd i bennu targedau priodol a sicrhau bod yn y cwrs gynnwys perthnasol.

# CYFLEOEDD HYFFORDDI YN GYMRAEG

Yn unol â Safonau'r Gymraeg, mae gan aelodau staff y Cyngor hawl i dderbyn yr hyfforddiant canlynol trwy gyfrwng y Gymraeg (os rhoddir yr hyfforddiant penodol trwy gyfrwng y Saesneg):

- Recriwtio a chyfweld;
- Rheoli perfformiad;
- Cwynion a gweithdrefnau disgyblu;
- Sefydlu;
- Delio â'r cyhoedd; ac
- Iechyd a diogelwch.

Bydd modd i gyflogeion nodi a ydynt am wneud yr hyfforddiant yn Gymraeg ar y ffurflen gais am hyfforddiant ar DigiGov dan yr adran 'Special Requirements' (gweler isod).

Bydd angen yr un lleiafswm nifer ar gyfer cynnal y cyrsiau yn Gymraeg ag yn Saesneg. Os nad yw'r nifer yn ddigon i gynnal y cwrs ar ddyddiad penodol, caiff ei ail-drefnu ar gyfer dyddiad arall yn y dyfodol pan fo'r nifer yn ddigonol, ac fe fydd Academi Caerdydd yn cysylltu â'r staff perthnasol.

The screenshot shows a web form titled 'Register for Training'. It contains several sections:

- Course Description:** For details on receiving this course in Welsh please read the supporting information. The programme is suitable for all new employees during the first six months of their employment. Nominations
- Course Created By:** Robert Owens
- Schedule Detail:**

Training Type	Internal	Training Mode	Classroom
Nomination Approval Required?	Yes	Approx. Course Fee (excluding VAT)	0.0 GBP
Minimum No. of Candidates Required	5	Seats Available/Total Seats	0/16
Nomination Last Date	19-Jan-2018	On Waiting List	0
From Date	26-Jan-2018 09:30	To Date	26-Jan-2018 16:30
Venue	Ystafell 126, Canol y Ddinas / Room 126, City Hall CF10 3ND	Pending Approval	1
- Requirements, Benefits and Outcome of Training:**
  - Any Special Requirements:** This field is highlighted with a red box and is currently empty.
  - Training Benefits to Candidate's Current/Future Role:** This field is currently empty.
  - Expected outcome from Training:** This field is currently empty.

# BATHODYNNAU A CHORTYNNAU GWDDF IAITH GWAITH

Os ydych yn dysgu Cymraeg, mae gennym fathodynnau a chortynnau gwddf ar eich cyfer i roi gwybod i'r cyhoedd eich bod yn dysgu'r Gymraeg. Cynigir cortynnau gwddf Cymraeg / Dysgwr hefyd i unrhyw staff sy'n gofyn am gerdyn adnabod staff newydd.

Mae'r rhain ar gael o Ystafell 400 Neuadd y Sir neu drwy gysylltu â Caerdydd Ddwyeithog: [caerdydd-ddwyeithog@caerdydd.gov.uk](mailto:caerdydd-ddwyeithog@caerdydd.gov.uk) i drefnu eu hanfon atoch.

## DIGIGOV

Mae'n bwysig i'r holl staff dwyieithog â mynediad i DigiGov ddiweddarau eu sgiliau gallu yn y Gymraeg wrth iddynt ddatblygu wrth ddysgu'r iaith.

Bydd hyn yn galluogi'r cyngor i adrodd yn gywir nifer y siaradwyr Cymraeg a gyflogir ganddo, a bydd yn ein helpu i gynllunio ein gwasanaethau.

Fel yr holl wybodaeth cydraddoldeb ar DigiGov caiff yr wybodaeth hon ei thrin yn gyfrinachol ac eithrio pan fo staff yn rhoi eu caniatâd i'r manylion hyn gael eu rhannu â Caerdydd Ddwieithog.

Dilynwch y camau syml hyn:

**Applications > Manage > Employee Details > Manage Personal Details (Welsh Language Standards)**

Welsh Standards	
Do you want Correspondence in Welsh?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Welsh Language Proficiency	<a href="#">Welsh Language Skills: Description of Levels 1-5</a> 5-Proficient
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

## CYSWLLT

I gael gwybodaeth am bolisiau Cymraeg cysylltwch â Caerdydd Ddwieithog: [caerdydd-ddwyieithog@caerdydd.gov.uk](mailto:caerdydd-ddwyieithog@caerdydd.gov.uk) neu ar **02920 872527**.



Teitl y Polisi/Strategaeth/Project/Gweithdrefn/Gwasanaeth/Swyddogaeth:

**Hyrwyddo a Defnyddio'r Gymraeg yn y Cyngor**

Newydd/Presennol/Diweddaru/Addasu:

**Newydd**

Pwy sy'n gyfrifol am ddatblygu a gweithredu'r Polisi/Strategaeth/Project/Gweithdrefn/Gwasanaeth/Swyddogaeth?

Enw:

**Ffion Gruffudd**

Teitl y Swydd:

**Pennaeth Caerdydd Ddwyeithog**

Tîm Gwasanaeth:

**Caerdydd Ddwyeithog**

Gwasanaeth:

**Polisi, Perfformiad ac Ymgysylltu â Chymunedau**

Dyddiad Asesu:

**04.05.18**

1. Beth yw amcanion y Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth

Nodau'r polisi yw:

- Datblygu defnydd ffurfiol a chymdeithasol y Gymraeg ymhlith gweithlu Cyngor Caerdydd drwy gynnig cyfleoedd dysgu a chymdeithasu rheolaidd, a chyfranogiad ehangach mewn amrywiaeth o rwydweithiau a digwyddiadau iaith ffurfiol ac anffurfiol.
- Cynyddu'r cyfleoedd i staff Cyngor Caerdydd ddatblygu eu sgiliau iaith Gymraeg, gwella eu hyder, a gwella'r gwasanaethau dwyeithog a ddarparwn
- Hyrwyddo ac annog ethos gweithlu dwyeithog yn allanol gyda'r bwriad o ddenu mwy o staff dwyeithog.
-



Asesiad o'r Effaith ar Gydraddoldeb  
Templed Asesiad Corfforaethol

2. Rhwch wybodaeth gefndirol ar y Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth ac unrhyw waith ymchwil sydd wedi'i wneud [e.e. data defnyddwyr gwasanaeth yn erbyn ystadegau demograffig, Asesiadau Effaith tebyg sydd wedi'u gwneud].

Cadarnhaodd Mesur y Gymraeg (Cymru) 2011 statws swyddogol y Gymraeg yng Nghymru, sy'n golygu na ddylid trin y Gymraeg yn llai ffafriol na'r Saesneg. Crëwyd y polisi hwn yn unol â'r gofyniad statudol a nodir yn safon 98 Safonau'r Gymraeg a gyhoeddwyd i Gyngor Caerdydd.

Mae tan-gynrychiolaeth ar hyn o bryd o siaradwyr Cymraeg ar hyn o bryd yn y gweithlu o'i gymharu â phoblogaeth gyffredinol Caerdydd. Ar 31<sup>ain</sup> Mawrth 2018, o'r cyflogeion, nad ydynt mewn ysgolion, sydd wedi nodi sgiliau, dywedodd **9.8%** fod ganddynt rywfaint o sgiliau Cymraeg, o'i gymharu â **16.2%** ym mhoblogaeth gyffredinol Caerdydd. Mae hyn yn rhywbeth y mae'r Cyngor yn dymuno mynd i'r afael â hi, fel ei bod yn cael ei ystyried yn fwyfwy fel sefydliad dwyieithog sy'n gwerthfawrogi'r iaith Gymraeg, a fydd yn ei dro yn ei helpu wrth ddarparu gwasanaethau dwyieithog gwell i'w dinasyddion.

Er mai'r nod yw cynyddu nifer y staff sy'n siarad Cymraeg er mwyn diwallu anghenion dinas ddwyieithog ac i gydymffurfio â deddfwriaeth, ni fydd unrhyw aelod o staff yn gorfod dysgu Cymraeg ac ni fydd unrhyw aelod o staff dan anfantais trwy ddewis peidio â dysgu Cymraeg. Mae'r polisi yn annog, nid gorfodi, staff i ddysgu a defnyddio eu sgiliau iaith.

- 3 Asesu Effaith ar y Nodweddion a Ddiogelir

3.1 Oedran

A fydd y Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth dan sylw yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar bobl iau/hŷn?

	Byd d	Na fydd	Dd/B
Hyd at 18 oed			✓
18-65 oed	✓		
Dros 65 oed			✓

Rhowch fanylion/goblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

Aseiad o'r Effaith ar Gydraddoldeb  
Templed Aseiad Corfforaethol

Mae'r polisi wedi'i anelu at holl aelodau staff Cyngor Caerdydd, waeth beth yw eu hoedran.

Drwy annog staff i ddysgu Cymraeg neu i wella eu sgiliau, mae'r polisi yn darparu aelodau staff, waeth beth yw eu hoedran, â chyfleoedd datblygu proffesiynol o ran yr Iaith Gymraeg, er mwyn iddynt ddarparu gwasanaethau dwyieithog ar ran y Cyngor.

Asesiad o'r Effaith ar Gydraddoldeb  
Templed Asesiad Corfforaethol

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith wahaniaethol?

**Dim**

### 3.2 Anabledd

A fydd y

Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth dan sylw yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar bobl anabl?

	Byd d	Na fydd	Dd/B
Nam ar y Clyw	✓		
Nam Corfforol	✓		
Nam ar y Golwg	✓		
Anabledd Dysgu	✓		
Salwch neu Gyflwr Iechyd Tymor Hir			✓
Iechyd Meddwl	✓		
Camddefnyddio Sylweddau			✓
Arall			✓

Rhowch fanylion/oblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

Mae'r polisi wedi'i anelu at holl aelodau staff Cyngor Caerdydd, waeth a oes ganddynt anabledd neu salwch hirdymor ai peidio. Y sail ar gyfer nodi **Ydy** uchod o ran **effeithiau cadarnhaol** ar gyfer rhai categorïau yw fel a ganlyn:

**Nam ar y Clyw:** Er bod hyfforddiant iaith ar y cyfan yn seiliedig ar ddysgu trwy siarad/gwranddo, mae yna ddewisiadau o ran cyrsiau arbenigol ac offer dysgu gweledol ar-lein y gellid eu darparu, fel addasiad rhesymol, pe bai unrhyw aelod o staff sy'n Fyddar neu â Nam ar eu Clyw yn dymuno dysgu darllen Cymraeg er enghraifft.

**Nam Corfforol:** Rhaid i leoliadau hyfforddiant fod yn hygyrch i bawb, gan gynnwys unrhyw aelod o staff sydd ag anabledd neu symudedd cyfyngedig. Yn ogystal, mae yna ddewisiadau cwrs ar-lein sydd ar gael sy'n golygu y gall staff ddysgu o'u desgiau gwaith neu o'u cartref os oes angen.

**Nam ar y Golwg:** Mae cyrsiau sain ar-lein ar gael y gellir eu lawrlwytho fel opsiwn dysgu, a allai fod yn ddelfrydol ar gyfer aelodau staff sydd ag unrhyw fath o nam ar y golwg.

Asesiad o'r Effaith ar Gydraddoldeb  
Templed Asesiad Corfforaethol

**Anabledd Dysgu:** Mae yna opsiynau o offer dysgu gweledol Hawdd eu Darllen y gellid eu darparu, fel addasiad rhesymol, pe bai unrhyw aelod o staff ag Anableddau Dysgu yn dymuno dysgu.

**Iechyd Meddwl:** Ni chaiff unrhyw aelod o staff eu gorfodi i ddysgu, ac ni fydd unrhyw un sy'n dechrau cwrs a darganfod nad yw ar eu cyfer yn cael eu rhoi dan unrhyw bwysau i aros yn y dosbarth. Mae hefyd yn bosibl, trwy fod mewn dosbarth gyda chydweithwyr gwahanol o bob cwr o'r Cyngor ac mewn amgylchedd dysgu newydd, y gallai rhai problemau iechyd meddwl wella.

Y sail ar gyfer nodi **Ddim yn Berthnasol** uchod o ran effeithiau cadarnhaol ar gyfer rhai categorïau yw fel a ganlyn:

**Salwch neu Gyflwr Iechyd Tymor Hir:** Mae hyn yn fater mwy anhysbys yn hytrach na bod yn amherthnasol, gan ei bod hi'n anodd asesu a fydd effaith gadarnhaol neu negyddol ar aelodau staff sydd â salwch neu gyflyrau iechyd tymor hir; bydd y cyrsiau ar gael iddynt fel gyda'r holl staff eraill o ran datblygiad proffesiynol, ond bydd eu hamgylchiadau a'u dewisiadau unigol yn pennu eu gallu i ymgymryd â dosbarthiadau hyfforddiant Cymraeg.

**Camddefnyddio Sylweddau:** Unwaith eto, ac am yr un rhesymau, mae hyn yn fater mwy anhysbys yn hytrach na bod yn amherthnasol oherwydd bydd amgylchiadau unigol yn pennu gallu staff i ymgymryd â dosbarthiadau hyfforddiant Cymraeg.

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith wahaniaethol?

Fel y nodwyd uchod, o ystyried yr amrywiaeth eang o fformatau cwrs sydd ar gael eisoes, gyda mwy yn cael eu datblygu'n flynyddol, gellir gwneud addasiadau rhesymol i grwpiau o staff neu unigolion yn seiliedig ar eu hamgylchiadau penodol er mwyn sicrhau bod cyfleoedd hyfforddiant Cymraeg ar gael i holl aelodau staff Cyngor Caerdydd.

Asesiad o'r Effaith ar Gydraddoldeb  
Templed Asesiad Corfforaethol

## 3.3 Ailbennu Rhywedd

A fydd y

Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth yma yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar bobl drawsryweddol?

	Bydd	Na fydd	Dd/B
Pobl Drawsryweddol (Pobl sy'n bwriadu dechrau, sydd ynghanol, neu sydd wedi cwblhau'r broses o ailbennu eu rhyw (neu ran o broses i wneud hynny) trwy newid nodweddion ffisiolegol neu nodweddion eraill rhyw)	✓		

Rhowch fanylion/goblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

Drwy annog staff i ddysgu Cymraeg neu i wella eu sgiliau, mae'r polisi yn darparu aelodau staff, waeth beth yw eu statws rhywedd, yn y gorffennol neu yn y dyfodol, gyda chyfleoedd datblygu proffesiynol o ran yr Iaith Gymraeg, er mwyn iddynt ddarparu gwasanaethau dwyieithog ar ran y Cyngor.

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith wahaniaethol?

**Dim yn uniongyrchol:**

Er y tu allan i bwmpas y polisi hwn, efallai y bydd gofyniad ehangach ar gyfer gwaith Ymwybyddiaeth Drawsrywiol o fewn y Cyngor (o bosibl o fewn Adnoddau Dynol o ran polisi / ymarfer ac yn gyffredinol o ran triniaeth gyfartal i staff), ond mae angen ei nodi yma o ran sut y gall dynameg ystafell ddosbarth effeithio ar allu'r person trawsrywiol i ymgymryd â chysiau hyfforddiant iaith Gymraeg.

## 3.4. Priodas a Phartneriaeth Sifil

A fydd y

Polisi/Strategaeth/Prosiect/Weithdrefn/Gwasanaeth/Swyddogaeth yma yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar briodas a phartneriaeth sifil?

	Bydd	Na fydd	Dd/B
Priodas			✓
Partneriaeth Sifil			✓



Aseiad o'r Effaith ar Gydraddoldeb  
Templed Aseiad Corfforaethol

Rhowch fanylion/goblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

Drwy annog staff i ddysgu Cymraeg neu i wella eu sgiliau, mae'r polisi yn darparu aelodau staff, waeth beth yw eu statws priodasol neu bartneriaeth sifil, gyda chyfleoedd datblygu proffesiynol o ran yr Iaith Gymraeg, er mwyn iddynt ddarparu gwasanaethau dwyieithog ar ran y Cyngor.

Aseiad o'r Effaith ar Gydraddoldeb  
Templed Aseiad Corfforaethol

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith wahaniaethol?

**Dim**

### 3.5 Beichiogrwydd a Mamolaeth

A fydd y

Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth yma yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar feichiogrwydd a mamolaeth?

	Bydd	Na fydd	Dd/B
Beichiogrwydd	✓		
Mamolaeth	✓		

Rhowch fanylion/goblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

Drwy annog staff i ddysgu Cymraeg neu i wella eu sgiliau, mae'r polisi yn darparu aelodau staff, gan gynnwys y rhai sy'n feichiog neu ar gyfnod mamolaeth, â chyfleoedd datblygu proffesiynol o ran yr Iaith Gymraeg, er mwyn iddynt ddarparu gwasanaethau dwyieithog ar ran y Cyngor.

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith wahaniaethol?

Bydd aelodau staff sy'n feichiog yn gallu parhau â'u hyfforddiant nes iddynt gyrraedd y dyddiad y mae eu cyfnod mamolaeth yn cychwyn.

Ar gyfer aelodau staff ar gyfnod mamolaeth, efallai y bydd yn bosib iddynt barhau â dosbarthiadau a/neu sefyll arholiadau, ond bydd hyn yn dibynnu ar amgylchiadau unigol, y dyddiadau dan sylw a pha addasiadau rhesymol y gellir eu gwneud.

Mae ail-ddechrau cyrsiau (hyd yn oed os oes angen dechrau cwrs blwyddyn penodol eto) yn opsiwn a gynigir i'r holl staff sy'n dychwelyd o absenoldeb mamolaeth ac a oedd ar gyrsiau cyn iddynt adael.

Asesiad o'r Effaith ar Gydraddoldeb  
Templed Asesiad Corfforaethol

## 3.6 Hil

A fydd y Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth dan sylw yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar y grwpiau canlynol?

	Bydd	Na fydd	Dd/B
Gwyn	✓		
Aml-ethnig Cymysg/Grwpiau Aml-ethnig	✓		
Asiaidd/Asiaidd Prydeinig	✓		
Du/Affricanaidd/Caribiaidd/Du Prydeinig	✓		
Grwpiau Ethnig Eraill	✓		

Rhowch fanylion/goblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

Mae darparu cyfleoedd hyfforddiant Cymraeg i aelodau staff o bob cefndir a diwylliant ethnig hefyd yn cefnogi'r gwaith canlynol sydd o fewn polisiau a dyletswyddau statudol y Cyngor:

- Amcan Cydraddoldeb Strategol 7 Cyngor Caerdydd (Adeiladu cymunedau cryf a chydlynol lle mae pobl yn teimlo'n ddiogel ac yn gallu dathlu amrywiaeth Caerdydd)
- Nod Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 o ran Cymru o gymunedau cydlynus

Mae dosbarthiadau o staff o gefndiroedd ethnig lluosog yn dangos y gall unrhyw un ddysgu Cymraeg beth bynnag yw eu hil neu eu cenedligrwydd.

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith wahaniaethol?

**Dim**

Asesiad o'r Effaith ar Gydraddoldeb  
Templed Asesiad Corfforaethol

## 3.7 Crefydd, Cred neu Ddiffyg Cred

A fydd y Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth hwn yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar bobl â chrefyddau a chredoau gwahanol neu ddiffyg credoau ?

	Bydd	Na fydd	Dd/B
Bwdhaidd	✓		
Cristnogol	✓		
Hindŵaidd	✓		
Dyneiddiaeth	✓		
Iddewig	✓		
Mwslimaidd	✓		
Sîcaidd	✓		
Arall	✓		

Rhowch fanylion/goblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

Fel gyda Hil uchod, mae darparu cyfleoedd hyfforddiant Cymraeg i aelodau staff o wahanol gefndiroedd ffydd a chred hefyd yn cefnogi Amcan Cydraddoldeb Strategol 7 Cyngor Caerdydd a nod Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 o ran Cymru o gymunedau cydlynus.

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith wahaniaethol?

**Dim**

## 3.8 Rhyw

A fydd y Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth yma yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar ddynion a/neu fenywod?

	Bydd	Na fydd	Dd/B
Dynion			✓
Menywod			✓

Rhowch fanylion/goblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

Drwy annog staff i ddysgu Cymraeg neu i wella eu sgiliau, mae'r polisi yn darparu aelodau staff, waeth beth yw eu rhyw, â chyfleoedd datblygu proffesiynol o ran yr Iaith Gymraeg, er mwyn iddynt ddarparu gwasanaethau dwyieithog ar ran y Cyngor.

Asesiad o'r Effaith ar Gydraddoldeb  
Templed Asesiad Corfforaethol

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith wahaniaethol?

**Dim**

### 3.9 Tueddfryd Rhywiol

A fydd y Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth dan sylw yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar y grwpiau canlynol?

	Bydd	Na fydd	Dd/B
Deurywiol			✓
Dynion Hoyw			✓
Merched Hoyw/Lesbiaid			✓
Heterorywiol/Syth			✓

Rhowch fanylion/goblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

Drwy annog staff i ddysgu Cymraeg neu i wella eu sgiliau, mae'r polisi yn darparu aelodau staff, waeth beth yw eu cyfeiriadedd rhywiol, â chyfleoedd datblygu proffesiynol o ran yr iaith Gymraeg, er mwyn iddynt ddarparu gwasanaethau dwyieithog ar ran y Cyngor.

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith wahaniaethol?

**Dim**

### 3.10 Y Gymraeg

A fydd y Polisi/Strategaeth/Prosiect/Gweithdrefn/Gwasanaeth/Swyddogaeth dan sylw yn cael effaith wahaniaethol [gadarnhaol/negyddol] ar y Gymraeg?

	Bydd	Na fydd	Dd/B
Y Gymraeg	✓		

Rhowch fanylion/goblygiadau'r effaith wahaniaethol, a rhowch dystiolaeth ategol, os yw ar gael.

O'i hanfod, bydd y polisi hwn yn cael effaith gadarnhaol ar yr iaith Gymraeg.

Pa gam(au) y gallwch chi ei gymryd (eu cymryd) i fynd i'r afael â'r effaith



Aseiad o'r Effaith ar Gydraddoldeb  
Templed Aseiad Corfforaethol

wahaniaethol?

**Dim**

Aseiad o'r Effaith ar Gydraddoldeb  
Templed Aseiad Corfforaethol

4. Ymgynghori a Chysylltu

Pa drefniadau sydd wedi eu gwneud i ymgynghori/gysylltu â'r amryw  
Grwpiau Cydraddoldeb?

- Rhwydwaith Cydlynwyr a Hyrwyddwyr Iaith Gymraeg Cyngor Caerdydd
- Rhwydweithiau Gweithwyr
- Gwasanaethau Pobl AD
- Undebau Llafur

Asesiad o'r Effaith ar Gydraddoldeb  
Templed Asesiad Corfforaethol

5. Crynodeb o'r Camau Gweithredu [Rhestrir yn yr Adrannau uchod]

Grwpiau	Gweithredoedd
Oed	Dim
Anabledd	Fel y nodwyd yn y brif adran Anabledd, o ystyried yr amrywiaeth eang o fformatau cwrs sydd ar gael eisoes, gyda mwy yn cael eu datblygu'n flynyddol, gellir gwneud addasiadau rhesymol i grwpiau o staff neu unigolion yn seiliedig ar eu hamgylchiadau penodol er mwyn sicrhau bod cyfleoedd hyfforddiant Cymraeg ar gael i holl aelodau staff Cyngor Caerdydd.
Ailbennu Rhywedd	Dim byd yn ofynnol yn uniongyrchol: Er y tu allan i bwrpas y polisi hwn, efallai y bydd gofyniad ehangach ar gyfer gwaith Ymwybyddiaeth Drawsrywiol o fewn y Cyngor (o bosibl o fewn Adnoddau Dynol o ran polisi / ymarfer ac yn gyffredinol o ran triniaeth gyfartal i staff), ond mae angen ei nodi yma o ran sut y gall dynameg ystafell ddosbarth effeithio ar allu'r person trawsrywiol i ymgymryd â chysiau hyfforddiant iaith Gymraeg.
Priodas a Phartneriaeth Sifil	Nid oes angen cymryd unrhyw gamau
Beichiogrwydd a Mamolaeth	Ar gyfer aelodau staff ar gyfnod mamolaeth, efallai y bydd yn bosib iddynt barhau â dosbarthiadau a/neu sefyll arholiadau, ond bydd hyn yn dibynnu ar amgylchiadau unigol, y dyddiadau dan sylw a pha addasiadau rhesymol y gellir eu gwneud. Mae ail-ddechrau cyrsiau (hyd yn oed os oes angen dechrau cwrs blwyddyn penodol eto) yn opsiwn a gynigir i'r holl staff sy'n dychwelyd o absenoldeb mamolaeth ac a oedd ar gyrsiau cyn iddynt adael.
Hil	Dim
Crefydd/Cred	Dim
Rhyw	Dim
Cyfeiriadedd Rhywiol:	Dim
Y Gymraeg	Dim
Cyffredinol [yn berthnasol i'r holl grwpiau uchod]	Dim

Asesiad o'r Effaith ar Gydraddoldeb  
Templed Asesiad Corfforaethol

6. Camau Gweithredu Pellach

Dylid cynnwys unrhyw argymhellion ar gyfer camau gweithredu rydych yn bwriadu eu cymryd o ganlyniad i'r Asesiad o'r Effaith ar Gydraddoldeb (a restrir yn y Gynodeb o Gamau Gweithredu) yng Nghynllun Busnes eich gwasanaeth i'w fonitro'n rheolaidd.

7. Awdurdodi

Dylai Prif Swyddog y Polisi/Strategaeth/Prosiect/Swyddogaeth gwblhau'r templed a dylai'r Rheolwr priodol ym mhob Gwasanaeth ei gymeradwyo.

Cwblhawyd gan: David Thomas	Dyddiad:
Swydd: Cyfieithydd	04.05.2018
Cymeradwywyd Gan: Ffion Gruffudd	04.05.2018
Swydd: Pennaeth Caerdydd Ddwyeithog	
Gwasanaeth: Caerdydd Ddwyeithog	

7.1 Ar ôl i'r Asesiad hwn gael ei gwblhau, sicrhewch fod y Ffurflen yn cael ei phostio ar Dudalen eich Cyfarwyddiaeth ar CIS - *Cyngor Cyfan/Systemau Rheoli/Asesiadau Effaith Cydraddoldeb* - fel bod cofnod ar gael o bob asesiad a wneir gan y Cyngor.

I gael rhagor o wybodaeth neu gymorth, cysylltwch â'r Tîm Canolbwyntio ar Ddinasyddion drwy ffonio 029 2087 3059 neu e-bostio [canolbwyntioarddinasyddion@caerdydd.gov.uk](mailto:canolbwyntioarddinasyddion@caerdydd.gov.uk)

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 14 JUNE 2018**

**LAMBY WAY SOLAR FARM**

**CLEAN STREETS, RECYCLING & ENVIRONMENT  
(COUNCILLOR MICHAEL MICHAEL)**

**AGENDA ITEM: 5**

*The Appendices of this report are exempt from publication because they contain information of the kind described in paragraphs 14 and 21 of parts 4 and 5 of Schedule 12A of the Local Government Act 1972*

**Reason for this Report**

1. To present a detailed business case for the delivery of a Solar Farm at the Lamby Way capped landfill site and to seek approval to proceed with the scheme as described in the report.

**Background**

2. The capped landfill site at Lamby Way has for some time been considered to be a suitable location for a large scale solar farm which could:
  - provide a substantial amount of clean, renewable energy to supply the local electricity grid and connected Council buildings,
  - make a positive contribution to national and local renewable energy generation and carbon reduction targets,
  - provide a localised economic activity and long-term productive use for a site that would be otherwise difficult to develop, and
  - contribute to the new WG directive for the Council and all public sector organisations in Wales to be “carbon neutral” by 2030.
3. The Council’s recently approved Capital Programme includes provision for the development of the Lamby Way Solar Farm using Invest to Save funds. This provision is subject to the approval of a detailed business case for the scheme which is the subject of this report. The Council has accessed industry experts to help develop this detailed business case, with support from Welsh Government through its Green Growth Wales agenda.

4. As well as delivering on the Council's ambitions and obligations for renewable energy and carbon reduction the production of the business plan has also identified that the proposal will:
  - based on the Business Case projections, provide an acceptable and attractive return on the Council's Invest to Save commitment;
  - make full use of Council funds already expended on Grid connection in the area;
  - provide clean renewable energy to a major neighbouring utility site; and
  - open opportunities for further innovation, carbon reduction and air quality management by, for example, providing a potential new and renewable energy source for the Council's Low Emission Transport plans.
5. The Economic Green Paper launched in November 2017 identified the East of the city as the focal point for industry, lower density economic uses that provide options for a different range and choice of both employment and business opportunities. The different options and choices that can be established by providing lower density employment opportunities will help those whose skills or experience may not match those found in a service focussed city-centre, including proposals such as Lamby Way Solar Farm.

## **Issues**

### ***Site History***

6. In July 2014 Cabinet approved a proposal to publicly offer a land lease opportunity for the development of a Solar Farm at the site. This was to be funded and delivered by a third party developer, with the Council collecting a small ground rent on the long-term lease. To facilitate the arrangement, and to secure the longer term opportunity, the Council also funded a grid connection to the site at this time.
7. Despite significant negotiation with four separate developers, none of the proposals received by the Council reached a satisfactory position from which proceed.
8. In summary, the reasons for this were:
  - The removal of the Government Incentives for Solar Farms shortly after the Cabinet decision,
  - The consequential reduction in institutional investment funders' appetite for risk on solar farms nationally, and
  - The inability of scheme developers to reach a satisfactory pricing level on the sale of energy on the open market to cover the lost government support element.



9. This outcome was not unique to Cardiff and many proposed schemes in the UK stalled at this time. This led Welsh Government to focus attention on the issue, seeking to understand the current barriers to, and solutions for the delivery of Welsh public sector led renewables schemes in the post-Government Incentives landscape.

### ***Welsh Government Support and Policy Changes for Renewables***

10. As part of its Green Growth Wales agenda Welsh Government undertook an audit of all of the stalled, public sector led renewables schemes in Wales and identified the Lamby Way solar farm as one with the highest potential to deliver. This was because of the ready availability of the site, its good solar radiation characteristics on an incline facing south, and the pre-existing grid connection on site.
11. During this period Welsh Government also strengthened its own policy context around renewables, most notably publicising targets for:
  - 100% green energy consumption in Welsh Public Sector from 2017;
  - 70% of all energy consumed in Wales to be generated by Welsh based renewable sources by 2030;
  - at least 1 Giga Watt of this generation to be locally owned; and
  - for all public sector organisations in Wales to be “Carbon Neutral” by 2030
12. Together, these policy changes have provided a significant drive for both the Council and WG to pursue the Solar Farm and other local renewable energy schemes.
13. On this basis WG offered the Council free access to consultancy expertise to help develop an options appraisal and detailed business case to examine the viability of the scheme. This assistance has been in place since summer 2017 and has been provided by a solar expert who has helped to develop the business case. Their output, in turn, has been peer reviewed by energy staff at Local Partnerships who have been contracted by WG to support the Green Growth Wales Agenda.

### **Other Changes in the Market**

14. Along with the policy changes mentioned above three key changes have happened which have affected the overall viability of the Solar Farm proposal at Lamby Way.
15. **Firstly**, the cost of required hardware for the scheme has continued to reduce over the period. Prices for installed ground mounted solar PV are reported to have fallen by around 75% between 2010 and 2016 and global prices for solar components continue to reduce as efficiencies and economies of scale increase.
16. **Secondly**, the Council has had extensive dialogue with an organisation based near to the site with regard to a private wire connection between

the proposed Solar Farm and their operation. This dialogue, conducted under the terms of a signed non-disclosure agreement, has been very positive and has settled on an outline deal for the organisation to take 4.5MW of generation capacity at the Solar Farm over a 20 year period.

17. The energy sale rate negotiated is significantly higher than rates otherwise available to the scheme through the usual sale-to-grid route. This is made possible because the purchaser of the energy avoids the “non-commodity” costs associated with buying energy from the grid (including various charges for grid maintenance and balancing, and other taxation elements). Private wire purchasers can therefore pay a higher rate for the “wholesale” energy and still achieve a saving on the final unit cost compared to direct purchase from the grid. This new rate for the sale of energy has been modelled for the first 20 years of the scheme’s operation and has significantly increased its income generation capacity.
18. An MoU has been signed between the Council and the organisation to capture the key commercial features of this negotiation. This settles on an energy sale price index linked to RPI for a supply period of 20 years. The deal is considered to be a low risk, high gain option given the partner organisation’s published aim to secure 100% renewable energy supplies for their operations and the significant overall saving they will achieve on electricity bills as a result. In turn, it also enhances the Council’s ability to increase the income generation capacity of the scheme by securing a higher unit selling price through a large term off-take arrangement with a partner organisation with a very strong financial covenant.
19. **Thirdly**, and as a direct result of the private wire arrangement discussed above, there is now an opportunity to develop a slightly larger solar farm than was originally envisaged. The maximum capacity of the installed grid connection at the site is 5MW and previous iterations of the scheme were based around this constraint. With 4.5MW of the farm’s generating capacity now proposed to be diverted away from the grid via the private wire, the size constraints for the solar farm are altered. We have therefore examined a scenario that looks at the relative costs and benefits of a 7.5MW scheme. The site could easily accommodate this increased coverage.
20. This increased capacity also has the potential to open up further strategic opportunities for the Council. For example, there is a particular opportunity to explore on-site use of energy to link directly to our strategy for Low Emission Transport Fuels. Energy storage options may also exist, which could contribute to grid balancing in the area and further boost the scheme’s business case. We are exploring these opportunities but none are included in the business case presented here which assumes that all energy surplus to the private wire requirement will go to grid.

### **Business Case Summary**

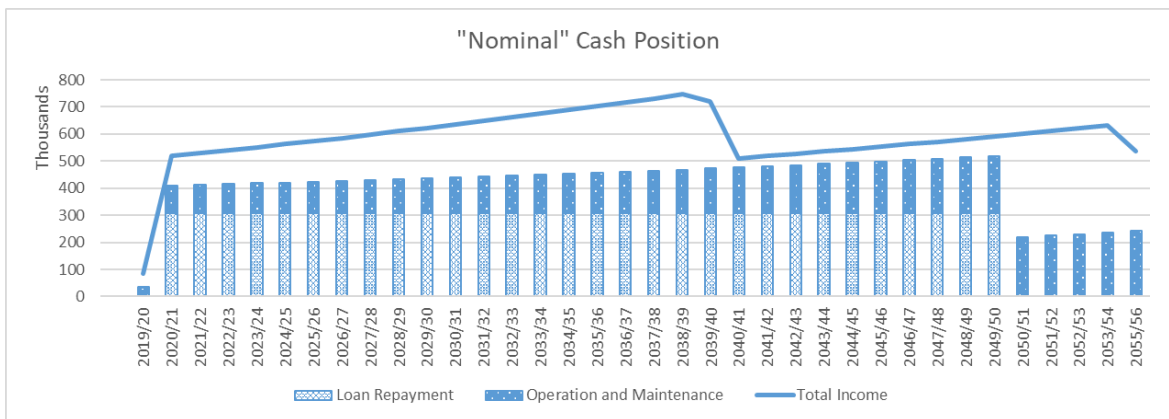
21. The appendix to this report contains the detailed business case for the Lamby Way Solar Farm. The proposal is based on a solar farm of 7.5MW capacity.

22. For information, the clean, renewable energy generated by a solar farm of this size would offset the equivalent electricity needed to power 2,300 typical homes, or about 15% of the Council's total electricity consumption across all its buildings and street-lighting.
23. The proposal depends on 4.5MW of the generating capacity being supplied through a private wire to a single customer near to the site, and the residual 3MW supplied to the national grid through the connection at the site.
24. The business case looks at the total development costs and total income capacity of the scheme across a 35 year lifespan. This is a reasonable economic life-time assumption for solar schemes provided that routine maintenance and component upgrade occurs across this period. The period for the "Invest to Save" capital financing loan would be 30 years.
25. The model is based on a range of prudent cost assumptions derived from recent market research undertaken by the solar expert advising this project and described in the appendix. This appendix is exempt from publication as noted above. Total costs include some already spent, notably on establishing the grid connection at site. The cost assumptions also include the projected costs of ongoing project management, production of a planning application, ecological management, detailed procurement specification, operation and maintenance contracts for the full life of the scheme, legal fees and the facilitation of the private wire arrangement described above. The business case has been subject to a series of reviews by relevant officers at the Council's Investment Review Board.
26. The table below gives headline costs and benefits.

<b>Business Case Summary</b>	£,000
<b>Total Costs</b> ( Including initial development costs, Operation and Maintenance, and Loan interest)	<b>£14,9m</b>
<b>Total Income</b> (Private wire (20 years) + Direct grid sale (residual for 20 years, 100% for remaining life))	<b>£21,2m</b>
<b>Internal Rate of Return</b>	<b>6.63%</b>

27. The construction costs have been derived with reference to recent known solar farm development costs across the UK but with a significant uplift included in the model. This is a prudent assumption made in recognition of the characteristics of the capped landfill site which will require a specific and non-standard installation method.
28. Total costs also include a generous provision for ongoing maintenance and operational costs. It is proposed that a specialist contractor would be procured to carry out the operation and maintenance function which will be funded directly from income generated.

29. Both the construction and operating cost assumptions in the model have been set at rates that exceed those observed for similar schemes in the UK. This is to ensure that the business model is prudent and robust. We would expect a competitive procurement process for these two contracts to deliver lower rates than those modelled.
30. Total income includes two separate income streams for the sale of energy, one from the private wire and one from sale-to-grid. The former rate is already subject to a signed Memorandum of Understanding with the energy customer and the latter rate is based on current known averages nationally.
31. The graph below summarises the nominal cash position (i.e. including projected inflation) over the anticipated lifetime of the project. It shows that income clearly covers the cost of loan repayment, operation and maintenance with some additional headroom. The dip in income towards the latter years of the model reflects the end of the 20 year private wire arrangement. There would clearly be scope to renegotiate and extend this at the appropriate time though this opportunity is not modelled here.



**Project Programme**

32. The table below sets out an indicative programme for the delivery of the scheme.

<b>Indicative Programme</b>	
Capital I2S sum approved by Cabinet	Jun-18
Appoint project manager/technical advisor	Jul-18
Procure planning consultants to develop planning application	Jul-18
Commission detailed ecological survey and mitigation plan	Jul-18
Submit planning application	Oct-18
Confirm energy offtake arrangements ( private wire and grid)	Oct-18
Planning Consent Granted	Dec/Jan 18
Implement ecological mitigation plan	TBC
Design and Build/Operation and Maintenance tender specification	Oct-Dec 18
Commence procurement of contractors	Jan/Feb 19
Appoint contractors subject to Cabinet approval	Feb/March 19
Commencement on site	April/May 19
Completion and commissioning	Aug/Sept-19

33. The immediate next step would be to prepare a planning application for the development. There have been extensive pre-application discussion on the proposal with key stakeholders, and elements of public consultation have been carried out in respect of the previous private sector led proposals referred to earlier. However, this is a major piece of work that will need to be commissioned and completed over the summer. Costs for this have been included in the business model.

34. One of the more significant challenges for the project relates to the nature conservation value of the site. There are a range of known ecological assets that would need to be treated sensitively prior to, during and after construction. We have already commissioned a “Preliminary Ecological Appraisal” to assess the existing ecological value, identify potential ecological issues associated with the proposed development and make recommendations for general mitigation, compensation and enhancement as appropriate. This has also identified timeframes in the year where regulations prevent survey work, relocation activities and construction works in order to protect various species.

35. This has influenced the delivery timeline given above and also places some urgency to carry out elements of the survey and relocation work early in the summer to ensure that the scheme can progress as planned. The overall ecological mitigation plan for the site will form part of the planning application and its implementation will be controlled by planning condition.

**Project Spend Profile**

36. The above delivery programme broadly assumes that project development and procurement of a design and build contractor would be carried out during the rest of the current financial year. Construction, and therefore the major spend for the project, would then commence in early 2019/20.

### **Risks**

37. In progressing the business case to its current stage, several of the variables in the model have developed a greater degree of certainty. In particular, the Grid Connection costs are expended and final. Our energy generation performance assumptions are also based on very reliable National sources of solar irradiance data that can predict the performance of the solar panels with some degree of accuracy.
38. The private wire arrangements are also well developed and considered to be a relatively low risk given the internal policy and cost drivers of the partner organisation.
39. Key risks still exist however as outlined below:
- Much of the hardware required for the development of the solar farm will be likely to be supplied from European or American sources. This therefore exposes final costs to fluctuations in international exchange rates. These will be reviewed over the course of the project development and procurement, and the model will be formally reviewed if any major fluctuations occur.
  - The modelled lifetime of the project is fairly long at 35 years. Although there is confidence and market evidence that the equipment, with proper maintenance and routine component replacement, will function adequately through this period there may be external changes that could affect overall viability. This could include step changes in costs and technologies for renewable energy or other unknown future regulations being imposed on production. These sorts of risks are more difficult to quantify but it is considered that the private wire arrangement and other potential innovative options for the Council to use the energy on site will provide significant protection for the asset in the longer term.
  - The proposal will require a planning consent and there is therefore a risk that this will not be granted. This is considered to be a relatively low risk and one that has already been managed as far as possible through pre-application consultations with major stakeholders.
  - The costs for constructing the private wire are based on the best local and market information available to us at the time. However any excavation of this nature comes with risks of encountering other utilities or obstacles beneath ground that may increase costs. We have therefore allowed for a very generous sum in the model for this element. We are also exploring potential synergies with other infrastructure projects in the area that may help to control costs.



## **Conclusion and Recommendations**

40. The modelling exercise described in this report is based on prudent assumptions with known costs included wherever possible. The model has been developed with advice from a solar expert and peer reviewed by Local Partnerships. On this basis the model shows that the proposal is financially viable if final costs are within the general parameters set out, and with the benefit of a formal contractual arrangement for the private wire sale of energy.
41. Strategically, the project meets a series of Council targets and ambitions in generating secure, clean, renewable energy at a site that would be otherwise difficult to develop.
42. It is recommended that Cabinet support the business case outlined in this report and approve the progression of the project to its next phase which will be:
  - to prepare and submit a planning application;
  - to finalise negotiations on the private wire offtake;
  - to commence procurement of a design and build contractor, and operation and maintenance contractor for the scheme.
  - to formalise the additional sum required of the 19/20 Capital Programme to facilitate the extended 7.5MW scheme now proposed.
43. It is also recommended final costings, based on the outcome of the formal procurement process, are brought back to Cabinet for final approval to proceed once known.

## **Local Member consultation**

44. Local members were briefed on the scheme at a meeting on 29th May. They were generally supportive but highlighted the need to consider the local impacts and opportunities arising from the proposal as it progressed through the Planning process. In particular they were keen to maximise the potential for protecting and enhancing local biodiversity and amenity value in the area.

## **Reason for Recommendations**

45. To provide I confirmation to progress with the scheme as outlined in the approved Capital Programme and detailed in this report.

## **Financial Implications**

46. The report summarises a business case for a long term Council investment in the construction and operation of a solar farm. The

financial analysis in the business case, based on projected cost and income streams, indicates that the solar farm would be a viable invest to save project. There are however a number of key assumptions that will determine the success of this project in terms of its financial viability. Proceeding with the project will allow these assumptions to be confirmed, and the financial projections updated, before a final decision to commence the construction of the project is undertaken.

47. Although the business case projections are considered prudent, building the solar farm on a capped landfill site at Lamby Way will present some challenges. Until the project has been market tested, by undertaking a procurement, the risk remains that the final construction costs will exceed the projected costs included in the business case. In addition a significant element of the equipment will be supplied from outside the UK so until contracts are signed the project will be exposed to the volatility of Foreign Exchange market fluctuations. A similar position exists with movements in interest rates which again will not be fixed until the construction contract is confirmed. To test the implications of changes in Project costs by amending these key variables a number of sensitivities have been run to assess the impact on the projected Project finances. The results of this sensitivity analysis confirms that the project continues to generate a positive return both in cash terms and for Net Present Value. The results of the sensitivity analysis are included in the Appendix.
48. At this stage the proposed solar farm has not received planning approval. Given the pre-application work done previously and the proposed size of the facility the Directorate consider that the refusal of planning approval is a low risk. If planning approval was not achieved then the council would be in a position where the cost associated with taking the scheme to planning would be abortive and would need to be written off.
49. The report emphasises the considerable benefits of the private wire arrangement in terms of the price received for the electricity, the stability the 20 year term of the arrangement provides and the financial strength of the partner organisation. Negotiations are continuing with this organisation and have reached the Memorandum of Understanding stage. If however, this arrangement was not concluded the affordability of the solar farm would be detrimentally impacted and the financial projections, including the size of the facility, would need to be reassessed.
50. Following the introduction of the private wire a larger facility is now proposed to maintain the export of electricity to the grid. This is the scenario presented in the business case as although additional upside would be expected from, for example, cost avoidance from electric vehicle charging these proposals are at an early stage of development and are not yet robust enough to include in the business case.
51. The larger facility will require additional capital expenditure. The construction of the facility is programmed for 2019/20 and a bid for additional resources in the 2019/20 Capital Programme as part of the budget setting for 2019/20 will be required. This will remain as an Invest To Save scheme.

## **Legal Implications**

52. The procurement process will need to be in accordance with the Council's Contract Standing Orders and Procurement Rules. The Council has power to sell electricity under section 11 of the Local Government (Miscellaneous Provisions) Act 1976(as amended) provided that the electricity is generated from heat and renewables. The power is subject to the requirements of the Electricity Act 1989 in regard to a distribution or supply licence, which in turn are subject to exceptions under the Electricity (Class Exemptions from the requirement for a Licence ) Order 2001

## **RECOMMENDATIONS**

Cabinet is recommended to approve the Business Case and Invest to Save allocation for the scheme and to commence the delivery plan for implementation.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>ANDREW GREGORY</b> <b>Director Planning, Transport &amp; Environment</b>
	<b>7 June 2018</b>

*The following appendices are attached:*

Appendix 1 – Detailed Business Case (confidential)

*The following background papers have been taken into account*

*Green Book 5 Case Business Case Analysis (Confidential)*

Mae'r dudalen hon yn wag yn fwriadol

Yn rhinwedd paragraff (au) 14, 21 Rhan (nau) 4 a 5 o Atodlen 12A  
o Ddeddf Llywodraeth Leol 1972.

Mynediad Cyfyngedig i'r Ddogfen

Mae'r dudalen hon yn wag yn fwriadol



**FLYTIPPING UPDATE****REPORT OF CABINET MEMBER FOR CLEAN STREETS,  
RECYCLING AND ENVIRONMENT****AGENDA ITEM: 6**

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**Reasons for this Report**

1. To consider new legislative powers through the Amendment of the Environmental Protection Act 1990 and The Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017 and endorsing the setting of the level of the fixed penalty for small-scale fly-tipping of £400 with no early payment option.
2. To consider the range of measures to improve the approach to address fly-tipping. The report outlines the opportunities of dealing with issues associated with fly-tipping through adopting new technologies and legislative powers.

**Background**

3. Tackling fly-tipping is a corporate priority in Capital Ambition. The Planning, Transport and Environment Directorate is committed to the aims and objectives to join up Council services and to keep our communities, parks and streets free from fly-tipping.
4. Natural Resources Wales is responsible for dealing with large scale illegal dumping, including incidents involving organised crime and certain hazardous wastes and contamination of water courses. However, Natural Resources Wales will only clear up such waste where there is an immediate risk to the environment or human health.
5. Natural Resources Wales is a Welsh Government sponsored body which became operational from 1 April 2013. It was formed from a merger of the Countryside Council for Wales, the Environment Agency Wales and the Forestry Commission Wales.
6. Local Authorities and Natural Resources Wales have powers under the environmental Protection Act 1990 to investigate fly-tipping incidents and to prosecute those who are found to have broken the law.

7. Investigation of fly-tipping is not a statutory duty and this means that neither body are legally required to investigate incidents of fly-tipping. Local Authorities deal with the majority of incidents such as construction waste, fridges, sofas, commercial and household waste.
8. Local Authorities are responsible for clearing fly-tipping from public land.
9. Local Authorities may also investigate incidents on private land and issue a notice to remove the accumulation, but they have no obligation to clear fly-tipped waste from private land.
10. Fly-tipping is the term used to describe waste illegally deposited on land. The offence of fly-tipping and the additional offences of 'knowingly causing' or 'knowingly permitting' fly-tipping are set out in Section 33(1)(a) of the Environmental Protection Act 1990.
11. The waste can be solid or liquid and can vary in scale from the size of a bin bag of rubbish to large scale dumping of construction and demolition waste. Each case is investigated on an individual basis and consideration as to the location of land is key to defining if the waste is fly-tipped or incorrect presentation of waste.
12. Fly-tipping may be found anywhere, including on roadsides, in lay-bys or on private land. Fly-tipping differs from littering and incorrect waste presentation in that it involves the removal of waste from premises where it was produced with the deliberate aim of disposing of it unlawfully.
13. By its nature, fly-tipping is a difficult crime to detect. Fly-tippers often operate under the cover of darkness and often leave little traceable evidence behind at the crime scene. Those who regularly fly-tip waste are increasingly aware not to leave traceable evidence within the fly-tipped waste, moreover, the nature of some fly tipped waste, such as rubble, means that there is unlikely to be traceable evidence found.
14. Cardiff Council recognises that residents of Cardiff often believe they are disposing of their waste correctly by giving it to a "man in the van" however in some cases this may end up fly-tipped. A key campaign is being developed and implemented to support our residents in the checks they need to make when disposing of their waste outside of normal waste collection services provided by Cardiff Council.
15. There has historically been no fixed penalty for fly-tipping. A person who commits a fly-tipping offence is subject to a summary conviction to imprisonment for a term not exceeding 12 months, or a fine not exceeding £50,000, or both. There must be appropriate and sufficient evidence, to a criminal standard of proof, to support the prosecution of the offence in the magistrates' court.
16. In some cases, Cardiff Council have been able to work with offenders, residents and businesses who breached their duty of care to recover costs as an alternative to prosecution.

17. The new legislative powers allow Local Authorities to set the amount of the fly-tipping FPN between £150-£400 with a default penalty of £200 if no amount is specified. An option for early payment of an amount no less than £120 can be made available.
18. FPN's provide an opportunity for first time non-habitual offenders to avoid court and a possible criminal record. They offer a more efficient and proportionate response to tackling small-scale fly-tipping incidents and help ease the burden on the court system.
19. Fly-tipping figures have varied over the last 7 years. However, due to changes in resource levels, reporting of fly-tipping and waste restriction in Cardiff it is difficult to provide any direct correlation to any particular change.

Year	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Fly-tipping incidents reported	11,185	10,957	4,621	3,905	6,241	7,993	5,928

20. Cardiff Council recorded 5,928 fly-tipping incidents in 2017/18. 4,794 were investigated and no waste was found on arrival at 1,134 of these reported incidents. Where waste was found and evidence was obtained the FPN could have been issued to tackle this type of behaviour. Instead where evidence has been obtained either we have prosecuted or recovered the cost.
21. There is a national Key Performance Indicator (KPI) for fly-tipping; 90% of reported fly-tipping incidents must be cleared within 5 working days. Cardiff Council have exceeded this target in recent years, achieving 98% in 2016/17 and 99% in 2017/18. Again officers are fully trained on how to lead fly-tipping offences versus waste and litter offences.
22. All Street Scene Enforcement Officers are able to deal with small-scale fly-tipping. The team will continue to undertake other duties, such as enforcing against littering offences, waste presentation offences, dog fouling, waste licenses and highway licenses.
23. CCTV assists in the prevention and detection of fly-tipping. By capturing vehicle registration Officers are able to obtain evidence to issue an FPN to the registered keeper or secure a prosecution.
24. There are three teams dedicated to searching and removing large-scale fly-tipping waste. These teams work alongside one Street Scene Enforcement Officer who is responsible for fly-tipping enforcement.
25. There have been three cases which have met the criteria of a criminal standard of proof to proceed to prosecution in court in the past 12 months.
26. The Street Scene Enforcement Team in 2017/18 had a gross budget expenditure of £1,321,000. Funding from the Single Revenue Grant

supports £415,000; £260,000 is funded through fines and £45,000 through enforcement service contracts. Therefore, there is a net budget of £601,000 to support the teams operations.

27. The Enforcement Team generated additional income of £137,466 from fines in 2017/18, however actual expenditure amounted to an additional £191,847, the additional expenditure mainly due to non-recurring staff costs and additional disposal costs.

## **Issues**

28. The number of fly-tipping incidents is not reducing significantly across Cardiff and Local Members and citizens want more action to ensure the environment remains clean and free of fly-tipping.
29. The cost of managing small-scale fly-tipping significantly outweighs the income or cost recovery from fines. Therefore, the management of fly-tipping is not sustainable through the current prosecution offence or works in default and recovery of costs. The FPN will help support the service to tackle fly-tipping, supporting staff and CCTV to tackle the problem and improve street scene.
30. The number of fly-tipping incidents where no waste is found on arrival is high. The figure in 2017/18 was 1,134 or 19% of the total 5,928 fly-tipping incidents reported. This figure needs to decrease to improve service effectiveness and efficiency.
31. The process for dealing with the end-to-end management of fly-tipping is not digitalised. This means the capture and interrogation of data is time consuming, including a lack of detail on where offences take place. This creates issues with providing good information to the Cabinet Member, Local Members and citizens; whilst reducing the effectiveness of the management team to make informed decisions.
32. The number of large-scale fly-tipping in rural lanes and other hotspots across the city remain high. The three prosecutions in 2017/18 indicate the difficulty of providing evidence to build a case to take an offender to Court. Cctv again will support the gathering of evidence to secure a successful prosecution.
33. Fly-tipping in communal waste collection areas is a growing concern for Local Members and citizens. Due to difficulties in enforcement, the cost of cleansing communal waste collection areas are borne by the Council with limited improvement in tenant behaviours.

## **Opportunities**

34. There are a number of opportunities to help tackle the issues relating to fly-tipping more effectively

## **Fly-tipping Fixed Penalty Notices (FPN's)**

35. On 25<sup>th</sup> October 2017 an amendment of the Environmental Protection Act 1990 was introduced enabling an authorised officer of a Welsh waste collection authority to issue a Fixed Penalty for fly-tipping in contravention with The Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017.
36. By setting the fine level for small-scale fly-tipping to £400 with no early discount there will be a clear message that Cardiff Council does not tolerate small-scale fly-tipping. The fine level will deter this illegal activity, whilst providing income from fines to support Street Scene Services to make the service more sustainable and not a burden to the law-abiding council taxpayer.
37. FPN's provide an opportunity for first time non-habitual offenders to avoid court and a possible criminal record and offer a more efficient and proportionate response to tackling small-scale fly-tipping incidents.
38. Cardiff Council would not issue an FPN of £400 to a resident or business where it has been given to a "man in the van" and they have subsequently undertaken the illegal fly-tipping. The FPN of £400 solely relates to the offender who committed the offence of fly-tipping. However, the resident or business may be prosecuted under household waste duty of care and charged the cost incurred by the Council to clear the waste.
39. The introduction of FPN's for fly-tipping will enable Local Authorities to issue FPN's to the registered keeper of the vehicle, thereby increasing the number of actions taken against fly-tipping. The use of CCTV will provide the evidence needed for this in hot spot locations.
40. Littering and waste presentation offences under section 87 and 46 of the EPA are treated differently to that of fly-tipping and will continue to be progressed in the same manner alongside small scale fly-tipping offences. Waste presentation and littering offences are not fly-tipping offences.
41. The FPN's can be used on both publicly and privately owned land providing evidence is gathered for the offending fly-tipper.
42. The list below provides guidance on what constitutes small scale and will help Local Authorities achieve a consistent approach to issuing small-scale fly-tipping FPN's in Wales to the offender who committed the fly-tipping incident.
  - First time non-habitual offenders only
  - Non-hazardous waste only
  - Up to a car boot load
  - Up to 8 black bags
  - One or two bulky items (e.g. furniture, white goods)

43. Consideration of individual circumstances will need to take place on occasion but the list should be followed where possible.
44. FPN's would not be issued to repeat offenders. Where an offender is taken to court, the fact they have been issued with previous FPN's may influence the court's assessment of the offender's suitability for a particular sentence.

### **Report-It App and Digital Systems**

45. Cardiff Council are developing the Report It app to support citizens reporting concerns to the Council. Phase 1 includes the reporting of fly-tipping to the Council.
46. The data fields, including photographs and use of maps, means the information received should reduce the number of incidents where no waste is found.
47. The StarTraQ system will be the system which Street Scene enforcement use to undertake fly-tipping enforcement. The system is designed to support end-to-end processes and improved reporting. This will support improving informed decision making and providing good data to inform Local Members and Citizens via Ward Action Plans.
48. StarTraQ will support reporting all fly-tipping incidents to the Memex Intelligence system used by Natural Resources Wales, as part of National intelligence on fly-tipping and Fly mapper for hot spot heat maps. It will also feed into waste data flow as part of the current KPI to remove within 5 working days.
49. When officers are at the stage in their investigation where they are considering what enforcement action to take, they will search the Memex Intelligence system to check any potential offending history.

### **CCTV Initiatives**

50. Unless the cameras are overt or there is clear signage indicating that the Local Authority is utilising surveillance techniques there are legal obligations which must be fulfilled under the Regulatory and Investigative Powers Act (RIPA) before covert surveillance can be undertaken.
51. To get permission under RIPA to install covert surveillance there must be sufficient evidence the Local Authority has undertaken steps to remove the concern by implementing other adequate measures.
52. Street Scene Enforcement are currently piloting the use of CCTV cameras to help prevent and detect fly-tipping offences and are working with 2 different service providers to identify improved surveillance opportunities.
53. Street Scene Enforcement are working with Vodafone to trial their new CCTV system with the trial of two cameras. The benefits of this technology



include that it can be used in overt or covert situations and it is easier to locate and relocate than previous systems. In addition, the cameras use infrared technology, meaning they work in the dark and are more adept at capturing registration details.

54. Street Scene Enforcement are also working internally with the ARC and WCCTV to trial two wireless cameras. These cameras are covert only cameras.
55. We currently have overt camera's installed in 2 locations, and will be introducing cameras to 2 further locations next month.
56. The introduction of FPN's for small-scale fly-tipping will enable Local Authorities to issue FPN's to the registered keeper of the vehicle, thereby increasing the number of actions taken against fly-tipping. The use of CCTV will provide the evidence needed for this in high frequency fly-tipping locations.

### **Education initiatives and VOSA days**

57. Street Scene Enforcement Officers will be collaborating with Fly-Tipping Action Wales on their 'Catch a Fly-Tipper' education campaign. Officers will run a local campaign to educate residents of Cardiff on how to dispose of waste and the key checks to make when transferring waste to a third party. This should lead to a reduction of fly-tipping through safe transfers of waste and the prosecution of offenders that continue to fly tip.

Key messages include:

#### Responsibilities

- All of us have a duty of care to ensure waste from our property is disposed of correctly.
- When waste originating from your property is found fly-tipped after you have given it to a third party you could receive a fine for not making the correct checks.
- Even when you do not pay for removal and it is taken with your consent; including scrap metal, you are still responsible to make these checks.

#### Checks

- Ask the carrier to show proof that they are a registered waste carrier.
- Take the details of the carrier's name including the company name and contact details.
- Make a note of the vehicle used including colour, make and registration.
- Ask for a receipt in the form of a waste transfer note which details a description of the waste, the amount paid for waste removal, the date removed, and the company/carriers name and contact details.
- Ask where your waste is going.

58. Street Scene Enforcement are working with waste collections to identify areas to undertake blitz education. This could relate to issues of contamination of waste or areas where recycling need to improve. By undertaking this focused education and monitoring the outcomes Street Scene Services want to determine the impact of a concentrated education and enforcement approach.
59. Street Scene Officers continue to enforce businesses who are not managing their waste or appropriately controlling disposal. In 2017/18 a total of 367 fines were issued for not having appropriate waste transfer notes.
60. VOSA partnership days are where the police stop vehicles to check insurance, MOT and other details. Street Scene Enforcement Officers work in partnership with South Wales Police to request waste transfer notes and waste carrier licences for those vehicles carrying waste. If these details are not provided within 14 days, then a fixed penalty is issued for £300 for each offence.

### **Financial Implications**

61. The cost of acquiring the CCTV equipment is projected to be c£25,000 and will be funded from a drawdown from Earmarked Reserves. The on-going operational costs are to be funded through the Fixed Penalty Notice (FPN) income. The Directorate will need to ensure that monitoring arrangements are in place to identify any shortfall in FPN income to ensure that mitigations can be actioned by the Directorate to ensure that these measures to reduce fly tipping are fully funded.
62. If there is a significant increase in the number of prosecutions undertaken by the Council Further discussions with other Service Areas, in particular Legal Services, may be required to consider the implications arising from this additional activity.

### **Legal Implications**

- 58 The Director/Chief Officer of Planning, Transport and Environment can directly delegate the power to issue fixed penalties already granted under the constitution under Part 3 Section 4f “to exercise all functional responsibilities delegated under planning committee”.
- 59 The Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017 insert a new section 33ZB into Part II (Waste on Land) of the Environmental Protection Act 1990 (c.43) (“the Act”) to enable an authorised officer of a Welsh waste collection authority to issue a fixed penalty notice for contravention of section 33(1)(a) of the Act in the area of the authority.
- 60 Section 33(1)(a), subject to certain exemptions, prohibits the deposit of controlled waste or extractive waste in or on any land other than in accordance with an environmental permit. Contravention of that section is an offence.

- 61 Section 33ZB allows a Welsh waste collection authority to specify a fixed penalty of not less than £150 and not more than £400. If no amount is specified by the waste collection authority, the amount of the fixed penalty is to be £200. A Welsh waste collection authority may also make provision for a discount for early payment of a fixed penalty.
- 62 A regulatory impact assessment in relation to Wales has been prepared on the likely costs and benefits of complying with these Regulations. A copy can be obtained from the Welsh Government, Cathays Park, Cardiff, CF10 3NQ and is published on [www.gov.wales](http://www.gov.wales).
- 63 The contents and procedures specified in this report comply with the legal requirements stated in the legislation.
- 64 Future legal input would be required in connection with securing RIPA licences for the installation of covert CCTV.
- 65 There is no EqIA required as the recommendation relates to a criminal offence.

## RECOMMENDATIONS

The Cabinet is recommended to:

1. endorse the expansion of the Council's powers to support the Amendment of the Environmental Protection Act 1990 and The Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017.
2. endorse the decision to set the amount of the small-scale fly-tipping FPN at £400 with no early payment scheme.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>ANDREW GREGORY</b> <b>Director Planning, Transport &amp; Environment</b>
	<b>7 June 2018</b>

*The following appendices are attached:*

Appendix 1: Amendments to Fly-tipping Legislation

Appendix 2: Feedback from Local Authorities in Wales regarding small-scale fly-tipping FPN amount.

Mae'r dudalen hon yn wag yn fwriadol

## **Appendix 1: Amendments to Fly-tipping legislation**

### **The Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017**

<http://www.legislation.gov.uk/wsi/2017/1024/contents/made>

These Regulations insert a new section 33ZB into Part II (Waste on Land) of the Environmental Protection Act 1990 (c.43) (“the Act”) to enable an authorised officer of a Welsh waste collection authority to issue a fixed penalty notice for contravention of section 33(1)(a) of the Act in the area of the authority.

Section 33(1) (a), subject to certain exemptions, prohibits the deposit of controlled waste or extractive waste in or on any land other than in accordance with an environmental permit. Contravention of that section is an offence.

Section 33ZB allows a Welsh waste collection authority to specify a fixed penalty of not less than £150 and not more than £400. If no amount is specified by the waste collection authority, the amount of the fixed penalty is to be £200. A Welsh waste collection authority may also make provision for a discount for early payment of a fixed penalty.

A regulatory impact assessment in relation to Wales has been prepared on the likely costs and benefits of complying with these Regulations. A copy can be obtained from the Welsh Government, Cathays Park, Cardiff, CF10 3NQ and is published on [www.gov.wales](http://www.gov.wales).

### **Amendment of the Environmental Protection Act 1990**

<http://www.legislation.gov.uk/wsi/2017/1024/regulation/2/made>

2.—(1) Part II of the Environmental Protection Act 1990 (Waste on Land)(1) is amended as follows.

(2) After section 33ZA (fixed penalty notices for contravention of section 33(1)(a): England) insert—

#### **“33ZB Fixed penalty notices for contravention of section 33(1)(a): Wales**

- (1) Where an authorised officer of a Welsh waste collection authority has reason to believe that a person has committed a waste deposit offence in the area of the authority, the officer may give the person a notice under this section in respect of the offence.
- (2) In subsection (1), “waste deposit offence” means an offence under section 33 in respect of a contravention of subsection (1)(a) of that section.
- (3) A notice under this section is a notice offering the opportunity of discharging any liability to conviction for the offence to which it relates by payment of a fixed penalty.

- (4) Where a person is given a notice under this section in respect of an offence—
  - (a) no proceedings may be instituted for the offence before the end of the period of 14 days following the date of the notice, and
  - (b) the person may not be convicted of the offence if the person pays the fixed penalty before the end of that period.
- (5) A notice under this section must give such particulars of the circumstances alleged to constitute the offence as are necessary for giving reasonable information about the offence and must state—
  - (a) the period during which, by virtue of subsection (4)(a), proceedings will not be taken for the offence,
  - (b) the amount of the fixed penalty, and
  - (c) the person to whom and the address at which the fixed penalty may be paid.
- (6) If an authorised officer proposes to give a person a notice under this section, the officer may require the person to give the person's name and address.
- (7) It is an offence to—
  - (a) fail to give a name or address when required to do so under subsection 6 or
  - (b) give a false or inaccurate name or address in response to a requirement under that subsection.
- (8) A person guilty of an offence under subsection (7) is liable on summary conviction to a fine not exceeding level 3 on the standard scale.
- (9) The fixed penalty payable in pursuance of a notice under this section—
  - (a) is an amount not less than £150 and not more than £400, as specified by the Welsh waste collection authority whose authorised officer gave the notice, or
  - (b) if no amount is specified by that authority, is £200.
- (10) A Welsh waste collection authority to whom a fixed penalty is payable pursuant to a notice under this section may make provision for treating the fixed penalty as having been paid if a lesser amount of not less than £120 is paid before the end of the period of 10 days following the date of the notice.
- (11) In any proceedings, a certificate which—
  - (a) purports to be signed by or on behalf of the chief finance officer of a Welsh waste collection authority to whom a fixed penalty is payable pursuant to a notice under this section, and
  - (b) states that the payment of a fixed penalty was or was not received by a date specified in the certificate, is evidence of the facts stated.
- (12) In this section “authorised officer” in relation to a Welsh waste collection authority, means:
  - (a) an employee of the authority who is authorised in writing by the authority for the purposes of giving notices under this section;
  - (b) a person who, in pursuance of arrangements made with the authority, has the function of giving such notices and is authorised in writing by the authority to perform that function;
  - (c) an employee of such a person who is authorised in writing by the authority for the purpose of giving such notices;“chief finance officer”, in relation to a Welsh waste collection authority, means the person having responsibility for the financial affairs of the authority;



“Welsh waste collection authority” means a waste collection authority whose area is in Wales.”

- (13) In section 73A (use of fixed penalty receipts)(2), in subsection (2) after “33ZA,” insert “33ZB,”.

**Appendix 2:****Feedback from Local Authorities in Wales regarding small-scale fly-tipping  
FPN amount**

Local Authority	Amount	Early discount
Cardiff	£400	None
Caerphilly	£400	None
Wrexham	£400	None
Gwynedd	£200	£150
Newport	£400	Unsure?
Carmarthenshire	£350	£180
Ceredigion	£250 being considered	Unsure?
Powys	£400	£200
Torfaen and Blaenau Gwent	£400	£300
Conwy	£400	None

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 14 JUNE 2018**

**RE-PROCUREMENT OF THE SOUTH EAST WALES, SCHOOLS AND PUBLIC BUILDINGS (SEWSCAP3) COLLABORATIVE CONSTRUCTION FRAMEWORK**

**FINANCE, MODERNISATION AND PERFORMANCE  
(COUNCILLOR CHRIS WEAVER)**

**AGENDA ITEM: 7**

**Reason for this Report**

1. The Cardiff Council's Schools Organisational Planning (SOP) team has been successfully utilising the South East Wales, Schools and Public Buildings (SEWSCAP2) Construction Framework as the procurement vehicle in support of Welsh Government's 21st Century Schools programme (Band A).
2. Cardiff Council is looking to re-procure the existing collaborative framework arrangement, previously let by RCT, which ends on the 31 March 2019 in order to have a compliant procurement vehicle for Welsh Government's 21<sup>st</sup> Century Schools Programme (Band B) commencing from April 2019.
3. This report requests delegated authority be granted to the Corporate Director of Resources in consultation with the Cabinet Member for Finance Modernisation and Performance to deal with all aspects of the procurement relating to the re-procurement of the SEWSCAP3 framework, including setting the tender evaluation criteria, the award of suppliers to the framework and subsequent operation of the Framework.

**Background**

4. Rhondda Cynon Taf Borough Council (RCT) procured the current South East Wales, Schools and Public Buildings Collaborative Framework (SEWSCAP2) in May 2015, following the success of the first iteration of the framework which ran from May 2011. The second iteration extended to Mid Wales and provides pre-qualified and suitably experienced contractors to deliver Welsh Government's 21<sup>st</sup> Century Schools programme, and other public buildings relating to both new build and refurbishment projects over £1.5 million.
5. Sixteen Local Authorities are named as participating authorities in the framework but it is open to all public sector organisations in Wales. The

hosting of the SEWSCAP2 framework moved to Cardiff Council's Commissioning and Procurement team in April 2017.

6. The SEWSCAP2 framework offered a swift route to market that is compliant with EU Procurement directives and the Wales Procurement Policy Statement including delivering on many of the requirements within The Wellbeing of Future Generations Act. The framework has been supported by Welsh Government organisations including Value Wales and Construction Excellence in Wales (CEW) with SEWSCAP2 winning CEW's client of the year award in 2016.
7. Key to the success of the framework is the option for a flexible approach for clients, encouraging early contractor involvement, focusing on long term client/contractor relationships that improve value for money through reduced time to market and duplication of processes, while supporting the development of common standards and sharing of best practise that seeks to drive innovation.
8. Cardiff Council is the second largest user by spend in terms of value on the current SEWSCAP2 Framework. In November 2017 the council indicatively secured £284 million under Band B of the Welsh Government's 21<sup>st</sup> Century Schools, programme (2019-2024) in order to address sufficiency of demand and address the condition and maintenance backlog. This will be the largest 21<sup>st</sup> Century Schools programme in Wales and the single biggest capital investment to date in Education Infrastructure. Therefore having a collaborative procurement vehicle in place is of prime importance to avoid any delays to the successful delivery of the Band B programme.

<b>Authority (SEWSCAP2)</b>	<b>Indicative Spend</b>
RCT Council	£ 95,428,465
Cardiff Council	£ 70,472,236
Torfaen Council	£ 52,037,653
Powys Council	£ 45,753,878
University of Wales Trinity Saint David	£ 40,449,714
Newport Council	£ 37,590,732
Swansea University	£ 25,780,795
Cardiff University	£ 24,500,000
Bridgend Council	£ 16,804,261
Monmouthshire Council	£ 16,102,983
Coleg y Cymoedd	£ 15,775,579
Swansea Council	£ 13,689,909
Pembrokeshire Council	£ 10,631,312
University of South Wales	£ 10,151,181
Caerphilly Council	£ 10,126,693
Blaenau Gwent Council	£ 6,500,000
Ceredigion Council	£ 3,807,495
Neath College	£ 3,265,019
<b>Total</b>	<b>£ 498,867,902</b>

## Issues

### Governance

9. The SEWSCAP2 Collaborative Framework has a steering board made up of representatives from the 10 core local authorities. The board has been in operation for many years providing leadership for the operation of the framework and is now managed by Cardiff's Commissioning and Procurement team as part of the framework transfer in April 2017. The board ensures both participating authorities and contractors work within the principles of the framework:
  - Work together and with the potential clients and their advisors in good faith and in a spirit of mutual trust and co-operation.
  - Act in a co-operative and collaborative manner so as to achieve and advance the relevant construction project and provision
  - Share information honestly and openly: and
  - Highlight any difficulties at the earliest possible opportunity
10. These principles promote good working practices with all stakeholders across the regions to support the delivery of value for money, improve sustainability and to deliver benefit through active community benefits. The purpose of the Board is to:
  - Provide strategic direction and support to the Framework Management team
  - Ensure that the SEWSCAP framework is an effective vehicle to deliver construction projects that provide value for money to the participating authorities and wider public body users

### Funding

11. The SEWSCAP2 framework operates through a Levy recovery model, where each call-off project generates a Levy as a percentage of its value. The levy, once collected by the hosting authority is paid back to the membership after costs. The net effect should be cost neutral for Cardiff Council acting as contracting authority, whilst providing the relevant resources to administer develop and promote the use of the framework going forward.
12. The SEWSCAP framework Levy recovery process works in the following way;
  - The result of all call-off contracts and direct awards are notified to the Framework team by the Framework users
  - The contractor is invoiced the levy cost (see table below) upon contract award who then pays the authority within 30 days based on the call off contract value
  - The above process and levy percentages set out below form part of the Framework agreement for the current SEWSCAP2 framework

and will not materially change as agreed with the SEWSCAP Board which should allow the framework to remain competitive over the next 4 years.

- Table 1: Framework Levy SEWSCAP2 by lot:

Lot Description	Levy Percentage
LOT 1: £1.5M - £5M Mid Wales	0.50%
LOT 2: £1.5M - £3M	0.50%
LOT 3: £3M - £5M	0.375%
LOT 4: £5M - £10M	0.250%
LOT 5: £10M - £25M	0.175%
LOT 6: £25M - £100M	0.125%

13. The current framework (2015-2018) has generated total income:-

Project/Spend per year based on date awarded				
Year	Projects	Tender		Fee
2015/16	6	£	72,293,657	£ 156,066
2016/17	22	£	264,820,086	£ 503,567
2017/18	15	£	161,754,159	£ 224,441
2018/19	0	£	-	£ -
<b>Total</b>	<b>43</b>	<b>£</b>	<b>498,867,902</b>	<b>£ 884,074</b>

#### Community Benefits

14. To date the SEWSCAP2 framework which has its own CITB Contractor funded skills academy has attained an overall framework achievement of 96% against the KPI's targeting the following areas:-

#### NSAfC Update: Year 3 Results

KPI	No. Planned	No. Achieved	%
1. Work Experience Placements (In Education)	132	135	102%
2. Work Experience Placements (Not in Education)	53	45	85%
3a. Jobs Created (Apprentices)	60	83	138%
3b. New Entrants	51	100	196%
3c. Graduates	14	11	79%
4. CCIAG Events	56	77	138%
5a. Waged Training Weeks (Apprentices)	1624	2791	172%
5b. Waged Training Weeks (Existing Workforce)	480	576	120%



### NSAfC Update: Year 3 Results

KPI	No. Planned	No. Achieved	%
6a. Qualifications (Main Contractor)	35	46	131%
6b. Qualifications (Sub Contractor)	31	69	223%
6c. Short Course (Main Contractor)	39	148	379%
6d. Short Course (Sub Contractor)	28	92	329%
7. Training Plans	46	37	80%
8. Case Studies Approved	42	45	107%

15. As part of the Capital Ambition, and the Council's new Socially Responsible Procurement Policy, SEWSCAP3 will seek to incorporate a number of the deliverables that look to go beyond the current positive recruitment and training targets that seek to address the skills shortage in Construction but will also look to focus contractor activity across the following priority areas:-

- **Local Training and Employment:** Create employment and training opportunities for local people in order to reduce unemployment and raise the skills level of the local workforce, especially in target groups such as long term unemployed
- **Think Cardiff City Region First:** Take account of the social and economic impacts of buying locally when commissioning and contracting, and expect suppliers and contractors to do the same
- **Partners in Communities:** Play an active role in the local community and community support organisations, especially in those areas and communities with the greatest need
- **Green and Sustainable:** Protect the environment, minimise waste, reduce energy consumption and use other resources efficiently.
- **Ethical Employment:** Employ the highest ethical standards in operations and within the supply chain.
- **Promoting Wellbeing of Young People and Vulnerable Adults** Safeguard and promote the welfare of children, young people and vulnerable adults together with the support of the entire community including local businesses

16. Additionally the Cardiff Capital City Region Deal will through its Joint Working Agreement represent a fundamental shift in the way in which local government in the city region collaborates in future across areas of economic development, skills and training, regeneration, strategic planning, housing and transport. The availability of a collaborative construction framework for use by public bodies across the Cardiff City

Region boundary provides a compliant procurement route for future City Region funded construction infrastructure projects.

17. Early contractor involvement (ECI) will be promoted through the new framework. This often results in a more complete approach to design, with the experience of both the designer and the contractor taken into account early in the design process. In addition the approach tends to result in lower project costs and safer working practices on larger full design schemes.
18. Prior to instigating the Call off Process, the framework user will organise workshops to provide a forum where early contractor involvement (ECI) can be introduced to the design process without unfair bias being given to one or more Framework Suppliers.
19. As part of preparation for re-procurement, a lessons learnt exercise has been conducted with recommendations from contractors and local authority users in order to make improvements to the new framework across the following areas:-
  - i. Reflect local authority boundaries in line with the Cardiff City Region
  - ii. Provision of lower value lots to provide greater scope for renovation works
  - iii. Renovation lots starting at £250,000 will provide greater SME access
  - iv. Prime Contractors may appear across numerous lots reducing potential for competition and so consideration to be given to restricting the number of lots contractors can be appointed against in order to promote SMEs for lower value lots
  - v. Introduce relevant community benefits targets that seek to develop beyond targeted recruitment and training and promote use of social enterprises and locally sourced materials across geographic boundaries within supply chains
  - vi. Introduce specialist lots to cover modern methods of construction including off-site manufacture and promotion of sustainable classroom design
  - vii. Currently the recommended Cost / Quality evaluation weighting is 50/50 when appointing contractors from the framework at further mini competition. At this stage there is a need to enable further focus on quality leading to a suggestion of 70/30 in order to promote sustainability via whole life costing, use of UK produced steel in line with WG PAN (Procurement Advice Notice) and enhanced community benefits
  - viii. Improve standardisation and call-off documents and procedures including use of templates
  - ix. Set a sustainable minimum cap on overheads and profit which will develop greater levels of trust and partnership working, removing the need for contractors to negotiate margins causing delays pre-construction.

20. Consequently the member authorities have proposed that the following high level outcomes need to be delivered as part of the re-procurement of SEWSCAP3 :

- Compliance with EU Procurement and Wales Procurement Policy Statement
- Aggregation of demand across framework users to improve value for money for users
- Delivery of sustainable benefits for now and future generations
- Securing an ongoing relationship with suitably competent contractors in the market. Providing benefits of being a preferred client, with rationalisation of process and design, reductions on set up costs and continuous improvement opportunities.
- Providing an ongoing relationship and contractual basis to help facilitate the establishment of long-term framework and performance improvement for school renovations and new builds and wider public building construction.
- Provide opportunities for early contractor involvement and provide better intelligence on client forward pipelines in order to provide the contracting market with the ability to invest within their organisations for the benefit of the client groups.
- Develop robust community benefits delivery, including targeted recruitment and training and supply chain initiatives leading to further enhanced delivery of this Council's new Socially Responsible Procurement Policy
- Improved performance management
- Opportunities for shared learning for clients and contractors

21. The proposed lotting structure will consist of the following geographic lots split by forecast value while the SEWSCAP key users forum has specified a minimum of five contractors be appointed per lot. It is intended that the evaluation weighting based on the positive experience and performance of the current framework will remain at 60% Cost and 40% quality at framework award.

<b>PROPOSED STRUCTURE OF FRAMEWORK</b>	
Lot 1	£250k - £1.5m – Mid Wales (Powys)
Lot 2	£250k - £1.5m – Torfaen; Blaenau Gwent; Monmouthshire
Lot 3	£250k - £1.5m – RCT; Merthyr; Caerphilly
Lot 4	£250k - £1.5m – Bridgend; VoG; Newport
Lot 5	£1.5m - £5m – Mid Wales (Powys)
Lot 6	£1.5m - £3m - All
Lot 7	£3m - £5m - All
Lot 8	£5m - £10m - All
Lot 9	£10m - £25m - All
Lot 10	£25m - £100m - All
Lot 11 – Off-site Con	£250k - £100m - All

22. Whilst matters are subject to consideration, and subject also to legal requirements, it is intended that the call off procedure will require all clients to run further mini competitions for lots valued in excess of £1.5

million, within a flexible price / quality ratio as listed in the table below. With respect to the new lower value lots for renovations and in order to accelerate the award process, a direct award provision will also be made available to clients who decide a single contractor can meet their requirements based against pricing submitted at framework award.

<b>FURTHER COMPETITION EVALUATION CRITERIA</b>
• 100% Price
• 90% Price and 10% Quality/Technical
• 80% Price and 20% Quality/Technical
• 70% Price and 30% Quality/Technical
• 60% Price and 40% Quality/Technical
• 50% Price and 50% Quality/Technical
• 40% Price and 60% Quality/Technical
• 30% Price and 70% Quality/Technical
• 20% Price and 80% Quality/Technical

23. A flexible approach for contracting bodies will continue through the use and promotion of either NEC (New Engineering Construction Contract) or JCT (Joint Contracts, Tribunal) forms of contract. This approach will provide users with the ability to use a menu of contracting forms to enable them to construct fit for purpose commercial arrangements that suit the nature of the contract e.g. risk allocation and options chosen. Greater clarity and simplicity is achieved from clear roles and responsibilities together with definitions for compensation events. Greater stimulus for good project management is promoted with contracting parties due to the use of standardised documents with obligations clearly understood by the contracting market.
24. In order to ensure the contractors being selected for works are performing to the contracting Authority's required standards, a performance-monitoring procedure is being established. This process is designed to ensure that the quality and performance of each framework contractor is recorded and reported at the end of each project, allowing all users to access and share the information. This will ensure that lessons learnt are shared and the quality of work is always improved. This will also include recording information captured at mini competition stage to ensure any additional cost savings are realised and reported.
25. A full review of the current framework KPIs is under consideration by the SEWSCAP stakeholder board and particular attention is currently focused on contractor obligations to participate once on the framework (failure to bid in mini - competitions) and the potential for suspension if necessary. Additionally, continued use of reserve contractors is being considered to promote competition, with the potential implementation of performance deductions with an escalations process based against severity of non-performance and frequency. Legal advice will be sought on these points before determining the final position

26. In order to drive customer satisfaction and promote the SEWSCAP frameworks usage it is planned to introduce a post project review where users are asked to try to compare the initial project objectives against the final project achievements and the Contractors' contribution in achieving this. The following factors will be recorded:
- Time
  - Budget (Claims / Added value)
  - Quality
  - Client satisfaction
27. The following indicative tender timeline is proposed in order to achieve the commencement of the new framework from 1<sup>st</sup> April 2019.

<b>Activity</b>	<b>Deadline</b>
<b>Issue PQQ</b>	W/C Monday 25 <sup>th</sup> June 2018
<b>Return PQQ</b>	W/C Monday 6 <sup>th</sup> August 2018
<b>Evaluation Period</b>	W/C Monday 6 <sup>th</sup> August 2018 to W/C Monday 10 <sup>th</sup> September 2018
<b>Issue ITT</b>	W/C Monday 10 <sup>th</sup> September 2018
<b>Return ITT</b>	W/C Monday 22 <sup>nd</sup> October 2018
<b>Evaluation Period</b>	W/C Monday 22 <sup>nd</sup> October 2018 to W/C Monday 26 <sup>th</sup> November 2018
<b>Intent to Award</b>	W/C Monday 26 <sup>th</sup> November 2018
<b>Standstill</b>	W/C Monday 26 <sup>th</sup> November 2018 to W/C Wednesday 5 <sup>th</sup> December 2018
<b>Award</b>	W/C Wednesday 5 <sup>th</sup> December 2018
<b>Implementation</b>	W/C Wednesday 5 <sup>th</sup> December 2018 to Wednesday 1 <sup>st</sup> May 2019

### **Reason for Recommendations**

To re-procure the South East Wales, Schools and Public Buildings (SEWSCAP3) Collaborative Construction Framework with effect from April 2019.

### **Financial Implications**

28. The proposed model for hosting the SEWSCAP frameworks is self-financing by recovering the costs incurred for supporting this framework

by charging a levy to users of the framework. Paragraph 13 highlights the income earned over the last few financial years. Any income in excess of the amount required to fund the hosting of the framework is returned to the partner authorities.

29. The financial risk in respect of hosting the framework is that the partner councils may reduce or stop their use of the framework and so the levy income will not be generated. This would result in a deficit that the Council would be required to fund. Some uncertainty remains around the scale of the forthcoming Welsh Government 21<sup>st</sup> Century Schools Plan B programme and in particular the extent to which it will be funded from the Mutual Investment Model (MIM) which will not use the SEWSCAP3 framework. Mitigations to offset this risk include :-
- The use of the SEWSCAP framework also includes Further and Higher Education organisations whose Property investment programmes are not impacted by Schools Plan B programme.
  - Added Value services are being considered which will generate additional fee income.
  - New Lots have been introduced for lower value work in the £0.25million - £1.5million range which are less likely to be influenced by the Plan B programme.
  - The SEWSCAP3 framework will offer a compliant route to market prior to the finalisation of the MIM framework. .
  - Cardiff Council is also the host of the South East Wales Highways Framework with the joint hosting of the two framework allowing some costs to be shared and economies of scale to be achieved.

### **Legal Implications**

30. The recommendations to procure framework arrangements for civil construction works, which frameworks can be relied upon by other public bodies, can be achieved within legal constraints. The main legal constraint being that the award of framework agreements by a contracting authority (which in this case would be the Council) is regulated by the Public Contracts Regulations 2015 (SI 2015/102) (PCR 2015). Accordingly, in letting the frameworks the requirements of the PCR 2015 must be complied with.
31. A framework agreement is a general phrase used for agreements with a provider or providers that set out terms and conditions under which agreements for specific purchases (known as call-off contracts) can be made throughout the term of the Agreement. It is important that the Framework Agreement is drafted such that the framework agreement will not itself commit the Council (or those other public bodies who may rely on the framework agreements) to purchase any works or services. In this case it is proposed that the frameworks agreements will be multi-provider frameworks. Accordingly, the Framework agreement must set out how providers may be selected and specific call-off contracts placed; direct award; mini-competition; or a combination of both. Detailed legal advice will be required on these proposals.



32. The Council as a contracting authority may set up framework agreements on behalf of other contracting authorities provided that the call for competition clearly identifies the other public bodies (contracting authorities) that can use the framework. It is proposed that the Council will conclude a User Agreement, with those contracting authorities that wish to place reliance on the framework arrangements. This is necessary to ensure, amongst other matters, that contracting authorities using the framework agreements will be responsible for awarding call-off agreements in a way which complies with the terms of the framework agreement and will be responsible for all costs associated with such call-offs.
33. The body of the report sets out that the framework operates on a levy recovery model and this provision will need to be captured in the Framework Agreement and User Agreement. As the levy generated will depend upon the number and value of the call-off contracts placed there is a risk that the Council will not recover all its costs in setting up and operating the framework arrangements. The body of the report sets out why the Service Area has confidence that sufficient levy will be generated to cover all such costs.
34. It should be considered if there are any employment law (in particular TUPE) issues that may arise, as it is understood the proposed frameworks will replace existing framework arrangements.
35. The report refers to the continuation of a Board comprising core member authorities who use the existing framework arrangements. It is understood that the Board acts as a forum and has no formal decision making powers. The operation of the Board will, however, serve to create an expectation that the views of the members will be taken into account.
36. The report refers to use of standard form contracts (JCT and NEC Suites.) Consideration will be required as to the additional bespoke clauses required to reflect particular requirements.
37. Legal advice will be required on the procurement process, including drafting of the procurement documentation and agreements referred to.

### **HR Implications**

38. Based on the information within the report there are no HR implications.

### **RECOMMENDATIONS**

Cabinet is recommended to:

1. Agree to the commencement of the re-procurement of the South East Wales Schools and Public Buildings Collaborative Construction Framework (as detailed in this report) and

2. Delegate authority to the Corporate Director Resources, in consultation with the Cabinet Member for Finance, Performance and Modernisation, to carry out all aspects of the procurement, (including setting the evaluation methodology, and award of successful contractors to the framework) and thereafter to host and deal with the operation of the framework arrangements, including any ancillary matters relating thereto.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>CHRISTINE SALTER</b> CORPORATE DIRECTOR RESOURCES
	<b>7 June 2018</b>

**FRAUD, BRIBERY & CORRUPTION POLICY**

**FINANCE, MODERNISATION AND PERFORMANCE  
(COUNCILLOR CHRISTOPHER WEAVER)**

**AGENDA ITEM: 8**

**Reason for this Report**

1. To seek approval from Cabinet for the updated Fraud, Bribery & Corruption Policy, attached as Appendix A.

**Background**

2. The Council fully recognises its responsibility for good financial management, the prevention, and if necessary, the investigation, of fraud, bribery and corruption. The Council recognises that no organisation is immune to the possibility of fraud and that there is a need to remain vigilant and ensure that prevention is a high priority responsibility. The procedures and the culture of the Council are recognised as important in ensuring high standards in public life.
3. The Fraud, Bribery & Corruption Policy was approved in 2015 and good practice dictates that it is reviewed on a regular basis in order to remain fit for purpose. The policy makes clear that the Council will not tolerate fraud, bribery or corruption and will take all necessary steps to investigate concerns, recover losses and sanction offenders.
4. An effective policy will:
  - raise awareness;
  - encourage prevention;
  - promote detection;
  - facilitate reporting;
  - identify a clear pathway for investigation;
  - act as a deterrent against future fraud, bribery or corruption.
5. The Audit Committee considered the draft of the updated Fraud, Bribery & Corruption Policy on the 27 March 2018. Contained within the Audit Committee's terms of reference is the responsibility to monitor and review the Counter Fraud Strategy and the assessment of fraud risks and potential harm to the council from fraud and corruption.

## Issues

6. The Policy details how the Council will deal with its responsibilities in relation to fraud, bribery and corruption, whether it is attempted on the Council or from within it.
7. It simplifies and clarifies the process to be followed and provides officers with procedures to follow, to ensure a consistent approach is adhered to at all times.
8. The Council uses a number of methods to deter potential fraudsters from committing or attempting fraudulent or corrupt acts (including bribery) whether they are inside and/or outside of the Council, including:-
  - Having a zero tolerance approach to fraud, bribery and corruption;
  - Publicising the Council's determination to prevent and detect fraud, bribery and corruption e.g. clauses in contracts, publications etc.;
  - Acting robustly and decisively when fraud, bribery and corruption are suspected and proven e.g. the termination of contracts, dismissal, prosecution etc.;
  - Taking action to recover losses e.g. through agreement, court action, penalties, insurance etc.;
  - Having sound internal control systems, which allow for innovation, whilst limiting opportunities for fraud, bribery and corruption;
  - Optimising the publicity opportunities associated with anti-fraud and corruption activity within the Council and where appropriate, publishing the results of any action taken, including prosecutions, in the media.
9. The Council strives to have in place efficient and effective systems of control that as far as possible prevent potential fraudsters from exploiting weaknesses. The prime responsibility lies with senior management to design and operate systems and procedures that will minimise losses due to fraud, bribery, corruption. The Council's Internal Audit Team supports senior management through an independent appraisal of the integrity of all internal control systems as well as the provision of specialist training in respect to fraud prevention and detection.
10. Two key governance documents for the Council are the Corporate Risk Register (CRR) and the Senior Management Assurance Statement (SMAS). The CRR has contained within it the risk that fraud, financial impropriety or improper business practices increase as internal controls are weakened as resources are stretched. This risk is regularly monitored by tracking the activity undertaken by directorates as well as identifying future actions such as further embedding the awareness of fraud prevention. One of the nine areas covered in the SMAS is Fraud and Financial Impropriety where each directorate will consider the level of assurance it has in its controls across its span of control.
11. The Policy sets out the ways that suspicions of fraud can be reported and that there is a collective responsibility across all managers, Members and employees to prevent and help detect fraud, bribery and corruption.

These actions will be underpinned by a visible communication campaign, which will ensure that awareness of this policy reaches across the Council.

12. Suspected fraud, bribery and corruption can be notified in a number of ways, but in all cases, it is important that employees and/or the public feel confident to report their concerns and are clear of the means by which they are able to do so.
13. The main changes made to the Policy have been to clarify responsibilities and the proper procedures to follow when undertaking an investigation.

#### **Reason for Recommendations**

14. A formal Policy is required to outline how the Council will encourage prevention, detection, identify a clear pathway for investigation and act as a deterrent against future fraud or corruption.

#### **Financial Implications**

15. The existence of a Fraud, Bribery & Corruption Policy is one of the tools available to promote effective financial stewardship and the importance of ensuring that the financial resources available to the Council are optimised.

#### **Legal Implications**

16. There are no direct legal implications arising from this report.

#### **HR Implications**

17. There are no direct human resource implications.

#### **RECOMMENDATIONS**

Cabinet is recommended to agree the Fraud, Bribery & Corruption Policy.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>CHRISTINE SALTER</b> CORPORATE DIRECTOR RESOURCES
	<b>7 June 2018</b>

*The following appendix is attached:*

Appendix A: Fraud, Bribery & Corruption Policy

Mae'r dudalen hon yn wag yn fwriadol





# Fraud, Bribery & Corruption Policy

Cardiff Council's approach to preventing and detecting fraud, bribery and corruption,

# FRAUD, BRIBERY AND CORRUPTION POLICY

## Introduction

1. The Council is one of the largest employers in Wales, delivering services to approximately 350,000 people, with assets, interests and annual transactions running into billions of pounds. This policy sets out the Council's position in relation to fraud, bribery and corruption, whether it is attempted on the Council or from within it.
2. The Council's reputation is underpinned by ethical behaviour, financial probity and honesty. Fraud, bribery, corruption or other dishonesty adversely affects the Council's reputation and puts its ability to achieve its policies and objectives at risk by diverting the Council's limited resources from the provision of services to the people of Cardiff.
3. In carrying out its functions and responsibilities, the Council seeks to promote a culture of openness and fairness and expects all those who work for and within the Council to adopt the highest standards of propriety and accountability.
4. Members and employees of the Council must comply with statutory codes of conduct – The Members' Code of Conduct and the Employees Code of Conduct, both documents forming part of the [Constitution](#) of the Council.
5. The Council fully recognises its responsibility for good financial management so that public money is safeguarded at all times and used appropriately, efficiently and effectively. The prevention, and if necessary, the investigation, of fraud, bribery and corruption is therefore seen as an important aspect of its duties, which it is committed to undertake. The procedures and the culture of the Council are recognised as important in ensuring high standards in public life.
6. The Council acknowledges that the vast majority of employees and those that work with it act with honesty and integrity at all times to safeguard the public resources they are responsible for. However, there are people who will not act in this way.

## Definitions – For the purposes of this policy:

7. **Fraud** is an unlawful act undertaken in order to make a gain for oneself or another, cause a loss or expose another to a risk of loss; often through false representation, failure to disclose information, or abuse of a position.
8. **Bribery** is the giving, offer or promise of an advantage to another person to induce or reward improper performance of a relevant function or activity **or** requesting, agreeing to receive or accepting an advantage, with the intention to improperly perform a relevant function or activity
9. **Corruption** is the abuse of entrusted power for private gain, involving the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
10. **Members** include, Elected, Independent and Co-opted Members.

## **Who this policy applies to**

11. This policy applies to everyone associated with the Council (employees, agency workers, temporary staff, Members, school governors, service users, contractors, partners and voluntary bodies). The expectation is that all will remain alert to the risk of fraud, bribery and corruption and raise any concerns. They can do this in the knowledge that such concerns will be properly investigated, without fear of victimisation, subsequent discrimination or disadvantage.
12. Members of the public may also have concerns, but not know how and when to raise them. The reporting section below, explains the process to follow.

## **Aims and scope of this policy**

13. This policy makes clear that the Council will not tolerate fraud, bribery or corruption and will take all necessary steps to investigate concerns, recover losses and sanction offenders.
14. The Council is committed to an effective Policy designed to:
  - raise awareness;
  - encourage prevention;
  - promote detection;
  - facilitate reporting;
  - identify a clear pathway for investigation;
  - act as a deterrent against future fraud, bribery or corruption.
15. As part of the pre qualification questionnaire process for tendering / self declaration and in compliance with relevant regulations, the Council sets out grounds on which a bidding organisation must be deemed ineligible to tender for, or be awarded, a public contract. These grounds include conviction for fraud, bribery and corruption.
16. The Council has a Whistleblowing Policy which supports staff to report any serious concerns about malpractice within the Council and sets out a procedure for this. However, concerns relating to fraud, bribery and corruption will be investigated in accordance with this Fraud, Bribery and Corruption Policy. The Internal Audit, Investigation Team will liaise with the Director of Governance and Legal Services and Monitoring Officer in any cases where it appears that the Public Interest Disclosure Act 1998 (the legislation protecting 'whistleblowers') applies.

## **Recruitment, Training and Awareness**

17. It is important that appointments are made fully in compliance with recruitment policies and procedures and as far as possible, the previous record of candidates in terms of their professional qualifications, honesty, propriety and integrity are verified and written references must be obtained before employment offers are confirmed. Where appropriate, Disclosure and Barring Service checks will also be undertaken.
18. Training will be provided, as appropriate, to employees, in order to improve awareness of, and skills to combat, fraud, bribery and corruption.
19. Additional documentation and guidance is available on the Internal Audit, Investigation Team's public SharePoint [site](#).

## **Prevention**

20. The Council uses a number of methods to deter potential fraudsters from committing or attempting fraudulent or corrupt acts (including bribery) whether they are inside and/or outside of the Council, including:-
- Having a zero tolerance approach to fraud, bribery and corruption;
  - Publicising the Council's determination to prevent and detect fraud, bribery and corruption e.g. clauses in contracts, publications etc;
  - Acting robustly and decisively when fraud, bribery and corruption are suspected and proven e.g. the termination of contracts, dismissal, prosecution etc;
  - Taking action to recover losses e.g. through agreement, court action, penalties, insurance etc;
  - Having sound internal control systems, which allow for innovation, whilst limiting opportunities for fraud, bribery and corruption;
  - Optimising the publicity opportunities associated with anti-fraud and corruption activity within the Council and where appropriate, publishing the results of any action taken, including prosecutions, in the media.
21. There are a wide range of procedures in place to minimise the risk of fraud that constitute a major part of the Council's system of internal control, designed to ensure the Council conducts its business properly and effectively and completes its transactions fully, accurately and correctly.
22. The Council aims to have in place efficient and effective systems of control that as far as possible prevent potential fraudsters from exploiting weaknesses. The prime responsibility lies with senior management who are expected to design and operate systems and procedures that will minimise losses due to fraud, bribery, corruption. The Council's Internal Audit Team supports senior management through an independent appraisal of the integrity of all internal control systems.
23. Key documents in the prevention of fraud, bribery and corruption are the Council's [Financial Procedure Rules](#) and [Contract Standing Order & Procurement Rules](#), which must be adhered to at all, times. Employees are expected to abide by their professional Codes of Conduct and the [Employees Code of Conduct](#). Members are required to adhere to the [Member's Code of Conduct](#).
24. There is a requirement to disclose any pecuniary interests in contracts relating to the Council and not to offer, or accept, any fee or reward, other than their proper remuneration. Other Council policies and guidance must also be complied with, such as those relating to Hospitality, [Gifts and other Benefits received by officers Guidance on Hospitality, Gifts and other Benefits received by Members](#) and [Officers Personal Interests and Secondary Employment Policy](#).
25. Senior Managers have a responsibility to consider, on an annual basis, the adequacy of controls to prevent and promptly detect fraud, bribery and corruption within their Directorate and enter risks, as appropriate on their risk register.

## **Detection**

26. It is important that there are ways of detecting fraud when it happens. Most systems will have controls to measure the throughput of transactions and provide management reports for monitoring as a means of identifying suspected fraud.

27. The work of both Internal and External Audit is primarily to ensure controls are embedded into systems as a prevention measure. Management should also have inbuilt mechanisms to support early detection of anything untoward.
28. It is the responsibility of all managers, Members and employees to prevent and help detect fraud, bribery and corruption.
29. The Council participates in the National Fraud Initiative, an exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud. The Council will also exchange information and intelligence with other public bodies or agencies to help combat fraud, bribery and corruption when appropriate and lawful.
30. Fraud, bribery and corruption is often detected because employees and the public are alert to this activity. **Any person who suspects fraud or financial impropriety has a responsibility to report this, and if in doubt, should contact Internal Audit for advice.**

### **Reporting**

31. Suspected fraud, bribery and corruption can be notified in a number of ways, but in all cases it is important that employees and/or the public feel confident to report their concerns and are clear of the means by which they are able to do so.
32. In the first instance concerns relating to fraud, bribery or corruption, should be brought to the attention of the Audit Manager via the Internal Audit, Investigation Team. Group Auditor (Investigations), Tel: (029) 2087 2284, alternatively, contact the Audit Manager, Tel: (029) 2087 2303.
33. The [Financial Procedure Rules \(Section 4\)](#) place a responsibility on Directors to immediately notify the Audit Manager whenever any matter arises which involves, or is thought to involve, a breach of security, theft, or irregularities concerning cash, stores or other property of the Council (including data), or any suspected irregularity in the exercise of the functions of the Council.
34. Members of the public wishing to report suspicions of a breach of security, theft, or irregularities concerning cash, stores or other property of the Council, or any suspected irregularity in the exercise of the functions of the Council, should if possible refer to information available on the Council's Fraud web page: ([Your Council/Council Finance/Managing the Council's Finances/Fraud](#)), or alternatively contact the Investigation Team by:

**Email:** [fraud@cardiff.gov.uk](mailto:fraud@cardiff.gov.uk)

**Telephone:** 029 2087 2284

**Post:** Audit Manager, Internal Audit Section, Room 348, County Hall, Atlantic Wharf, Cardiff. CF10 4UW. (All mail to Internal Audit is delivered unopened.)

35. For further information in respect of identifying fraud, bribery and corruption, refer to the [Counter fraud toolkit](#).

### **Investigation**

36. Following notification of a potential case, the Internal Audit Investigation team will agree with the employing Directorate who will lead the investigation. In the event of a disagreement, the Director of Resources' decision shall be final.

37. The overall responsibility for investigating cases of suspected fraud, bribery, corruption or financial impropriety committed by employees rests with management of the employing Directorate; however, the Section 151 Officer has overall responsibility for financial stewardship throughout the Council and as such will seek assurance, through the Audit Manager, that a proper investigation is undertaken.
38. The [Fraud Response Plan](#) sets out how suspicions of fraud will be considered and investigated.

### **Collaboration with other Agencies and Bodies**

39. Given the potential risk to the Council, the nature and scope of fraud, bribery and corruption and the ease with which fraudsters can utilise technology to commit fraud across boundaries, the Council will share information and intelligence with others, including (but not limited to):
- Action Fraud
  - Cabinet Office / Wales Audit Office
  - HMRC
  - Home Office
  - Local Police / National Fraud Intelligence Bureau
  - National Anti Fraud Network
  - Other Local Authorities
  - UK Border Agency

### **Accountability**

40. The Corporate Director, Resources is responsible for the proper administration of the Council's financial affairs.
41. The Audit Committee's Terms of Reference include: reviewing the assessment of fraud risks and potential harm to the council from fraud and corruption and to monitor the Counter-fraud strategy, actions and resources.
42. A record of referrals and their outcomes will be maintained by the Internal Audit Investigation Team and reported at least annually to the Audit Committee and Section 151 Officer.
43. Failure to comply with this policy, or making an untrue allegation frivolously, maliciously or for personal gain will result in the Disciplinary Policy being invoked.
44. Responsibility for reviewing this policy, monitoring / overseeing, and reporting upon fraud, bribery, and corruption investigations to the Audit Committee and Section 151 Officer, rests with the Internal Audit, Investigation Team.

### **Confidentiality**

45. The Council will treat all information received confidentially and disclose it only on a 'need to know' basis or as required by law. Any processing of personal data will comply with data protection laws and principles.



**CARDIFF COUNCIL  
CYNGOR CAERDYDD**



**CABINET MEETING: 14 JUNE 2018**

**CARDIFF AND VALE OF GLAMORGAN VIOLENCE AGAINST  
WOMEN, DOMESTIC ABUSE AND SEXUAL VIOLENCE  
STRATEGY 2018-2023**

**SOCIAL CARE, HEALTH AND WELLBEING (COUNCILLOR  
SUSAN ELSMORE)**

**AGENDA ITEM: 9**

**Reason for this Report**

1. To seek approval of the Cardiff and Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023 attached at **Appendix 1**.

**Background**

2. Violence against women, domestic abuse and sexual violence is a fundamental violation of human rights, and both a cause and consequence of inequality. Tackling violence against women, domestic abuse and sexual violence (VAWDASV) has far-reaching consequences for women, men, children, families, communities and society as a whole. Tackling these enduring social problems requires a distinct and proportionate approach to all victims and perpetrators in order that everyone can live fear free in safe, equal and violence-free communities.
3. The Violence against Women, Domestic Abuse and Sexual Violence Act (Wales) 2015 laid out a requirement for local authorities and health boards to jointly prepare regional strategies to tackle this issue.
4. Welsh Government has also required a move to regional working on VAWDASV in terms of a national approach towards regional funding and commissioning. Cardiff and the Vale of Glamorgan have agreed to operate as a region for this purpose due to a shared health board footprint, natural travel to work patterns, service access migrations for residents across the area, and the pre-existence of a number of regional services and policies. This includes Cardiff Council acting as the regional 'banker' for managing Welsh Government funding for specialist services.
5. Cardiff Council has recently commissioned a comprehensive specialist service for female victims and their children to deliver a One Stop Shop for all contact and referrals, a range of accommodation-based support and community-based support services. Cardiff Council is also working

with the Vale of Glamorgan and Bridgend Councils to explore a similarly specialist service for male victims.

## **Issues**

6. The regional VAWDASV strategy recognises that anyone (women, men, children and young people) can experience and be affected by VAWDASV. It addresses violence and abuse directed towards women, men, girls and boys and violence and abuse perpetrated by men and women. It acknowledges that it can happen in any relationship regardless of sex, age, ethnicity, gender, sexuality, disability, religion or belief, income, geography or lifestyle. However it is acknowledged that women and girls are disproportionately affected by domestic abuse, rape and sexual violence, sexual exploitation (including through the sex industry), modern day slavery, forced marriage, female genital mutilation, child sexual exploitation and abuse, stalking and sexual harassment.
7. Within the Violence against Women, Domestic Abuse and Sexual Violence Act (Wales) 2015, there is a requirement for local authorities and their partners to improve the public sector response to this issue, including re-commissioning services to ensure they are fit for purpose. There is also a need to be smarter with available funding as no additional resources have been identified to support these new duties.
8. The regional strategy is required to have regard to the national Violence Against Women, Domestic Abuse and Sexual Violence Strategy 2016-2021, specifically its objectives for:
  - i. Arrangements for the prevention of violence against women, domestic abuse and sexual violence.
  - ii. Arrangements for the protection of victims of violence against women, domestic abuse and sexual violence.
  - iii. Support for people affected by violence against women, domestic abuse and sexual violence.
9. In recognising the national strategic direction, this regional strategy sets out an overarching vision and high level aims as follows:

## ***Vision***

10. People who live, work and visit Cardiff and the Vale of Glamorgan have the opportunity to live positive, independent lives without being affected by violence and abuse.

## ***Aims***

### Aim 1 - PREPARE

11. Improve strategic planning and commissioning of VAWDASV services through a more coordinated partnership approach across the region.

## Aim 2 – PURSUE

12. Address perpetrators of VAWDASV by improving intelligence sharing across services and the use of legal powers to disrupt and convict.

## Aim 3 – PREVENT

13. Pro-actively address negative attitudes and behaviours that have the potential to result in VAWDASV, recognising this as everyone's business.

## Aim 4 – PROTECT

14. Improve the multi-agency response and support to all victims and their children regardless of risk level and needs.

## Aim 5 – SUPPORT

15. Ensure that innovative, flexible and evidence-based services are available to meet the needs of victims experiencing any form of VAWDASV.

### ***“We Will” Commitments***

16. To support these aims a large number of actions have been identified as “We Will” commitments. A detailed action plan is being developed with partners to take forward all the commitments set out in the Strategy.
17. A communications plan is also under development to ensure that key messages to the public and professionals are timely and consistent across the region. All partners are committed to disseminating messages and targeted awareness raising campaigns via a variety of means to establish the greatest reach and awareness.
18. As a result of the new regional approach to this issue, the governance arrangements are being amended to reflect both the distinct local issues but also the wider responsibility for joint working where this is feasible. The issue of VAWDASV will continue to report into the Public Service Board via the Community Safety Partnership reporting arrangements that are also currently being revised.

### **Consultation & Equality Impact Assessment**

19. A number of key partners took part in the development of the strategy; a Regional Strategy Development Group was established, comprising senior officers from both Cardiff and Vale of Glamorgan Councils, Health, each of South Wales Police's Basic Command Units, Officers representing the South Wales Police and Crime Commissioner and both the Cardiff and Vale Domestic and Sexual Abuse Coordinators. The Group was responsible for developing the vision and aims and detailing the scope and structure of the document. The chapter on Pursue was felt to be an important factor in acknowledging that there would not be

any victims without perpetrators, and tackling this issue was just as important as protecting and supporting victims.

20. The Regional Strategy Development Group was fortunate to have two representatives from the Welsh Women's Aid's SEEdS project (Survivors Empowering and Educating Services) join them. Input from survivors in this way has been extremely beneficial and influential in shaping the direction of the strategy document and in helping to sharpen its contents.
21. The strategy was circulated widely for consultation on 19<sup>th</sup> March for 8 weeks. A 'strategy on a page' version was circulated alongside the full document so that staff within partner organisations could get a sense of what was being addressed. A further version of the 'strategy on a page' was produced for the public and circulated via Facebook and Twitter.
22. The strategy was presented for pre-scrutiny to the Council's Community and Adult Services Scrutiny Committee on 6<sup>th</sup> June, along with a list of consultees and comments received.
23. An Equality Impact Assessment has been undertaken; a copy of the EIA can be found at **Appendix 2**.

#### **Reason for Recommendations**

24. To comply with the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 regions are required to develop their strategies and arrange for them to be published by the end of May 2018.
25. The Cardiff and Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023 will ensure that the Council works collaboratively with other relevant partners and stakeholders to address VAWDASV.

#### **Financial Implications**

26. The regional strategy sets out a number of targets and actions which will need to be met from existing Council revenue and capital budgets as well as any approved grant allocations.

#### **Legal Implications**

27. The Welsh Government must prepare a national strategy for the purposes of the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015. Local authorities and health boards must in turn jointly prepare local strategies.
28. A local strategy must—
  - (a) specify objectives which the local authority and the Local Health Board consider will, if achieved, contribute to the pursuit of the purpose of this Act;

- (b) specify the periods of time within which the local authority and the Local Health Board propose to achieve the specified objectives;
  - (c) identify the actions the local authority and the Local Health Board propose to take to achieve the specified objectives.
29. Further detail about the requirements of the Act appears in the text of this Report.
30. The Strategy is intended to cover the years May 2018 – May 2023 and must be reviewed no later than May 2023.
31. The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.
32. Protected characteristics are:
- i. Age
  - ii. Gender reassignment
  - iii. Sex
  - iv. Race – including ethnic or national origin, colour or nationality
  - v. Disability
  - vi. Pregnancy and maternity
  - vii. Marriage and civil partnership
  - viii. Sexual orientation
  - ix. Religion or belief – including lack of belief
33. The decision on whether to adopt the Strategy in accordance with the recommendation in this report has to be made in the context of the Council’s Equality Act public sector duties. An Equality Impact Assessment has been undertaken to ensure that the Council has properly understood and assessed the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty.

**RECOMMENDATION**

Cabinet is recommended to approve the Cardiff and Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023 as set out at Appendix 1.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>SARAH MCGILL</b> <b>Corporate Director People &amp; Communities</b>
	<b>7 June 2018</b>

*The following appendices are attached:*

Appendix 1: The Cardiff and Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023

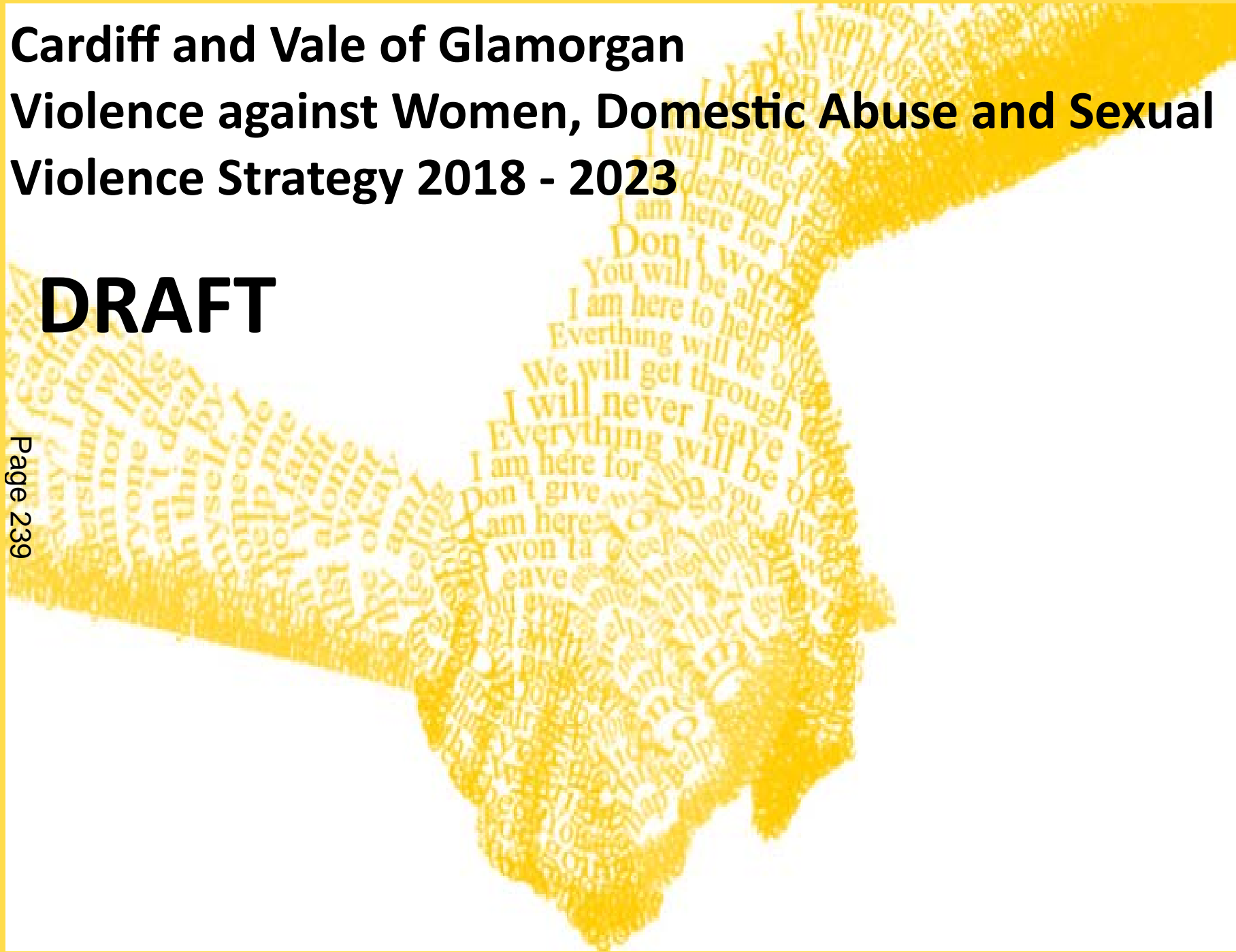
Appendix 2: Equality Impact Assessment



# Cardiff and Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy 2018 - 2023

## DRAFT

It's in our hands



## Statutory Partners



Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board



Cwmni Adsefydlu Cymunedol  
**Cymru  
Wales**  
Community Rehabilitation Company



Gwasgthraclir gan / Operated by Working Links

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**South Wales**  
Fire and Rescue Service



Gwasanaeth Tân ac Achub  
**De Cymru**

**National  
Probation  
Service**



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## Third Sector Partners



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## Introduction

Violence against women is a violation of human rights and both a cause and consequence of inequality between women and men. It happens to women of all classes, cultures and backgrounds. It happens to women because they are women and they are disproportionately impacted by all forms of violence. Tackling violence against women, domestic abuse and sexual violence (VAWDASV) has far-reaching consequences for families, children, communities and society as a whole and requires a distinct and proportionate approach by public bodies in Wales.

This strategy does not disregard violence and abuse directed towards men and boys, or violence and abuse perpetrated by women. This strategy recognises that whilst anyone (women, men, children and young people) can experience and be affected, it is women and girls who are disproportionately affected by domestic abuse, rape and sexual violence, sexual exploitation (including through the sex industry), modern day slavery, forced marriage, female genital mutilation, child sexual exploitation and abuse, stalking and sexual harassment. This can happen in any relationship regardless of sex, age, ethnicity, gender, sexuality, disability, religion or belief, income, geography or lifestyle.

## Definition

The United Nations Declaration on the Elimination of **Violence against Women** defines this as:



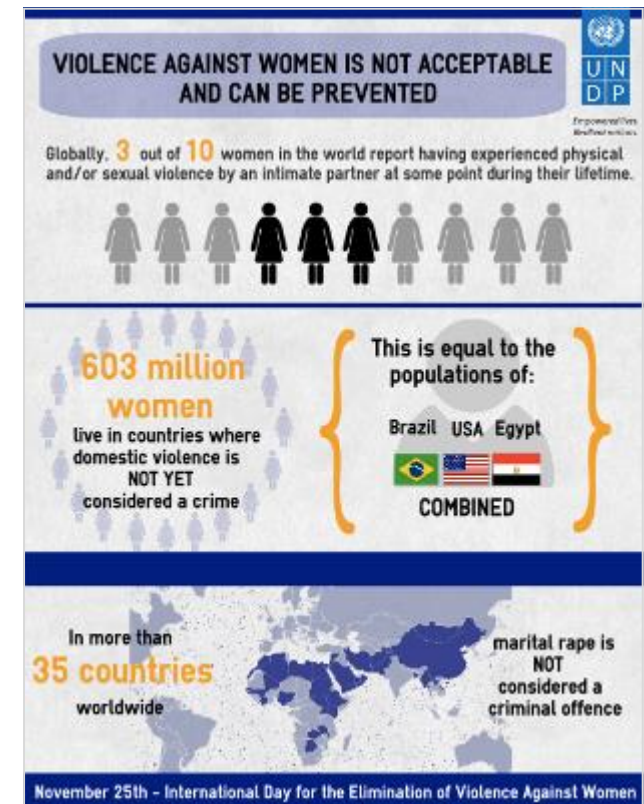
“all acts of gender-based violence that result in, or are likely to result in, physical, sexual, psychological or economic harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life.”

This encompasses, but is not limited to:

- ⇒ Physical, sexual and psychological violence occurring in the family, including battering, sexual abuse of female children in the household, dowry-related violence, marital rape, female genital mutilation and other traditional practices harmful to women, non-spousal violence and violence related to exploitation;
- ⇒ Physical, sexual and psychological violence occurring within the general community, including rape, sexual abuse, sexual harassment and intimidation at work, in educational institutions and elsewhere, trafficking in women and forced prostitution;
- ⇒ Physical, sexual and psychological violence perpetrated or condoned by the State, wherever it occurs.

The multi-agency statutory partners (outlined on p.2) responsible for this strategy have agreed to adopt the widest definition, acknowledging that not all abuse is perpetrated within intimate partner or familial relationships, but can also be committed by strangers (e.g. stalking).

It is also acknowledged that some forms of abuse disproportionately affect those with protected characteristics. Issues of gender identity (including transgender), race, religion, culture, disability and sexuality can exacerbate vulnerability and can also shape attitudes and behaviours within relationships from both the victim's and the perpetrator's perspectives.



## WHAT ABOUT MEN?

This is a question that is always asked at public engagement events and in training sessions. All partners in the region know that men can also be victims of domestic abuse, sexual assault, forced marriage, trafficking and honour based violence and have acknowledged this throughout the strategy and continue to highlight this at all public events and staff training. The VAWDASV Act addresses domestic abuse and sexual violence perpetrated against all people in Wales, while recognising that women and girls are disproportionately impacted by much of the violence and abuse covered by the Act. This strategy aligns itself with the Act by recognising that, for this reason, a gender-responsive approach is required.

Partners working across Cardiff and the Vale recognise that more work is needed to support male victims of domestic and sexual violence, both in terms of recognising abuse when it occurs and in accessing appropriate services for support. Work is required to ensure that our communities recognise that violence and abuse perpetrated by anyone is unacceptable and does not have a place in our society. With our specialist partners, we will continue to address any gaps whilst continuing to support services that are already in place, targeting additional resources where there is greatest need. The views of victims will be integral to this. Finally, this strategy champions the Welsh Government Live Fear Free Helpline which provides information and advice for everyone affected by violence against women, domestic abuse and sexual violence and anticipate an increase in the number of male victims contacting this service for information, advice and support.

Sebastian's Story (taken from ManKind Initiative:)

Problems began in Sebastian's relationship with his partner once they started living together and she became pregnant. He is 6ft and his partner is 5ft 3 inches. After suffering months of violent abuse, he decided he could take no more and decided he should leave but his partner threatened that if he left he would never see his son again. His partner's abuse has been increasing and over the last four years, he has been assaulted ten times, receiving black eyes, being constantly spat at and recently he had a chair thrown at him with such force that it shattered on him. He is not allowed to go to bed before his partner – if he does she comes in and turns all the lights on and begins shouting at him to prevent him from getting to sleep. He in the end had to leave; he has kept a diary, taken photographs and told friends. He is now in touch with his solicitors regarding custody of his son.

## Victim or Survivor?

The words 'victim' and 'survivor' have very different connotations. Being a 'victim' can imply helplessness and pity, being trapped and having something done to you that you are not in control of, which might not adequately describe some people's experiences of VAWDASV. However, the term 'survivor' recognises that people are able to take control of their own lives; it implies progression over stagnancy, and many choose it because it serves as a term of empowerment. Some people exclusively use the term 'survivor' over 'victim', and vice versa. People are not either 'survivors' or 'victims' because it's equally possible to be both, depending on the context of the experience.

However, for simplicity and clarity to a wide-ranging audience, this strategy has used the term 'victim' to refer to those that have recently, or are currently experiencing VAWDASV and for those who are not aware or accepting that what they are experiencing is abuse.

'Survivor' is used to refer to those that have overcome their abusive situations, whether as a result of their own actions and/or following engagement with statutory or other support services.

### Survivor Psalm

I have been victimized.  
I was in a fight that was  
not a fair fight.  
I did not ask for the fight.  
I lost.  
There is no shame in losing  
such fights.  
I have reached the stage of  
survivor and am no longer a  
slave of victim status.  
I look back with sadness  
rather than hate.  
I look forward with hope  
rather than despair.  
I may never forget, but I need  
not constantly remember.  
I was a victim.  
I am a survivor.

*I think both words have their place in the journey. But for me having broken free it was important I was classed as a survivor. I believe people shouldn't be looked down upon if they identify themselves as a victim rather than survivor. SW Survivor*

## Framework

This regional Strategy sets out how all partners will shape and deliver responses to all forms of violence against women, domestic abuse and sexual violence across the region.

It sets out a number of ambitious activities to be undertaken over the next 5 years. These are listed as 'We Will' commitments throughout the document and are summarised in the accompanying action plan. These actions will be continually monitored with partners to inform a report of progress to be published each year. This will ensure that the Strategy remains focused and relevant. A number of abbreviation and acronyms have been used throughout—please refer to the glossary of terms.

## Vision and Aims

### Vision:

People who live, work, study in and visit Cardiff and the Vale of Glamorgan have the opportunity to live positive, independent lives without being affected by violence and abuse.

The Strategy has been developed in a time of challenges: new legislative duties on statutory bodies, continuing austerity leading to unprecedented budget cuts and an increasing demand for services. Recognising these challenges, 5 key aims have been identified:

### Aim 1 - PREPARE

Improve strategic planning and commissioning of VAWDASV services through a more coordinated partnership approach across the region.

### Aim 2 - PURSUE

Address perpetrators of VAWDASV by improving intelligence sharing across services and the use of legal powers to disrupt and convict.

### Aim 3 - PREVENT

Pro-actively address negative attitudes and behaviours that have the potential to result in VAWDASV, recognising this as everyone's business.

### Aim 4 - PROTECT

Improve the multi-agency response and support to all victims and their children regardless of risk level and needs.

### Aim 5 - SUPPORT

Ensure that innovative, flexible and evidence-based services are available to meet the needs of victims experiencing any form of VAWDASV.

These aims reflect the requirements of the Welsh Government national strategy (see next page) to address the prevention, protection and support of victims and also the efforts required to pursue those responsible. Each of these aims will be addressed in a separate chapter, although it is acknowledged that many issues cut across a number of strands.

## Regional Partners

This strategy has been developed with the cooperation and collaboration of the following statutory partners across the region :

- ⇒ Cardiff Council
- ⇒ Vale of Glamorgan Council
- ⇒ Cardiff and Vale University Health Board
- ⇒ South Wales Police
- ⇒ South Wales Police and Crime Commissioner
- ⇒ National Probation Service
- ⇒ Community Rehabilitation Company
- ⇒ Welsh Ambulance Services NHS Trust
- ⇒ South Wales Fire and Rescue Service
- ⇒ Velindre NHS Trust

Third sector partners throughout the region have been involved in the development of this strategy as key stakeholders in the delivery of the frontline response to victims and are listed on p.4.

Most importantly, this strategy has been developed with the input and insights of survivors of VAWDASV, predominantly through the Welsh Women's Aid SEEdS (Survivors Empowering and Educating Services) project, and their contribution is gratefully acknowledged.



*"When women thrive, all of society benefits, and succeeding generations are given a better start in life."* Kofi Annan



## Legislative and Strategic Context

### World:

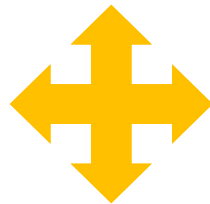
This issue has been acknowledged by the Council of Europe, in the form of the Council of Europe Convention on preventing and combating violence against women and domestic violence. The Convention was adopted by the Council of Europe on 7 April 2011 and came into force on 1 August 2014. The UK Government signed the Convention on 8 June 2012 but has yet to ratify it, however there is overwhelming support to do so soon. Also there is recognition from the United Nations, in the form of their Declaration on the Elimination of Violence against Women, and most recently in the UN Sustainable Development Goals 2030.

### Wales:

The purpose of the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 is to improve prevention, protection and support for people affected. The resulting national strategy provides the leadership and direction which will promote consistency and best practice in the way in which violence against women, domestic abuse and sexual violence is prioritised and tackled across Wales, with the aim of “creating a Wales that we all want to live in, now and in the future, a Wales where everybody is able to live fear-free in safe, equal, violence free relationships and communities.”

### UK:

The UK Government ‘Ending Violence Against Women and Girls Strategy 2016-2020’ builds on a number of initiatives including: the introduction of a new offence of controlling or coercive behaviour, the Modern Slavery Act, Domestic Violence Protection Orders (DVPOs) under the Crime and Security Act 2010, the Domestic Violence Disclosure Scheme (DVDS), FGM Protection Orders under the Female Genital Mutilation Act 2003 and an FGM mandatory reporting duty inserted into the 2003 Act by the Serious Crime Act 2015, and strengthening measures to manage people who commit sexual offences or those who pose a risk of sexual harm.



### Cardiff and Vale of Glamorgan Region:

The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 placed a number of duties on local authorities and statutory organisations to develop regional strategies, comply with the National Training Framework, including a duty to Ask and Act, and to ensure that this agenda is referenced across Education services. This regional Strategy therefore identifies how these duties are being be tackled in the region and how it will support the national strategy to prevent, protect and support those affected by VAWDASV.

## TIMELINE OF RECENT KEY DOCUMENTS

VAWDASV Wales Strategy 2016

Ending Violence Against Women and Girls Strategy 2016-2020

Wellbeing of Future Generations (Wales) Act 2015

VAWDASV (Wales) Act 2015

Serious Crime Act 2015

Modern Slavery Act 2015

Social Services and Wellbeing (Wales) Act 2014

Istanbul Convention (Convention on preventing and combating violence against women and domestic violence) 2014

NICE Public Health Guidance ‘Domestic violence and abuse; how services can respond effectively’ (PH50) 2014

In addition to the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015, there is other Welsh Government (and wider UK) legislation and policy that informs gender specific services in the region. These are:

⇒ The Renting Homes (Wales) Act 2016 aims to make it simpler and easier to rent a home, replacing various and complex pieces of existing legislation with one clear legal framework. This includes a new approach to joint 'occupation contracts' which replaces tenancies and licenses with two contracts and will help victims by enabling perpetrators to be targeted for eviction.

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 ⇒ The Well-Being of Future Generations (Wales) Act 2015 sets out 7 well-being goals that public sector bodies must take action to achieve. These are all relevant to the prevention of VAWDASV and the support of victims, including an equal Wales, a resilient Wales and a healthy Wales.



⇒ The Housing (Wales) Act 2014 enshrines in legislation, amongst other matters, a reform of homelessness law and strengthens duties on local authorities to prevent and alleviate homelessness.

⇒ The Social Services and Well-being (Wales) Act 2014 provides a 'legal framework for improving the well-being of people (adults and children) who need care and support, carers who need support, and for transforming social services in Wales.'



⇒ The Welfare Reform Act 2012 laid out the UK Government's proposals for reforming the welfare system to improve work incentives, simplify benefits, address fairness and tackle administrative complexity. This affects funding provided to operate supported housing schemes, including refuges.

⇒ Regional Safeguarding Children Boards (RSCBs) and partner agencies must report progress against the four overarching outcomes of the National Action Plan to Tackle Child Sexual Exploitation (CSE) (Wales):

<b>1. PREPARE:</b>
RSCBs and partner agencies assume CSE to be present and have specified objectives to support:- <ul style="list-style-type: none"> <li>• The identification of children and young people subject to or at risk of CSE</li> <li>• A range of appropriate responses and resources designed to improve well-being outcomes for children subject to or at risk of CSE</li> </ul>
<b>2. PREVENT:</b>
RSCBs and partner agencies have a prevention programme and responsive services in place to help children and young people at risk of CSE and their families
<b>3. PROTECT:</b>
RSCBs and partner agencies actively protect children and young people from CSE, by working together to achieve the continuity and effectiveness of care plans for those children and young people subject to or at risk of CSE
<b>4. PURSUE:</b>
RSCBs and partner agencies have a clear and shared understanding about how they can contribute to the disruption and prosecution of perpetrators and to the support of victims through a consistent child-centred approach



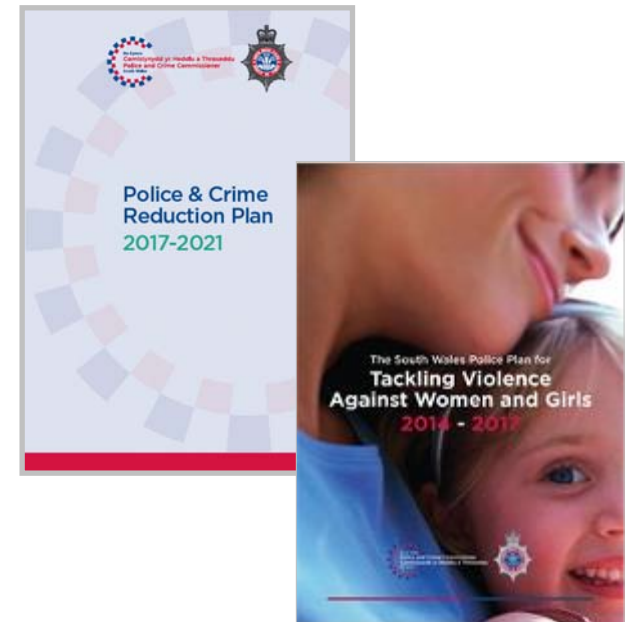
⇒ The Home Office Strategy—'Ending Violence against Women and Girls 2016-2020' sets out an ambitious vision to tackle violence against women and girls in all its forms, drive a transformation in the delivery of VAWG services, make prevention and early intervention the foundation stones of a new approach, and embed VAWG as 'everyone's business' across agencies, services and the wider public.

- scope a needs analysis of training currently being delivered in Wales and future requirements;
- develop intelligence/information sharing protocols;
- establish a Wales anti-slavery communications engagement plan;
- identify and encourage good practice in victim care.

Wales is the only government within the UK to employ an Anti-Slavery Coordinator, following a recommendation from the Welsh Government Cross Party Group on Slavery. The post has been in existence since April 2011.

⇒ The South Wales Police and Crime Commissioner's (PCC) 'Police and Crime Reduction Plan 2017-2021' identifies that, although it covers just 10% of the geographical area of Wales, South Wales Police provides a policing service to 1.3 million people covering 42% of the country's population with 49% of the total crime in Wales.

Within the 6 priorities identified in the Police and Crime Reduction Plan is Priority 3: "We will work to protect the most vulnerable in our communities". To achieve this priority, the South Wales PCC is committed to "Complete the implementation of the South Wales Violence Against Women and Girls Action Plan."



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The Wales Anti-Slavery Leadership Group provides strategic leadership for tackling slavery in Wales and co-ordinates collaboration between devolved and non-devolved partners and third sector organisations. Working to the Modern Slavery Act 2015, the Group's strategic objectives are to:

- build an evidence base using primary and secondary data sets to better assess the scale of slavery in Wales;

*"It ought to concern every person, because it is a debasement of our common humanity. It ought to concern every community, because it tears at our social fabric. It ought to concern every business, because it distorts markets. It ought to concern every nation, because it endangers public health and fuels violence and organized crime. I'm talking about the injustice, the outrage, of human trafficking, which must be called by its true name - modern slavery."* Barack Obama

⇒ Although police have been advised to prioritise sex workers' safety since 2011, the National Police Chief Constable's Policing Sex Work Strategy 2016 takes this duty even further. It introduced a new responsibility to protect sex workers, and also frames prostitutes as potential victims of criminality rather than offenders. It is acknowledged that raiding brothels breeds mistrust amid sex workers, police and external agencies. Rather, police forces in England and Wales have been advised to move away from enforcing laws that criminalise the sale of sex. The strategy has accompanying guidance for police officers that continues to support the work of chief constables and their staff when they deal with prostitution, related exploitation and social consequences in their areas.

⇒ In terms of regional context, the following local strategies and policies are supported by this strategy and, where necessary, relevant objectives and/or actions will be referenced to show alignment.

⇒ 'Delivering a Safe and Welcoming Night Time Economy' strategy identifies that Cardiff already has a proven record of ensuring safety and wellbeing of those who use, and work in, the night time economy in the capital of Wales. It is in this context that this strategy will help to ensure Cardiff retains a vibrant and safe night time economy by continuing to work with partners, ensuring that the necessary commitments and resources are secured so that existing best practice is sustained.

⇒ Cardiff's Child Sexual Exploitation Prevention Strategy outlines how partners will prepare children, families, communities and professionals to spot children at risk, prevent harm, protect victims and pursue, disrupt and prosecute perpetrators.

Specifically it identifies objectives to:

- Understand the scale of the problem
- Raise awareness of the issue through education and training
- Identify those at risk and provide early support to prevent exploitation and abuse
- Protect children who are affected by following the All Wales Child Protection Procedures
- Support victims to break away from sexual exploitation and recover from their experiences
- Disrupt and prosecute perpetrators

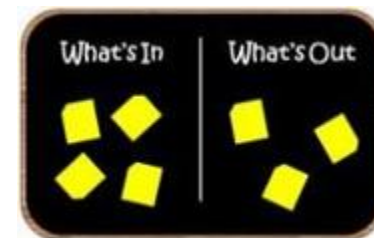


**WE WILL:**

**Work towards developing relevant joint regional strategies and policies where possible**

**Scope**

This regional VAWDASV strategy reflects the current strategic and policy framework in force and will be amended as national or local policy changes.



A number of crime types and issues are naturally referenced in this strategy. These include:

- ◆ Coercive control
- ◆ Domestic abuse
- ◆ Female Genital Mutilation
- ◆ Honour Based Violence and Forced Marriage
- ◆ Modern slavery – people trafficking; domestic servitude; labour exploitation
- ◆ Sexual violence – Child Sexual Exploitation; Child Sexual Abuse; rape
- ◆ Stalking
- ◆ Perpetrators of all of the above

A number of related issues will be within the scope of this strategy. These include:

- ◇ The Sex Industry
- ◇ Night-Time Economy
- ◇ Technology – sexting; dating websites; cyber grooming; sex work
- ◇ County Lines - response to cross-border illegality that impacts on VAWDASV



## Glossary of Terms

- ACE—*Adverse Childhood Experience*
- APR—*Adult Practice Review*
- BCU—*Basic Command Unit*
- CPR—*Child Practice Review*
- CPS—*Crown Prosecution Service*
- CSE—*Child Sexual Exploitation*
- DHR—*Domestic Homicide Review*
- FGM—*Female Genital Mutilation*
- GP—*General Practitioner*
- HBV—*Honour Based Violence*
- IDVA/ISVA/IPA—*Independent Domestic/ Sexual Violence Advocate/Independent Personal Advocate*
- IRIS—*Identification and Referral to Improve Safety*
- LGBTQ—*Lesbian, Gay, Bisexual, Transgender & Queer*
- MAPPA—*Multi-Agency Public Protection Arrangements*
- MARAC—*Multi-Agency Risk Assessment Conference*
- MASH—*Multi-Agency Safeguarding Hub*
- MATAAC—*Multi-Agency Tasking and Coordination*
- NRM—*National Referral Mechanism*
- NTF—*National Training Framework*
- PCC—*Police and Crime Commissioner*

- PPN—*Public Protection Notice*
- PSE—*Personal and Social Education*
- SARC—*Sexual Assault Referral Centre*
- SEEdS—*Survivors Empowering and Educating Services*
- SWP—*South Wales Police*
- VAWDASV—*Violence against Women, Domestic Abuse and Sexual Violence*
- WASPI—*Wales Accord in Sharing of Personal Information*

## Links to Further Information

- ◇ [www.livefearfree.org.uk](http://www.livefearfree.org.uk)
- ◇ [www.gov.wales/topics/people-and-communities/communities/safety/domesticabuse/](http://www.gov.wales/topics/people-and-communities/communities/safety/domesticabuse/)
- ◇ [www.youtube.com/watch?v=u7Nii5w2Fal](http://www.youtube.com/watch?v=u7Nii5w2Fal)
- ◇ [www.beyond-the-gaze.com/briefings](http://www.beyond-the-gaze.com/briefings)
- ◇ [www.gov.uk/government/publications/analysis-of-serious-case-reviews-2011-to-2014](http://www.gov.uk/government/publications/analysis-of-serious-case-reviews-2011-to-2014)

## Key Annual Dates (for information only)

DATE	EVENT
6th February	International Day of Zero Tolerance for Female Genital Mutilation
8th March	International Women's Day
18th March	CSE National Awareness Day
18th April	National Stalking Awareness Day
17th May	International Day against Homophobia and Transphobia
14th July	Memory for Victims of Honour Based Violence
19th November	International Men's Day
20th November	Children's Rights Day
25th November	International Day to Eliminate Violence against Women / White Ribbon Day
November	National Safeguarding Week
17th December	International Day to Eliminate Violence against Sex Workers
10th December	Human Rights Day

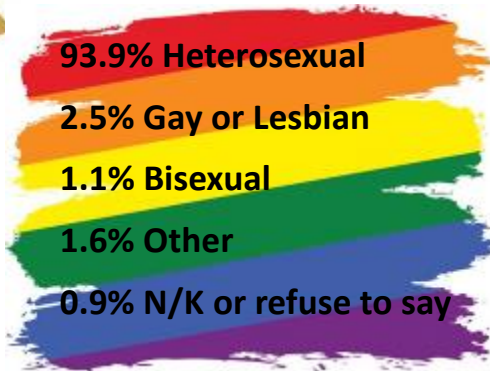
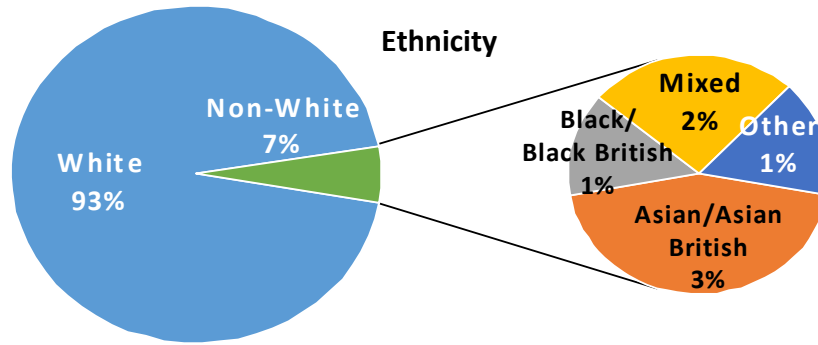
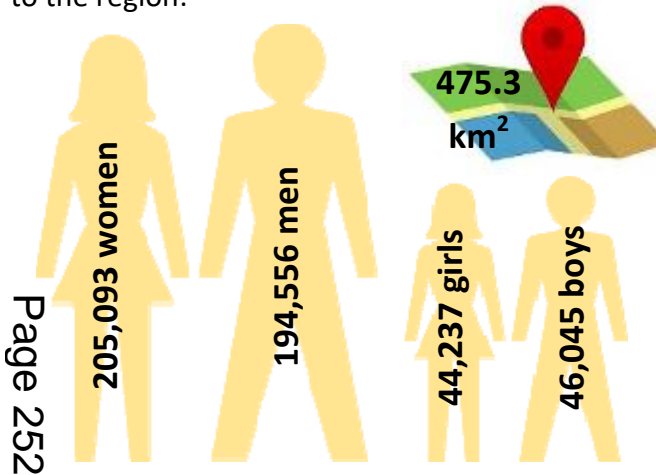
# CHAPTER ONE

# PREPARE



## Regional Overview

The area covered by Cardiff and the Vale of Glamorgan local authority boundaries has a total population of **489,931**; 16% of the Welsh population. The following facts and figures apply to the region:

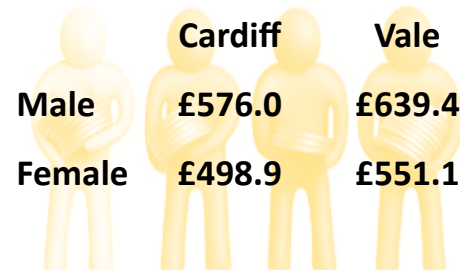


**18 Police Stations**  
4 - Vale  
14 - Cardiff



Ages	♂	♀	Totals
0-4	15,115	14,489	29,604
5-15	30,930	29,748	60,678
16-24	37,248	38,241	75,489
25-44	67,835	65,168	133,003
45-64	55,595	58,786	114,381
65+	33,878	42,898	76,776
<b>TOTAL</b>	<b>240,601</b>	<b>249,330</b>	<b>489,931</b>

### Weekly Gross Earnings (f/t):



**2 official gypsy/traveller sites = 80 pitches**



### EMPLOYMENT

	Cardiff	Vale
Employee	60.9%	63.1%
Self-Employed	7.2%	10%
Unemployed	5.6%	4.6%
Retired / Other	26.3%	22.3%

Schools	Cardiff	Vale
Primary	95	19
Secondary	19	9
Special	7	4
Independent	8	2
Colleges / Universities		12

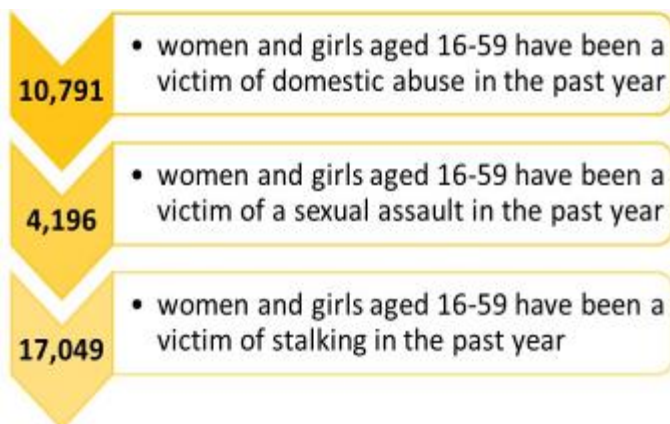
All figures correct as at January 2018

## Needs Assessment

A regional needs assessment exercise was undertaken to gather data from statutory and specialist services to inform the Local Wellbeing Assessments. A subsequent exercise was undertaken to inform this Strategy and future commissioning of services. Findings will be referenced throughout this Strategy to illustrate demand for services and to identify any gaps or duplications.

One of the tools for understanding need for VAWDASV services in an area is the Home Office's Ready Reckoner Tool. This was developed as a key action from the Home Office Violence against Women and Girls (VAWG) Strategy. Using findings from the British Crime Survey, it enables commissioners of services to estimate the need for local services for domestic violence, sexual violence and stalking in their area.

For the adult population of the region of 399,649, the tool estimates that:



In addition the tool also identifies the estimated cost of domestic and sexual violence in an area of this size:

Total costs (not including human and emotional costs):	Physical and mental health care costs:	Criminal justice costs:
<b>£76,344,150</b>	<b>£16,451,082</b>	<b>£10,361,971</b>
Social services costs:	Other costs (incl. housing, civil legal & employment costs):	Human and emotional costs (not included in total):
<b>£1,951,360</b>	<b>£47,579,738</b>	<b>£243,751,358</b>

The figures do not include additional costs from stalking, female genital mutilation, 'honour'-based violence and forced marriage. As well as the human cost of violence against women, domestic abuse and sexual violence, there is clearly a cost to society.

All partners in Cardiff and the Vale will continue to enhance their knowledge base regarding the true impact of VAWDASV in the region and ensure data is captured on all services operating in the area.

### WE WILL:

**Continually improve data collection methods to better inform ongoing needs assessment**

## Regional Working

In 2016 the Welsh Government's Cabinet Secretary for Communities & Children required a move towards a national rollout of a regional funding and commissioning model approach from 2018 onwards.

Cardiff and the Vale of Glamorgan have agreed to operate as a region due to a shared Health Board footprint, natural travel to work patterns, service access migrations for residents across the area, and the pre-existence of a number of regional services and policies.

The Cardiff and Vale region have submitted a Commissioning Plan for 2018/19 to the Welsh Government. During 2018/19, which is the last transition year, all regions will be required to develop a Commissioning Strategy to encompass requirements laid out in statutory guidance due to be circulated to local authorities in early 2018. Funding for other third sector services currently paid direct by the Welsh Government will also transfer to local authority regional allocation from 2019.

Cardiff and Vale of Glamorgan local authorities will be establishing formal partnership arrangements to take forward regional activities including commissioning, and continuing discussions with partners on the approach to procuring specialist services in the region.

## Governance

To move from a single authority to a regional partnership arrangement, many of the existing reporting groups and structures required some rationalisation. The diagram below is the proposed governance structure to be adopted in the region. The following strategic and overarching groups are explained in more detail:

### Cardiff and Vale VAWDASV Steering Group

This overarching strategic group will ensure the delivery of the Strategy's action plan and have oversight of all issues pertaining to VAWDASV. It will also have links into other regional structures.

### VAWDASV Executive Groups

These groups will continue to oversee the issues relating to VAWDASV in each local authority area, ensuring representation from Education, Adults and Children's services to address local service access and delivery and strategic issues.

### Regional VAWDASV Commissioning Board

A specific requirement of the Welsh Government, this Board will manage the commissioning of specialist service through assessing the needs of victims, designing and securing services using the 'analyse', 'plan', 'do' and 'review' cycle.

### Ask & Act, Education and Training Group

This Group will oversee the planning and delivery of the National Training Framework (see p.30) to public sector employees; ensuring schools, colleges and universities are aware of services and referral pathways; and to develop appropriate awareness-raising materials.

### Sexual Violence Strategic Group

This group will ensure that sexual violence issues including rape, sexual assault, sexual harassment, CSE and FGM are addressed strategically.

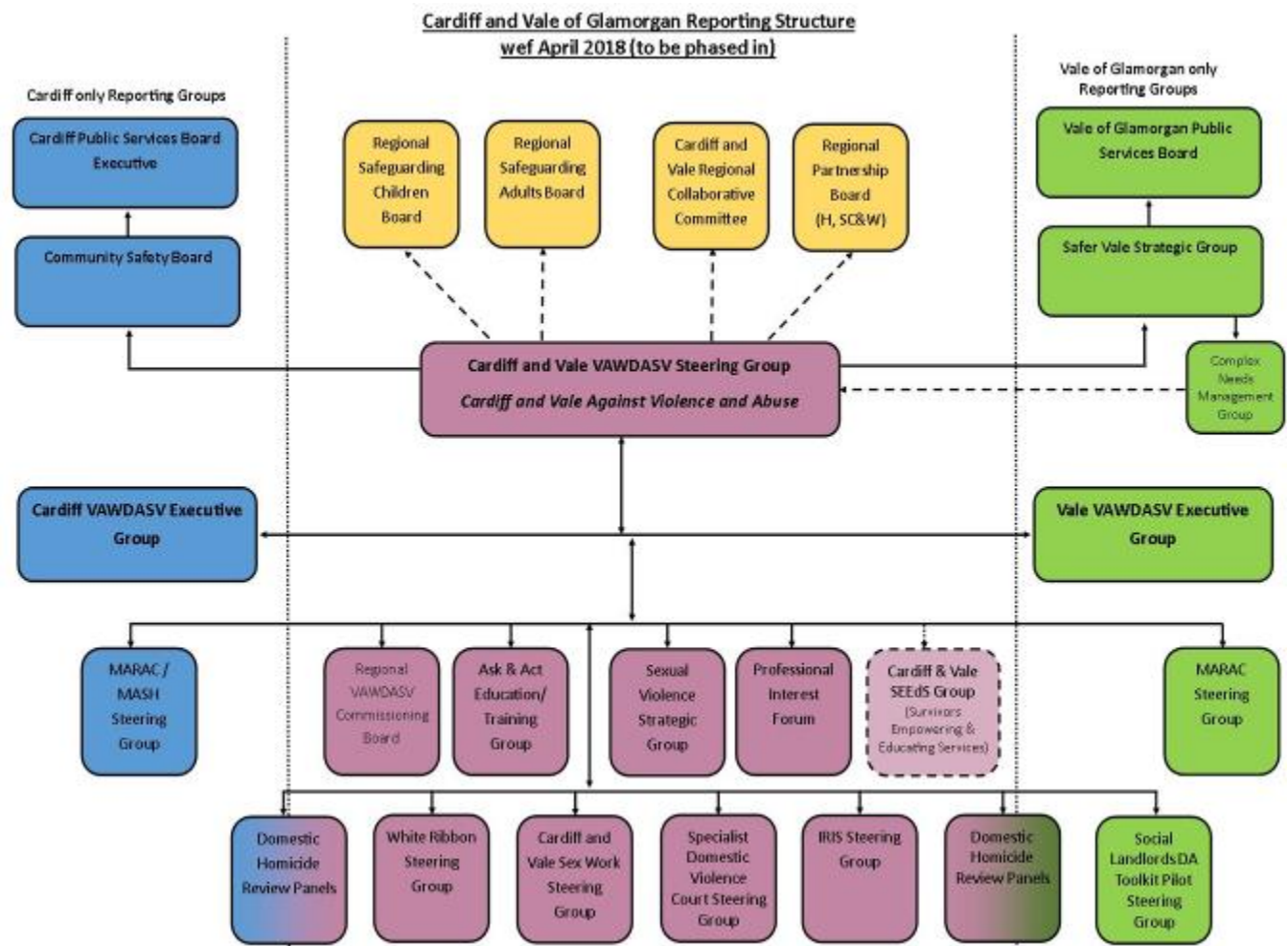
### Professional Interest Forum

A means of sharing new and emerging research projects and findings, best practice examples and evaluations between all interested stakeholders working in the sector.

There will continue to be a degree of reporting through local authority governance and oversight arrangements. This regional structure will be continually monitored and reviewed to remain in line with other relevant structures.

### WE WILL:

**Implement and continually review governance arrangements including membership, to ensure they remain fit for purpose**





## Available Specialist Services

Mapping of services available across the region shows that there are currently:

- 1 One Stop Shop (Cardiff only)
- 36 Independent Domestic Violence Advocates (IDVAs) and 5 Independent Sexual Violence Advocates (ISVAs)
- 84 units of specialist accommodation
- 4 MARAC Coordinators overseeing 4 MARACs
- 2 VAWDASV Managers and 1 Domestic and Sexual Violence and Abuse Coordinator
- 9 specialist providers of victim support services
- 2 providers of perpetrator programmes

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- **Cardiff Women's Aid** (working as *Triwriaeth with Bawso and Llamau*) delivering the RISE Cardiff-Cymru VAWDASV service for female victims including One Stop Shop, a range of crisis accommodation/ refuge, floating support, specialist children and young people support, IPAs and therapeutic work

- **Atal Y Fro** provides static and dispersed refuge, IDVA support, community interventions, children and young people support and perpetrator programmes / family interventions

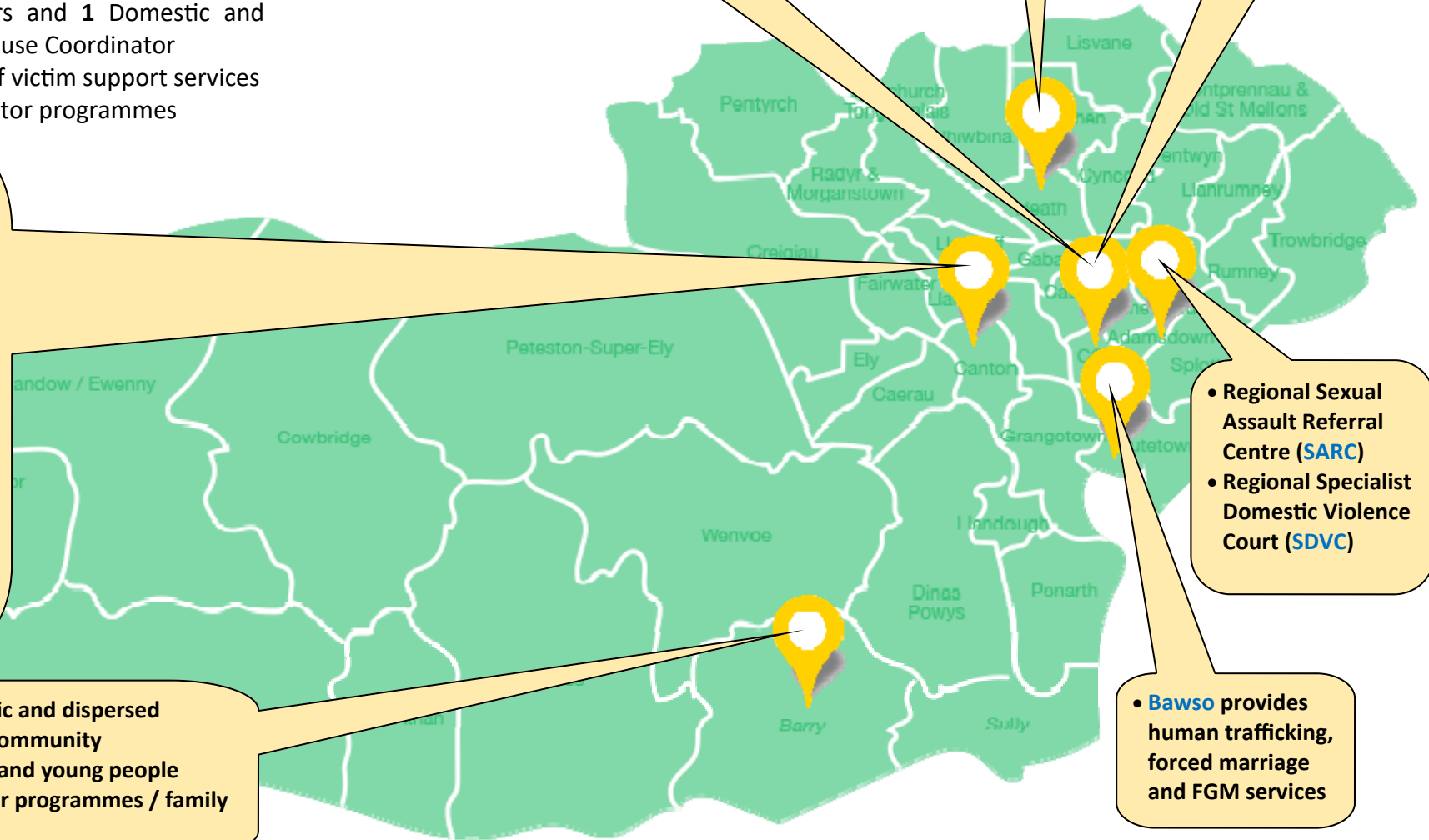
- **Dyn** national male victim service
- **Safer Wales Streetlife** project for street sex workers
- **Safer Wales** and **Probation Women's** pathfinder service

- **Cardiff and Vale Health-based IDVA**

- **New Pathways** delivers current and historic sexual abuse counselling for women, men and children
- **Gwalia** male refuge

- **Regional Sexual Assault Referral Centre (SARC)**
- **Regional Specialist Domestic Violence Court (SDVC)**

- **Bawso** provides human trafficking, forced marriage and FGM services



## Wider Collaboration

The Home Office Violence Against Women and Girls Service Transformation Fund (2017) provided an opportunity for commissioning partners to bid for funding that supported activity that “*seeks to embed Violence Against Women and Girls as ‘everyone’s business’ across agencies, services and the wider public, ensuring every victim gets the support she needs - and the support her children need - at the right time.*”

The South Wales Police and Crime Commissioner was successful in being awarded £1.4m of this funding over three years to establish a strong foundation that enables a whole systems approach to improving the response to this issue and making a positive impact in relation to all victims/survivors and wider communities across the South Wales area. The collaboration between all the commissioning bodies eligible for this funding across South Wales (PCC, Health Boards and local authorities) was identified by the Home Office as a particular strength of the bid. The objectives of this whole systems approach are to:

1. Improve strategic planning and commissioning of VAWDASV services, through a more coordinated partnership approach.
2. Enhance and maximise on the evidence base underpinning practice addressing VAWDASV, through a collaborative shared learning approach.
3. Improve the service delivery landscape – through investing in services in two key areas:



- Change that Lasts - early intervention and prevention (to be trialled in Cardiff)
  - Holistic services including work with perpetrators and families
4. Raise awareness of all forms of VAWDASV, thereby supporting community engagement and empowerment.

The whole Programme will support the overarching outcomes framework shown above. The specific activities to be undertaken during the three year funded period include:

- Establishing a South Wales Regional Collaborative Board to oversee the project
- Establishing thematic workstreams to explore solutions to a range of issues
- Establishing a South Wales Service Provider Forum
- Establishing South Wales Survivor Engagement processes
- Developing a South Wales regional learning network
- Delivering the ‘Ask Me’ Scheme and local Ambassadors

- Ensuring availability of trained and trusted professionals to Ask and Act
- Providing specialist services to support both victims and perpetrators

Research also indicates that sex workers are highly likely to be victims of crime, but are unlikely to report incidences to the police and seek justice. South Wales Police has secured funding to enhance existing provision in order to be able to respond to these vulnerabilities and address neighbourhood concerns associated with prostitution. This includes the establishment of dedicated Sex Work Liaison Police Officer’s in both Swansea and Cardiff and additional dedicated advocacy services for those involved in prostitution. This work is part of the wider systems change initiatives that are being led by the Police and Crime Commissioner.

### WE WILL:

**Actively assist with embedding a whole systems approach across the region**

## Survivor Engagement



SEEdS is a survivor participation project that gives women who have lived through all forms of domestic and sexual violence and abuse the opportunity

to share their experiences and influence change. The project brings together women from across a number of South Wales regions and provides training, support and resources as well as a safe space where survivors can learn from and encourage one another.

It works in partnership with agencies across the public and voluntary sectors to provide platforms where survivors can have a voice to inform the planning, development and delivery of violence against women services, including domestic abuse and sexual violence. SEEdS participants are supported and encouraged to speak out about their own and other survivor's experiences of violence and abuse. This has included their participation and input into local campaigns and subsequent publicity. SEEdS have worked to raise awareness about the reality of domestic abuse, sexual violence and all other forms of violence against women, so that it is understood, challenged and prevented. This is especially helpful through delivery of training and speaking at conferences. SEEdS representatives have helped inform the development of this Strategy, providing quotes and valuable input into the commitments made by partners.

The Welsh Government is seeking comments on its Survivor Engagement Framework. It states that "the purpose of a National Survivor Engagement Framework is to ensure that the needs and experiences of survivors of violence against women, domestic abuse and sexual violence, including the most marginalised survivors, those who face multiple disadvantage in accessing help and support, are understood. It is also important that those for whom policy is made, are able to influence and guide that policy and share what works for them."



Within the region this concept is fully supported as it is acknowledged that the views of those with protected characteristics and those with complex, multi-faceted needs must also be allowed the opportunity to input their views and voices into service design and feedback. Any such framework must be sustainable and geographically representative and the region will fully support Welsh Government requirements in this area.

## SURVIVORS' VOICES

I love being part of this project and love the way it's driving forward. I feel we can make real change and at last it's not just me knocking on doors on my own.

The confidence and skills I have developed since joining SEEdS has enabled me to return to work after a period of uncertainty and lack of self-belief.

I feel listened to, I feel valued and I feel an important part of change

SEEdS has let me experience environments I have never had the opportunity to see or be part of and I hope this will continue to be the case.

SEEdS project is a hugely important part of my life. It is giving me the strength to move forward, regain my self-confidence, self-esteem and once again be the strong independent woman I was before my experience.

To know my experiences will now influence other women's experiences and implement change for the better, means that all that suffering was not in vain and that light can arise from the darkness that is violence against women.

### WE WILL:

**Actively seek engagement and input from victims and survivors that represent all crime types and protected characteristics.**



## Equality and Diversity

Working to the Equalities Act 2010 and the Welsh Language Act 1993 which has been further amended by the Welsh Language Measure 2011, all partners in the region are mindful how they respond to the diverse needs of victims including how they engage with, and meet the needs of, victims and their children with protected characteristics. Partners share the values of being open-minded and respectful and have a commitment to equality and diversity, acknowledging individuality and recognising that people are not a homogenous group of victims.

Partners require the same values to be displayed within the specialist services commissioned to support victims - they must be committed to anti-oppressive and anti-discriminatory practice, display non-judgmental acceptance of the victim's experiences and demonstrate understanding and empathy. Services must be inclusive, recognising the specific needs, and barriers to accessing support, of all victims and their children, especially those with protected characteristics.

Services in the region are also required to support any revised Equality and Human Rights Commission (EHRC) stance on the delivery of helplines, to ensure that male and female callers receive the same level of service.

Protected Characteristic	Service Requirements
Age	<ul style="list-style-type: none"> <li>Acknowledge and understand the impacts of violence against women, domestic abuse and sexual violence on older people seeking support and tailor services appropriately.</li> <li>Deliver a range of age-appropriate therapeutic interventions for children and young people.</li> </ul>
Disability	<ul style="list-style-type: none"> <li>Ensure equitable access to services, especially information and advice and in accommodation-based support.</li> <li>Develop referral pathways into other specialist support such as mental health and substance misuse services</li> </ul>
Gender Reassignment	Have clear policies and procedures in place for delivering services to transgender victims, especially in shared accommodation-based settings and in group work – both in terms of keeping the victim safe and managing any impact
Pregnancy and Maternity	Service provision should acknowledge and understand how violence against women, domestic abuse and sexual violence is impacting on a victim's own wellbeing and on their capacity to form positive attachments and effectively parent their children
Race	Provide sensitive and appropriate services for all victims but specifically for those from a BME background who may experience additional barriers that may affect their ability to seek help and support and who may have additional needs.
Religion / Belief	Have an awareness of the different requirements of a victim's religion/belief and meet these needs wherever possible, for example the use of prayer/contemplation rooms in the accommodation-based support settings.
Sex	<ul style="list-style-type: none"> <li>Deliver services that are informed by a gendered understanding of violence against women, domestic abuse and sexual violence to reflect the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) 2015 Act.</li> <li>Ensure that children of any gender accompanying a victim are provided with appropriate support and positive mentoring.</li> </ul>
Sexual Orientation	Acknowledge and understand the effects of sexual orientation on the abuse experienced by victims who are LGBT+.
Welsh Language	Facilitate response to initial enquiries in the Welsh language and ensure that all publicity materials regarding services are bilingual.

*"Equal rights, fair play, justice, are all like the air; we all have it, or none of us has it. That is the truth of it."* Maya Angelou



# CHAPTER TWO

# PURSUE

## Address perpetrators by improving intelligence sharing across services and the use of legal powers to disrupt and convict.

### Criminal Justice Response

All police first responders wear body cameras so that events from the moment police respond to a call-out can be recorded to support a victim's case and, where necessary, be used for victimless prosecutions. Also known as evidence-based prosecution, a victimless prosecution is where the police or Crown Prosecution Service progress a case without the cooperation of an alleged victim

to convict perpetrators. In domestic violence cases, if the victim is willing to give evidence, it is more likely than not that the decision made will be to prosecute. Where the victim is not willing to participate, prosecutors will need to give careful consideration to public interest factors, including the interests and safety of the complainant, other family members and any children or other dependants.

There is no specific offence of 'domestic violence' or 'domestic abuse'; however, the term can be applied to a number of offences committed in a domestic environment. The domestic nature of the offending behaviour is an aggravating factor because of the abuse of trust involved.

Some 11,302 incidents of domestic abuse were reported in the region in 2016/17, with a total of 5,067 recorded crimes as follows:

	Cardiff	Vale
Assault	1,915	566
Harassment	929	353
Stalking	47	15
Coercive Control	25	9
Threat to Kill	17	4
<b>TOTAL</b>	<b>3,837</b>	<b>1,230</b>

The offence of coercive or controlling behaviour in an intimate or family relationship became a criminal offence as part of the Serious Crime Act 2015. Coercive control is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten. This controlling behaviour is designed to make a person dependent by isolating them from support, exploiting them, depriving them of independence and regulating their everyday behaviour.





Coercive control creates invisible chains and a sense of fear that pervades all elements of a victim's life. Experts such as Evan Stark liken coercive control to being taken hostage. As he says: "the victim becomes captive in an unreal world created by the abuser, entrapped in a world of confusion, contradiction and fear." This offence is starting to become more recognised amongst professionals as specialist training is rolled out. In 2017, a total of 309 offences of coercive and controlling behaviour came before the courts in England and Wales; 97% of defendants were male (CPS.)

Of the 5067 cases of recorded domestic abuse in Cardiff and the Vale, 27% were not progressed due to lack of evidence and a further 33% were not progressed due to a lack of victim engagement.

In terms of Forced Marriage Protection Orders (FMPO), the number of applications made nationally is very small although figures suggest an upward trend in their use. To date, only two FMPOs have been granted in the region.



For sexual violence there were 1,011 recorded crimes in 2016/17 with a further 182 related to historical abuse. 77% of victims were female and 23% of victims were aged under 16. Some 69 perpetrators of sexual violence were also known domestic abuse offenders. Of all offenders, 33% were not convicted due to lack of evidence; a further 12% due to lack of victim engagement.

The service in the Vale of Glamorgan now responds to those experiencing sexual violence through a specialist team of police officers to investigate and respond to rape and sexual assault. This new team will deliver expertise and confidence amongst fellow officers and victims when dealing with such cases and will be able to ensure that more perpetrators are brought to justice.

There were 99 incidents of honour based violence and 37 recorded crimes in 2016/17. Of all recorded crimes, 10% were not progressed due to lack of evidence and a further 11% were not progressed due to a lack of victim engagement. 30 cases of trafficking were reported in the region in 16/17; 14 of the victims were children (86% girls).

Female Genital Mutilation (FGM) is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. It is illegal in the UK and is child abuse. The number of applications made for FGM Protection Orders (FGMPOs) remains very small across the UK. In total, there have been 205 applications and 179 orders made in England and Wales up to the end of September 2017 since their introduction in July 2015.

**WE WILL:**

- Increase the number of positive outcomes for victims
- Enhance the monitoring of the outcomes of cases appearing before Magistrates and Crown courts

*"We remain committed to working collaboratively with our partners, focusing on early intervention and prevention to tackle abuse at its root as well as supporting police action and appropriate prosecutions. . . we will continue to drive this agenda by tackling the harmful attitudes that underpin these behaviours...and investing in evidence-based perpetrator interventions."* Alun Michael, South Wales Police and Crime Commissioner

## Integrated Offender Management



In order to optimise collaboration in the identification, assessment and management of offenders who pose multi-agency defined high risk, threat and harm, the High Risk of Harm Project (Wales Integrated Serious and Dangerous Offender Management (WISDOM)) has been initiated.

The types of offenders within this definition will include sexual and violent offenders, serial domestic abuse perpetrators and serious and organised crime nominals, amongst other dangerous priority groups. Key to the achievement of the WISDOM objectives is the integration of the statutory responsibilities of police, probation officers and prison staff, as well as other social justice partners such as health, by harnessing their respective expertise. Inter-agency working is not new, indeed this project draws on the expertise the police and Probation bring by using existing Integrated Offender Management principles in relation to:

- fundamental information-sharing;
- intensive, joint supervision and surveillance;
- dynamic risk management and enforcement tactics,

all of which provides added value to the management of this dangerous cohort.

This project is able to define, in its own terms, the scope of its activities and therefore the cohort of offenders who form the subject of its activities. It is therefore more responsive to operational need and as such provides a more sharply focused and flexible body of expertise to tackle some of the largest risks both agencies have to manage – with all the presentational and reputational benefits this can bring.

The WISDOM project has adopted an evidence-based approach, by using the available multi-agency expertise, with the aim of realising the following benefits:

- Enhanced information-sharing arrangements in relation to dangerous priority groups;
- Improved public protection and community safety as well as reduced re-offending of the most dangerous offenders in Wales;
- Developed, evidence-led, targeted approach to multi-agency management of high risk of harm cohorts;
- Greater efficiencies realised through better integrated services and reduced duplication;
- Development of a vehicle through which lessons can be identified and multi-agency learning can be shared to prompt invaluable systemic changes.



South Wales Police use local, regional, national and international intelligence to undertake specific, directed operations and raids as necessary to arrest and detain suspects and gather evidence. For example there could be specific operations relating to human trafficking or CSE and also raids of commercial and/or residential properties. These operations and raids are often undertaken collaboratively across a number of police areas, sometimes referred to as 'County Lines' operations, with raids across different areas taking place simultaneously.



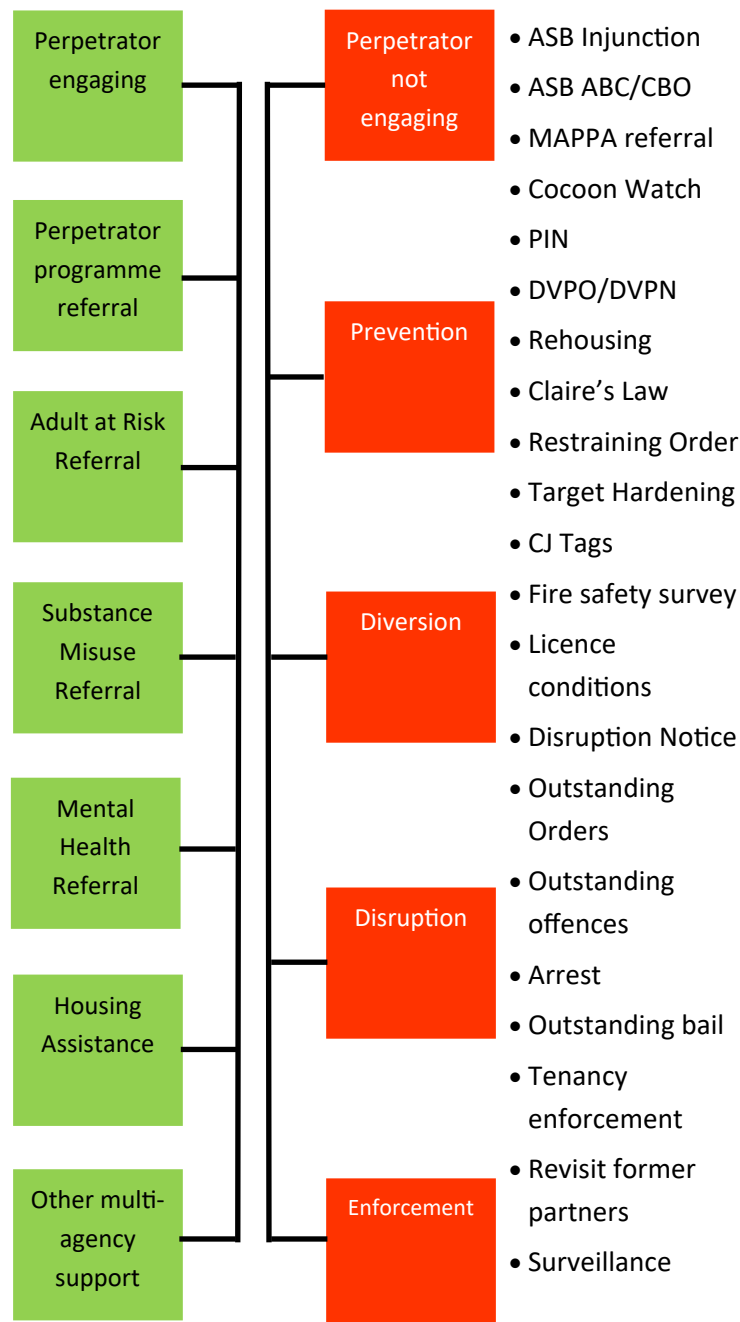
A new approach to tackling perpetrators has been successfully trialled in Scotland and Northumbria. Called Multi-agency Tasking and Coordination (MATAC) it takes a similar approach to MARAC in having partners share the responsibility of tackling perpetrators of domestic abuse through disruption and direct support. Its aims include:

- Tackling the cause of the problem (perpetrators)
- Prevent domestic abuse related offending
- Improve victim safety
- Improve criminal justice outcomes
- Improve partnership engagement
- Improve offender behaviour

A 'Recency, Frequency and Gravity' analysis identifies the most harmful and often serial perpetrators to be targeted. Partnership meetings are then held to determine what multi-agency interventions can be implemented. Partners will need to include Housing, Probation, Mental Health and Substance Misuse services. Links to MARAC and MAPPA must also be facilitated to ensure ongoing victim safety and to raise awareness of the impact of any interventions. It is anticipated that this model will be implemented in Cardiff in the near future.

**WE WILL:**  
**Trial and evaluate the MATAC Intervention for perpetrators of domestic abuse**

## MATAC Toolkit



The Drive Project currently delivered in Cwm Taf will be extended to Cardiff from September 2018, utilising Home Office Transformation Funding. Drive is a community-based intervention for perpetrators of domestic abuse whose victims are assessed as at a high risk of significant harm or fatality. The service offers a risk and needs led response that proactively works with this potentially involuntary client group. The service is delivered in the context of a multi-agency response, provides a tailored intervention plan that meets needs, addresses offending and motivates active engagement in activities that will produce sustained behavioural change; whilst keeping the risk to victims paramount.

In Cardiff, perpetrators will be identified through the MATAC process, including intelligence from MARAC, MAPPA and WISDOM and they will receive support from Safer Merthyr workers who have been involved in the Cwm Taf Drive pilot.

An important focus of work with perpetrators is to increase the safety and wellbeing of survivors and their children. The Cardiff RISE service will work with Drive to ensure that victims can be supported and will contribute to effective risk management.

**WE WILL:**  
**Evaluate the impact of Drive including impact on victims and children**



## Working With Perpetrators

For the period 2016/17, some 207 adults were on Community Orders with a domestic violence related index offence; of these 6% were female. Only 79 offenders completed their Community Orders successfully. A further 94 adults were on Licence with a domestic violence related index offence; 3% were female and only 48 completed their Licences successfully.

The HM Prison and Probation Service is currently transitioning towards a new model of delivery for Accredited Programmes for perpetrators of abuse. The 'Kaizen' programme is designed for adult males assessed as high risk of reoffending with a high level of criminogenic need, irrespective of the nature or type of their offending. 'Becoming New Me+' (BNM+) is the equivalent of Kaizen but suitable for participants with Learning Disability. 'Horizon' is designed for adult males who have been convicted of sexual offences and who have been assessed as medium risk and above of re-conviction. 'New Me Strengths' (NMS) is for individuals with Learning Disability who are assessed as medium risk and above. Both BNM+ and NMS have a 'bolt on' module called 'Living as New Life Me' that focuses on maintaining the strength and skills learned from programmes.

Project Name:	Aimed at:	Description:	Programmes Held Jan-Dec 2017:
<b>Break 4 Change Cymru</b>	Adolescent to parent violence	A programme that supports parents/carer's and young people in building healthy relationships. The programme aims to help the family break patterns. where a young person in the home is: <ul style="list-style-type: none"> <li>Controlling the home environment</li> <li>Being violent or aggressive towards a parent</li> <li>Making threats</li> </ul>	2 in the Vale 1 in Cardiff = 9 families
<b>Choose to Change (Respect accredited)</b>	Male perpetrators	24 week rolling programme for men who are motivated to make changes and willing to engage. They must be over 18 and cannot be on any other programme, or on bail or waiting for a court date.	1 in Cardiff = 34 men

All programmes adopt a strengths based, future focused approach, paying attention to the individuals needs of each participant and places an emphasis on the Risk, Need and Responsivity model of rehabilitation. All programmes are underpinned by a commitment to inclusivity and can be delivered as group work or on a 1-1 basis. Importantly, programmes can also be delivered where an offender is in denial of their offending.

Currently the Wales Community Rehabilitation Company deliver Building Better Relationships (BBR) group work programmes for domestically violent/abusive men in the community. 'Horizon' is also delivered (as mentioned above) and

individual work, underpinned by 'Maps for Change' is also undertaken with sexual offenders.

Currently the only non-Criminal Justice community perpetrator provision available in the region is the suite of programmes delivered by Atal y Fro's EPIC project (shown above). In addition they offer 'Journey Beyond Abuse' for women who have used forced in a domestically abusive relationship. However this funding is due to cease in 18/19 and so alternative provision is being explored, including preventative options for those concerned about their own sexual thoughts or behaviour and for young people concerned about their behaviours.

*"If you tackle male violence against women & girls, you tackle all the other issues."*

Nazir Afzal OBE, formerly Crown Prosecution Service and now Welsh Government National Advisor

An important focus of work with perpetrators is to increase the safety and wellbeing of survivors and their children.

Respect, the organisation that provides the accreditation for perpetrator programmes, has recently launched its revised standards (November 2017). The Respect Standard sets out an evidence-based, safety-focused framework which identifies good practice and offers guidance for organisations to ensure that they are meeting the needs of service users safely and effectively. It covers the whole cohort of perpetrators; men and women in straight or same sex relationships; those motivated to change and those who aren't; and those presenting different levels of risk and need. It encompasses all work an organisation carries out with perpetrators, including:

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- Early intervention
- Behaviour change programmes (groups or 1-1)
- High intensity case management with high risk perpetrators
- Disruption activities

Evidencing that they meet the Standard, organisations demonstrate their competence in working with perpetrators, with the safety of survivors and their children integral.

**WE WILL:**

- **Improve monitoring and reporting of perpetrator programmes/interventions**
- **Consider early intervention options for those concerned about their behaviour**
- **Explore options for delivering a range of community perpetrator interventions**



A multi-agency Specialist Domestic Violence Court (see p.52) Operational Group meets twice a year to discuss the regional approach in handling cases. The Group considers the practicalities of trials from a victim's perspective and ensures the process runs as smoothly as possible for all concerned.

Examples include cases being listed on a Monday to minimise disruption, the use of IDVA/IPA support to represent victims and video-conferencing facilities in the Vale to support victims who feel that attending court is too traumatic. The assistance of IDVA/ISVA/IPA needs to be extended to all victims at all courts.

The Code of Practice for Victims of Crime (Victims' Code) was introduced in 2006 and sets out the minimum levels of service which victims can expect from agencies that are signatories to it. For those who have not engaged with an IDVA/ISVA/IPA there may be support for court representation from Victim's Support.

**Restorative Justice**

Restorative justice is the process of bringing together those harmed by crime or conflict with those responsible for the harm to find a positive way forward. Following the provisions of the Crime and Courts Act 2013, it is possible that sentencing can be deferred or adjourned for pre-sentence restorative justice to take place.

Under the Code of Practice for Victims of Crime (October 2013), victims are entitled to take part in restorative justice techniques. Police policy does not support the use of restorative justice for domestic abuse and sexual violence in intimate (current or previous) partner cases and some familial abuse cases; the use of restorative justice is not seen to be appropriate. Therefore, restorative justice should only take place after cautious consideration and advice from experts.

In the cases where it is requested and felt appropriate, restorative justice or mediation must focus on a victim's safety. Care should be taken to ensure the victim is a willing participant and there are no coercive influences; this is because of the nature of the relationship between the complainant and offender. A properly trained facilitator experienced in dealing with sensitive cases of this nature, should manage arrangements to ensure the victim is not pressurised.

**WE WILL:**

- **Continually review the guidance and approach to the use of restorative practice for victims of VAWDASV**

## Safe Use of Technology



An online life is now taken for granted. Smartphones, email, social networking, online dating, chat rooms, blogs, online gaming, Facebook, Twitter, Snapchat and Instagram etc. allow greater interaction than ever before. However, these online interactions can easily become abusive and harmful, and new technology and applications can be used as a means of monitoring and controlling others. Online abuse can include grooming of children and young people, cyberbullying and sexting.

As well as raising awareness with children and young people about these issues, adults are not immune from being victims of online sexual harassment, stalking, shaming, violent threats and being targeted through dating websites and chatrooms. Unfortunately these issues are of a global nature and must be tackled at national government levels. Locally however, partners can do more to alert people of potential harm and make them more cautious about how they use and respond to this technology.

### WE WILL:

**Deliver local campaigns to highlight safe use of technology**

## Encouraging Victims to Report

The reluctance of victims of any form of VAWDASV to come forward and report to anyone, including the police, can involve a number of factors:

### ⇒ Victims' Perceptions

Victims often feel shame, guilt, or are immobilised by psychological or physical trauma, and have a fear of not being believed; not even telling family or friends. Some believe in family/religious values that encourage the maintenance of the family unit at all costs and many continue to hope for the perpetrator's promises to change.

### ⇒ Perceived Powerlessness of Police

People see the police as being over-stretched and often minimise their experience as not worth reporting and needing to take up police time. The ability to seek a criminal sanction or civil remedy can also be perceived as unlikely. This 'lack of confidence' in the criminal justice system is an important factor in reporting.

### ⇒ Threat of Further Victimisation from the Perpetrator and Authorities

Fear of reprisals, either by the offender or his or her family members or friends is a major reason for people's silence. Others do not report as they cannot face the thought of taking their case through the courts, with the time and stress that can involve. Additionally they have to repeat their stories to a range of statutory services in order to access health or housing services for example.

Although services' capacity to respond is a real issue, this should not be a factor that impedes the confidence of the public to report crimes. All partners, whether statutory or third sector, need to work together to support each other's contribution to tackling VAWDASV in all its forms.

This strategy identifies a number of opportunities to support victims to feel more confident in coming forward, thereby assisting the Criminal Justice System to improve its intelligence of perpetrators and improve the range of support services to victims. Examples include:

- Training of first responders in all services to recognise vulnerability and understand all types of VAWDASV and effects of coercive control.
- More collaborative approach through MASH and MARAC processes and co-location.
- Assisting victims with a named support worker throughout their recovery journey such as an IDVA/ISVA/IPA to advocate with services on their behalf.
- More opportunities to disclose through Community Ambassadors / Ask Me Scheme.

Ultimately, the aim of all partners is to stop repeat victimisation and so this requires a collaborative approach in giving confidence to victims to report, which may also protect others from being abused in the future.

### WE WILL:

**Encourage and assist more victims to seek criminal sanctions and civil remedies**





**CHAPTER THREE**

**PREVENT**

## Educational Settings

One way to address attitudes of violence towards women and girls is to start with children and young people. Beginning at a young age to explore gender stereotyping and what a healthy relationship looks like, will equip young people to notice the signs of unhealthy symptoms in their own and other's relationships and will heighten their awareness of potential exploitation.

Welsh Government and Welsh Women's Aid produced a good practice guide in 2015 called 'Keeping learners safe' to support the VAWDASV Act. The guide provides advice for primary and secondary schools on how to develop, embed and successfully deliver a whole-school approach to promoting gender equality and in challenging VAWDASV. In 2016, the Welsh Government also produced a guide for school governors on the issues surrounding VAWDASV and the actions that they can take to make their schools safer. In the same year they worked with the Children's Commissioner, NSPCC, Cardiff University, Welsh Women's Aid and young people to produce 'AGENDA: A young people's guide to making positive relationships matter'. This resource includes a range of activities for schools to use with young people.

There are a number of programmes raising awareness about all forms of VAWDASV currently delivered to pupils through PSE sessions in all schools. The following resources are promoted widely across the region:

- ⇒ Barnardo's Cymru 'Seraf Service' has produced the 'Hidden' and 'What's Happening Frankie?' school resources – 2 lesson plans and extensive activities looking at child sexual exploitation targeted at 14-18 year olds.
- ⇒ Hafan's 'Spectrum' Programme - an All Wales Healthy Relationships Programme funded by Welsh Government that is delivered by qualified and experienced teachers in all types of schools. Spectrum also offers briefings on whole school approaches that can be delivered to school staff and governors.

		Cardiff	Vale
Primary	Total schools	97	49
	Schools accessed	9 (9%)	9 (18%)
	Pupils taught	576	613
Secondary	Total schools	19	9
	Schools accessed	7 (37%)	6 (67%)
	Pupils taught	2003	1168

The table above shows the impact of the Spectrum programme across the region during 2016/17. Clearly there is more to be done to enhance take-up to ensure equitable access to this key resource for all children, as well as continued engagement with schools year on year. Obviously such training can generate disclosures from both pupils and staff following these sessions. Unfortunately the extent of these is not known as this information is not collated centrally.

Estyn were asked by Welsh Government to undertake a Thematic Review to evaluate the quality of provision for healthy relationships education in schools in Wales. The resulting report published in 2017 identifies strategies to support schools in improving provision and outcomes for pupils and made the following recommendations:

- Implement Welsh Government guidance to provide a whole-school approach to preventing VAWDASV.
- Ensure that key messages around healthy relationships are embedded in the curriculum and reinforced regularly.
- Build on best practice identified in the report.
- Local authorities and regional consortia should ensure that all staff who work in schools complete the training set out in the National Training Framework.

The Welsh Government will also be developing statutory guidance under section 15 of the Act and regulations to place a duty on local authorities to report annually on the action they are taking, including within schools. However, no requirements have yet been made of private schools and home-schooled children.

### WE WILL:

**Continue to promote and monitor education-based activities across the region to include 'hard to reach' children**

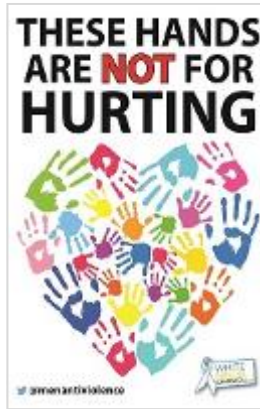


Every school in Wales is being encouraged by Public Health Wales to take up a new training package so that staff can help pupils overcome the damaging effects of early childhood trauma. Staff will be offered training to make them more aware of the life-long impact adverse childhood experiences (ACEs) can have on pupils (see p.40).

A pilot project has been funded by the Home Office Police Innovation Fund and the South Wales Police and Crime Commissioner (PCC), resulting in a training package being made available to all primary and secondary schools in Wales from mid 2018. The pilot schools received an initial introduction to ACEs awareness delivered by Barnardo's Cymru and the NSPCC, then two further sessions from educational psychologists focusing on how to support children affected by trauma.

Barnardo's Cymru has been working on a whole-school approach to building resilience called PATHS© programme. Youngsters have been taught how to recognise their emotions and handle them better, look after children who look sad or lonely in the playground and feel more positive about themselves.

Additionally, the School Standards and Organisation (Wales) Act 2013, requires local authorities to make reasonable provision of independent counselling services for children and young people aged between 11-18 and pupils in Year 6 of primary school.



## CASE STUDY

Sian is a year two student; during her first year she was accommodated in University halls. During her second year she rented a shared house with three of her female friends. This house accommodated 8 students in total, Sian knew of the other students but they were not on the same course as her; there were three males and two females, two of the other males were also attending a different University nearby.

Over a period of time one of the housemates known as Simon, became infatuated with Sian, asking her out on dates and coming on to her suggestively during house parties. However Sian always spurned his advances and Simon would become verbally aggressive toward her, calling her a slut. As time went on Simon disclosed that he masturbated when she was in the shower stating he dreamt of raping her and that she should always keep her door locked, then would go on to say he was joking. He would brush up against her whilst she was cooking in the kitchen and rub himself suggestively against her clothing, and would often brush past her touching her breast.

Sian began to withdraw and her studies were affected, she was reluctant to disclose anything as when things were witnessed by her housemates they brushed off Simon's behaviour stating he was only messing, showing off, just being a lad and to take no notice of him. Things became overwhelming for Sian and she became tearful in one of her lessons, she confided in her personal tutor who initially did not know what to do but told her to report to the Police. She was also advised to contact a specialist service after speaking to a counsellor at the University. She eventually built up the courage to do so and they supported her and offered counselling, they explained what her options were in relation to the law and what help was available.

With advocacy support, Sian told the University advice centre and accessed their counselling service and eventually reported the matter to the police. Simon was arrested and given bail conditions removing him from the accommodation, prohibiting him from having any direct or indirect contact with Sian. The University was dealt with the perpetrator internally too, being suspended from lessons, pending an investigation.







## National Training Framework

This Framework and materials have been developed by the Welsh Government to ensure a consistent and strengthened formal response to victims from all public services in Wales. It is acknowledged that many victims may be in contact with housing, social care, health and education services and each of these is ideally placed to provide a gateway into specialist support services. However it is recognised that staff in these services are not currently equipped to deliver a satisfactory response to victims, due to lack of confidence in knowing how to discuss the topic and where to signpost for support.

The Framework is delivered via specific levels to recognise the various staff roles and their ability to interact with, signpost and support victims. In addition to these levels (next page), there can be a number of bolt-on modules delivered through a specialist subject syllabus, which can be designed locally but must be accredited by the Welsh Government. Relevant Authorities (local authorities, Health and Fire Service) have developed 5 year training plans to set out how this Framework will be delivered (see p.32-33).



In order that justice is effective it is imperative that judges and magistrates also undertake regular training to understand the impact of VAWDASV on victims and their families.

In the region all public sector staff will receive the **Group 1** e-learning which provides an introduction to violence against women, domestic abuse and sexual violence. This is hosted in-house in both local authorities and accessed via the All Wales Academy NHS hosting site for health staff. For those staff who work predominantly off-site in manual roles, the e-learning has been adapted into a presentation that can be delivered in facilitated group settings, generating discussion and ensuring understanding by all.

For all staff, a questionnaire both before and after the e-learning, will assess prior knowledge of the issues being discussed and how aware staff feel once they have completed the e-learning.

**Group 2** is concerned with the VAWDASV Act requirement to 'Ask and Act'. This will be for staff that come into daily contact with patients/clients/tenants/citizens as part of their role and have the ability to enquire about VAWDASV where they feel this may be a factor. The training will equip staff to ask the right questions and understand the local pathways to signpost victims into specialist support services. In the region it is

anticipated that this training will be delivered to staff in class-based sessions lasting 1 day.

**Group 3** is for staff in roles where the client group is likely to have experienced a form of violence against women, domestic abuse and/or sexual violence or in a setting or location which is reason alone to 'Ask & Act' (midwifery, mental health, child maltreatment). This experience complicates and impacts on the nature of the client's engagement with that role.

Groups 2 and 3 continue to be piloted by the Welsh Government with the expectation that each region utilises the 'Train the Trainer' approach to roll-out. Both group 2 and Group 3 sessions will be co-delivered by specialist IDVAs/IPAs. Regionally the following additional modules will be developed, accredited and delivered to Groups 2 and 3 attendees:

- Human Trafficking
- Sex workers
- Stalking
- Female Genital Mutilation

**Group 4** will deliver additional skills to specialist third sector workers, and **Group 5** will similarly address the managers of specialist services. Welsh Government has awarded a contract to Welsh Women's Aid to deliver this training.

*"Sometimes you just want someone to ask you. You don't know how to bring up that you're a victim of abuse but you are hoping for an opportunity to tell someone who will understand"* Domestic Abuse Survivor, South Wales



Finally, **Group 6** is aimed at strategic Leaders who have a responsibility to foster a culture and infrastructure in which VAWDASV are acknowledged as issues which may affect the workforce, the client group, friends and family. This will be delivered through the Strengthening Leadership Series of short films, each on an important issue related to VAWDASV.

Below is a summary of the delivery methodology for the National Training Framework:

Level	Aimed at	Method	Total Staff
<b>Group 6</b>	Strategic leaders	Videos	72
<b>Group 5</b>	Specialist service managers working in VAWDASV sector	Class based	12
<b>Group 4</b>	Specialist workers in VAWDASV sector	Class based	42
<b>Group 3</b>	Individuals in champion roles supporting colleagues and family members of those affected. Roles requiring more than Ask & Act	Class based	1,726
<b>Group 2</b>	Professionals likely to be in relevant roles, i.e. treating or working with someone as a result of violence and abuse (Ask & Act)	Class Based	24,782
<b>Group 1</b>	All public sector staff	E-learning	34,493

To take forward the approach to roll-out, each relevant authority has internal oversight of Group 1 training but for other Groups this is facilitated and coordinated by a joint steering group. There is a need to integrate this Framework with other safeguarding training.

As a non-devolved body, South Wales Police are not required to adopt the NTF; nevertheless it requires officers to undertake a range of relevant training and awareness around violence against women and sexual violence. This includes:

- ⇒ **SOFR – (Sexual Offences First Responder)** – 3 day course aimed at first responders to sexual assaults and rapes. This is for response officers and a pre-requisite for officers attending the SOIT course.
- ⇒ **SOIT – (Sexual Offences Investigation Trained)** – 5 day course aimed at investigators of sexual assaults and rapes.
- ⇒ **PIP 2 Witness and Suspect** – both of these courses are 5 day. Threaded through both are scenarios around a sexual assault and domestic violence incident. This is now being delivered to CID, PPU and HUB officers as part of a PIP 2 pathway.
- ⇒ **Human Trafficking and Modern Slavery** – a number of courses are delivered including a First responder and SIO course.
- ⇒ **Proactive** – One scenario within this five day course includes a Human Trafficking scenario.
- ⇒ **SAIDP – (Serious Adult Abuse Investigators Development Programme)** – 3 week specialist course aimed at officers working within Vulnerable Adult arena in PPU. This includes a

case study around a sexual assault on a vulnerable female.

- ⇒ **SCAIDP – (Specialist Child Abuse Investigators Development Programme)** – 3 week specialist course aimed at child protection officers in PPU. Also includes case study scenario involving neglect of a female child.

The majority of the above courses are specialist courses that Criminal Intelligence Dept./Public Protection Unit/Major Crime teams receive. Response officers also receive training on stalking and recognising vulnerability and how to initially respond and make the correct referrals. All have refresher training on an annual basis.

Overleaf is the 5 year training plan for all Relevant Authorities across the region. South Wales Fire and Rescue Service and the Wales Ambulance Services NHS Trust will deliver their Framework through a separate approach in collaboration with Welsh Government. It is unclear whether the National Probation Service or the Wales Community Rehabilitation Company will be adopting the Framework.

**WE WILL:**

- **Liaise with the Judicial College to ensure Magistrates are trained in VAWDASV awareness and sentencing guidelines**
- **Implement the regional training plan to ensure all staff are trained in accordance with the National Training Framework**

## COMBINED 5 YEAR NATIONAL TRAINING FRAMEWORK PLAN

LEVEL	Total Staff to be Trained	Target Audience	YEAR:							
			2017-18				2018-19			
			Cardiff Council	VoG Council	C&V UHB	Velindre	Cardiff Council	VoG Council	C&V UHB	Velindre
<b>GROUP 1</b>	Cardiff Council = 13093; Vale Council = 5040; C&VUHB = 15021; Velindre = 1339	Mandatory training for <b>all employees</b> . Manual staff to receive interactive training via group presentation based on e-learning.	10%	17%	62%	50%	40% plus via Induction	40% plus via Induction	30% plus via Induction	40% plus via Induction
		<b>TOTALS</b>	<b>1294</b>	<b>856</b>	<b>9313</b>	<b>670</b>	<b>5176</b>	<b>2016</b>	<b>4506</b>	<b>536</b>
<b>Group 2</b>	Cardiff Council = 9200; Vale Council = 1500; C&VUHB = 13259; Velindre = 823	Applicable to all <b>frontline staff</b> who are likely to be meeting those experiencing abuse. Signs/symptoms/risk. 'Ask' - broaching the subject through targeted enquiry. 'Act' - information sharing, signposting and referring. Care pathways and multi-agency work.	None. Waiting on learning and materials from Welsh Government pilots	None. Waiting on learning and materials from Welsh Government pilots	None. Waiting on learning and materials from Welsh Government pilots	None. Waiting on learning and materials from Welsh Government pilots	10% Welsh Government agreement to train staff in Q3 and begin Group roll-out from Q4	10% Welsh Government agreement to train staff in Q3 and begin Group roll-out from Q4	10% Welsh Government agreement to train staff in Q3 and begin Group roll-out from Q4	10% Welsh Government agreement to train staff in Q3 and begin Group roll-out from Q4
		<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>920</b>	<b>150</b>	<b>1326</b>	<b>82</b>
<b>Group 3</b>	Cardiff Council = 1500; Vale Council = 200; C&VUHB = 26; Velindre = 0	Those who will <b>provide a service</b> (within a general role) to those who are experiencing abuse. - Risk assesment / Immediate safety / Care pathways and multi-agency work Those who perform a <b>champion role</b> within their organisation (as per the VAWDASV Act).	None. Waiting on learning and materials from Welsh Government pilots	None. Waiting on learning and materials from Welsh Government pilots	None. Waiting on learning and materials from Welsh Government pilots	None. Waiting on learning and materials from Welsh Government pilots	5% Welsh Government agreement to train staff in Q3 and begin Group roll-out from Q4	5% Welsh Government agreement to train staff in Q3 and begin Group roll-out from Q4	26 specialist staff roles. Welsh Government agreement to train staff in Q3 and begin Group roll-out from Q4	3 specialist staff roles. Welsh Government agreement to train staff in Q3 and begin Group roll-out from Q4
		<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>10</b>	<b>26</b>	<b>3</b>
<b>Group 4</b>	Cardiff Council = 35; Vale Council = 6; C&VUHB = 1; Velindre = 0	Specialist VAWDASV services	None. Waiting outcome of recommissioning	6 previously trained	6 previously trained	n/a	27	New staff and any refresher training	New staff and any refresher training	n/a
		<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Group 5</b>	Cardiff Council = 8; Vale Council = 3; C&VUHB = 1; Velindre = 0	Specialist VAWDASV service managers	None. Waiting outcome of recommissioning	Previously trained	Previously trained	n/a	8	3	New staff and any refresher training	n/a
		<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Group 6</b>	Cardiff Council = 17; Vale Council = 20; C&VUHB = 25; Velindre = 17	Senior managers and leaders	41%	None	None	n/a	59%	100%	100%	100%
		<b>TOTALS</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>25</b>	<b>17</b>

### COMBINED 5 YEAR NATIONAL TRAINING FRAMEWORK PLAN Cont...

2019-20				2020-21				2021-22			
Cardiff Council	VoG Council	C&V UHB	Velindre	Cardiff Council	VoG Council	C&V UHB	Velindre	Cardiff Council	VoG Council	C&V UHB	Velindre
40% plus via Induction	40% plus via Induction	8% plus via Induction	10% plus via Induction	10% plus via Induction	10% plus via Induction	Induction and any refresher training	Induction and any refresher training	Induction and any refresher training	Induction and any refresher training	Induction and any refresher training	Induction and any refresher training
5176	2016	1202	133	1309	504	0	0	0	0	0	0
30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
2760	450	3978	247	2760	450	3978	247	2760	450	3978	247
20%	20%	New staff and any refresher training	New staff and any refresher training	25%	25%	New staff and any refresher training	New staff and any refresher training	50%	50%	New staff and any refresher training	New staff and any refresher training
300	40	0	0	375	50	0	0	750	100	0	0
New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	n/a	New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	n/a	New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	n/a
0	0	0	0	0	0	0	0	0	0	0	0
New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	n/a	New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	n/a	New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	n/a
0	0	0	0	0	0	0	0	0	0	0	0
New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	n/a	New staff and any refresher training	New staff and any refresher training	New staff and any refresher training	n/a
0	0	0	0	0	0	0	0	0	0	0	0



## Early Intervention

Upon taking the courage to contact services, victims of VAWDASV require the response of specialist staff that can give non-judgmental advice and who will:

- validate their experience of violence against women, domestic abuse and sexual violence;
- explain the gendered understanding of the relevant abuse being experienced;
- explain the range of service options available and the general arrangements for access, engagement criteria and expectations;
- offer practical safety planning support.

Such contact points need to be able to assist with any form of VAWDASV. The national Live Fear Free, and local specialist service provider helplines and One Stop Shops can offer advice to victims, friends, family and professionals alike.



Another indication of early help-seeking is a 999 call to the Police. Following a call-out, South Wales Police refer cases to specialist services including the SARC and third sector providers. High risk domestic violence cases may be referred to MARAC and are dealt with by agencies immediately, contact with medium and standard risk victims can be less responsive.

In the region, funding was redistributed in 2017/18 to ensure some resource was targeted at standard risk victims to prevent escalation of risk and to ensure ongoing safety.

However, as part of the Transformation Fund approach, all services in the region will be exploring how to make the shift from a purely risk-based to a needs-led service model or at least a combination of the two. Risk is recognised as a safety need, but the approach to service delivery must consider the wider array of needs and resources victims have.

An element of the Transformation Fund that is being piloted in Cardiff, with the learning shared across the region, is the 'Ask Me' Ambassador scheme. Volunteers who live and work in local communities will be equipped with the basic skills, knowledge and tools to have a supportive conversation and provide an initial appropriate response to their clients who are experiencing abuse. The Ask Me scheme tells survivors of domestic abuse that the individual:

- Is inviting them to disclose they are experiencing domestic abuse;
- Will give them enough information about immediate options to take the next step towards safety, freedom and independence.

The scheme does not expect that all Ambassadors will become experts in abuse, case workers or be significantly diverted from their day to day job. The purpose is to ensure that they will, as a minimum, act as a point of safe disclosure to enable access to appropriate support and safety.



The level of response will depend on their circumstances and role. They will be empowered to act as a gateway, not a barrier, to whatever the individual victim needs at that point. This scheme will target professionals and local community workers who fall outside the scope of the statutory 'Ask and Act' guidance. Examples of potential 'Ask Me' points (not limited) include:

- ⇒ Hairdressers
- ⇒ Shop assistants
- ⇒ Local community champions, e.g. Women's Institute representatives
- ⇒ Avon representatives
- ⇒ Job centre personnel
- ⇒ Community centres
- ⇒ Food banks
- ⇒ Youth centres
- ⇒ Court personnel
- ⇒ Licensed premises

Every point of interaction with a victim is an opportunity for intervention

The opportunity to act sooner will ensure that further harm is minimised and victims can be supported to recover from their experiences.

### WE WILL:

- **Prioritise funding for early intervention services that prevent all forms of VAWDASV**
- **Implement the Ask Me Ambassador pilot in Cardiff and share the learning**

# Sexual Violence

Sexual violence is a serious public health and human rights problem with both short- and long-term consequences for an individual’s physical, mental, and sexual health. Whether occurring in the context of an intimate partnership, within the larger family or community structure, or during times of conflict, it is a deeply violating and painful experience. The consequences on a victim’s psychological wellbeing can be far-reaching including guilt, anger, anxiety, depression, post-traumatic stress disorder, sexual dysfunction, somatic complaints, sleep disturbances, withdrawal from relationships and in a number of cases, attempted suicide.

Any culture that minimises, trivialises or excuses sexual violence, and shifts responsibility away from perpetrators and onto victims means that individuals, organisations and communities are less likely to respond. This culture is often referred to as ‘rape culture’.

Sexual harassment is often normalised as a social nuisance—in the workplace, on public transport and in the street. Sexual violence and the attitudes that condone it are learned. If attitudes are to be changed, social culture and the influences that shape it must also be challenged. This involves the way boys and girls are raised, the way men’s and women’s relationships are portrayed in the media and popular culture, and the stance leaders and key influencers visibly take on this issue.

South Wales Police & Crime Commissioner (PCC) is aware that sexual harassment is often thoughtless, wholly inappropriate and extremely personal, it can also be of a criminal nature and more often than not goes unreported. Working with partners to shape their approach to this issue, and with the support of Welsh Government and the other Welsh Police forces, the South Wales PCC will be commissioning a survey aimed at obtaining a fuller understanding of the scale of unreported sexual harassment.

Integral to this issue is the concept of consent. This is defined as “a clear

and unambiguous agreement, expressed outwardly through mutually understandable words or actions, to engage in a particular activity.” Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviours that elicit emotional, psychological, physical, reputational, financial pressure, threat, intimidation, or fear (coercion or force). Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who is incapacitated.

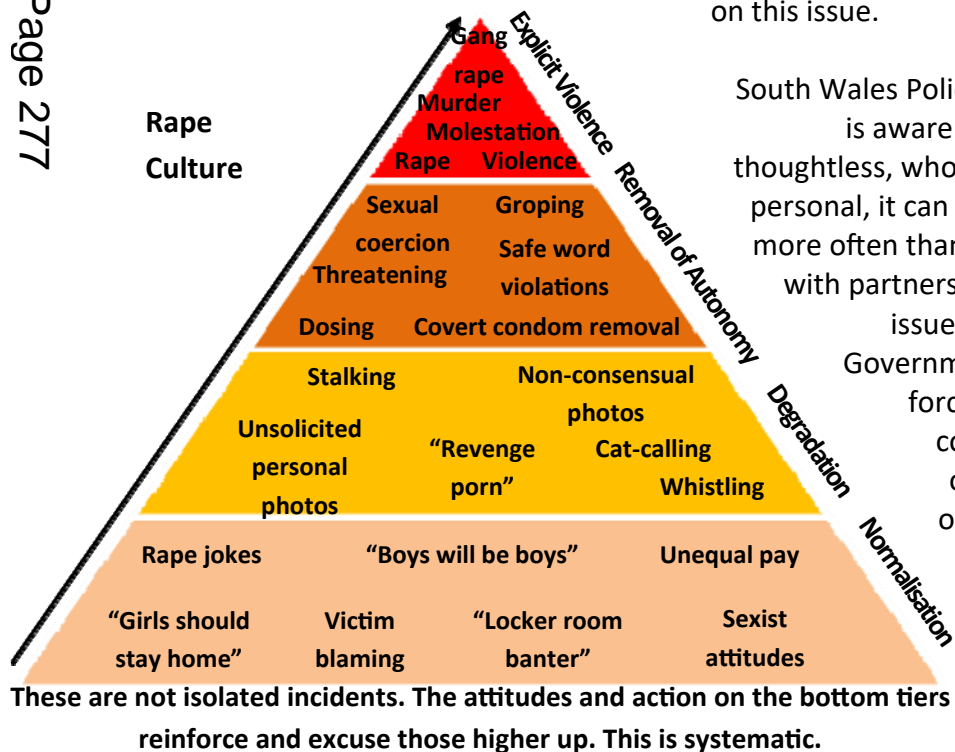
The ‘Cup of Tea’ YouTube video (see link on p.12) is a very useful resource that explains consent in simple terms. Presumed consent is often central to trials, especially those involving public or prominent figures and fuels public opinion on this issue. The current groundswell of publicity on this issue can only serve to raise awareness and improve service responses.



### WE WILL:

- Provide a male ISVA at the SARC
- Work with the South Wales Police & Crime Commissioner to gain a greater understanding of sexual harassment
- Raise awareness of consent at all opportunities

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## Stalking

Stalking can be hard to define and prove. While a small proportion of stalkers are strangers, most are known to their victim - the majority are ex-partners (particularly those who were abusive). Stalking indicates a high risk of serious harm, making identification very important and potentially lifesaving. Stalking examples include:

- following a person
- contacting, or attempting to contact, a person by any means
- publishing any statement or other material relating or purporting to relate to a person, or purporting to originate from a person
- monitoring the use by a person of the internet, email or other electronic communication
- loitering in any place (whether public or private) including the victim's workplace
- interfering with any property in the possession of a person
- watching or spying on a person

Stalking is rarely reported to police - victims are unsure what support can be offered. All partners in the region need to do more to raise awareness that stalking is a crime. Partners and the public need to be clear on how to spot the signs, feel confident to report and record evidence to support the criminal justice process.

### WE WILL:

**Improve awareness of stalking and promote the practical steps to reporting**



## Honour-Based Violence / Forced Marriage



The terms 'honour crime', 'honour-based violence' or 'izzat' embrace a variety of crimes of violence (mainly but not exclusively against women), including assault, imprisonment and murder where the person is being punished by their family or their community. They are being punished for actually, or allegedly, undermining what the family or community believes to be the correct code of behaviour. In transgressing this code, the person shows that they have not been properly controlled to conform and this is to the "shame" or "dishonour" of the family. It can be distinguished from other forms of abuse, as it is often committed with some degree of approval and/or collusion from family and/or community members. Victims will have multiple perpetrators and not only in the UK; Honour Based Violence (HBV) can be a trigger for a forced marriage.

A forced marriage is where one or both people do not consent to the marriage and pressure or abuse is used. Pressure can include threats, physical or sexual violence and financial pressure.

This is different to an arranged marriage, where both parties have consented to the union but feel free to refuse if they want to. Child marriage is any formal marriage or informal union where one or both people are under 18 years old. All child marriages are forced, because a child cannot provide informed consent, and are therefore a violation of children's rights. Child marriage also affects boys, but to a lesser degree than girls.

### FORCED MARRIAGES IN THE UK



2016 cases involved victims under 18

**34%**  
involved victims aged 18 to 25



Wider acknowledgement is also needed that forced marriage can also take place between those with disabilities. For instance, in 2017, 125 of all cases (12%) involved victims who had a learning disability. Of these 66 (52.8%) were male and 59 (47.2%) were female (Forced Marriage Unit 2018). Similarly, forced marriage affects many different communities including Gypsies & Travellers.

#### WE WILL:

**Improve understanding of how forced marriage affects individuals with protected characteristics**

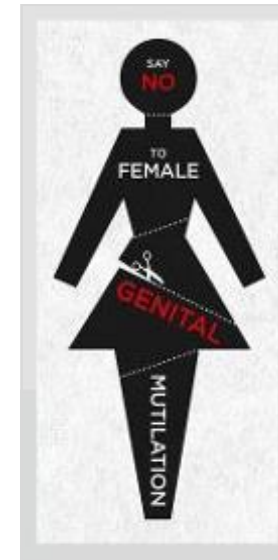
## Female Genital Mutilation (FGM)

FGM is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. It's also known as "female circumcision" or "cutting", and by other terms such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.

The UK Government and UNICEF hosted the first 'Girl Summit' in July 2014 aimed at mobilising national and international efforts to end Female Genital Mutilation (FGM) as routine practice in some countries across the world.

In 2015 a number of amendments were made to the UK's Female Genital Mutilation Act 2003 through the Serious Crime Act 2015. Section 4 of the 2003 Act specifies that extra-territorial jurisdiction extends to prohibit acts done outside the UK **by** a UK national or a person who is resident in the UK. Considered with that change, section 70 (1) of the Serious Crime Act also amends Section 3 of the 2003 Act (offence of assisting a non-UK person to mutilate overseas a girl's genitalia) so that it extends to acts of FGM done **to** a UK national or a person who is resident in the UK.

This Act has placed a mandatory reporting duty on health professionals to report 'known' cases of FGM in under 18 year olds to the police; this duty has been in force since October 2015. The All Wales Clinical Pathway for FGM was created and completed by a task and finish group in



October 2015 and ratified in July 2016. Specific mandatory training for Midwives has been in place since 2014; bespoke training has also been delivered to targeted areas across Health in the Sexual Assault Referral Centre (SARC), Sexual Health and Gynaecology departments. Online FGM training endorsed by the Home Office is accessible to all Health staff.

Since October 2016 Health Boards must provide quarterly updates to Welsh Government identifying FGM, this also includes referrals made to Children's Services where mothers of female children are identified as having experienced FGM. These referrals ensures that professionals are aware of an increased risk that any female children may also experience FGM in the future. In the year July 2016-June 2017 there were 199 identified cases of FGM, resulting in 86 child protection referrals.

It is essential that the safeguarding leads in schools are aware of FGM and have ensured that their staff are aware of the potential risks. This includes awareness of the new FGM clinic and referral methods (see page 64).

#### WE WILL:

**Increase FGM referrals from schools**



## Health Based IDVA

Supporting the work of the health-based ISVA's, the Health Independent Domestic Violence Advisor (IDVA) within Cardiff and Vale University Health Board (C&V UHB) supports patients and staff members who are experiencing domestic abuse. The Health IDVA receives referrals from across C&V UHB and is able to meet with patients at time of disclosure in a hospital setting. For referrals received out of hours, the Health IDVA will contact the client and can meet them in the community utilising GP surgeries and partner agency premises, however health staff are signposted to contact out of hour partner agencies for immediate advice if necessary. For those clients that accept support, an assessment is completed, along with a safety and support plan, which may include referrals to other services, usually multi-agency partners and third sector specialist agencies.



In addition, the Health IDVA's role within the hospital is utilised by safeguarding partner agencies working within the Cardiff Multi-Agency Safeguarding Hub (MASH) and both local MARACs to reach and offer support to hidden clients who are not engaging with other services but are accessing hospital services.

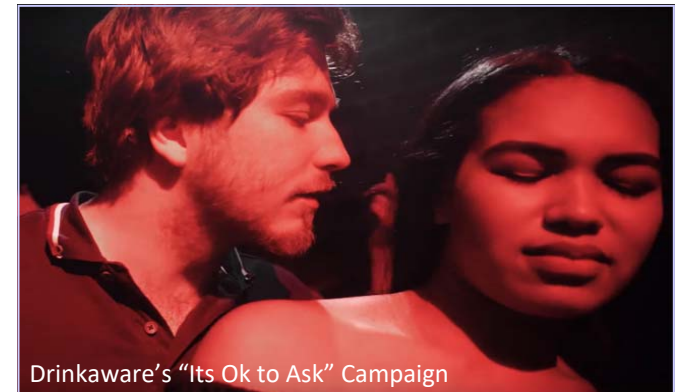
Furthermore, the Health IDVA provides regular training to health professionals and promotes awareness of domestic abuse and specialist support services through attending departmental meetings and presenting at various conferences.

In line with the South Wales Police and Crime Commissioner's Tackling Violence against Women and Girls Plan 2014-17, and in particular it's objective to improve early identification and intervention, health services have an important role to play in identifying hidden victims of domestic abuse and can provide a gateway for patients to access support. Many victims may not be reporting to the police or accessing domestic abuse services but will be accessing health services. The Health IDVA role can help to increase the confidence of health practitioners in asking about domestic abuse and responding to disclosures, as they have a direct and easy pathway to refer patients for IDVA support within C&V UHB. Health practitioners can also contact the Health IDVA for support and advice.

This service in C&V UHB is unique in Wales. The Health IDVA post is now a full-time permanent position following part-funding from the South Wales Police and Crime Commissioner for the first 2 years. The post has been successfully identifying victims at the point of attendance in A&E and providing early intervention and support to victims. Staff working within the department have received additional training and the Ask & Act process is completed here as well as in other departments across the Health Board.

## Night Time Economy

Cardiff has a thriving daytime economy and is renowned for successfully hosting large sporting and cultural events, with local and regional residents travelling for work and pleasure. Based on this success and as one of the fastest growing cities in the UK, the popularity of Cardiff's night time economy can only be expected to increase. A broad definition of this economy is that it occurs between 6pm and 6am and involves a wide range of leisure activities (pubs, clubs, live music, cinemas, theatres, retail, cafes and restaurants) as well as the services that exist to support them (policing, transport, enforcement, street cleansing including rubbish removal and health services).



It is recognised that for some people the night time economy does not always feel very welcoming and can occasionally feel unsafe. While 96.3% of people surveyed felt safe walking in the city centre in daylight, this reduces to 56% after dark. Gender is also a factor in perceptions of safety. Less than half of females (49.0%) felt safe when walking in the city centre after dark compared to two thirds of males (64.9%).

Partners have introduced a number of actions in order to ensure women are safe from domestic and sexual violence in the night time economy. These have included the expansion of the Safe Taxi scheme for students and training for door staff to spot and assist those who are vulnerable. The links between domestic and sexual violence and excessive alcohol consumption have also been acknowledged. A number of actions have already been outlined in the 'Delivering a Safe and Welcoming Night Time Economy' strategy 2017-2022 that support the VAWDASV agenda:

- ⇒ Improve lighting in areas of the city where a need is identified.
- ⇒ Consider and review the need for safe spaces at night where individuals can go to wait for friends, charge phones and receive first aid and advice.
- ⇒ Maintain and build on relationship with the Taxi Forum to develop the role of taxi drivers as ambassadors for safeguarding.
- ⇒ Work with licensed premises in the city centre to expand vulnerability awareness training to door staff.
- ⇒ Funding has been secured to enhance the provision of the Stay Safe joint project with the aim of protecting vulnerable young people at key times during the week and for particular dates e.g. Bonfire Night, Halloween and a pop and rock concerts and similar events.

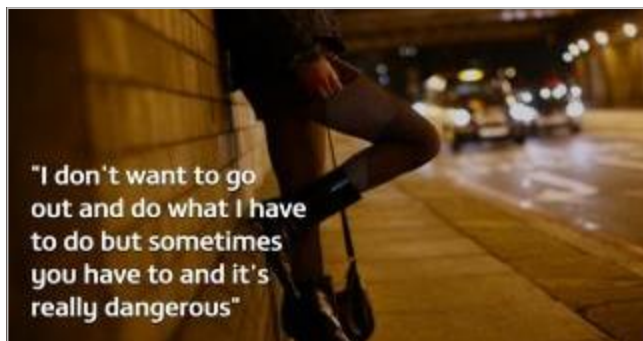
**WE WILL:**

**Assist with implementing the actions from the 'Delivering a Safe and Welcoming Night Time Economy' strategy**

**Sex Workers**

In 2006 the Home Office published 'A Coordinated Prostitution Strategy' stating that addressing prostitution requires strong partnerships, involving a wide range of enforcement and support agencies. The Strategy was welcomed but however focussed mainly on visible street-based sex workers, considering them victims of exploitation. This was an important move, however did not offer guidance on supporting those working in the commercial off-street sex industry, which accounts for the largest number of sex workers and includes massage parlours, lap dancing clubs, escort agencies and those selling sex via the Internet.

Many men and women who become involved in the industry are often victims of childhood and/or adult trauma and damage resulting from domestic and/or sexual abuse, neglect and CSE. Many are often victims of poverty, use substances and are vulnerable to exploitation. Street sex workers are often caught in the revolving door of the criminal justice system where arrest and penalties do not address the behaviour.



All those engaged in sex work, whether by choice or exploitation, experience an increased risk of physical, emotional and sexual violence. All partners must promote the acceptance of the principle that sex workers are often victims of crime who have enhanced vulnerabilities. This will facilitate increased confidence of sex workers to report abuse, bolstering the existing National Ugly Mugs scheme that collates data on perpetrators.



The Streetlife project in Cardiff actively supports 70 street-based sex workers at any time to undertake sex work safely, offering advice, health screening, condoms and the opportunity to

discuss options for exiting. For those that have chosen to exit prostitution, the Ty Tarian supported housing scheme is being piloted to support up to 5 women to manage their complex issues and consider alternative life paths.

Off street sex work includes 5 massage parlours in Cardiff, with approximately 50 women working in this area at any given time. Most sex work is offered via the Internet and reaching out to and engaging with those who provide internet based sex work is extremely challenging.

**WE WILL:**

- **Raise awareness across the region of the issues faced by sex workers**
- **Review the effectiveness of the Ty Tarian scheme to inform future service delivery**



## Trafficking and Modern Slavery

**ARE YOU TURNING YOUR BACK ON SLAVERY?**

If the individual is perceived to be at immediate risk of significant harm, **DIAL 999**

If you want to discuss your concerns or wish to remain in confidence, please **CALL 0800 731 8147**

**WHAT ARE SOME OF THE SIGNS?**

- Present at locations held by someone else
- Others speaking for people you are talking to
- Lack of access to money
- Expressions of fear or anxiety
- Extreme measures to authority
- Controlled social contact
- Isolation or requirement as a result of work
- Working sleeping in the place of work
- Signs of physical abuse
- Unexplained expense gifts

THE NATIONAL MODERN SLAVERY UNIT  
WWW.NMSU.CO.UK WWW.HUMANTRAFFICKING.CO.UK  
WWW.HOTLINE.CO.UK WWW.LCPC.CO.UK

Cardiff Community

**30 trafficking offences were reported in 16/17**

Human trafficking is a form of modern-day slavery, in which human beings are controlled and exploited for profit. Perpetrators use force, fraud or coercion to manipulate and establish control over individuals. Various forms of modern slavery exist around the world, including forced labour, sex trafficking, child labour, commercial sexual exploitation of children and child soldiers. Trafficked persons often have limited access to basic necessities such as safety, food, sleep, hygiene, and medical care.

The National Referral Mechanism (NRM) is a framework for identifying victims and ensuring they receive the appropriate support. The NRM was introduced in 2009 to meet the UK's obligations under the Council of European Convention on Action against Trafficking in Human Beings. From 2015 the NRM was extended to all victims of modern slavery in England and Wales following the Modern Slavery Act 2015; (17 such referrals were made in 2016/17). Statutory staff can receive training on how to identify the signs that someone may be the victim of modern slavery or human trafficking, understand how the NRM works and to navigate the referral pathway. However this training has yet to be mainstreamed to extend the potential reach to identify victims earlier.

**WE WILL:**  
**Widen the reach of the Human Trafficking awareness module through the National Training Framework**

## Adverse Childhood Experiences (ACE's)

Adverse Childhood Experiences (ACE's) are stressful experiences occurring during formative years that directly harm a child (e.g. sexual or physical abuse) or affect the environment in which they live (e.g. growing up in a house with repeat offending, domestic violence or substance misuse). ACEs have harmful impacts on physical and mental health, attainment and well-being across the life course. Individuals affected are more likely to perform poorly in school, more likely to be involved in crime, experience chronic health issues and ultimately less likely to be a productive member of society.



Those children currently on the Child Protection Register obviously have already experienced adversity. Specifically, figures show that, in Cardiff, the number of children where domestic abuse is a factor in their registration has remained static at 73% of all registrations. Figures for 16/17 show that a further 5% of all registrations have sexual violence as a factor.

**HELP FREE THE UK FROM MODERN SLAVERY**

Modern Slavery is the illegal exploitation of people for personal or commercial gain. Victims are trapped in servitude, which they were deceived or coerced into, and cannot leave.

**MODERN SLAVERY INCLUDES:**

- SEXUAL EXPLOITATION
- CRIMINAL EXPLOITATION
- FORCED LABOUR
- DOMESTIC SERVITUDE

**47% INCREASE IN VICTIMS SINCE 2012**

**ONE THIRD OF VICTIMS ARE MALE**

**EVERY FOURTH VICTIM IS A CHILD**

**42% MOST COMMON ABUSE AMONG ALL VICTIMS**

**36% VICTIMS OF LABOUR EXPLOITATION**

**75% MALE CHILDREN**

**24% NEW THIRD OF VICTIMS OF DOMESTIC SERVITUDE**

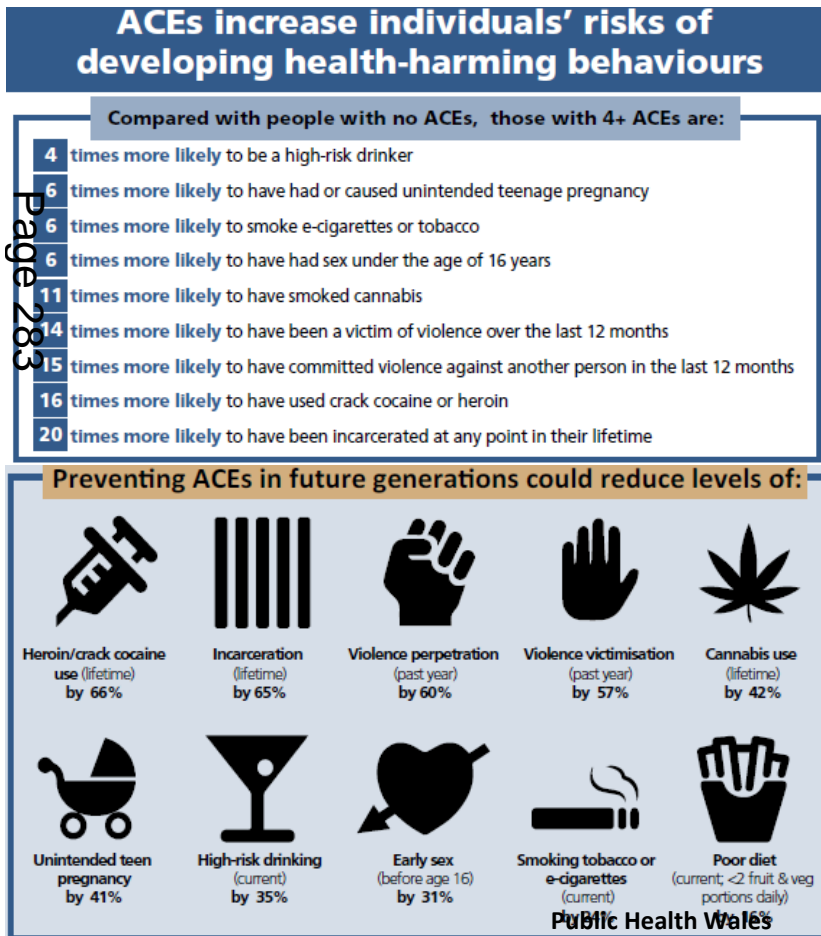
**COMMON AREAS OF LABOUR EXPLOITATION:** FACTORIES, FOOD PROCESSING, LABOURING, RESTAURANTS, MARITIME, AGRICULTURE

Clearly many of the issues seen in current adult victims and perpetrators have their roots in childhood. There is a requirement to manage the effects of historic ACEs on the current adult population and minimise the potential effects of ACE's on children and young people now.

Specialist services are beginning to embrace trauma-informed approaches which must be victim-centred and age appropriate. The use of psychological and cognitive behavioural therapies

are beginning to be used to help a wide variety of clients in a range of settings including homelessness, schools and for victims of VAWDASV.

Other responses that could be applied to prevent ACEs and minimise the impact of existing ACEs include: considering the ACE history of parents, assessing the risk of exposure to the child, and integrating a routine ACE enquiry into existing assessments.



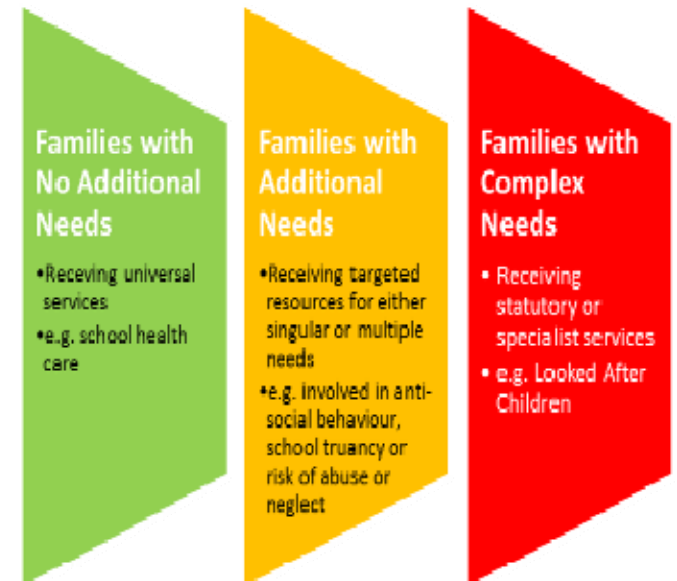
Public Health Wales has received an award of £6.87m from the Home Office Transformation Fund to transform the policing of vulnerability in Wales to a multi-agency, ACE informed approach that enables early intervention and root cause prevention. Working with the 4 Police forces in Wales and the NSPCC and Barnardo's, Public Health Wales is seeking to develop a programme of innovative local solutions over the next 3 years.

These local solutions will include implementing ACE informed approaches for operational policing and key partners, and developing single integrated early help front door services. Formal governance arrangements and a network of coordinators will oversee the programme.

**WE WILL:**

**Support Public Health Wales to move from a position of understanding the ACE research to understanding what a positive and effective response looks like**

The Early Help Front Door has been acknowledged by Public Health Wales as a key response to ACEs. In Cardiff this is called Support4Families and is being delivered in a partnership between Tros Gynnal Plant and Children's Services. A core team of Family Practitioners will be able to provide a clearer point of access to early help services for families in Cardiff so that they can receive the right services at the right time to prevent their situations getting worse. It is hoped that this will reduce the numbers of families needing statutory interventions or being referred to the MASH.



In Cardiff, the specialist IPA service is expected to develop effective links with Support4Families, receive referrals and to refer families who might benefit from other early help services that might be offered, using a Team Around the Family approach.



the Vale of Glamorgan, the Fact Team is a special part of the Families First initiative as it manages referrals, and provides a team of support workers who will complete a 'Joint Assessment Family Framework' (JAFF) for each referred family.

This ensures that they deliver family support through holistic multi-agency service tailored to the identified needs of individuals and the family as a whole. The FACT Team has been developed in line with the 'Team Around the Family' (TAF) model and will be supported by a range of supportive programmes.

**WE WILL:**

**Develop close working arrangements between the Early Help Front Door services and specialist VAWDASV services**

**IRIS**

The Identification and Referral to Improve Safety (IRIS) service aims to improve the identification of, and response to, patients who are or have been affected by domestic violence and abuse across general practices (GPs) in Cardiff and the Vale of Glamorgan. The service provides training to GP practitioners and support staff to identify and refer patients affected by domestic violence and abuse and to establish care and referral pathways to specialist domestic violence services.

IRIS has been independently evaluated in a randomised controlled trial in Bristol and launched its first pilot in Wales in November 2014 in Cardiff and the Vale of Glamorgan region, followed by the Cwm Taf region.

The objectives of the service are to:

- ⇒ Increase knowledge of GP staff about domestic abuse and the help available for patients.
- ⇒ Improve the confidence of general practice staff to ask questions about possible abuse in a safe way.
- ⇒ Make referrals (in a timely manner appropriate to the needs of the patient and the identified risk) resulting in improved patient care.
- ⇒ Improve the recording of domestic abuse in the patients' medical notes.
- ⇒ Increase the number of patients referred from GPs for help with domestic abuse.
- ⇒ Improve data collection and analysis of the number of disclosures and referrals.
- ⇒ Improve the safety of patients by reducing repeat victimisation.

Research indicates that women are more likely to disclose domestic violence and abuse to their GP than to anyone else. The pilot has proved extremely successful; to date it has generated more than double the amount of referrals that were expected with Year 1 resulting in 156 and Year 2 resulting in 284 referrals. Prior to the pilot, GPs had only generated 5 referrals annually to specialist services. The analysis of the pilot identifies that the effectiveness of IRIS increases year on year with IRIS trained GP's being 22 times more likely to ask about domestic abuse than a non-IRIS trained GP.

Funding was found by the South Wales Police and Crime Commissioner to extend the pilot for a further year during 2017/18, but in 2018/19, the Cardiff and Vale University Health Board have secured funding in to train the remaining GP surgeries in the region.



From 2019 the service will therefore be mainstreamed into existing service provision, with minimal funding needed to ensure continuation of training and support.

**WE WILL:**

**Remain committed to mainstreaming the IRIS model across all GP surgeries in the region**



## CASE STUDIES

"I have experienced domestic abuse from childhood; my first memory is seeing my dad hit my mother. When my Dad left, my older brothers stepped into his abusive shoes and were very violent to each other and my mother. My mum struggled to cope and sadly had an issue with alcohol. I think this impacted on my own relationship choices and I've had two very abusive partners leading to me battling my demons with alcohol at times and having a bad effect on my mental health. I have moved from area to area and been under loads of different doctors but my current GP was the first doctor to identify that all my issues are linked to my domestic abuse experiences and took the time to ask me about it. She explained she could make a referral to someone who would see me at the practice and be able to get me the right support. I was relieved there was someone I could talk to and it came at the right time when my life has been particularly difficult and I knew I needed to focus on getting myself some help. I agreed to referrals to the freedom programme and recovery toolkit on that day and started the freedom programme the following week. When we met we agreed that I'd benefit from some stress control sessions and mindfulness to hopefully meet new people in my area, and my GP also referred me to MIND, a mental health service. I'm also looking for voluntary work further down the line to keep myself busy. I really enjoyed volunteering before my ex-partner stopped me doing it. I know this is a journey but the difference this time is that I know I am on the right road thanks to my GP referring me to the IRIS service."

"Sarah is 41 years old and has been married for 20 years; her husband was sexually, physically and emotionally abusive. She never reported this abuse to the police or shared her experiences with family, friends or professionals. Having recently filed for divorce, she went to the doctors as she was not sleeping and feeling depressed. Her doctor asked her if the split from her husband was amicable and if he had ever been abusive in any way. Sarah said she felt comfortable speaking openly with the doctor who clearly was very knowledgeable. She didn't feel she had to go into detail and her GP told her she would put her in touch with someone specialising in domestic violence and abuse. Sarah was relieved to speak to someone who could give her advice and support and she agreed to referrals to the Freedom Programme and survivor groups. She also agreed to referrals to mindfulness and confidence courses. She said since disclosing to the doctor she finds it easier to speak to others including family and friends, and is eager to deal with things, draw a line and move on."

## Cardiff & Vale IRIS Statistics 2014-16



**26 of 27  
surgeries  
received  
training**

**359 health  
professionals  
trained**



**186  
patients  
referred  
to IRIS  
service**



**41% of referrals  
had Police  
involvement,  
43% none and  
16% not known**

## Formal Reviews

The Office for National Statistics has undertaken analysis of homicides combining data between April 2013 - March 2016. Analysis shows:

- There were a total of 454 domestic homicides in England and Wales; this represents 31% of all homicides where the victim was aged 16+.
- The majority of victims were female (70%, or 319), with 30% male (135); this contrasts with victims of non-domestic homicides, where the majority of victims were male (88%, or 704) and 12% were female.
- Over 3/4 of female victims were killed by a male partner or ex-partner (76%, 242 females).
- Only 3% of female victims (11 females) were killed by a female, 8 of which were killed by their mother; females were killed by their fathers in 34 cases.
- The majority of male victims (66%) were killed by another male; a higher proportion of male victims were killed by a family member than females (47% compared with 23%).
- Around half (53%) of male victims were killed by a partner/ex-partner (32 male/40 females).

Home Office Multi Agency Statutory Guidance (revised December 2016) is issued under section 9 (3) of the Domestic Violence Crime and Victims Act 2004 and, since April 2011, there has been a statutory requirement for local Community Safety Partnerships to conduct Domestic Homicide Reviews (DHRs) following a homicide that meets the following criteria: where the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by:

- a person to whom he/she was related or with whom he/she was or had been in an intimate personal relationship, or
- a member of the same household as himself/herself.

The DHR's purpose as outlined in the Guidance is:

- ⇒ To establish what lessons are to be learned regarding the way in which local professionals and agencies work individually and together to safeguard victims;
- ⇒ To identify clearly what those lessons are both within and between agencies, how and within what timescales they will be acted on, and what is expected to change as a result;

To apply these lessons to service responses including changes to inform national and local policies and procedures as appropriate;

To prevent domestic violence and homicide and improve service responses by developing a coordinated multi-agency approach to ensure that abuse is identified and responded to effectively at the earliest opportunity;

⇒ To contribute to a better understanding of the nature of domestic violence and abuse; and

⇒ To highlight good practice.

*“Reviews should illuminate the past to make the future safer.”*

Home Office Guidance, 2016

To date the region has initiated 8 Domestic Homicide Reviews. The breakdown of these Reviews is shown in the table (right). Such Reviews can be lengthy, costly and emotionally challenging for Panel members and family alike.

Also these reviews can be undertaken alongside court proceedings (both criminal and Coroner), Child Practice Reviews, Adult Practice Reviews, Further Serious Offence Reviews, internal and external formal investigations (including the Independent Police Complaints Commission and the UHB Root Cause Analysis) and staff disciplinary proceedings. All of these processes are governed by different guidance whether UK-wide or Welsh Government policy led and can often duplicate attendees and overlap reviewing criteria. Nonetheless, the findings of all of these reviews are invaluable if lives are made safer because learning from past mistakes has been remedied.

It must be acknowledged that there are other VAWDASV related deaths that do not meet the criteria for a DHR. These include death by dangerous driving and road traffic collisions (where the victim is being pursued by a

perpetrator), deaths caused by individuals to whom the victim was not related or in a relationship with but where there was an element of abuse (e.g. neighbours) and suicides where victims have felt there is no other way out of their abusive situations.

Due to the time to undertake each DHR, partners will often implement learning and amend policies and procedures as early as possible. The Welsh Government are reviewing the DHR process in Wales and potential changes to national policy.

**WE WILL:**

- Ensure that the learning from all formal service reviews including DHRs is reflected in service delivery and is shared widely
- Implement any Welsh Government policy changes arising from its review of DHR processes

	Homicide			Victim		Perpetrator		
	Date of Homicide	Method of killing	Relationship (victim to perpetrator)	Gender	Age	Gender	Age	Sentence
<b>Cardiff</b>	Dec-15	Strangulation	Ex-partners	F	28	M	45	17 years
	Aug-15	Stabbing	Grandfather/grandson	M	67	M	16	3 years
	Jan-16	Arson	Father/daughter	M	59	F	27	Not guilty - insanity
	Jul-16	Head injury	Wife/husband	F	85	M	86	committed suicide
	Aug-16	Assault	Partners	F	24	M	23	18 years
	Sep-16	Stabbing	Ex-partners	F/M	21/34	M	20	23 years, 4 months
	Sep-17	Stabbing	Partners	F	26	M	46	18 years
<b>Vale</b>	Aug-16	Set alight	Ex-partners	F	54	M	62	17 years , 4 months
No children in any of these households								

## White Ribbon Campaign

The White Ribbon Campaign is the largest effort in the world of men working to end male violence against women. Started in Canada in November 1991, the White Ribbon Campaign (WRC) is active in over 60 nations across the world including Canada, Australia, Pakistan, Italy the UK. The White Ribbon UK branch was established in 2004 with separate Scotland (2006) and Ireland (2010) branches established soon after.

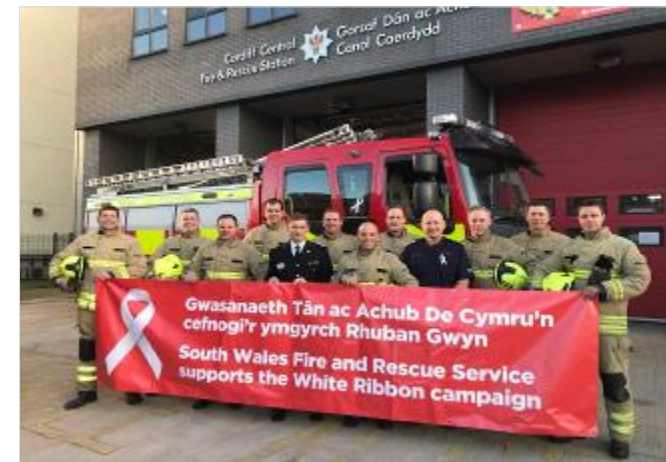
WRC states that “This is not and never has been a ‘women’s issue’. We address men directly so they understand the scale of the problem, and become part of the solution, alongside women.” The campaign asks men to wear a White Ribbon as a personal pledge to never commit, condone or remain silent about violence against women to be the faces and leaders as Ambassadors in local awareness raising and education activities.



In 2014, the Minister for Housing and Regeneration, the late Carl Sergeant, urged all local authorities in Wales to sign up to the WRC. Both Cardiff the Vale of Glamorgan Councils duly applied and were awarded White Ribbon City/Town status by December 2014. Other organisations such as South Wales Police followed suit soon after.

The Campaign has also chosen the International Day to eliminate Violence Against Women as White Ribbon Day (25th November each year). To date activities have included the annual march to Llandaff Cathedral and the multi-faith service, stands in public spaces including hospitals and supermarkets, an annual ‘Walk a Mile in Her Shoes’ event through Cardiff city centre, a flower bed depicting the White Ribbon and stickers on Police and Fire Service fleet vehicles.

All partners are committed to a new regional application to renew the status already held - this is being led by the local authorities but will require the input of all partners to implement the required action plan of activities. Ideally a White Ribbon Wales branch of the charity would ensure that any funding from the sale of merchandise would remain in Wales and all publicity and merchandise would reflect the national legislation around VAWDASV and the Welsh language.



**#Whiteribboncardiffvale had a reach of 2.1m people in 2017**

*“The people who could do most to improve the situation of so many women and children are in fact, men. It’s in our hands to stop violence towards women.”* Patrick Stewart

- WE WILL:**
- Implement the White Ribbon Action Plan across the region
  - Continue to advocate for a White Ribbon Wales



A background image of two hands, palms facing each other, with the words 'HELP' and 'ME' written on the palms in a yellow, hand-drawn font. The entire image is set against a solid yellow background.

HELP

ME

**CHAPTER FOUR**

**PROTECT**

## Improve the multi-agency response and support to all victims and their children regardless of risk level and needs.

### Clare's Law / Sarah's Law Disclosures

Clare's Law (Domestic Violence Disclosure Scheme) allows the Police to disclose bad character information to men and women who believe themselves or their children to be at risk from another person. It was established after Clare Wood was stabbed to death by her ex-boyfriend, who had been stalking her. Following her death, Clare's parents campaigned for "Clare's Law" as they believed that if she had known about his violent past, she would never have entered into a relationship with him. Coming into force across the UK in 2012 there are 2 strands:

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**RIGHT TO ASK** – any person can request a disclosure about somebody with whom they are in, or about to start a relationship

**RIGHT TO KNOW** – If the Police or other agency believe that a person needs to know about their partner's history, it will be provided without them asking for it

During 2016/17 the region have made 90 Clare's Law disclosures from 134 applications.

The sex offenders register contains the details of anyone convicted, cautioned or released from prison for a sexual offence since September 1997. All convicted sex offenders must register with the Police, in person, within three days of their conviction, or release from prison. They must continue this registration on an annual basis -

those with a jail term of 30 months to life are subject to an indefinite term of registration but can appeal after 15 years; a sentence of 6-30 months requires 10 years on the register; and a sentence of under 6 months requires up to 7 years registration. Those in receipt of a Police Caution can be registered for up to 2 years.

From 2011 the Child Sex Offender Disclosure Scheme, known as Sarah's Law, allows parents, carers and guardians to ask the Police if someone has a record for child sexual offences. The Scheme was developed by Sara Payne, mother of Sarah who was abducted and murdered at age 8. Although disclosure is not guaranteed, it can trigger an investigation to see if a person has a known history even if there are no firm grounds for suspicion.

#### WE WILL:

**Further promote Disclosure Schemes at all available opportunities**

### Notices and Orders

A Domestic Violence Protection Notice (DVPN) is an emergency non-molestation and eviction notice which can be issued by the Police to a perpetrator when attending a domestic abuse incident (39 issued in 16/17). Effective from the time of issue, it gives the victim the immediate support they require. Within 48 hours of a DVPN being served, an application for a Domestic Violence Protection Order (DVPO) may then be made by the Police to the Magistrates Court.

DVPOs are a new civil order power that enable the Police and Magistrates Courts to put in place protective measures in the immediate aftermath of a domestic violence incident, where there is insufficient evidence to charge a perpetrator and provide protection to a victim via bail conditions. In 16/17, 34 were granted regionally. A DVPO can prevent the perpetrator from returning to a residence and from having contact with the victim for up to 28 days, allowing the victim time to consider their options with the help of a support agency. Both the DVPN and DVPO contain a condition prohibiting the perpetrator from molesting the victim.

The Anti-social Behaviour Crime and Policing Act 2014 introduced Sexual Harm Prevention Orders (SHPOs) and Sexual Risk Orders (SROs). An SHPO is a measure given by the Magistrates' Court or Crown Court to a person who poses a risk of sexual harm to the public or an individual person. They can be made in relation to a person who has been convicted or cautioned for an offence under the Sexual Offences Act 2003 in the UK or abroad. Prohibitions can be wide ranging and include preventing travel overseas, restrictions on undertaking certain forms of employment and limiting Internet use by the offender.

An SHPO lasts for a minimum of five years and has no maximum length, except for any foreign travel restrictions stated in the Order, which must be renewed after five years.

SROs can be used to impose prohibitions on an individual who has committed an act of a sexual nature, as a result of which there is reasonable cause to believe that it is necessary to make an Order to protect the public from harm. There is no requirement for the individual to have actually been convicted of any offence. Only the Police are able to make an application to the Court for an SRO.

An SRO prohibits the relevant individual from doing anything described in the Order. The prohibition either lasts for a fixed period of not less than two years (as specified in the Order) or until a further Order is made.

Both SHPOs and SROs may contain foreign travel restrictions where this is necessary for the purpose of protecting children or vulnerable adults abroad.

A Forced Marriage Protection Order (FMPO) assists those who are in, or about to enter, a forced marriage. An FMPO is unique to each case and contains legally binding conditions and directions that change the behaviour of a person or persons trying to force someone into marriage and aims to protect the victim. The Court can make an Order in an emergency so that protection is in place straight away.

**WE WILL:**

**Improve the use of Notices and Orders across the region.**

**Safeguarding**



The Welsh Government’s National Training Framework Statutory Guidance, published in January 2016 under s.15 of the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 states that:

*“Whilst violence against women, domestic abuse and sexual violence are safeguarding issues, it is important they are not only seen as issues of child protection. To do so may exclude adults from services they require and miss the wider needs of families affected by these issues. The purposes of this specific, focussed Framework is to acknowledge VAWDASV as significant social care, public health and social justice issues, directly affecting a significant proportion of the Welsh population, including children and young people, as primary issues.”*

This is supported by the Social Services and Wellbeing (Wales) Act 2014 which changes the way people’s needs are assessed and the way

services are delivered. Citizens have more of a say in the care and support they receive and there are also stronger powers to keep people safe from abuse and neglect.

Working together to protect children and vulnerable adults and promote their welfare is therefore a key legislative and policy requirement of all agencies. The identification of risk, to ask, act and refer all safeguarding concerns is the duty of all professionals employed by the partner agencies in the region, both statutory and third sector.

Governing the approach to safeguarding are the two regional boards - the Regional Safeguarding Adults Board (RSAB) and the Regional Safeguarding Children Board (RSCB). The role of the Boards is to ensure partner agencies are working well together and delivering their responsibilities.

Policies, procedures and training for staff and all partners is coordinated by the business unit administering both Boards.



## SURVIVORS VOICES

What people don't realise is that when you have at last separated, a new form of abuse begins - the stalking - leaving abusive messages on your answerphone and standing outside your house at 2am. It was then that the neighbours started calling the Police.

Stalking...He had a bike. Everywhere I turned he was there across the road at school pretending to alter his wheel. He would drive around my street late at night copying down registration numbers, especially if I had visitors. He followed a worker home and put nails and knife blades in my tyres. My circle of friends shrunk.

He threw the phone at me in the car - "transfer the money", he said. I picked up the phone - the line was live. He looked at me 'do it now' he mouthed, as he put his foot to the floor up the winding b-road. The kids were in the back of the car - we drove full pelt. I transferred the money - £10,000 from his card to mine. The car resumed calm driving. The kids were safe; I was safe, because I had done exactly as he asked.

He did not hit me... He frequently told me this as he held me down with the knife on the table. I did whatever he asked, I wanted to survive.

We are trying to advocate for and protect our children from ongoing abuse by going to family court. We are the only ones who can advocate, but we are limited in witnesses. We leave family court feeling gagged and incorrectly viewed as two kids squabbling in the playground and our children end up with no advocate. Our children end up traumatised and not safeguarded.

I ran. It was not safe to stay. I was pregnant with two small children. I was technically homeless. I have no solicitor. No support. My job is in jeopardy. I have to fight my way through benefits and housing systems. I have to attend family court in this state. They are not interested in what happened before I left. He has a solicitor. He is allowed to leer over me in the waiting room. He is allowed contact. He loves family court. He knows it aids him in his abuse towards me and the kids. We go 21 times over 8 years before me and my kids are protected.



## Cardiff Multi-Agency Safeguarding Hub

Ineffective information sharing and joint working was a consistent finding of Serious Case Reviews within Cardiff; these findings have been mirrored in other areas of the UK. This has led to the Multi-Agency Safeguarding Hub (MASH) model becoming an increasingly adopted approach in addressing the issue UK-wide. A Home Office evaluation in July 2014 identified the MASH model as making a positive contribution to the effective management of Child Sexual Exploitation in Gangs and of Domestic Abuse. Therefore Cardiff partners agreed to establish a MASH which became operational in September 2016. The aims of the MASH model in Cardiff are:

- ⇒ To improve the capacity and efficiency of existing referral management and risk assessment systems in collaboration with key partners.
- ⇒ To improve demand management for statutory assessments by ensuring vulnerable children and adults receive timely interventions to prevent their needs from escalating.
- ⇒ To improve the effectiveness of risk assessment in relation to children and adults considered to be at risk of significant harm.

This facility, based at Cardiff Bay Police station, offers an environment which supports effective sharing of information, collaboration and understanding between professionals and third sector agencies concerned with the safeguarding of adults and children.



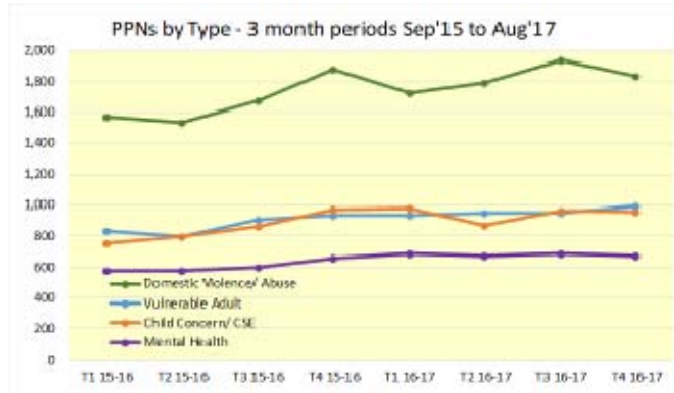


This is managed through agreed operating procedures, a Wales Accord on Sharing of Personal Information (WASPI) information sharing protocol and is overseen by a multi-agency Board. Key partners have allocated space and use of their own IT systems to record and share information in a timely manner. A shared system allows for greater collaboration on cases, pulling together key information to support safeguarding solutions and safety planning.

In Cardiff, all safeguarding concerns go via the Cardiff Multi Agency Safeguarding Hub. Concerns may be raised in following ways: via a Public Protection Notice (PPN) form completed by the Police, a Multi-Agency Referral Form (MARF) completed by professionals working across the public and third sector or via an A1 'Adults at Risk' form that again is completed by professionals working across the public and third sectors.

Referrals to Multi-Agency Referral Assessment Conference (MARAC) are also received by the MASH. The MASH facilitates a 'live time'

daily discussion process involving all relevant agencies to put in place strategies to safeguard victims. On average 7 referrals are discussed in this way each day. This approach enables multi-agency information to be discussed and decisions to be made in a timely manner.



To support the statutory response to safeguarding, the new specialist VAWDASV service in Cardiff is also responsible for ensuring an IDVA/IPA is based within the MASH each day. This worker can provide valuable input into daily discussions and act as liaison between all services, providing advice and guidance on cases.

### Managing VAWDASV PPNs

South Wales Police identify victims as either Standard, Medium or High risk following Police assessment at a domestic incident and then refer victims through the PPN process or other referral.

In the Vale, VAWDASV PPNs are managed by a dedicated worker employed by the local authority, based within the Community Safety team. This allows for cross-referencing with anti-

social behaviour cases to improve the intelligence gathering to inform wider safeguarding processes. In Cardiff the local authority has used the third sector to manage the PPN process for some time. The average weekly total of domestic abuse PPN referrals received for the region for 16/17 across the risk levels are shown below:

High	Medium	Standard
Weekly Avg.	Weekly Avg.	Weekly Avg.
20	45	15

In both local authorities, an IDVA/IPA is used to make contact with victims and offer advice, support and advocacy within prescribed timescales - high risk victims are contacted within 1 day, medium risk 3 days and standard risk 7 days.

The priority is obviously to support those assessed as high risk to address immediate safety concerns, but the region identified the need to address standard and medium risk victims more effectively to stop escalation of risk and to provide effective early intervention. This requires some reallocation of funding through recommissioning and revised specialist service specifications.

#### WE WILL:

- Work with partners to ensure continuous improvement of the MASH
- Closely monitor the specialist service response to PPNs

## MARAC (Multi-Agency Risk Assessment Conference)

MARACs are multi-agency meetings where statutory and voluntary agency representatives share information about high risk victims in order to produce a coordinated action plan to increase victim safety. The role of the MARAC is to provide a forum for effective information sharing and partnership working amongst a diverse range of adult and child focussed services in order to enhance the safety of high risk victims and their children.

The concept of MARAC was first trialled in Cardiff in 2002 for domestic abuse victims and now there are over 250 such MARACs across the UK.

The region now operates 2 MARACs for domestic abuse victims (fortnightly meetings - 1 in the Vale and one for Cardiff), 1 for sex workers (monthly meetings) and 1 for human trafficking (monthly meetings). Each locality has signed up to its own WASPI.

Referrals are received from a wide range of statutory and third sector agencies using the Safe Lives DASH-Ric, a standardised form designed to identify high risk victims, which is commonly used by all partners.



Ending domestic abuse

The Safe Lives charity (formerly CAADA) have the responsibility for overseeing the operation of all

MARAC's across the UK and undertake annual reviews of MARACs and develop guidance, procedures, templates and training. The following is a breakdown of Domestic Abuse MARAC cases received and discussed between Jan-Dec 2017 across the region:

MARAC Jan-Dec 17	Cardiff	Vale
Cases Referred	1208	n/k
Cases Discussed	453	319
Repeats	96 (21%)	134 (42%)
No. Children	657	384
BME Victims	60 (13%)	28 (9%)
Male Victims	20 (4%)	16 (5%)
LGBT Victims	3 (1%)	4 (1%)
Disabled Victim	6 (1%)	52 (16%)
Pregnant Victim	24 (5%)	n/k
Victim aged 16/17	8 (2%)	8 (3%)
Victim aged 60+	16 (4%)	15 (5%)

Levels of cases discussed from those with protected characteristics are generally in line with Safe Lives guidance, however Cardiff needs to improve its questioning around disabilities including complex issues such as mental health and substance misuse. The Vale needs to better record those who are pregnant and manage repeat cases. Individually, Cardiff is classified as a High Volume MARAC, although numbers of cases discussed each fortnight have reduced following the implementation of the Daily Discussions process at the MASH.



Although each MARAC monitors agreed actions by partners, the true outcomes of the MARAC process are not fully understood regionally, especially whether victims feel supported throughout. Cardiff University has been asked to undertake a piece of work to better understand the future of MARACs, given the changes brought about by the operation of the MASH locally. It will also review how the entire process can be made more effective for partners to respond appropriately so that victims can be better safeguarded. Views of all partners and survivors will be sought as part of the evaluation.



### WE WILL:

- Improve the quality of MARAC referrals across the region
- Review the findings of the research into the future of MARAC and consider any impact on existing processes



## Housing-Related Support

Having made the decision to leave an abusive relationship, this becomes the most risky time for victims as this opens them up to other forms of abuse such as stalking and harassment. Across the region there are 84 units of crisis/emergency accommodation for victims and, if necessary, their families who need to flee from their abuse and feel safe. These range from 1-bed self-contained dispersed units to family sized rooms in shared houses accommodating up to 7 families.

Units	Women Only	Men Only	Either
A, SV, HBV	61	5	6
Stalking, afflicting	8	4	0
<b>TOTALS</b>	<b>69</b>	<b>9</b>	<b>6</b>

In line with best practice guidelines of the Welsh Government Modernisation Group, such refuges offer self-contained units wherever possible to allow for different family sizes, including older and male children to be accommodated with their parent. The dispersed unit approach adopted in the Vale of Glamorgan is being explored regionally for male victims.

The Modernisation Group also advocated the use of the Intake and Assessment model trialled in Cardiff, which has proved beneficial in delivering short-term, emergency, safe accommodation to allow for a full assessment of need to be undertaken. Then a move to a specialist refuge can be facilitated or, where it is safe and

practicable to do so, a return to a target-hardened property in the community.

Over 700 households accessed refuge in 2016/17. The breakdown of family size is shown in the next table. Unfortunately not everyone can access crisis/refuge accommodation in the region when they need it. UK Routes to Support (formerly Refuges Online) is a network of refuges across the UK to allow victims to access safe crisis/emergency accommodation out of area.

Adult Accompanied by:	No. of Households	TOTAL PEOPLE
0 children	439	439
1 child	66	132
2 children	125	375
3 children	44	176
4 children	14	70
5+ children	0	0
<b>TOTALS</b>	<b>688</b>	<b>1192</b>

Services in the region understand the barriers to accommodation-based support caused by immigration legislation. Bawso predominantly mitigates these barriers and provides safe accommodation and support to victims and children with no recourse to public funds (NRPF) and other insecure immigration status, bringing in other resources to finance this provision:

NRPF	14/15	15/16	16/17
No. presenting	44	31	27
No. supported	14	18	16

Move-on from all refuges can be into a step-down supported housing scheme or a return to

residential accommodation either in the social or private rented sectors. Both local authorities prioritise cases in their social housing allocation policies and can assist with bonds etc. The impact of the proposed Renting Homes (Wales) Act 2016 legislation on accommodation for victims is yet to be fully understood as the implementation has been further delayed until 2019.

Other crisis support in Cardiff includes IPA support to accompany police call-outs to incidents. This has proved beneficial as the IPA can talk through the range of options open to victims and can support the Police in encouraging formal reporting. This can then be followed by a period of intensive tenancy support where the victim wants to remain in their own home, rather than access refuge.

Target hardening can also be accessed for victims who want and are able to remain in their home with additional safety measures (see p.54). Use of security and safety measures around the homes negates the need for family upheaval. This can also be supplemented with a period of tenancy support in any tenure to ensure that the victim feels safe in their home and can engage once more with their community in safety.

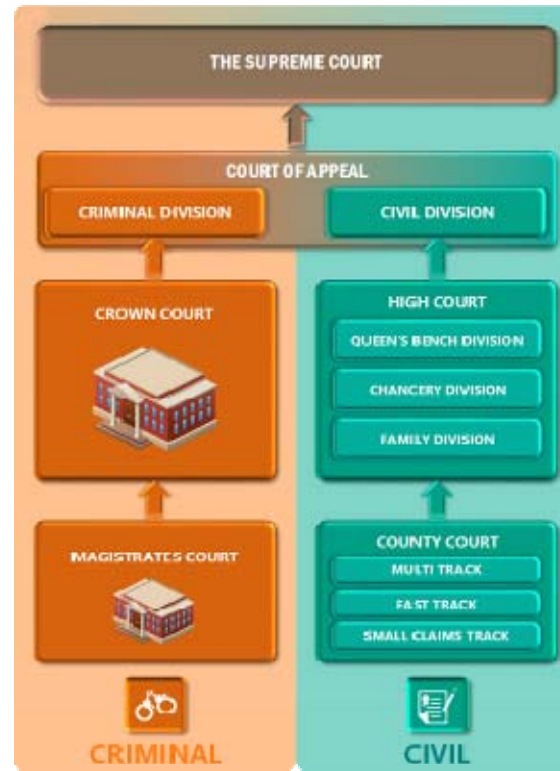
### WE WILL:

- Continually monitor the use of crisis/emergency accommodation to ensure provision for those who need it most
- Assess the impact of welfare reform changes and the Renting Homes Act on specialist accommodation for victims

## Specialist Courts

Cardiff & Vale of Glamorgan Magistrates Court is an accredited Specialist Domestic Violence Court. Cases are usually heard on a Monday each week, with victims being supported by their IDVA/IPA. Videoconferencing facilities exist to support those who cannot attend in person. The Probation Service aims to support victims by being aware of their views and wishes. When they are fully aware of the court conditions applied, this makes it easier to work through with perpetrators and any safeguarding considerations for victims.

The difference between civil and criminal procedures can be confusing for victims and perpetrators alike; very often they will be dealing with both systems. Family law generally involves issues that have to be decided when an intimate relationship breaks down, and can also involve child care matters. The family court helps solve disagreements and helps protect children and young people who may be at risk of harm. In any application for contact, residence and child arrangements where there is alleged or admitted domestic violence or abuse or risk of this by a party to the case, clear guidelines are followed.



This 'Practice Direction' was amended in October 2017 to ensure that when considering child contact, the court must now assess if there is an ongoing risk of domestic abuse to the child or the parent in cases where domestic violence and/or abuse is a factor.



CAFCASS Cymru (Children and Family Court Advocacy and Support Service) provides a voice for children in Wales that are involved with the Family Justice System, working with families and other organisations to find long-term solutions for the child. Although appointed by the courts, CAFCASS is not a legal service - it provides expert independent social work advice to family courts across Wales. Legal Aid can help meet the costs of legal advice, mediation and court/tribunal representation. Legal Aid can be applied for if there is evidence that a victim and/or their children have been victims of domestic abuse and/or financial control and have been at risk of harm from an ex-partner. Victims usually need to show that they cannot afford to pay for this help.

### WE WILL:

- **Better support victims through the criminal and civil justice processes**
- **Work with campaigners to strengthen victims voices across all courts**

*"My 7 year old looked at me from behind the sofa. I held his coat out to him. His father shouted from the door. Our son's eyes did the talking whilst my hands, my encouraging words, gave him to his dad despite wanting to protect him. He says desperately "why are you sending me mum when I have told you what happens? I told you I don't feel safe." He had told me so I could protect him - he doesn't know it's the family court who aren't listening. I desperately hold the pain in as I do the opposite of what my child needs." Survivor, South Wales*

## CASE STUDY

An employee disclosed to her line manager that she was experiencing threatening and controlling behaviour by her ex-partner. They had now ended the relationship but the abuse had continued and increased, resulting in harassment and further threats. The ex-partner was also an employee and they both worked at the same site, though not in the same department. The emotional abuse and anxiety experienced by the victim on a daily basis at the thought of seeing her ex-partner was impacting on her work and affecting her emotional well-being. She was referred by her line manager to an IDVA who was able to offer expert support and advice as often as the employee required.

Once she had engaged with the IDVA and felt able to discuss the extent of her abuse, it became clear that additional support was required. The employee described her fear of returning to her car at the end of her working day, the thought of seeing her ex-partner at work and the intimidation that she felt due to the position that he had. The IDVA completed a risk assessment and a safety/support plan which included a referral to a specialist agency that provided additional locks, vibration alarms and a door brace for the property; supporting her in reporting each incident to the police; a referral to a solicitor for advice and support around child contact and financial advice to maintain her home.

As well as practical support, the IDVA undertook therapeutic work including helping the employee to understand power and control, post separation tactics of abuse and acknowledge and challenge her feelings of self blame which often accompanies domestic abuse. With the victim's consent the IDVA spoke with her line manager to explore what adjustments the employer could facilitate including altering working hours or a move to another workplace. A new parking permit was issued that changed the area where her car was parked at work. She was referred to employee wellbeing for additional support and advised to speak with her GP; her line manager would also be her initial point of contact should she feel anxious at work.

As is often the case, the harassment from her ex-partner did increase following the relationship ending however with support in place and her increased confidence to report to the police, the risk has since reduced and the employee has said that she feels a lot safer and happier. She now knows that there is support available and how to make contact should she need any further support in the future.

## Workplace Policies

In the UK every year, 20% of employed women take time off work because of VAWDASV and 2% lose their jobs as a direct result of the abuse. 53% of abused workers (male and female) miss at least 3 days from work per month (*Welsh Women's Aid, 2017*).



For employers, this can manifest into performance and productivity concerns. The effects of violence against women, domestic abuse and sexual violence can include decreased productivity, poor time-keeping, stress, absenteeism, errors and increased employee turnover. It is also important to recognise that whilst VAWDASV impacts on the health, safety and wellbeing of employees, for some the workplace can be the safest place to be and for many this is the only element of their life they feel they have some degree of control over.

All statutory partners in the region fully recognise the duty of care owed to their employees and have therefore revised or are currently revising their existing domestic abuse workplace policies to encompass the wider issues under the VAWDASV Act. It is hoped that other non-statutory partners, including private sector employers, will be encouraged to develop their own VAWDASV workplace policies.

*"Equality is the soul of liberty; there is, in fact, no liberty without it."* Frances Wright (Scottish Writer)

Employers can also extend their duty of care through sub-contractual arrangements. This is usually undertaken through explicitly outlining legal requirements in any contract terms and conditions to look out for, and report, any safeguarding matters when working directly with clients or when working in their homes.

The requirement for all contracted staff to be aware of safeguarding issues is nothing new - child protection protocols have been used for some time but a wider awareness of VAWDASV will be of huge benefit as such contractors are often the real eyes and ears of statutory services that can spot the early signs of abuse. Assisting contractors to develop workplace policies will also ensure that such duty of care is extended to all contracted staff.

**WE WILL:**

- **Develop and adopt revised VAWDASV workplace policies and encourage all partners to do the same**
- **Adopt the requirement for contractors to develop workplace policies through commissioning and procurement arrangements**
- **Ensure contractors are aware of the issues and understand referral pathways**



Wherever possible and safe to do so, victims should be supported to stay in their existing home with additional security measures if necessary. As well as offering practical solutions to prevent unwanted access, they can offer peace of mind to victims. Such provision is often referred to as 'target hardening' and can include security measures on the fabric of the building such as external locks on gates, security lighting, fencing and CCTV, or internal measures such as window locks, fireproof letterboxes, bogus caller buttons and community alarms.

Currently, through their landlord and/or anti-social behaviour functions, local authorities and other Registered Social Landlords offer a range of options. Some measures, such as community alarms and CCTV are a finite resource and

landlords need to ensure operating units are recycled when no longer required.

All refuge provision has CCTV and victims are provided with personal attack alarms. Assessments are carried out on properties with victims before any measures are installed. The local authority can provide the safety measures for those who rent privately so long as the landlord consents. In addition, the Fire Service and the Police also provide security equipment to victims. Figures for 16/17 are as follows:

Area:	Cardiff		Vale	
Provider:	Referred	Installed	Referred	Installed
<b>Council/RSL</b>	169	154	55	55
<b>Fire Service</b>	79	48	23	15
<b>Police</b>	n/k	n/k	15 available	
<b>TOTAL</b>	Min. 272 Installed			

Monitoring of the availability and use of such equipment is therefore key. The region needs to explore the current approaches to target hardening and consider if any shared practice can be implemented to combine efforts.

**WE WILL:**

- **Review the availability of target hardening options and develop a regional approach**

*"For years I felt constantly afraid in my own home, now it is the safe place it should be"* Survivor, South Wales





## **CHAPTER FIVE**

# **SUPPORT**

## Research



The region is a prominent supporter of the use of research and fully embraces all opportunities to be involved in exploring issues in-depth and developing innovative solutions to address them. Over the past 10 years, partnerships have been developed with a range of Welsh and English Universities to take forward a number of pieces of research that explore different elements of the VAWDASV agenda. Some findings have already been translated into service delivery and have proved to work such as MARAC, IDVA and IRIS. Other research has ceased and revised service delivery is still in its infancy, whilst other projects are ongoing, such as Change That Lasts; these will be discussed further throughout this chapter.

### WE WILL:

**Actively participate in a range of meaningful research projects to broaden understanding and improve services**

## Independent Advocates

The main purpose of Independent Domestic Violence Advocates (IDVA), or Independent Domestic and Sexual Violence Advocates (ISVA) is to address the safety of victims at high risk of harm from intimate partners, ex-partners or family members to secure their safety and the safety of their children. In Cardiff, IDVAs have been renamed as Independent Personal Advocates (IPAs) to acknowledge their wider remit under the VAWDASV Act.

Serving as a victim's primary point of contact, IDVA/ISVA/IPAs normally work with victims from the point of crisis, assessing the level of risk and discussing the range of suitable options leading to the creation of a workable safety plan. They are proactive in implementing the plans which address immediate safety, including practical steps to protect victims and their children, as well as longer-term solutions. These plans will include actions from MARAC as well as sanctions and remedies available through other organisations. The IDVA/ISVA/IPA's role in all multi-agency settings is to keep the client's perspective and safety at the centre of proceedings and be the victim's voice.

IDVAs/ISVAs/IPAs receive specialist accredited training as part of the National Training Framework and hold nationally recognised qualifications. Studies have shown that when high risk clients engage with an IDVA/ISVA, there

are clear and measurable improvements in safety, including a reduction in the escalation and severity of abuse and a reduction or even cessation in repeat incidents.

IDVA / ISVA / IPA Specialism (not FTE)	No.
Health-Based	1
Sexual Assault Referral Centre (SARC)	5
Immigration/ Human Trafficking	1
MASH	1
Court-Based	3
Flying Start (children aged 0-4)	2
Families 1st	1
Young Male Victims	1
Children and Young People	2
Lesbian, Gay, Bisexual and Transgender	1
General	23

In the region, there are 41 workers, some with specialisms/specific roles outlined in the table above. Although originally established to work with the highest risk cases, it has been recognised regionally that supporting lower risk victims is beneficial, preventing further harm. IDVAs/ISVAs/IPAs are used to deliver a range of therapeutic and self-help interventions to help victims recognise and come to terms with the abuse experienced. This is especially important when perpetrators are undergoing interventions to prevent further abuse 'spikes'.



Services are also becoming more trauma-informed, in acknowledgement of the impact of early childhood neglect and abuse on the physical health, mental health, and well-being of victims, compounded by the abuse experienced in later life. In Cardiff the new commissioned specialist service for female victims will use the Psychological Advocacy Towards Healing (PATH) intervention. This targeted 1-1 counselling has been developed by Bristol University and Cardiff Women's Aid participated in the largest European clinical trial. Research showed that those receiving the PATH intervention experienced clinically lower levels of psychological distress, depression and post-traumatic stress and a clinically important reduction in anxiety.

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Not all specialist providers in the region employing IDVAs/ISVAs/IPAs hold the Safe Lives Leading Lights quality accreditation but all services either already hold or are in the process of applying for the Welsh Women's Aid National Quality Service Standards and/or other relevant Service Standards.

**Therapeutic Group  
Work Options:**



The Freedom Programme



**SURVIVORS VOICES**

"If it wasn't for the services, understanding and support that Cardiff Women's Aid provided me with I would not be where I am today .. I am not sure I would even be here at all (I know that may seem like a strong statement) but I owe so much to them.

I was referred via the IRIS project from my GP. I was really lucky to be one of the first to take part in the Recovery Toolkit programme, which was amazing. I learnt so much more of what I had/was experiencing; this course was the beginning of a new life for me. I cannot explain how grateful I am to have participated in this. It helped me see things differently and made me feel like I was not alone and not the only one going through so much.

I was given a great opportunity to go on the PATH project which once again helped me so much - both these courses helped me with my self-esteem and my confidence. I previously had counselling through my GP but never opened up what I was experiencing and found no help. I feel I have a lot to be thankful for from Women's Aid, they really helped me change my life around. I don't like to think where I would be today without them and their support and specialised services. I feel extremely lucky to have had been given the opportunity to access such great support services and I am grateful for that. Once again I truly believe my life would not be the way it is now without them."

"It was only with support from an IDVA that my situation was at last taken seriously and I gained the first steps in moving safely away from a situation of coercive control that others I had reported to did not understand."

"Attending sessions that help individuals understand that what they have experienced is recognised and that they are not alone is a major contributing factor to moving on and re-building your life. Individual specialist counselling allows you to reflect on what you have been through and begin to find closure through this supportive healing process."

*"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." Maya Angelou*

## Children and Young People

Underpinning Wales's approach to child protection is the importance placed on children's rights. The Rights of Children and Young Persons (Wales) Measure 2011 made Wales the first country in the UK to incorporate the United Nations Convention on the Rights of the Child (UNCRC) into its domestic law. Therefore all Welsh policy and legislation has to take into account children's rights.

In 2015 the Welsh Government published its Programme for children and young people. This has 7 core aims, each linked to articles in the UNCRC. The programme says children and young people should:

- have a flying start in life
- have a comprehensive range of education and learning opportunities
- enjoy the best possible health and be free from abuse, victimisation and exploitation
- have access to play, leisure, sporting and cultural activities
- be listened to, treated with respect, and have their race and cultural identity recognised
- have a safe home and a community which supports physical and emotional wellbeing
- not be disadvantaged by poverty

Partners in the region fully support these aims and work collaboratively to ensure the safety of children and young people at all times.



As well as the wide range of awareness raising that takes place in schools and colleges, and the range of child protection arrangements in place across the region, children and young people can receive direct support for any abuse or trauma they have experienced or witnessed.

The main specialist providers in the region support children and young people with both individual and group work from ages 4-25. Some group work including Star and the Recovery Toolkit are aimed at working with the child and their parent/carer.

In addition, through the specialist Safe As team, Cardiff Women's Aid deliver the SODA (Survivors of Domestic Abuse) project, designed for teenagers who are using self-harm and experiencing suicide ideation to deal with the trauma of living, or having lived previously, with domestic violence or abuse. Dave's House is a programme for young men aged 17-25 years who may have been affected by domestic abuse, or are concerned about their behaviour within their own relationships. Cardiff Council is also funding a Male IDVA/IPA to support young men and boys who are more difficult to engage in discussing their experience of domestic violence/abuse. This service feeds into the Dave's House group work.

### WE WILL:

**Consider extending positive male role models to children and young people experiencing other types of violence and abuse**

## Family Interventions



One of the services offered by Atal y Fro is the Early Intervention programme. This means that as soon as a referral is received they call together the agencies who need to be involved, to develop a 'package' for the whole family, with safety always central. The package is initially for six weeks then reviewed and a longer term plan put together, providing a service for couples who wish to stay together or separate amicably. The service supports family members by providing one to one work for the victim, their partner and any children involved. This will often include required attendance on community perpetrator programmes, but many of those currently in existence do not support the different family compositions that exist, relying on the traditional family stereotype.

Services in Cwm Taf will be delivering similar family interventions through the PCC Transformation Fund programme to further test and pilot the whole-family approach.

### WE WILL:

**Research and consider family intervention models for future service delivery**

## People from a BME Background



BME victims’ and their children’s experience of violence can be shaped by their relationship to concepts such as culture and their

relationship with communities. These issues can define their experiences of violence and abuse and impact on their access to, and the types of services they may need or want. Additional barriers to support may be experienced by BME victims and their children due to the impact of language, discrimination, racism or immigration status. The region recognises the imperative to have services delivered by and for BME people.

The Centre for the Study of Safety and Well-being, University of Warwick and Imkaan undertook a study to explore the extent to which BME women and girls are disclosing sexual violence and accessing support and to look at emerging barriers and gaps to accessing support. The resulting report - *Between the Lines - Service Responses to Black and Minority Ethnic (BME) Women and Girls Experiencing Sexual Violence* reviewed 38 specialist services across the UK.

Findings showed a lack of real understanding of the issues and a need for training and delivery of specialist services were recommended.

The population across Cardiff & the Vale (C&V) is constantly evolving, with a growing number of diverse ethnic cultures and increased migratory movement. With the increased diversity, it is not uncommon to identify increased cultural health concerns which affect reproductive, psychosocial and psychosexual health. This includes the practice of FGM; the trauma of which has been widely reported to be relived for many years after the mutilation takes place.

Noting the significant need for a seamless service to meet the needs of all females affected by FGM, it is proposed that a pilot community clinic is established. Cardiff & Vale UHB Midwifery service and Bawso will deliver a service that will help break down barriers to accessing care and ensure all females affected have access to clinicians and counselling support. It will also facilitate an opportunity to work with some of the deep-rooted cultural beliefs with older family and extended community members.

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**WE WILL:**  
**Review the pilot FGM clinic’s effectiveness**

## Gypsy & Traveller Communities

Gypsies and travellers experience a high level of discrimination and prejudice in their daily lives, and experience great difficulty in maintaining their lifestyle and heritage. They are disadvantaged in accessing healthcare, education, and securing accommodation.

Research shows that domestic abuse is a significant health issue for the Gypsy & Traveller communities. A recent study estimated that between 60% – 80% of women from travelling communities experience domestic abuse during their lives, compared to 25% of the female population generally. Cultural expectations combined with the isolated nature of the communities, can make it difficult for domestic violence to be challenged with successive generations of both men and women viewing domestic abuse as normal. A Gypsy or Traveller woman leaving because of domestic abuse not only loses her home and partner, but also her community, her culture and her way of life. For these reasons, Gypsies and Travellers are far less likely to report an incident or to seek help.

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**WE WILL:**  
**Raise awareness of available support services to the Gypsy and Traveller communities**

*“I was 14 years old when my mother presented me with the picture of a man I later learned I had been promised to at the age of eight. I was the one who dared to say: ‘No, I was born here, I want to go to school – I don’t want to marry a stranger.’”*

Jasvinder Sanghera, CBE, founder of Karma Nirvana

## Male Victims

Both local authorities in the region have identified a need for discrete male victim provision and acknowledge that the delivery of services to male victims can differ from those provided to female victims. Although practically there are similarities in that they require non-judgmental validation of the abuse suffered, a safe place to stay and support to rebuild their lives. It is evident that some male victims are also accompanied by their children of either gender.

Access to services is often made via male-specific helplines or through Council homelessness routes. In terms of a safe place to stay, Cardiff currently hosts the South Wales male-only refuge. The dispersed refuge service currently delivered in the Vale of Glamorgan has been identified as a good model for complex cases including larger families and male victims.

Work is underway to explore best practice and develop a more rounded end-to-end service for male victims, to replicate the seamless services offered to female victims. To broaden economies of scale, other South Wales local authorities have been invited to participate in the needs assessment and commissioning process. Data and views will be captured from partners, current providers and past victims, along with best practice and research.

### WE WILL:

**Commission a specialist male victim service with wider regional partners**

**In 2016/17:**



*216 men contacted the Live Fear Free helpline*



*Dyn Project received 236 referrals to the Cardiff male IDVA*

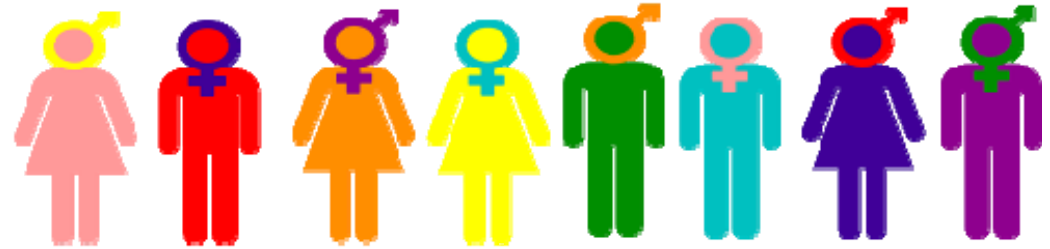


*36 high risk male victims discussed at MARAC*



*Almost 100 males sought help from the SARC*

## LGBTQ+ Victims



IDVAs/ISVAs/IPAs work with victims who identify as Lesbian, Gay, Bisexual and Transgender, however Rainbow Bridge is a service operated by Victim Support that specifically supports victims of domestic abuse who identify as LGBTQ+. This includes abuse from intimate partners, ex-partners (also heterosexual ex-partners) and relatives. Services include advocacy, personal and home security, emotional support and mentoring. Reporting from LGBT victims remains especially low and confidence to report and seek help needs to be encouraged. There is a willingness from partners to work and engage with organisations who have specialist knowledge of the needs of LGBTQ+ victims to ensure that services are accessible and appropriate.

In respect of the transgender community, in July 2017 the UK Government announced plans to reform the Gender Recognition Act (2004). The proposed changes include making the process to change the gender on someone's birth certificate less bureaucratic and bring it into line with existing non-medicalised processes for changing gender, e.g. on passports, relying on 'self-identification'. Changing attitudes to gender and sexuality are hotly discussed subjects and the proposed changes to legislation are proving controversial. Currently, the Equality Act 2010 has exemptions that permit single-sex services, occupations, communal accommodation and sporting activities where these are a proportionate means of achieving a legitimate aim. Campaigners raise concerns that a move towards gender self-identification could have unintended consequences. These issues are complex and clearly require further open discussion regarding service accessibility and delivery.

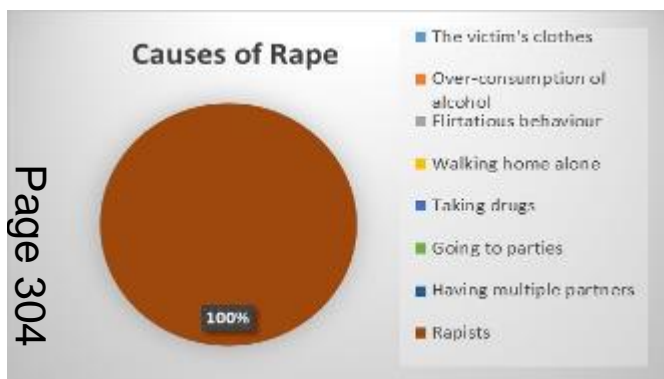
### WE WILL:

- **Strengthen links with specialist LGBTQ+ organisations to improve services and increase reporting**
- **Ensure services are responsive to LGBTQ+ victims**



## Sexual Assault Referral Centre

The full extent of the effect of sexual violence within our communities is largely unknown as many victims do not report to the Police. Male rape is particularly under reported, the reasons for not reporting include shame, guilt and fear of not being believed or of being denounced for what has occurred. Myths and strong prejudices surrounding male sexuality also prevent men from coming forward.



Ynys Saff Sexual Assault Referral Centre (SARC) offers services to victims of sexual violence, meeting the needs of all ages and all genders. Its aim is to offer appropriate support and care required at the point of need, working to advocate on behalf of the client ensuring that the service is victim focused at all times. The SARC is based in the Cardiff Royal Infirmary and is jointly funded as part of the provision of Cardiff and Vale UHB. The Centre can facilitate forensic medical examinations, Police interviews, ISVA support during the criminal justice process, specialist trauma counselling and psychological educational group support. Accountability for Ynys Saff rests with Cardiff and Vale UHB.

The SARC also provides a specialist paediatric service for children and young people, acknowledging that this client group have specific needs which must be addressed in a sensitive and timely manner. Sexual crime amongst children and young people is now more publicised than ever before and the risks to the younger generations are increasing; the development of the use of social media, the grooming and exploitation of those who are vulnerable and those who are abused within their own families.

Much work has been done to ensure a sustainable model for sexual violence services across South Wales. Plans are underway to regionalise services and develop the Cardiff and Vale SARC as a 'Hub' for acute service provision for adults and children in South East Wales. This highlights the recognition that service provision for sexual violence is highly specialised and requires the best models of care that can be provided for all victims. However, there remain many factors which need to be addressed in the future. It is recognised that there are groups who under-report such as male victims, sex workers, those from ethnic minority backgrounds and victims of HBV. There is a requirement to develop a greater understanding of the problem, the causes and circumstances and to build confidence of individuals to report.

### WE WILL:

**Embed the new Hub SARC model for victims of sexual violence across South East Wales**

## Older People

Some older people may be vulnerable to domestic or sexual abuse as a result of their mental or physical frailty, and/or mental capacity or physical disabilities; however, these are not the only factors which could lead to an older person being abused. Abuse may be perpetrated on older victims for a number of reasons, and does not necessarily cease or reduce as the victim or abuser gets older. In fact, an older victim may experience more frequent or increased intensity of abuse; additionally, some older people may only start to experience abuse at this stage in their life. Older people may also be the victims of abuse perpetrated by multiple family members, some of whom may also be assuming a caring role. Financial abuse by family members should be regarded as domestic abuse.

Issues of mental capacity have arisen in a local DHR, both in terms of the victim with early signs of dementia not being asked if she was experiencing any abuse and also in terms of her carer who was experiencing signs of carer stress but who refused help. A debate has arisen over local procedures and whether it is appropriate to override an individual's decision, evidencing the reasons, and managing any consequences. Further guidance is needed on this issue.

### WE WILL:

**Work with the Regional Safeguarding Adults Board to develop policies and training for those working with older victims of VAWDASV**

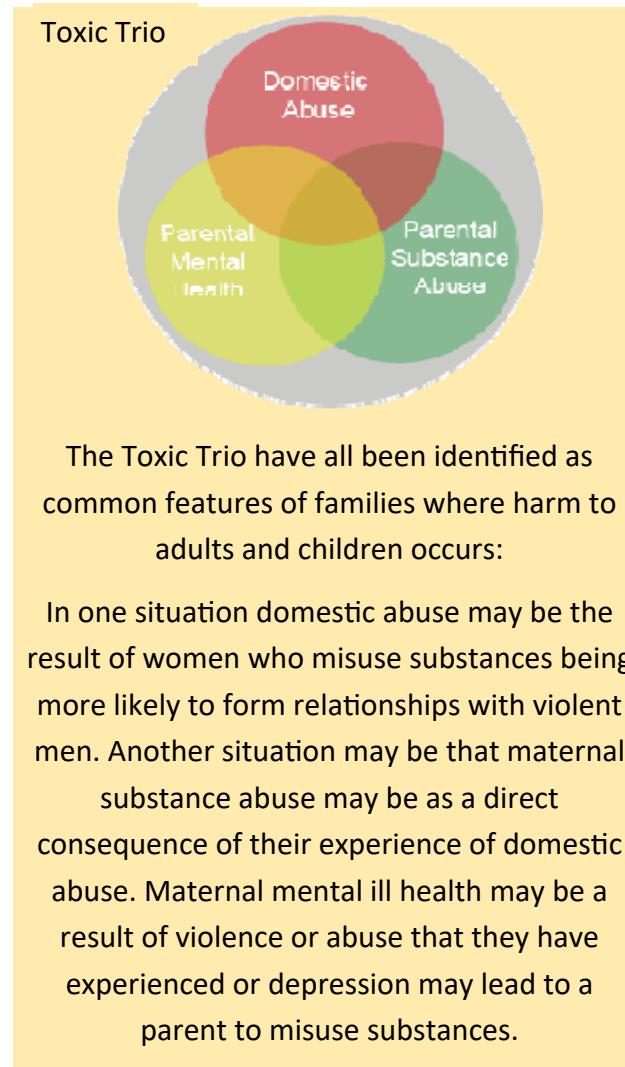
## Complex Needs / Toxic Trio

There are high rates of overlap between VAWDASV and substance use for both victims and perpetrators of abuse. While it is accepted that alcohol and drug abuse does not cause VAWDASV, the presence of substance use can increase the frequency and severity of abuse. Children are at a particularly high risk of harm when substance misuse and domestic violence are present.

Substances can also be involved as a means to incapacitate the victim or make them do things they do not want to do. This can include pushing boundaries in sex, recording it or prostitution. Partners might be forced to sell, buy or even consume drugs. Later on, this might be used as leverage when the victim becomes addicted.

Victims of abuse have a higher rate of drug and/or alcohol misuse (whether it starts before or after the abuse): at least 20% of high-risk victims of abuse report using drugs and/or alcohol (Safe Lives 2015). Often they are used as a self-medicated coping mechanism.

Victims who use alcohol and drugs are more likely to be abused, and abused victims are more likely to use substances. One of the causes of this might be that experiencing prolonged hostility, violence and abuse contributes to deterioration of the victim's mental health – they may struggle with depression, anxiety, suicidal behaviour, low self-esteem, inability to trust others, flashbacks, sleep disturbances and emotional detachment.



40% of high-risk victims report having mental health issues (Safe Lives 2015).

Alcohol and drugs might help them temporarily alleviate anxiety, make them forget, or simply make further abuse easier to bear. They might not realize that self-medicating like this can lead to addiction and more problems.

In the Vale of Glamorgan, a new partnership between Atal y Fro and Gofal will deliver a 12 month specialist mental health support service for victims of abuse. The Mental Health Worker is based within Atal Y Fro and supports any clients accessing services with mental health needs.

In analysis of Serious Case Reviews undertaken by the Department of Education in England (Pathways to harm, pathways to protection: a triennial analysis of serious case reviews 2011 to 2014, published in 2016), found that in a total of 293 Serious Case Reviews, domestic abuse was the most common factor identified, followed by parental mental health problems and thirdly, substance misuse. "it is now abundantly clear from research that living with domestic abuse is always harmful to children and it is rightly seen as a form of child maltreatment in its own right." (Humphreys and Bradbury-Jones, 2015). This report further highlighted that sexual abuse often co-exists with other types of harm. In this study there was evidence of sexual abuse in 53% of cases in children aged between 1-17.

This study highlights that no one single agency can manage the risks and harms when complex needs co-exist. Importantly, when complex needs are identified, consideration must be given to how coercive control may impact upon behaviours.

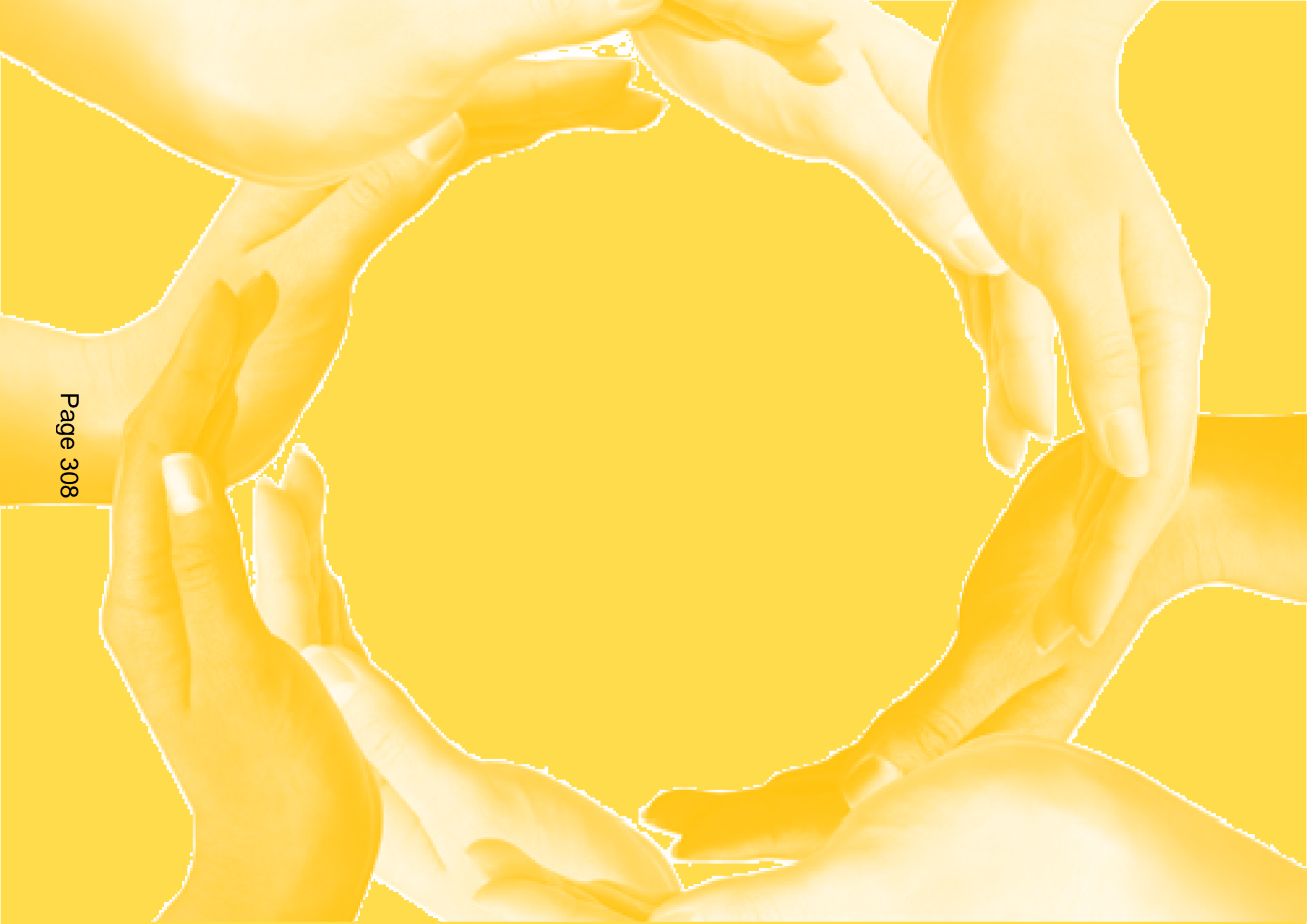
### WE WILL:

**Ensure health and social care professionals consider and address how complex needs impact on adults and children**









Equality Impact Assessment  
Corporate Assessment Template



**Policy/Strategy/Project/Procedure/Service/Function Title:**

**Cardiff and Vale of Glamorgan Violence Against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023**

**New/Existing/Updating/Amending:** New

**Who is responsible for developing and implementing the Policy?**

Name: Jane Thomas	Job Title: Assistant Director (Housing & Communities)
Service Team: Housing & Communities	Service Area: Communities, Housing and Customer Services
Assessment Date: March 2018	

**1. What are the objectives of the Policy?**

The Violence against Women, Domestic Abuse and Sexual Violence Act (Wales) 2015 laid out a requirement for local authorities and Health Boards to jointly prepare regional strategies to tackle violence against women, domestic abuse and sexual violence (VAWDASV). In recognising the national strategic direction, the regional strategy sets out an overarching vision and high level aims as follows:

**Vision:**

People who live, work and visit Cardiff and the Vale of Glamorgan have the opportunity to live positive, independent lives without being affected by violence and abuse.

**Aims:**

**Aim 1 - PREPARE**

Improve strategic planning and commissioning of VAWDASV services through a more coordinated partnership approach across the region.

**Aim 2 - PURSUE**

Address perpetrators of VAWDASV by improving intelligence sharing across services and the use of legal powers to disrupt and convict.

**Aim 3 - PREVENT**

Pro-actively address negative attitudes and behaviours that have the potential to result in VAWDASV, recognising this as everyone's business.

**Aim 4 - PROTECT**

Improve the multi-agency response and support to all victims and their children regardless of risk level and needs.

**Aim 5 - SUPPORT**

Ensure that innovative, flexible and evidence-based services are available to meet the needs of victims experiencing any form of VAWDASV.

Equality Impact Assessment  
Corporate Assessment Template

2. Please provide background information on the Policy / Strategy / Project / Procedure / Service / Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

**Background**

1. 2. Violence against women, domestic abuse and sexual violence is a fundamental violation of human rights, and both a cause and consequence of inequality. Tackling violence against women, domestic abuse and sexual violence (VAWDASV) has far-reaching consequences for women, men, children, families, communities and society as a whole. Tackling these enduring social problems requires a distinct and proportionate approach to enable everyone to live fear free in safe, equal and violence free communities.
2. The Violence against Women, Domestic Abuse and Sexual Violence Act (Wales) 2015 set out a requirement for local authorities and Health Boards to jointly prepare regional strategies to tackle VAWDASV.
3. The Welsh Government has set out in its national strategy following the Act, an objective to provide victims with access to “holistic, appropriately resourced, high quality, needs led, strength based, gender responsive services across Wales.” The Act now places a wider duty to support those experience all forms of violence against women, domestic abuse and sexual violence. This duty includes male victims and perpetrators of abuse.
4. The regional VAWDASV strategy recognises that anyone (women, men, children and young people) can experience and be affected, it addresses violence and abuse directed towards women, men, girls and boys and violence and abuse perpetrated by men and women. It acknowledges that it can happen in any relationship regardless of sex, age, ethnicity, gender, sexuality, disability, religion or belief, income, geography or lifestyle. However it is acknowledged that women and girls are disproportionately affected by domestic abuse, rape and sexual violence, sexual exploitation (including through the sex industry), modern day slavery, forced marriage, female genital mutilation, child sexual exploitation and abuse, stalking and sexual harassment.
5. Cardiff Council has recently undertaken an EIA in relation to the commissioning process to procure a new female victim specialist service. This service was successfully awarded and the contract began implementation on 1<sup>st</sup> April 2018. A male victim service is currently being considered by regional partners to commence in April 2019.
6. Welsh Government has also required a move to regional working on VAWDASV in terms of a national approach towards regional funding and commissioning. Cardiff and the Vale of Glamorgan have agreed to operate as a region for this purpose due to a shared Health Board footprint, natural travel to work patterns, service access migrations for residents across the area, and the pre-existence of a number of regional services and policies.
7. The Strategy has identified a number of “We Will” commitments to be delivered across all the partners involved in the region and will be monitored by a new overarching Cardiff and Vale VAWDASV Steering Group through a detailed action plan:

CARDIFF COUNCIL

Equality Impact Assessment  
Corporate Assessment Template

<b>PREPARE</b>	
<b><i>Introduction</i></b>	Work towards developing relevant joint regional strategies and policies where possible
<b><i>Needs Assessment</i></b>	Continually improve data collection methods to better inform ongoing needs assessment
<b><i>Governance</i></b>	Implement and continually review governance arrangements including membership, to ensure they remain fit for purpose
<b><i>Wider Collaboration</i></b>	Actively assist with embedding a whole systems approach across the region
<b><i>Survivor Engagement</i></b>	Actively seek engagement and input from victims and survivors that represent all crime types and protected characteristics



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<b>PURSUE</b>	
<b><i>Criminal Justice Response</i></b>	Increase the number of positive outcomes for victims
	Enhance the monitoring of the outcomes of cases appearing before Magistrates and Crown courts
<b><i>Integrated Offender Management</i></b>	Trial and evaluate the MATAC Intervention for perpetrators of domestic abuse
	Evaluate the impact of Drive including impact on victims and children
<b><i>Working with Perpetrators</i></b>	Improve monitoring and reporting of perpetrator programmes / interventions
	Consider early intervention options for those concerned about their behaviour
	Explore options for delivering a range of community perpetrator interventions
<b><i>Restorative Justice</i></b>	Continually review the guidance and approach to the use of restorative practice for victims of VAWDASV
<b><i>Safe Use of Technology</i></b>	Deliver local campaigns to highlight safe use of technology
<b><i>Encouraging Victims to Report</i></b>	Encourage and assist more victims to seek criminal sanctions and civil remedies

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<b>PREVENT</b>	
<b>Educational Settings</b>	Continue to promote and monitor education-based activities across the region to include 'hard to reach' children
	Give support to all higher and further education establishments to have a consistent and visible approach to tackling VAWDASV and in managing disclosures
<b>National Training Framework (NTF)</b>	Liaise with the Judicial College to ensure Magistrates are trained in VAWDASV awareness and sentencing guidelines
	Implement the regional training plan to ensure all staff are trained in accordance with the National Training Framework
<b>Early Intervention</b>	Prioritise funding for early intervention services that prevent all forms of VAWDASV
	Implement the Ask Me Ambassador pilot in Cardiff and share the learning
<b>Sexual Violence</b>	Provide a male ISVA at the SARC
	Work with the South Wales Police & Crime Commissioner to gain a greater understanding of sexual harassment
	Raise awareness of consent at all opportunities
<b>Stalking</b>	Improve awareness of stalking and promote the practical steps to reporting
<b>Honour Based Violence / Forced Marriage</b>	Improve understanding of how forced marriage affects individuals with protected characteristics
<b>Female Genital Mutilation (FGM)</b>	Increase FGM referrals from schools
<b>Night Time Economy</b>	Assist with implementing the actions from the 'Delivering a Safe and Welcoming Night Time Economy' strategy
<b>Sex Workers</b>	Raise awareness across the region of the issues faced by sex workers
	Review the effectiveness of the Ty Tarian scheme to inform future service delivery
<b>Trafficking and Modern Slavery</b>	Widen the reach of the Human Trafficking awareness module through the National Training Framework
<b>Adverse Childhood Experiences (ACEs)</b>	Support Public Health Wales to move from a position of understanding the ACE research to understanding what a positive and effective response looks like
	Develop close working arrangements between the Early Help Front Door services and specialist VAWDASV services
<b>Identification and Referral to Improve Safety (IRIS)</b>	Remain committed to mainstreaming the IRIS model across all GP surgeries in the region
<b>Formal Reviews</b>	Ensure that the learning from all formal service reviews including DHRs is reflected in service delivery and is shared widely
	Implement any Welsh Government policy changes arising from its review of DHR processes
<b>White Ribbon Campaign</b>	Implement the White Ribbon Action Plan across the region
	Continue to advocate for a White Ribbon Wales

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<b>PROTECT</b>	
<i>Clare's Law / Sarah's Law Disclosures</i>	Further promote Disclosure Schemes at all available opportunities
<i>Notices and Orders</i>	Improve the use of Notices and Orders across the region
<i>Managing VAWDASV PPNs</i>	Work with partners to ensure continuous improvement of the MASH
	Closely monitor the specialist service response to PPNs
<i>(MARAC) - Multi-Agency Risk Assessment Conference</i>	Improve the quality of MARAC referrals across the region
	Review the findings of the research into the future of MARAC and consider any impact on existing processes
<i>Housing-Related Support</i>	Continually monitor the use of crisis/emergency accommodation to ensure provision for those who need it most
	Assess the impact of welfare reform changes and the Renting Homes Act on specialist accommodation for victims
<i>Specialist Courts</i>	Better support victims through the criminal and civil justice processes
	Work with campaigners to strengthen victims voices across all courts
<i>Workplace Policies</i>	Develop and adopt revised VAWDASV workplace policies and encourage all partners to do the same
	Adopt the requirement for contractors to develop workplace policies through commissioning and procurement arrangements
	Ensure contractors are aware of the issues and understand referral pathways
<i>Target Hardening</i>	Review the availability of target hardening options and develop a regional approach

<b>SUPPORT</b>	
<i>Research</i>	Actively participate in a range of meaningful research projects to broaden understanding and improve services
<i>Children and Young People</i>	Consider extending positive male role models to children and young people experiencing other types of violence and abuse
<i>Family Interventions</i>	Research and consider family intervention models for future service delivery
<i>People from a BME Background</i>	Review the pilot FGM clinic's effectiveness
<i>Gypsy and Traveller communities</i>	Raise awareness of available support services to the Gypsy and Traveller communities
<i>Male Victims</i>	Commission a specialist male victim service with wider regional partners
<i>LGBTQ+ Victims</i>	Strengthen links with specialist LGBTQ+ organisations to improve services and increase reporting
	Ensure services are responsive to LGBTQ+ victims

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<b>Sexual Assault Referral Centre (SARC)</b>	Embed the new Hub SARC model for victims of sexual violence across South East Wales
<b>Older People</b>	Work with the Regional Safeguarding Adults Board to develop policies and training for those working with older victims of VAWDASV
<b>Complex Needs / Toxic Trio</b>	Ensure health and social care professionals consider and address how complex needs impact on adults and children
<b>Sex Workers</b>	Explore new ways to identify, protect and safeguard sex workers and the communities affected
	Review the findings of the 'Beyond the Gaze' research

**Data Review**

8. The Strategy identifies the following demographic and service data:

Regional Data

The area covered by the boundaries of Cardiff and the Vale of Glamorgan has a total population of **489,931**; 16% of the total Welsh population. This is made up of **205,093** females and **194,556** males, **44,237** girls and **46,045** boys.

The ages of the population are as follows:

Ages	Males	Females	TOTALS
<b>0-4</b>	15,115	14,489	<b>29,604</b>
<b>5-15</b>	30,930	29,748	<b>60,678</b>
<b>16-24</b>	37,248	38,241	<b>75,489</b>
<b>25-44</b>	67,835	65,168	<b>133,003</b>
<b>45-64</b>	55,595	58,786	<b>114,381</b>
<b>65+</b>	33,878	42,898	<b>76,776</b>
<b>TOTAL</b>	<b>240,601</b>	<b>249,330</b>	<b>489,931</b>

**93%** of the population is **White** with the remaining 7% broken down as follows: **3% Asian/Asian British**, **2% Mixed**, **1% Black/Black British** and 1% Other.

The 2011 Census data indicated that **18.6%** of the regional population have some form of **disability** as detailed below:

*Long-term health problem or disability, 2011 (Census) (StatsWales data)*

Disability	Cardiff		Vale of Glamorgan		Cardiff & Vale of Glamorgan	
	No.	%	No.	%	No.	%
Day-to-day activities limited a lot	31,838	9.2	12,538	9.9	44,376	9.4
Day-to-day activities limited a little	30,493	8.8	13,091	10.4	43,584	9.2
Day-to-day activities not limited	283,759	82.0	100,707	79.7	384,466	81.4
All categories: Long-term health problem or disability	346,090	100.0	126,336	100.0	472,426	100.0

With regards to sexuality, it is estimated that **6.1%** of the regional population do not consider themselves to be heterosexual:

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*Sexual Identity by local authority, England, Wales and Scotland, 2013-2015 (ONS data)*

	Heterosexual or straight	Gay or Lesbian	Bisexual	Other	Don't know or refuse
	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
Cardiff and Vale of Glamorgan	269,000	7,000	3,000	4,000	3,000
Percentages	93.9%	2.5%	1.1%	1.6%	0.9%

Service Data

Services available from 1<sup>st</sup> April 2018 include:

- 1 x One Stop Shop (Cardiff only)
- 35 x Independent Domestic Violence Advocates (IDVAs) and 5 Independent Sexual Violence Advocates (ISVAs)
- 84 x units of specialist accommodation
- 9 x specialist providers of victim support services
- 2 x providers of perpetrator programmes
- 4 x MARAC Coordinators and 2 x Domestic and Sexual Violence Coordinators

In 2016/17 across the region,

- 11,302 incidents of Domestic Abuse were reported, resulting in 5,067 recorded crimes.
- One Forced Marriage Protection Order was granted.
- 1,011 crimes of Sexual Violence were recorded with a further 182 cases related to historical abuse.
- 99 incidents of Honour-Based Violence were reported, resulting in 37 recorded crimes.
- 30 cases of Trafficking were reported.
- 29 reported incidences of Female Genital Mutilation resulted in 2 cases being formally charged.

**3 Assess Impact on the Protected Characteristics**

**3.1 Age**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on younger / older people?

	Yes	No	N/A
Up to 18 years	✓		
18 - 65 years		✓	
Over 65 years	✓		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

Around 1 in 5 children have been exposed to domestic abuse and 1 in 3 children who have witnessed domestic abuse will have also been subject to other forms of abuse, including sexual abuse (NSPCC 2011). They are 6 times more likely to commit suicide as a result of abuses experienced, and 24 times more likely to commit sexual assault (Hafan Cymru 2015). In Wales

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during 2014-15, there were 205 cases of rape perpetrated against girls under the age of 13 in Wales (NSPCC).

Article 19 of the United Nations Convention on the Rights of the Child makes it clear that children and young people have the basic human right to dignity. This means they have the right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child. Witnessing violence against women, domestic abuse or sexual violence is also therefore a breach of their rights.

It is estimated that over 40,000 older people in Wales are being abused in their own homes every year. For some, such abuse will have been a significant feature for most of their adult lives, an on-going problem for 20, 30 and 40 years or even longer (Older people’s Commissioner for Wales 2015). This is often further complicated when there are caring responsibilities in the relationship between the victim and the perpetrator of the abuse. Often the abuse only begins when the couple have retired and are spending much more time together alone at home. Older victims are less likely to leave abusive relationships than younger people. Whereas more than two-thirds of victims aged under 60 left their abuser in the year before seeking help, this applied to barely a quarter of older people. A third of victims over 60 were still living with their abuser while seeking help, compared with just 9% of younger victims (Safe Lives).

**What action(s) can you take to address the differential impact?**

For those aged under 16 who have witnessed or experienced any form of violence against women, domestic abuse or sexual violence, all partners, whether in the statutory or third sector, are fully compliant with safeguarding responsibilities under child protection arrangements. For those aged under 16 who are accompanying their parent/guardian into services, they will also have their needs assessed and appropriate tailored services offered. For all children and young people, a range of age-appropriate therapeutic interventions can be delivered. Specifically for those aged 0-5, there is dedicated provision funded through Flying Start and Families First.

It is acknowledged that close working between the Regional Safeguarding Children Board and the wider VAWDASV governance structure needs to be strengthened. This will be facilitated through shared training resources and regular input into each other’s review of policies and procedures and for cross-cutting issues such as Child Practice Reviews and Domestic Homicide Reviews.

Again, working closely with the Regional Adult Safeguarding Board, the needs of older people who have or are experiencing any form of violence against women, domestic abuse or sexual violence can be managed in a collaborative way. Issues of dementia and caring responsibilities can greatly affect relationships, and care needs to be taken to assess and support older people.

Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

**3.2 Disability**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [negative]** on disabled people?



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	Yes	No	N/A
Hearing Impairment	✓		
Physical Impairment	✓		
Visual Impairment	✓		
Learning Disability	✓		
Long-Standing Illness or Health Condition	✓		
Mental Health	✓		
Substance Misuse	✓		
Other	✓		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

Research suggests that those with disabilities are more likely to suffer domestic violence and sexual assault than those without disabilities (Liverpool John Moores University's Centre for Public Health, a WHO Collaborating Centre for Violence Prevention, and WHO's Department of Violence and Injury Prevention and Disability, July 2012.) Also those with disabilities report abuse that lasts longer and is more intense than those without disabilities. Like other victims, those with disabilities usually are abused by someone they know, such as a partner or family member. In addition, those with disabilities face the risk of abuse by health care providers or caregivers. Caregivers can withhold medicine and assistive devices, such as wheelchairs or braces. They can also refuse to help with daily needs like bathing, dressing, or eating.

The systematic review on violence against adults with disabilities, published in February 2012, found that overall they are 1.5 times more likely to be a victim of violence than those without a disability, while those with mental health conditions are at nearly four times the risk of experiencing violence. Factors which place people with disabilities at higher risk of violence include stigma, discrimination, and ignorance about disability, as well as a lack of social support for those who care for them. Placement of people with disabilities in institutions also increases their vulnerability to violence. In these settings and elsewhere, people with communication impairments are hampered in their ability to disclose abusive experiences.

**What action(s) can you take to address the differential impact?**

As part of the process of commissioning services to support victims, the issue of ensuring equitable access to services, especially information and advice and in accommodation-based support settings is of paramount importance. This includes being able to respond to enquiries in a number of ways over and above telephone and drop-in access, some of which may be more accessible to those with disabilities including webchat, Skype and via a professional referral from a service they are already engaged with. Services also work closely together to ensure referral and service pathways into other specialist support such as mental health and substance misuse services. Provision is made for current available units of accommodation-based support to be suitable for those with disabilities.

Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

### 3.3 Gender Reassignment

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Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive]** on transgender people?

	Yes	No	N/A
<b>Transgender People</b> (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)	✓		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

There is limited research on how many transgender people experience abuse in the UK, and the best studies have small group samples. However, these figures suggest it is a significant issue. A report by the Scottish Transgender Alliance indicates that 80% of trans people had experienced emotional, sexual, or physical abuse from a partner or ex-partner.

Abuse can be as a result of the process of ‘coming out’ perpetrated by partners, family members or friends. This is especially difficult where there are children involved.

**What action(s) can you take to address the differential impact?**

Those who have undergone, or are undergoing, gender reassignment can access the full range of preventative, protective and support services available in this region. Specialist service providers are required to have clear policies and procedures in place for managing transgender victims, especially in shared accommodation-based settings and in any group work – both in terms of keeping the victim safe and managing any impact. Where necessary, dispersed accommodation can be used to ensure additional safety.

Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

**3.4. Marriage and Civil Partnership**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		✓	
Civil Partnership		✓	

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

No impacts identified

**What action(s) can you take to address the differential impact?**

N/A

**3.5 Pregnancy and Maternity**

Will this Policy /Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on pregnancy and maternity?

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	Yes	No	N/A
Pregnancy	✓		
Maternity	✓		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

Pregnancy when coupled with domestic abuse or sexual violence is a form of intimate partner violence (IPV) where health risks may be amplified. Abuse during pregnancy, whether physical, sexual, verbal or emotional, produces many adverse physical and psychological effects for both the mother and foetus. It increases the risk of miscarriage, infection, premature birth, low birth weight, foetal injury and foetal death (Refuge website). Such impacts on the mother can also affect their ability to appropriately feed, care for and form a positive attachment to the newborn baby. Over a third of domestic violence starts or gets worse when a woman is pregnant (Refuge website). More than 30% of this abuse starts in pregnancy, and existing abuse may get worse during pregnancy or after giving birth (NHS website).

**What action(s) can you take to address the differential impact?**

Within Cardiff is a funded service to specifically address the provision of violence against women, domestic abuse and sexual violence that is impacting on a victim’s own wellbeing and on their capacity to form positive attachments and effectively parent their children. The service will support those who are, or have recently been, pregnant or have children aged 0-5 years and it works with Health Visitors through Flying Start and a variety of Families First funded services, especially the Early Help Front Door service. This model could be replicated across the region.

The Health-based IDVA can support those who are pregnant and are experiencing VAWDASV both on-site in hospital settings or elsewhere in the community. Those who are pregnant are also discussed at MARAC meetings as they have a higher risk of further abuse.

Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

**3.6 Race**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on the following groups?

	Yes	No	N/A
White	✓		
Mixed / Multiple Ethnic Groups	✓		
Asian / Asian British	✓		
Black / African / Caribbean / Black British	✓		
Other Ethnic Groups	✓		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

BME men, women and children’s experience of violence can be shaped by their relationship to ‘culture’- this can define their experiences of violence and abuse; their relationship with ‘communities’ (including gypsies and travellers), and their access to services and the types of

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services they made need or want. Additional barriers to support may be experienced by BME people due to the impact of discrimination, racism and immigration status. Partners acknowledge the need for specialist support for BME people relating to prevention, protection and support informed by expert understanding of specific needs of BME men, women and children experiencing violence against women, domestic abuse and sexual violence.

**What action(s) can you take to address the differential impact?**

Identifies need for sensitive and appropriate services for all victims but specifically for those from a BME background who may experience additional barriers that may affect their ability to seek help and support and may have additional needs. Highlights that provision of language support for other minority languages should also be facilitated.

Delivery of all preventative, protective and support services in the region offers help to those of any race, providing sensitive and appropriate services for all victims but specifically from those from a BME background who may face additional issues. Specialist services in the region are responsive to the individual differences presented by victims and tailor services accordingly, including in the range of languages spoken by staff.

Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

**3.7 Religion, Belief or Non-Belief**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist	✓		
Christian	✓		
Hindu	✓		
Humanist	✓		
Jewish	✓		
Muslim	✓		
Sikh	✓		
Other	✓		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

A victim’s religious or spiritual beliefs can be central to their understanding and response to abuse. A victim’s own faith and the support of other faith-based members can be key to helping the healing process, while a lack of understanding regarding the religious perspective on abusive relationships by the victim or those they may turn to for spiritual guidance and support can add to the emotional, physical and financial hurdles already faced. Many victims in abusive relationships can feel they ought to submit to their spouses out of duty, that they have no right over their own body, life or even opinions. Quite often this misconception is furthered by advice from clergy, elders, rabbis or other members of the congregation.

However for those who do find some comfort in attending their usual place of spiritual or

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religious guidance, there is often the impediment of being accommodated in a place of safety far removed from their local community or needing to avoid the recognition of local community members and seeking solace elsewhere.

**What action(s) can you take to address the differential impact?**

All partners delivering any form of preventative, protective or supportive service are responsive to the individual differences presented by victims of any religious belief and tailor services accordingly. Where necessary, individual actions regarding religious observation can be included and facilitated through individual support plans and the provision of prayer rooms in emergency/crisis accommodation. Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

**3.8 Sex**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on men and/or women?

	Yes	No	N/A
Men	✓		
Women	✓		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

Violence against women, also known as gender-based violence, is, collectively, violent acts that are primarily or exclusively committed against women. Sometimes considered a hate crime this type of violence targets a specific group with the victim's gender as a primary motive, meaning that the acts of violence are committed against women expressly because they are women. The UN Declaration on the Elimination of Violence Against Women states that "violence against women is a manifestation of historically unequal power relations between men and women" and that "violence against women is one of the crucial social mechanisms by which women are forced into a subordinate position compared with men." Kofi Annan, Secretary-General of the United Nations, declared in a 2006 report posted on the United Nations Development Fund for Women (UNIFEM) website that "violence against women and girls is a problem of pandemic proportions. At least one out of every three women around the world has been beaten, coerced into sex, or otherwise abused in her lifetime with the abuser usually someone known to her."

It is estimated that around 3 million women across the UK experience rape, domestic violence, forced marriage, stalking, trafficking and sexual exploitation and other forms of violence every year. This is the equivalent to the entire population of Wales (Report to the Secretary General 2006). Approximately 69,000 women in the UK are victims of rape or attempted rape each year (Crime Survey of England and Wales 2013/14). 1 in 5 women in the UK have experienced some form of sexual violence since the age of 16 (Crime Survey of England and Wales, 2013/14). Approximately 90% of those who are raped know the perpetrator prior to the offence (Crime Survey of England and Wales, 2013). Around one third of all violent crime is 'domestic incident' related (Home Office). Women are also far more likely than men to be killed specifically by partners/ex-partners - 44% of female victims compared with 6% of male victims (Office of National Statistics 2016).

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Although it is acknowledged that women are disproportionately affected by all forms of violence and abuse, men are also victims whether the abuse is perpetrated by a female or a male. It is estimated that in 2010/11 up to 1.2 million women and 800,000 men were victims of domestic abuse (7% and 5% of the population respectively). (Crime Survey for England and Wales). While the Crime Survey collects data on victims, it does not collate information on those who perpetrate crimes. However, in the area of domestic abuse, Scotland collects information on both the "abuser" and the "abused". Since 2002 Scotland's police forces have been producing gender-specific data. From the Scottish Executive's most recent statistics, in 2011/12 there were 59,847 incidents of domestic abuse. In 9,569 incidents (17% of the total) a man had been abused by a woman. We can compare this with the 659 incidents in which the victim and the perpetrator were both male (1% of the total).

**What action(s) can you take to address the differential impact?**

All services in the region are required to be informed by a gendered understanding of violence against women, domestic abuse and sexual violence to reflect the Violence Against Women, Domestic Abuse and Sexual Violence (Wales) 2015 Act.

Within Cardiff, a specialist service for female victims has been procured following consultation with survivors. This service will deliver a One-Stop-Shop service, accommodation-based support and a range of community-based support services. In the Vale of Glamorgan, their specialist service provider delivers a more family oriented service, delivering perpetrator and wrap-around programmes with targeted interventions to support members of the whole family. Ongoing regional working will allow monitoring of these services and replication across the region through joint commissioning processes. Initially, consideration is being given to commissioning a male victim's service; this is being explored between Cardiff and the Vale of Glamorgan and other South Wales local authority partners.

Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

**3.9 Sexual Orientation**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive]** on the following groups?

	Yes	No	N/A
Bisexual	✓		
Gay Men	✓		
Gay Women/Lesbians	✓		
Heterosexual/Straight	✓		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

Women and men can be abused by former heterosexual partners or family members; perhaps after they have come out for the first time and enter their first same-sex relationship. In some cases, abusers will use the process of 'coming out' as an additional form of control. This is especially difficult where there are children involved.



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Stonewall’s research into the health needs of lesbian and bisexual women, *Prescription for Change*, has found:

- One in four lesbians and bisexual women have experienced domestic abuse in a relationship. Two thirds of those say the perpetrator was a woman, a third a man.
- One in four of the general female population has experienced domestic abuse
- Four in ten (39%) lesbians and bisexual women with a disability have experienced domestic abuse in a relationship.
- More than four in ten (44%) lesbians and bisexual women who have experienced domestic abuse experienced this for more than one year

Stonewall’s Gay and Bisexual Men’s *Health Survey* demonstrates that:

- Half (49%) of all gay and bisexual men have experienced at least one incident of domestic abuse from a family member or partner since the age of 16.
- One in six (17%) men in general have experienced domestic abuse from a family member or partner since the age of 16
- Almost two-thirds (63%) of gay and bisexual men with a disability have experienced at least one incident of domestic abuse from a family member or partner since the age of 16.
- More than one in three (37%) gay and bisexual men have experienced at least one incident of domestic abuse in a relationship with a man.
- Almost one in four (23%) gay and bisexual men have experienced at least one incident of domestic abuse from a family member.
- 7% of gay and bisexual men have experienced at least one incident of domestic abuse from a woman, 39% of these experienced some form of physical violence.
- Four in ten (41%) gay and bisexual men who have experienced domestic abuse experienced this for more than a year.

**What action(s) can you take to address the differential impact?**

The region has a specialist LGBT IDVA service operated by Victim Support. However, numbers of all victims who are LGBT remain low and there is a need to widen awareness that all services are inclusive. Partners recognise a need to engage more with representative organisations.

Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

**3.10 Welsh Language**

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		✓	

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

Victims, as with anyone else, should be able to express a language preference when contacting or working with services.

**What action(s) can you take to address the differential impact?**

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For all those approaching services for help, the need to facilitate responses to initial enquiries in the Welsh language and to ensure that all publicity materials are bilingual, is essential. This is obligatory for all public services but the response of third sector services is proportionate, depending on the level of service being delivered.

Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

**4. Consultation and Engagement**

What arrangements have been made to consult/engage with the various Equalities Groups?

A number of key partners took part in the development of the strategy; a Regional Strategy Development Group was established, comprising senior officers from both Cardiff and Vale of Glamorgan Councils, Health, each of South Wales Police’s Basic Command Units, Officers representing the South Wales Police and Crime Commissioner and both the Cardiff and Vale Domestic and Sexual Abuse Coordinators. The Group was responsible for developing the vision and aims and detailing the scope and structure of the document. The chapter on Pursue was felt to be an important factor in acknowledging that there wouldn’t be any victims without perpetrators, and tackling this issue was just as important as protecting and supporting victims. The Regional Strategy Development Group was fortunate to have two representatives from the Welsh Women’s Aid’s SEEdS project (Survivors Empowering and Educating Services) join them. Input from survivors in this way has been extremely beneficial and influential in shaping the direction of the strategy document and in helping to sharpen its contents.

The strategy was circulated widely for consultation on 19th March for 8 weeks. A ‘strategy on a page’ version was circulated alongside the full document so that staff within partner organisations could get a sense of what was being addressed. A further version of the ‘strategy on a page’ was produced for the public and circulated via Facebook and Twitter.

**5. Summary of Actions [Listed in the Sections above]**

<b>Groups</b>	<b>Actions</b>
Age	Closer working with the Regional Safeguarding Childrens and Adults Boards
Disability	Improved first point of access and referral pathways to specialist services
Gender Reassignment	Specialist providers to have clear policies and procedures
Marriage & Civil Partnership	N/A
Pregnancy & Maternity	Continual improvement of links between Health and specialist support services
Race	Widen awareness of additional considerations relating to support needs
Religion/Belief	Use of individual support plans to acknowledge religious observation
Sex	Training of all staff in the gendered understanding of VAWDASV
Sexual Orientation	Improved engagement with representative organisations to raise awareness of services

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Welsh Language	Production of bilingual publicity and wider service accessibility options
Generic Over-Arching [applicable to all the above groups]	Specific actions relating to Age (older and young people), BME, LGBT, and Sex are addressed in the Strategy through the 'We Will' commitments and detailed more fully in the strategy's accompanying action plan. Provision for equality and diversity will be a key criteria in ongoing performance monitoring of all partners to ensure that no groups are unduly disadvantaged or impacted.

**6. Further Action**

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

**7. Authorisation**

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Natalie Southgate	Date:
Designation: Improvement Project Manager – Gender Specific Services	15/04/18
Approved By: Jane Thomas	
Designation: Assistant Director Housing and Communities	17/05/18
Service Area: Housing & Communities	

7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.