

# Public Document Pack

## Cabinet

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Meeting Venue  
**By Teams**

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Meeting date  
**Tuesday, 23 June 2020**

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Meeting time  
**2.00 pm**

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For further information please contact  
**Stephen Boyd**  
01597 826374  
steve.boyd@powys.gov.uk



County Hall  
Llandrindod Wells  
Powys  
LD1 5LG

17 June 2020

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Mae croeso i chi siarad yn Gymraeg neu yn Saesneg yn y cyfarfod.  
Rhowch wybod pa iaith rydych am ei defnyddio erbyn hanner dydd, ddau ddiwrnod  
gwaith cyn y cyfarfod.  
You are welcome to speak Welsh or English in the meeting.  
Please inform us of which language you wish to use by noon, two working days  
before the meeting.

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### AGENDA

<b>1.</b>	<b>APOLOGIES</b>
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To receive apologies for absence.

<b>2.</b>	<b>MINUTES</b>
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To authorise the Chair to sign the minutes of the last meeting held on 9<sup>th</sup> June 2020  
as a correct record.

(Pages 3 - 6)

<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>
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To receive any declarations of interest from Members relating to items to be  
considered on the agenda.

<b>4.</b>	<b>THE FUTURE OF SPECIAL EDUCATIONAL NEEDS/ADDITIONAL LEARNING NEEDS PROVISION IN POWYS - DRAFT DISCUSSION PAPER</b>
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To consider a report by County Councillor Phyl Davies, Portfolio Holder for  
Education and Property.

(Pages 7 - 38)

**5.**

**DRAFT WELSH LANGUAGE STANDARDS ANNUAL REPORT 2020**

To consider a report by County Councillor Myfanwy Alexander, Portfolio Holder for Adult Social Care and Welsh Language.

(Pages 39 - 100)

**MINUTES OF A MEETING OF THE CABINET HELD BY TEAMS ON TUESDAY, 9 JUNE 2020****PRESENT**

County Councillor M R Harris (Chair)

County Councillors MC Alexander, G Breeze, A W Davies, P Davies, J Evans, H Hulme and R Powell

In attendance: County Councillor Pete Roberts

**1. APOLOGIES**

Apologies for absence were received from the Corporate Director (Resources and Transformation).

**2. MINUTES**

The Leader was authorised to sign the minutes of the meetings held on 12<sup>th</sup> and 19<sup>th</sup> May as correct records.

**3. DECLARATIONS OF INTEREST**

County Councillor Phyl Davies declared a pecuniary interest in item 5 Home to School Transport as a director of Celtic Travel. County Councillors James Evans and Rachel Powell declared pecuniary interests as the parents of children using home to school transport. County Councillor Aled Davies advised that although he had children using home to school transport he did not believe that his family would be financially affected by changes to the policy and therefore did not have a pecuniary interest.

**4. TRANSFORMING EDUCATION PROGRAMME**

Cabinet received details of the new programme arrangements and governance to deliver the Strategy for Transforming Education in Powys 2020-2030 and noted that the programme was continuing with its implementation during the current COVID-19 pandemic.

Four workstreams had been established to deliver the strategic aims:

- Workstream 1: All-age schools and primaries
- Workstream 2: Post-16 provision
- Workstream 3: Welsh-medium provision
- Workstream 4: ALN provision

The Schools Transformation Programme Board was responsible for ensuring that the programme is on track to deliver to the agreed milestones.

**RESOLVED that Cabinet:**

1. **Notes the programme governance and workstream plans as outlined in this report and appendices A, B, C and D, and**
2. **Notes the continuation of the programme during the current COVID-19 pandemic.**

The Portfolio Holder for Education and Property thanked everyone involved in the preparation for the re-opening of schools on 29<sup>th</sup> June.

<b>5. HOME TO SCHOOL TRANSPORT POLICY</b>
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County Councillors Phyl Davies, James Evans and Rachel Powell left the meeting during consideration of this item having declared pecuniary interests.

Cabinet was asked to give its approval to go out to consultation on the new Home to School Transport Policy. The consultation would start on 15 June and run for 6 weeks.

The main areas of change were

- Clarity about the duty to promote Welsh medium provision.
- Removal of the practice of reimbursing 16 – 19 aged learners who travel out of county to study.
- Removal of the practice of providing transport following a change of ordinary place of residence for learners in years 10,11,12 and 13.
- Clarification of the appeals procedure.

The Chair of the Learning and Skills Scrutiny Committee, County Councillor Pete Roberts, advised that the Committee was content for the policy to go out for consultation and he expanded on the comments made by the Committee as set out in Appendix D to the report. Amongst the points the Committee had flagged up were a lack of information available to parents when deciding schools, clarity over the definition of Welsh language schools and of hazardous routes. There was some concern over the quality of the impact assessment and that the policy was being introduced too soon in 2021. Finally, he urged officers to utilise technology to consult with the public.

The Portfolio Holder thanked the Scrutiny Committee for their comments and advised that he would arrange for a full response to Scrutiny before going out to consultation with the policy. He explained that the Home to School Transport policy was needed to support the Education transformation programme. He advised that catchment areas were not under consideration at this time. He and officers accepted the point made about using technology to conduct the consultation. The Portfolio Holder for the Welsh Language noted that the categorisation of Welsh Language schools was being considered by the Welsh Government so it would be inappropriate for the council do so now. She also noted post 16 learners had been able to take advantage of the increased curriculum opportunities offered by e learning. Cabinet was also advised that the impact assessment was draft and would be updated to take account of any issues raised in the consultation.

**RESOLVED to approve the commencement of public consultation on the revised Home to School Transport Policy**

**(Appendix A) during June/July 2020 and that a consultation report and final draft policy is considered by Cabinet in September 2020.**

<b>6.</b>	<b>DELEGATED DECISIONS</b>
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Cabinet received details of the delegated decisions taken by Portfolio Holders since the start of lockdown.

**County Councillor M R Harris (Chair)**

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## CYNGOR SIR POWYS COUNTY COUNCIL.

## CABINET EXECUTIVE

23<sup>rd</sup> June 2020

**REPORT AUTHOR:** County Councillor Phyl Davies  
Portfolio Holder for Education

**REPORT TITLE:** The Future of Special Educational Needs/Additional Learning Needs provision in Powys – draft discussion paper

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**REPORT FOR:** Decision

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### 1. Purpose

1.1 The purpose of this report is to request approval to carry out an engagement exercise to develop a new vision and areas for transformation for Special Educational Needs (SEN)/ Additional Learning Needs (ALN) provision in Powys.

1.2 The report is supported by the following appendix:

- **Appendix A** Draft discussion paper

### 2. Background

2.1 On the 14<sup>th</sup> April 2020, a new Strategy for Transforming Education in Powys 2020-30 was approved by the Leader. The Strategy includes the following four **Strategic Aims**:

Strategic Aim 1	<b>We will improve learner entitlement and experience</b>
Strategic Aim 2	<b>We will improve learner entitlement and experience for post-16 learners</b>
Strategic Aim 3	<b>We will improve access to Welsh-medium provision across all key stages</b>
Strategic Aim 4	<b>We will improve the provision for learners with SEN/ALN</b>

2.2 As part of Workstream 4, officers have developed a draft discussion paper on the future of SEN/ALN provision in Powys. The paper outlines the following:

- Current Situation
- Vision and guiding principles
- Proposed areas for transformation

2.3 During the Strategic Review of Schools' engagement exercise carried out earlier this year, and as highlighted in the Estyn report published in September 2019, significant reforms are required in the provision and delivery of SEN/ALN provision in Powys. The **case for change**, as outlined in Appendix A, is that there is inequality in access to SEN/ALN provision:

- Depending on where pupils live, they have access to a different quality and type of provision
- Some pupils must travel long distances to reach a provision that meets their needs
- Access to provision through the medium of Welsh is inconsistent
- Currently, not all pupils are educated in the setting that meets their needs best
- There are pupils in special schools who could be taught in mainstream classes or specialist centres
- There are pupils in specialist centres who should be in mainstream classes
- There are pupils in the PRU who should be in mainstream schools
- Mainstream schools do not all have the facilities or expertise required to support pupils with a wide range of learning needs

2.4 The draft discussion document (Appendix A) outlines a **vision** for SEN/ALN in Powys as follows:

- All pupils across Powys will receive high quality provision that meets their needs, no matter where they live
- Most pupils with SEN/ALN will be taught in their local mainstream school
- All pupils with SEN/ALN will be placed in a provision that meets their needs, as near to home as is practicably possible, with the appropriate specialist teaching, support and facilities that enables every learner to meet their potential
- There will be a comprehensive range of specialist provision, including special schools, PRU, specialist centres, satellite centres and early assessment provision
- This will include both English and Welsh medium provision
- Special schools will cater for those pupils who have the most complex needs, for example severe learning difficulties (SLD), profound and multiple learning difficulties (PMLD) and complex ASD
- Schools within and across geographical areas will support each other and share effective practice



2.5 The discussion document also identifies **six areas where transformation** is required:

*'In order to achieve this vision, wholesale transformation is going to be required. This will involve the refiguration of current provision and development of new provision as well as supporting mainstream schools to be able to meet the learners of a wider range of pupils with SEN/ALN.*

*Alongside the proposed transformation described in this document, there will be a restructure of central services. This will enable the local authority (LA) to provide the support for schools that will be required to take this transformation forward. Information about the restructure will be provided in a separate paper at the appropriate time, in line with advice from HR.*

*Six areas of transformation have been identified:*

- *Mainstream*
- *Early support/assessment*
- *Specialist provision for pupils of statutory school age with the most complex needs*
- *Specialist centres'*
- *Specialist behaviour provision*
- *Provision for SEN/ALN learners up to the age of 25'*

### **3. Advice**

3.1 It is advised that Cabinet approves further engagement on the draft paper for discussion – The Future of SEN/ALN Provision in Powys, to ensure that stakeholders can inform the development of the vision and areas for transformation.

### **4. Resource Implications**

4.1 There are no resource implications from carrying out an engagement exercise, as this will be done online and using digital platforms.

4.2 The Head of Finance (Section 151 Officer) can support the recommendation.

### **5. Legal implications**

5.1 Legal : The recommendation can be supported from a legal point of view.

5.2 The Head of Legal and Democratic Services ( Monitoring Officer ) has commented as follows: "I note the legal comment and have nothing to add to the report."

**6. Comment from local member(s)**

6.1 Not applicable.

**7. Integrated Impact Assessment**

7.1 An integrated impact assessment will be presented to Cabinet along with the final vision and areas for transformation. following the engagement exercise.

**8. Recommendation**

It is recommended that Cabinet approves further engagement with stakeholders on the draft discussion paper – ‘The future of SEN/ALN provision in Powys’ and submission of a final vision and areas for transformation to Cabinet by no later than October 2020.

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Head of Service: Lynette Lovell, Interim Chief Education Officer

Corporate Director/SRO: Dr Caroline Turner, Chief Executive Officer

Programme Lead: Emma Palmer, Head of Transformation and Communications



# Transforming Education in Powys

The future of Special Educational/Additional Learning  
Needs in Powys

Engagement Document  
[dates] - [dates]

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# Foreword

Over the last 8 months we have had significant engagement with parents, learners, school staff and others to help inform the re-shaping and transformation of the educational provision for children and young people in Powys.

This engagement has now focused our activity on 4 key work streams as we plan for the future:

- The provision of primary and secondary mainstream education, and the need for significant investment to make our facilities fit for delivering a broad 21st century curriculum for all of our learners
- The need to transform our provision for post-16 learners
- The provision needed to provide equity for learners studying in Welsh, improving progression and accessibility
- The need to transform our provision for learners who need additional support, usually defined as learners with special educational needs (SEN) or additional learning needs (ALN).

We hope to spend £350m on the Transformation programme in partnership with Welsh Government, and our intention is that we get it right.

In line with changes in legislation, the LA will be responsible for children and young people with additional learning needs from 0 to 25.

This document is an important development for the final workstream -provision for learners with SEN/ALN.

Cllr Phyl Davies

Portfolio Holder for  
Education & Property



The current provision for these learners includes in-class support in a mainstream setting, placement in a specialist facility attached to a mainstream school and highly specialist support in one of our special schools.

Through our engagement we know that there is much to be done to provide better alignment of services and greater equity across Powys, as well as a need for investment to enable our schools to be able to make stronger provision for learners with SEN/ALN.

This document is designed to take that dialogue to the next steps. We are setting out a draft vision for how we believe we can make stronger provision for our learners with SEN/ALN – from those who require short-term support to those who need residential care and respite care. We would urge you to read the document, and express your views to us, to help inform our way forward as we plan the most significant investment ever in Powys schools.

Your views will be greatly appreciated as we take matters forward to secure final investment plans.

Diolch yn fawr

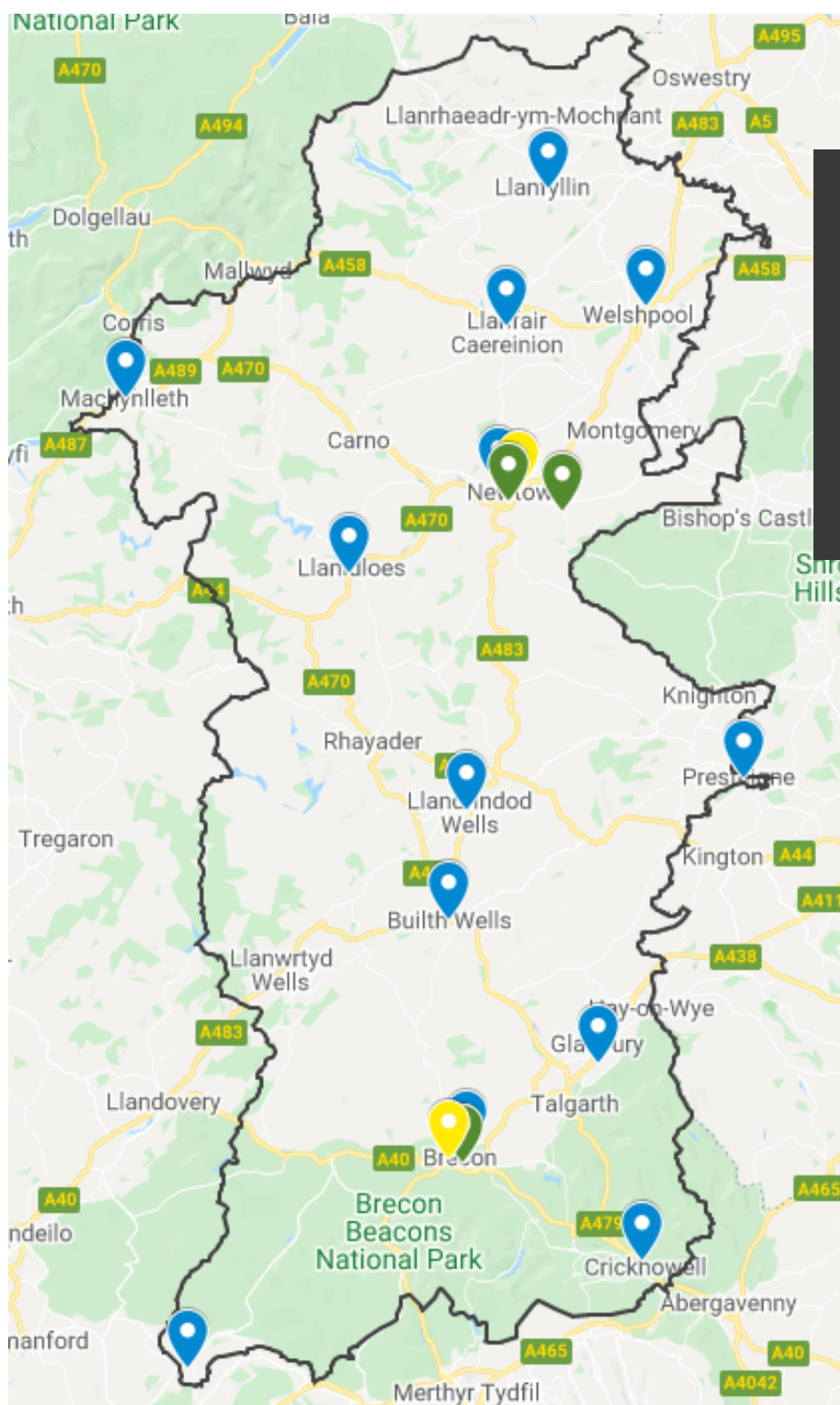
Cllr Phyl Davies

Portfolio Holder for Education and Property

# Current situation in Powys

There are currently 3545 pupils with special educational needs (SEN)/additional learning needs (ALN) in Powys. Out of these, 2011 pupils are on School Action, 1119 are on School Action Plus and 415 pupils have statements of SEN. 279 pupils attend one of the special schools and 138 attend primary or secondary specialist centres.

Powys currently has three special schools and two pupil referral unit (PRU) settings, as shown on the map below.



Map Key

- Secondary Schools
- Pupil Referral Units
- Special Schools

In addition, there are currently 23 specialist centres in Powys. 19 of these cater mainly for pupils with moderate learning difficulties (MLD), and autistic spectrum disorder (ASD), based in primary and secondary schools. Four of them are also pre-school assessment centres.

School	Key Stage (KS)	Need
Llanfaes Primary	Pre-school	Children with emerging or identified needs
Llandrindod Wells CP Cefnlllys	Pre-school	Children with emerging or identified needs
Maesyrrhandir CP	Pre-school	Children with emerging or identified needs
Ysgol Golwg y Cwm	Pre-school	Children with emerging or identified needs
Welshpool C in W Primary	Foundation Phase (FP)	MLD
Mount Street Infants	FP	MLD
Mount Street Juniors	KS2	MLD
Ysgol Bro Tawe	FP and KS2	ASD and diagnosed social communication difficulties
Ysgol Dyffryn y Glowyr	FP and KS2 Welsh medium	MLD
Ysgol Golwg y Cwm	FP	MLD
Ysgol Golwg y Cwm	KS2	MLD
Builth CP	KS2	MLD
Knighton CP	FP and KS2	MLD
Llandrindod Wells CP Cefnlllys	FP	MLD
Llandrindod Wells CP Cefnlllys	KS2	MLD
Llanidloes Primary	KS2	MLD
Bro Hyddgen	FP and KS2	MLD
Maesyrrhandir Primary	KS2	MLD
Welshpool C in W Primary	KS2	MLD
Brecon High	Secondary	ASD and diagnosed social communication difficulties
Calon Cymru (Llandrindod)	Secondary	ASD
Llanidloes High	Secondary	ASD
Ysgol Maesydderwen	Secondary	MLD
Ysgol Maesydderwen	Secondary	ASD

# SEN/ALN Vision - Guiding Principles

The Draft ALN Code of Practice sets out its aim and principles as follows:

## Aim

**To support the creation of a fully inclusive education system where all learners are given the opportunity to succeed and have access to an education that meets their needs and enables them to participate in, benefit from, and enjoy learning**

## Principles

- a) **A rights-based approach** where the views, wishes and feelings of the child, child's parents/carers or young person are central to planning and provision of support,
- b) **Early identification, intervention and effective transition planning,**
- c) **Collaboration** where all involved work together in the best interests of the child or young person,
- d) **Inclusive education** supporting participation fully in mainstream education, wherever, feasible and a whole setting approach to meeting the needs of learners with ALN, and
- e) **A bilingual system** where all reasonable steps are taken to deliver additional learning provision (ALP) in Welsh for children and young people who require support through the medium of Welsh.



# The vision for SEN/ALN in Powys

The vision for SEN/ALN in Powys is that:

- All pupils across Powys will receive high quality provision that meets their needs, no matter where they live,
- Most pupils with SEN/ALN will be taught in their local mainstream school
- All pupils with SEN/ALN will be placed in a provision that meets their needs, as near to home as is practicably possible, with the appropriate specialist teaching, support and facilities that enables every learner to meet their potential
- There will be a comprehensive range of specialist provision, including special schools, PRU, specialist centres, satellite centres and early assessment provision
- This will include both English and Welsh medium provision
- Special schools will cater for those pupils who have the most complex needs, for example severe learning difficulties (SLD), profound and multiple learning difficulties (PMLD) and complex ASD
- Schools within and across geographical areas will support each other and share effective practice

# Current issues

The current issues facing Powys at the moment include:

- Depending on where pupils live, they have access to a different quality and type of provision
- Some pupils have to travel long distances to reach a provision that meets their needs
- Access to provision through the medium of Welsh is inconsistent
- Currently, not all pupils are educated in the setting that meets their needs best
- There are pupils in special schools who could be taught in mainstream classes or specialist centres
- There are pupils in specialist centres who should be in mainstream classes
- There are pupils in the PRU who should be in mainstream schools
- Mainstream schools do not all have the facilities or expertise required to support pupils with a wide range of learning needs



# What should SEN/ALN provision across Powys look like in the future?

It is proposed that all mainstream schools should be supported to meet the needs of pupils with a wide range of learning needs. It will only be the pupils with the most complex needs who should be attending specialist provision.

It is proposed that for the purpose of specialist provision, Powys should be divided into four or five areas. These **could** be as follows:

- Area 1 - Llanfyllin, Welshpool and Llanfair Caereinion
- Area 2 - Machynlleth, Llanidloes and Newtown
- Area 3 - Presteigne, Llandrindod Wells and Builth Wells
- Area 4 - Gwernyfed, Brecon, Crickhowell and Ystradgynlais

In terms of Welsh medium provision, it may be necessary to develop one county-wide model.

The intention is that each area should have similar (though not identical provision). Differences may be where there is already an existing special school, or where the needs of the region are different. For example, one area may have a greater need for behaviour provision than another. Provision may include special schools, satellites of special schools, PRU, outreach from special schools and PRU, specialist centres and pre-school provision.

## Areas in which transformation is required

In order to achieve this vision, wholesale transformation is going to be required. This will involve the refiguration of current provision and development of new provision as well as supporting mainstream schools to be able to meet the learners of a wider range of pupils with SEN/ALN.

Alongside the proposed transformation described in this document, there will be a restructure of central services. This will enable the local authority (LA) to provide the support for schools that will be required to take this transformation forward. Information about the restructure will be provided in a separate paper at the appropriate time, in line with advice from HR.

Six areas of transformation have been identified:

- Mainstream
- Early Support/Assessment
- Specialist provision for pupils of statutory school age with the most complex needs
- Specialist Centres

- Specialist Behaviour provision
- Provision for SEN/ALN learners up to the age of 25.

## Area of Transformation 1: Mainstream

The Additional Learning Needs and Education Tribunal (Wales) Act 2018 states that local authorities have a duty to favour education for children at mainstream maintained schools:

### Additional Learning Needs and Educational Tribunal (Wales) Act 2018

#### 51. Duty to favour education for children at mainstream maintained schools

(1) A local authority exercising functions under this Part in relation to a child of compulsory school age with additional learning needs who should be educated in a school must secure that the child is educated in a mainstream maintained school unless any of the circumstances in paragraphs (a) to (c) of subsection (2) apply.

(2) The circumstances are—

- (a) that educating the child in a mainstream maintained school is incompatible with the provision of efficient education for other children;
- (b) that educating the child otherwise than in a mainstream maintained school is appropriate in the best interests of the child and compatible with the provision of efficient education for other children;
- (c) that the child's parent wishes the child to be educated otherwise than in a mainstream maintained school.

### Current situation

- In Powys, there are examples of effective practice in mainstream schools in relation to pupils with SEN/ALN
- However, there are pupils in specialist provision who could attend mainstream classes. This includes pupils with MLD and ASD.
- School buildings do not always make it easy for schools to support pupils who need time out of the classroom, such as wellbeing centres
- Not all mainstream schools in Powys are fully accessible for pupils, staff and parents with disabilities, including changing and washing facilities, and adaptations for pupils with visual or hearing impairment
- The current stock of school buildings do not always have the facilities required for staff to carry out essential SEN/ALN work, such as meeting rooms for reviews of statements, rooms for specialists such as educational psychologists and therapists

## Area of Transformation 1: Mainstream

### Challenges caused by the current arrangements

- Not all mainstream pupils with SEN/ALN are able to attend their local school alongside their siblings and friends

### What improvements could be made through change

- All schools should be adapted over time to meet the needs of children, young people and adults with disabilities
- All schools should have a suitable environment and/or facilities for supporting pupils with SEN/ALN and/or wellbeing issues
- Most pupils with SEN/ALN should be educated in mainstream classes. This will include pupils with a range of difficulties including ASD, MLD, physical difficulties, behavioural, emotional and social difficulties (BESD).

### Proposals for immediate consideration

- Carry out an audit of all school buildings and identify where work is required
- When building new secondary schools, include areas for supporting pupils with SEN and/or wellbeing issues
- Review and revise the delegation of SEN/ALN funding
- Review the effectiveness of teaching assistants (TAs) across Powys
- Strengthen special school and PRU outreach services to provide advice, support and guidance to more schools

### Planned impact

- Most pupils with SEN/ALN will be able to attend their local mainstream school and be fully included in all activities
- Only those with the most complex needs will need to access specialist provision

### What would be the process for implementing this proposal?

- A county-wide training programme will be developed, so that staff in all schools can be upskilled in relation to a wider range of SEN/ALN, including autistic spectrum disorder, speech, language and communication difficulties, specific learning difficulties (including dyslexia) and BESD
- The LA ALN service will be strengthened through a restructure, to ensure that central staff have a high level of expertise in specific aspects of SEN/ALN. This may include the secondment of specialist staff from schools
- Training will be provided not only by centrally employed staff but also by the special schools, PRU and other specialist provision

## Area of Transformation 1: Mainstream

- School-to-school support will be an important part of upskilling schools. This will include identifying and sharing effective practice
- Where appropriate, staff in each area will be trained as trainers, so that they can train other staff within their area on a rolling programme

### Process for Consultation

- Follow HR processes for the restructure of the ALN Service

## Area of Transformation 2: Early Support/Assessment

### Current situation

Currently there are four pre-school assessment centres in mainstream schools in Powys. At some of the centres, most of the children only attend the centre for around 5 hours a week, alongside 5 hours at a nursery provision. This is not felt to be an effective model.

Numbers of pupils currently attending these provisions are as follows:

Setting	No of children attending (March 2020)
Cefnlllys	5
Golwg Y Cwm	4
Llanfaes	4
Maesyrrhandir	8

### Challenges caused by the current arrangements

- Overall, headteachers report that the current model of 5 hours a week is not as effective as it could be
- Only a small number of pupils who live near one of the four centres can benefit from this provision
- Headteachers report that there are increasing numbers of children who start school without the skills they need to be able to learn
- Not all staff in the centres have a high enough level of expertise in SEN/ALN, and intervention is not always targeted enough
- Not all centres have sufficient access to multi-agency support
- Some young children are currently travelling long distances in taxis to reach a specialist centre
- Placing children together who have, for example, speech and language difficulties does not give them role models to copy

### What improvements could be made through change

The Draft Additional Learning Needs Code for Wales states that:

#### Draft Additional Learning Needs Code for Wales

'Where multi-agency working is required to support children and young people making transitions, the agencies involved should work together to provide personalised, integrated support that delivers positive outcomes for children and young people, bringing together support across education, health, social care and other relevant agencies from early childhood through to adult life'

'The earlier action is taken, the more effective the action is likely to be. Identifying ALN at an early stage and delivering appropriate interventions can also prevent the need for future more costly and less effective interventions'.

A significant change that will be taking place under the Additional Learning Needs and Educational Tribunal (Wales) Act (ALN Act) is the requirement for LAs to take responsibility for children and young people aged 0 to 25. This will require:

- Identification of pupils with SEN at an earlier stage i.e. from birth
- Equity of services for children and families across Powys
- More effective multi-agency support for settings and parents
- Training for early years settings to enable them to identify children with SEN/ALN
- Training for early years settings to enable them to address the needs of children with SEN/ALN
- Improved support for children on transition to primary
- Support for pre-school settings in the development of individual development plans (IDPs) – a requirement of the ALN Act

### Proposals for immediate consideration

To develop a multi-agency team/model, consisting of education, Children's Services and health staff, who would be able to cover the whole of Powys. An Early Years ALN Lead Officer (ALNLO) has recently been appointed and will be part of this team. This is a statutory role.

The team could include the Early Years ALNLO, Educational Psychologist, Sensory team, Speech, Language and Communication therapist, Early Years team, Health visitors and Flying Start.

## Area of Transformation 2: Early Support/Assessment

The role of the team will be to identify children with (emerging) SEN/ALN, assess their needs, provide advice and guidance to families and settings and monitor the progress made. The team will also provide a robust programme of training for pre-school settings, so that they feel confident in supporting pupils with a range of needs.

It is likely that, once this provision is well-established, there will no longer be a need for some or all of the four pre-school centres.

### Planned impact

- Young children will be able to attend pre-school provision in their own communities, rather than having to travel long distances
- They will be educated with their siblings and friends
- They will benefit from being educated alongside peers who do not have learning difficulties
- A multi-agency model will provide a more effective early intervention by highly qualified staff and should help children to make progress and reduce the need for intervention at a later stage
- A much larger number of children will be supported across Powys
- When children first enter school, there will be a wealth of information which will enable schools to address the needs of pupils from the start
- Families will be able to receive support as soon as their child has been identified as having a possible learning need

### What would be the process for implementing this proposal?

- Work with other agencies to develop a model of multi-agency support

### Process for Consultation

- No formal consultation will be needed for the development of a multi-agency team, but the views of stakeholders will be sought
- Once this provision is established, there may no longer be need for some or all of the pre-school centres. If this is the case, formal consultation will be required



## Area of Transformation 3: Specialist provision for pupils of statutory school age with the most complex needs

### Current situation

In Powys there are currently two special schools for pupils with a range of complex SEN:

- Ysgol Cedewain (Newtown) - for pupils aged 3 to 19
- Ysgol Penmaes (Brecon) - for pupils aged 3 to 19

Current numbers at these two special schools are as follows:

School	No. on Roll
Ysgol Cedewain	120
Ysgol Penmaes	110

### Challenges caused by the current arrangements

- There are some pupils with complex needs who are not able to attend one of the special schools because of the long distances they would have to travel
- Currently there are no clear shared entry and exit criteria across Powys
- In some cases, parents of pupils with significant needs do not wish their children to attend a special school. Currently, dependent on where they live, these parents do not have a wide enough range of options.
- In a few cases, due to the lack of nearby provision, pupils attend mainstream schools which struggle to meet their needs
- There is no Welsh medium special school provision in Powys
- Currently there are some pupils in Ysgol Cedewain and Ysgol Penmaes who should not be in special schools. This includes pupils with mental health issues such as anxiety who are working towards and achieving A levels
- Pupils attending the special schools have limited opportunities to access mainstream education – there is a need for more flexibility

### What improvements could be made through change

In the future, special schools in Powys will provide education for those pupils who have the most complex needs. Pupils should only attend these schools when they are unable to access mainstream provision despite high quality teaching, appropriate curriculum and a high level of support. Entry and exit criteria for all specialist provisions need to be developed and shared.

### Area of Transformation 3: Specialist provision for pupils of statutory school age with the most complex needs

While some pupils will attend a special school for the whole of their education, for others, placement at a special school may be for a fixed period of time. This should be reviewed regularly. All pupils should have the right to return to mainstream education if appropriate.

There will be more opportunities for pupils with the most complex needs to attend specialist provision within a local mainstream school, or spend part of the week at a special school and the rest of the time in a mainstream schools.

#### Proposals for immediate consideration

The two complex needs special schools are based in the Newtown and Brecon areas. Plans are already in place to build a new school for Ysgol Cedewain. The design takes into consideration the fact that classes will be smaller than in the current building in order to cater for pupils with highly complex needs.

In the other geographical areas, we will establish satellites\* of these special schools.

Satellites of special schools will provide education mainly for pupils who meet the criteria for a special school, but who do not live within easy travelling distance of a special school. They will provide for pupils from the age of three, in line with the special schools, allowing more effective early intervention.

Satellites will normally consist of six to eight pupils, with one teacher, one higher level teaching assistant (HLTA) and one TA who will either have been seconded from one of the special schools or will be appointed to the role and will be part of the staff of the special school. Dependent on the number of pupils in the class and their level of need, it may be necessary to provide additional TA support.

Pupils will be on roll at the special school. If appropriate, they will attend the satellite four days a week and the special school one day a week.

Although on the roll of the special school, pupils will be part of the mainstream school. They will access activities such as assemblies, break and lunchtimes, as well as some lessons if appropriate.

\* A satellite is, essentially, a special school class within or attached to a mainstream school. This is a model that works extremely effectively in other LAs, for example Caerphilly.

### Area of Transformation 3: Specialist provision for pupils of statutory school age with the most complex needs

#### Planned impact

By creating satellites, there will be:

- greater equity across Powys as pupils with the most complex needs will be within reach of either one of the special schools or one of the satellite centres, including those who wish to be educated through the medium of Welsh
- a reduction in home to school transport costs
- a reduction in the need for special school places which in turn may lead to a reduction in the need for expensive out of county placements
- increased opportunities for pupils to move from a special school to a satellite or vice versa, in line with pupil needs and wishes
- upskilling of mainstream staff through the presence of highly specialist staff in the satellites

#### What would be the process for implementing this proposal?

- In order to implement these changes, there is a need to identify schools with:
  - Appropriate accommodation
  - An inclusive ethos
  - A senior leadership team committed to inclusion
- Officers and staff from the mainstream schools identified will work closely with the special school headteachers to develop the provisions
- Clear entry criteria will be developed
- A service level agreement between the LA, special school and mainstream school will be produced, to ensure that roles and responsibilities are clear
- Staff from the special schools will be given the opportunity for secondment to a satellite

#### Process for Consultation

It is unlikely that there will be a need for statutory processes to take place in order to set up a satellite. However, it is proposed that engagement with relevant stakeholders would take place.

## Area of Transformation 4: Specialist Centres

### Current situation

There are currently 19 specialist centres for school-age pupils, in addition to the four pre-school centres.

### Challenges caused by the current arrangements

A review of the specialist centres was carried out by the SEN/ALN team in December 2019. Although strong features were observed in some of the centres, overall many areas for development were identified in relation to the current model. These include:

- Many of the specialist centres cater for pupils with MLD who should be educated in mainstream classes
- Some of the specialist centres cater for pupils with ASD who attend mainstream lessons for a high percentage of the week, but go to the centre for support – these pupils should not be in a LA funded provision
- There is a lack of clarity around the designation of some of the centres – are they MLD or ASD?
- A lack of strategic planning means that there are issues around transition from primary to secondary. Pupils who attend an MLD provision in primary currently move on to either mainstream secondary school or special school provision. This results in pupils who should be in mainstream entering special schools
- Access to specialist provision varies according to where a pupil lives
- Only a few of the staff working in the specialist centres have specialist qualifications in SEN/ALN
- Entry criteria to the centres are at times too vague
- Too much of the provision is long-term, and does not have a clear enough focus on helping pupils to return to mainstream education

### What improvements could be made through change

- In the future, specialist centres should provide education for those pupils who are generally not able to manage in mainstream classes, despite effective teaching and the use of appropriate strategies
- Specialist centres in Powys will cater for pupils who are unable to access many mainstream lessons, but who can benefit from being in a mainstream school
- Classes will normally have 6 to 8 pupils, with one teacher and one/two TAs
- Where possible, placement at the centres will be short-term and part-time
- There will be an expectation that where possible pupils will return to mainstream after a period at a centre

## Area of Transformation 4: Specialist Centres

- Teachers will hold a post-graduate diploma in a relevant area of SEN/ALN
- A majority of the teaching will take place in the centre.
- Pupils will access some lessons or activities in line with their needs
- Teaching in the centres will include targeted specialist programme

### Proposals for immediate consideration

There is a need to reorganise the 19 specialist centres, to ensure that they support the right pupils at the right time in the right place. This is likely to involve closing or moving some of the centres, changing the nature of other centres and opening new provisions. Meetings with headteachers are currently taking place to discuss the future of all provision for SEN/ALN.

Initial thoughts, in line with what happens across much of Wales, is that Powys should have the following:

- Centres for pupils with complex needs rather than MLD
- Centres for pupils with more complex ASD rather than for pupils who can access a high percentage of mainstream lessons
- Centres for pupils with significant speech, language and communication difficulties
- Centres that are spread out more evenly across Powys, where there is identified need
- Similar centres in primary and secondary, so that pupils can transition smoothly

Within the four or five geographical areas referred to earlier in the report, we will aim to ensure that there is a suitable (but not necessarily identical) range of provision in each area. At the same time we will take into consideration the fact that different areas may have slightly different needs.

### Planned Impact

- Pupils with a wide range of needs will receive high quality specialist intervention, as close to their homes as is possible
- There will be greater equity across Powys
- Pupils with significant needs will be able to attend mainstream schools
- The special school will be able to focus on those pupils who have the most complex needs
- There will be a reduction in the frequency of tribunals as a result of a more appropriate range of provision

## Area of Transformation 4: Specialist Centres

### What would be the process for implementing this proposal?

The changes will need to be made in a number of phases over two or three years. This is in order to manage the statutory processes, make sure that schools and parents are on board, and make sure that individual pupils are not affected negatively by the changes.

Data has been collated on where pupils with SEN/ALN live, as well as their type of need. This information will also inform planning.

### Process for Consultation

A meeting has been held with the headteachers of schools with specialist centres to obtain their views. Further meetings were planned for March 20th and 24th to obtain the views of all headteachers. These have had to be cancelled. Instead, an email has been sent out to all headteachers asking for their views. Responses will be taken into account when developing proposals further. In addition, virtual meetings have been held with focus groups of headteachers while schools are closed. It is essential that headteachers are on board, if we are going to be successful in making changes.

Statutory processes will need to be followed in order to open or close specialist centres.

## **Area of Transformation 5: Specialist provision for pupils with behavioural, emotional and social difficulties (BESD)**

### Current situation

In Powys the current provision for pupils with BESD is as follows:

- Ysgol Brynllwarch (Kerry)
- Pupil Referral Unit (PRU) North (Newtown)
- Pupil Referral Unit (PRU) South (Brecon)

Ysgol Brynllwarch provides education for pupils at KS2 and above, who have significant BESD. They should have received regular input from behaviour specialists while they are attending mainstream schools. Despite this input, they will still struggle to regulate their behaviour, and will require more specialist provision. After a period of time at Ysgol Brynllwarch, they may be able to return to mainstream.

## Area of Transformation 5: Specialist provision for pupils with BESD

The PRU caters for pupils with a range of needs, including:

- Pupils with BESD
- Pupils who have been permanently excluded for a one-off incident and for whom an alternative school placement cannot be found
- Pupils with medical needs
- Pupils with anxiety
- Pregnant schoolgirls

The PRU caters mainly for pupils aged 11-16, but also for a few pupils at KS2 at one of the centres. Provision currently includes:

- Part-time placement for KS2 pupils (one day a week).
- Full -time short-term placement for KS3 pupils – usually up to 12 weeks
- Full-time placement for KS4 pupils

At KS3, the intention is that pupils should return to a mainstream school after a period at the PRU. At KS4, pupils are more likely to move on to further education, work-based learning or employment.

The following pupils with behavioural difficulties can be eligible for admission to the PRU:

- Pupils who are struggling to regulate their behaviour, despite high quality teaching, appropriate curriculum, well-developed pastoral systems and ongoing support from the outreach service
- Pupils attending mainstream secondary schools who are at risk of permanent exclusion
- Pupils permanently excluded from mainstream secondary schools, where a managed move is not appropriate
- Pupils excluded from a mainstream school who require a short-term intervention before moving to an alternative mainstream school
- Pupils moving into the county who have been attending comparable provision

Generally, pupils with anxiety should be supported to remain in mainstream schools.

### Challenges caused by the current arrangements

- There is a lack of BESD provision at Foundation Phase and Key Stage 2
- Support for BESD is generally not provided until a pupil's difficulties have reached a certain level
- Training for behaviour across the LA has not been coordinated well enough
- Dependent on where they live, not all pupils in Powys have access to appropriate behaviour provision
- Although some pupils accessing behaviour provision return to mainstream education, this is infrequent

## Area of Transformation 5: Specialist provision for pupils with BESD

- There is no Welsh medium BESD provision
- Ysgol Brynlllywarch currently consists of an old building that is not fit for purpose
- The two buildings currently used by the PRU lack space and facilities and therefore limit the range of learning experiences that can be offered

### What improvements could be made through change

- All schools and pupils will have access to the same type of training, support and provision at the right time
- Schools will build up expertise
- Early intervention will allow schools to support most pupils without the need for a specialist placement
- Only those with the most significant difficulties will access specialist provision
- There will be more opportunities for pupils who attend specialist provision to access or return to mainstream schools
- Capital projects will ensure that pupils are educated in buildings that are fit for purpose and meet their needs

### Proposals for immediate consideration

Plans are already in place to build a new school for Ysgol Brynlllywarch.

Consideration should be given to developing new buildings for the PRU. More work needs to be done to establish exactly where in Powys this provision should be, and how many sites are required.

Headteachers have expressed the need to develop some kind of BESD provision, especially at Foundation Phase and KS2. They report that there are increasing numbers of pupils who start school without the skills they need to be able to learn. Many children and young people struggle in school or display challenging behaviour because of their adverse childhood experiences (ACEs), including trauma. Further discussion is needed regarding the exact nature of these provisions. However, it is envisaged that they will offer short-term part-time interventions for groups of pupils. By offering short-term interventions, a larger number of pupils will be able to access support.

One possible model is that pupils will receive a six-week programme of targeted intervention, after which time the expectation is that they should return to their mainstream school. Where required, a further six-week programme may be offered. Pupils will remain on the roll of their local school.



## Area of Transformation 5: Specialist provision for pupils with BESD

Prior to the start of the programme, specialist teachers will:

- visit and observe pupils in their home schools
- talk to headteacher/Additional Learning Needs Co-ordinator/class teacher about the individual pupil
- scrutinise documentation including statement/individual plans, reports from specialists etc.

During the six weeks, attendance at the specialist provision will be as follows:

<b>Week 1</b>	5 days on specialist programme
<b>Week 2</b>	4 days on specialist programme, 1 day at home school
<b>Week 3</b>	3 days on specialist programme, 2 days at home school
<b>Week 4</b>	2 days on specialist programme, 3 days at home school
<b>Week 5</b>	1 day on specialist programme, 4 days at home school
<b>Week 6</b>	5 days at home school

The areas where these are most likely to be needed are:

- Welshpool
- Llandrindod
- Ystradgynlais

Alongside these interventions, the LA will provide or facilitate a suite of training for all schools. There will be an expectation that schools will have accessed this training and tried a range of strategies before applying for a pupil to attend specialist provision.

The LA will also work with schools to develop their own nurture or wellbeing provision.

### Planned impact

- Targeted intervention will reduce the number of exclusions
- There will be a reduction in the number of pupils requiring full-time PRU or special school provision
- Schools will be more able to manage pupils who display BESD
- Short-term provision will mean that more pupils will be able to access specialist input
- Part-time placement will mean that pupils will continue to attend their mainstream school
- Mainstream staff will be able to benefit from the input of specialist staff and develop strategies to support other pupils at the school

## Area of Transformation 5: Specialist provision for pupils with BESD

### What would be the process for implementing this proposal?

A behaviour focus group of headteachers has been established, and met on May 1st. LA officers will continue to work with this group (and with other headteachers) to develop the model.

It is possible that the provision will be managed by the PRU headteachers. Further discussion is required here.

### Process for consultation

There should be no need for statutory processes in order to set up the behaviour programmes. If a decision were made to set them up as centres, statutory processes would need to be followed.

## **Area of Transformation 6: Provision for SEN/ALN learners up to the age of 25**

### Current situation

Under the ALN Act, LAs will be responsible for providing education and training for learners with ALN up to the age of 25. Most pupils attending special schools do so up until the age of 19. Many other pupils with SEN/ALN leave school at 16.

The post-16 workstream of the national ALN Transformation programme in Powys has started to plan for the future, through developing links with a range of providers. However, at this point, it is not clear what new provision will be needed for these learners after they leave school.

### Challenges caused by the current arrangements

- Nationally there is a lack of suitable provision for learners with SEN/ALN once they have left school
- The additional responsibility that is being put on LAs under the ALN Act is going to increase the workload of officers significantly
- The role of Careers Wales in relation to the placement of learners in independent specialist colleges is changing

## Area of Transformation 6: Provision for SEN/ALN learners up to the age of 25

### What improvements could be made through change

- There is a need for a comprehensive suite of support and/or provision for learners from 0 to 25
- This needs to be considered as part of Strategic Aim 2 of the Powys Transformation Strategy: Improving learner entitlement and experience for post-16 learners

### Proposals for immediate consideration

- Work with college/s, work-based learning providers and schools to ensure that they provide a suitable range of appropriate provision for learners with SEN/ALN
- This will include relevant course and qualifications, as well as support for learners' wellbeing and SEN/ALN

### Planned impact

- Learners with SEN/ALN will have access to an appropriate range of post-16 provision
- They will be able to continue their education up to 25 where appropriate
- The provision they access will prepare them well for future life and, where possible, employment

### What would be the process for implementing this proposal?

- Carry out a mapping exercise of the provision that is currently available in Powys
- Carry out an audit of where post-16 learners with SEN/ALN continue their education after leaving school – this will include independent specialist colleges currently funded by Welsh Government
- Identify gaps in provision
- Work with relevant providers, including colleges

### Process for consultation

Not yet known

# After engagement, what next?

After the engagement, this document will be updated to reflect the feedback received during the engagement period. These will be considered by Cabinet in October 2020.

## How to respond

To respond to the engagement you can:

- Respond to our questionnaire either online at:  
**[www.powys.gov.uk/transformingeducation](http://www.powys.gov.uk/transformingeducation)**  
or at your nearest public library.
- Sending us a written response either via email or post.  
**[school.organisation@powys.gov.uk](mailto:school.organisation@powys.gov.uk)**  
**School Organisation & Capital Team, Schools Service,  
County Hall, Spa Road East, Llandrindod Wells, LD1 5LG**

Please respond by **[date]**





## Learning and Skills Scrutiny Committee

### Scrutiny Observations to Cabinet on: 23-06-2020

The Learning and Skills Scrutiny Committee met on 15-06-2020 and considered the following documents:

- SEN – ALN Future Engagement

The Learning and Skills Scrutiny Committee thank the Portfolio Holder for Education and Property and officers for attending scrutiny.

#### Scrutiny make the following observations:

- Need for the engagement exercise to be as widely accessible as possible to ensure that groups outside school age (i.e. pre and post school age – 19 to 25) are able to engage
- Suggested that clerks to governing bodies be advised of the engagement as well as other bodies such as Mudiad Ysgolion Meithrin and other pre-school groups.
- Concern was expressed:
  - that the Service had sufficient resource (both financial and staff) to undertake the engagement / later consultation and the implementation of the ALN – SEN Transformation.
  - with regard to making school buildings / specialist centres more fit for purpose for the future, that capital funding was identified early enough for this to be in the main project rather than an add-on at a later date.
  - that pupils were not disadvantaged in the short term where there were no immediate proposals for improvements to a school property.
- Scrutiny was supportive of:
  - the proposed training and upskilling of staff and Teaching Assistants as long as we do not also exclude those with experience from working within the service area. **(Scrutiny might wish to review progress on training in the future).**
  - the review of Teaching Assistants and the sharing of good practice.
  - The need for foundation level support for pupils behavioural issues to that pupils come to school prepared to learn and pre school multi agency support for families.
  - Schools and specialist centres having a common suite of facilities which should be available in all buildings e.g. well being centre.
- Need to ensure that the ALN – SEN workstream is integrated fully with other workstreams such as Welsh Language and Post 16. **(Scrutiny might wish to review progress with Welsh Language ALN – SEN provision in future).**
- Scrutiny noted:
  - that with the realignment of pupils between specialist centres and mainstream provision, that the funding for mainstream provision took account of this realignment.
  - that the work on 19 to 25 ALN – SEN provision was in a very early stage and was a significant area of work. It was suggested that after the initial engagement the Education Service might wish to undertake specific consultation on this

single element due to its significance. **(Scrutiny might wish to also look at this workstream as a specific piece of scrutiny).**

- that the delegated ALN – SEN funding was being reviewed.

Scrutiny's Recommendation	Accept (plus Action and timescale)	Partially Accept (plus Rationale and Action and timescale)	Reject (plus Rationale)
1 Need for the engagement exercise to be as widely accessible as possible especially to include pre-school and 19-25 age groups.			
2 That clerks to governing bodies and other organisations be advised of the engagement exercise			
3 19 – 25 provision - that after the initial engagement the Education Service might wish to undertake specific consultation on this single element due to its significance			

In accordance with Rule 7.27.2 the Cabinet is asked to provide a written response to the scrutiny report, including an action plan where appropriate, as soon as possible or at the latest within 2 months of the date of the Cabinet meeting i.e. by 23-08-2020.

Membership of the Learning and Skills Scrutiny Group / Committee on 15-06-2020:  
 County Councillors:  
 P Roberts, J Berriman, L Roberts, E Roderick, G Thomas, K Laurie-Parry, S Davies  
 A Davies, S. Davies, G Robson (Co-opted Members)

## CYNGOR SIR POWYS COUNTY COUNCIL.

CABINET EXECUTIVE  
23 June 2020

**REPORT AUTHOR:** County Councillor Myfanwy Alexander  
Portfolio Holder for Adult Social Care and Welsh  
Language

**REPORT TITLE:** Draft Welsh Language Standards Annual Report 2020

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**REPORT FOR:** Consideration

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**1. Purpose**

- 1.1 The purpose of this report is to present the Draft Welsh Language Standards Annual Report for consideration and approval (see Appendix A). The Report outlines work undertaken during 2019-20 to ensure compliance with the Welsh Language Standards under the Welsh Language (Wales) Measure 2011, and performance against the requirements of the Standards.

**2. Background**

- 2.1 The Council is required, under the Welsh Language Standards, to publish an annual report, outlining the work undertaken to comply with the requirements of the Standards during the previous year.
- 2.2 The Draft Welsh Language Standards Annual Report (attached as Appendix A) includes work undertaken to comply with the;
- Service Delivery Standards – which state how the Council must deliver services to the public, e.g. by telephone, in meetings, through correspondence, in documents and through digital platforms
  - Policy Making Standards – stating how the Council must consider the impact of its decisions and services on the Welsh language
  - Operational Standards – what information, support and procedures the Council must provide to its workforce through the medium of Welsh and to enable them to work more through the medium of Welsh
  - Promotion Standards – how the Council intends to promote and increase opportunities to use the Welsh language within Powys.
- 2.3 The report also sets out work to be undertaken during 2020-21 to further improve how the Council provides services to its Welsh speaking residents, visitors and workforce; to ensure impacts on opportunities to use the Welsh language and on treating the Welsh

language no less favourably than English are considered through the Council's decision-making processes, including how proposals could be amended to ensure a more positive or less negative impact; and to promote the Welsh language and culture through the Council's work.

2.4 The final sections include data the Council must record under the Record Keeping Standards under the Welsh Language Measure, which include;

- Complaints received by the Council regarding its compliance with the Welsh Language Standards, along with Welsh Language Standards Investigations conducted by the Welsh Language Commissioner during the 2019-20 financial year
- Data on the Welsh language skills of Council employees
- The number of staff undertaking training courses provided by the Council through the medium of Welsh
- The language skills requirements of new posts and vacancies advertised by the Council during the year.

### **3. Advice**

3.1 To approve the Draft Welsh Language Standards Annual Report 2020 to be published on the Council's public website, providing a review of work undertaken to ensure compliance with the Welsh Language Standards during the 2019-20 financial year, and ensuring the Council meets its statutory obligations as outlined in the Welsh Language (Wales) Measure 2011.

### **4. Resource Implications**

4.1 The Draft Welsh Language Standards Annual Report is a review of work undertaken during 2019-20 and of information held by the Council regarding its compliance with the Standards. The work plan included for 2020-21 is within existing budget.

4.2 The Head of Finance (Section 151 Officer) notes that the resources are in place.

### **5. Legal implications**

5.1 Legal: There is a legal requirement upon the Council to publish its Welsh Language Standards Annual Report on its public website by 30 June 2020. The Recommendation can be supported from a legal point of view.

5.2 The Head of Legal and Democratic Services has commented as follows: "I note the legal comment and have nothing to add to the report".

### **6. Data Protection**



6.1 N/A

**7. Comment from local member(s)**

7.1 N/A

**8. Integrated Impact Assessment**

8.1 An Impact Assessment is not required as the Welsh Language Standards Annual Report is a review of work undertaken during 2019-20 and of information held by the Council regarding its compliance with the Standards.

**9. Recommendation**

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
To approve the Draft Welsh Language Standards Annual Report 2020 (attached as Appendix A) for it to be published on the Council's public website by 30 June 2020.	To provide a review of work undertaken during the 2019-20 financial year to ensure compliance with the Welsh Language Standards.  To ensure the Council meets its statutory obligations as outlined in the Welsh Language (Wales) Measure 2011.

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Corporate Director:	Ness Young, Corporate Director (Resources & Transformation)

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# **Powys County Council Welsh Language Standards Annual Report 2020**



**Prepared in accordance with the requirements of the**



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3. Complaints
  - i. Service Delivery Standards
  - ii. Policy Making Standards
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  - iv. Promotion Standards
4. Employee Welsh Language Skills
5. Welsh Training for Employees
6. Recruitment

## 1. Introduction

Powys County Council is required to comply with the Welsh Language Standards, introduced under the Welsh Language (Wales) Measure 2011. The Welsh Language Measure gives the Welsh language official status in Wales, and its basic principles are that the Welsh language should be treated no less favourably than English, and use of the Welsh language should be promoted and facilitated, to make it easier for people to use Welsh in their day to day lives.

There are 5 main sets of Standards the Council must comply with, with the first ones becoming operational from 30 March 2016.

**Service Delivery Standards** – how the Council provides services through the medium of Welsh, including through correspondence, telephone services, meetings, documents, digital information, reception services, administering grants and contracts and promoting Welsh language services.

**Policy Making Standards** – how the Council considers the Welsh language and assesses impact on the Welsh language when making decisions and allocating grants, and how to modify any proposals in order to have a better impact on the Welsh language.

**Operational Standards** – how the Council provides opportunities and encourages the use of Welsh in its internal operations, including employment information and internal policies, complaints and disciplinary procedures, intranet services, training and resources for staff and the recruitment process.

**Promotion Standards** – prepare and implement a Strategy for promoting the Welsh language in the area, to increase the number of Welsh speakers and increase its use.

**Record Keeping Standards** – keeping specific records concerning the Council's performance in certain areas under the standards.

A copy of Powys County Council's compliance notice, which outlines all the Standards the Council is under duty to comply with, is available on the Council's website, as well as on the staff intranet.

This Annual Report is published to comply with Standards 158, 164 and 170, which state that the Council must prepare an annual report to deal with the way in which the Council complied with the Standards. This report's main focus is therefore on the period between 1 April 2019 and 31 March 2020.

## 2. Compliance with the Welsh Language Standards

### i. Service Delivery

Work undertaken during the 2019-20 financial year to ensure compliance with the Service Delivery Standards and to improve how services are provided through the medium of Welsh by Powys County Council is outlined below.

#### Staff Handbook

The Staff Handbook has been updated during the year, and includes information on the Welsh language as one of the key elements that staff need to consider when undertaking their duties on behalf of the Council, along with elements such as the Council's values, communications and customer care, and information on working conditions, council structure and partnerships. The information on the Welsh language in Powys references the requirements of the Welsh language standards when providing services to the public and the active offer of a service in Welsh. This includes links to guidance and more detailed information, and information on how to obtain further support, resources to help meet the requirements and information and support for developing Welsh language skills.





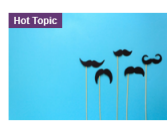



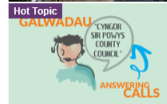

#### 'Providing Services in Welsh' Internal Campaign

During November 2019, we ran a week-long internal campaign highlighting different aspects of what staff need to be doing in order to provide services to the public through the medium of Welsh and to comply with the requirements of the Welsh Language Standards. Information was placed on the Council's intranet homepage over five days, from 25 November to 29 November highlighting different elements of the requirements upon the Council when providing services to the public, and staff were sent daily messages via the Corporate Communications email account to accompany this. We had days focusing on:

- Answering the phone;
- Letters and email;
- Conducting meetings;
- Publishing documents;
- Social media and the web.

By the end of the week, the news *carousel*, the most prominent section on the Council's intranet home page, was full of articles relating to the provision of a Welsh language service.

The image below shows the news stories published on the Council's intranet homepage during the campaign week;

	<p><b>Bring Your Own Phone drop in sessions</b>  <b>Emma Savage</b> - 29 Nov 2019          Do you or your team have questions, concerns or would just like some help in setting up emails etc. on your own phone? Then come along to our drop-in sessions in December. Read more ...</p>		<p><b>Providing a service in Welsh – Day 5</b>  <b>Emma Savage</b> - 29 Nov 2019          On our final day of our Welsh language campaign, we look at information on our website and our social media channels. Read more ....</p>
	<p><b>Providing a service in Welsh – Day 4</b>  <b>Emma Savage</b> - 28 Nov 2019          Powys County Council has a responsibility to promote the use of Welsh, and the services it provides in Welsh. This extends to public documents and providing information to the public. Read on for our top tips to ensure the Welsh Language is included.....</p>		<p><b>Detached Youth Work Team shortlisted for award</b>  <b>Lee Evans</b> - 28 Nov 2019          A council service that provides a unique and bespoke service to young people in need has been shortlisted for a prestigious award.</p>
	<p><b>Grown a mo, to save a bro?</b>  <b>Sara Davies</b> - 28 Nov 2019          Have you been growing your moustache this November to raise awareness for men's health? Read on...</p>		<p><b>Providing a service in Welsh – Day 3</b>  <b>Emma Savage</b> - 27 Nov 2019          Welsh language requirements in meetings is the focus today's providing a service in Welsh campaign. So when you are arranging, or chairing meetings with the public there are several language considerations. Read more .....</p>
	<p><b>Council stands up to domestic abuse</b>  <b>John Thomas</b> - 27 Nov 2019          White Ribbon Day was marked this week by staff and councillors with four lunchtime walks, held across the county.</p>		<p><b>Providing a service in Welsh – Day 2</b>  <b>Emma Savage</b> - 26 Nov 2019          Every day this week we are sharing the basic steps that Powys County Council staff should be providing to ensure we provide a fair service to the public in both English and Welsh. Today, we focus on letters and emails. Read more....</p>
	<p><b>Providing a service in Welsh – Day 1</b>  <b>Emma Savage</b> - 25 Nov 2019          Did you know that Powys County Council has a responsibility to promote the use of Welsh, and the services it provides in Welsh? This week we are reminding staff about what we should be doing when the public contact us in Welsh. Read more ....</p>		<p><b>Building Control scoops national excellence award</b>  <b>Emily Lovell</b> - 22 Nov 2019          Building works overseen by Powys County Council's Building Control Team have been successful at a national awards ceremony in London. Read on...</p>

To coincide with the Council's corporate intranet and e-mail campaign, posters were produced and posted at Council's offices and premises which contained information on the basic elements of providing services in Welsh, and also included information about the requirements to consider the impact of the Council's decisions and policies on the Welsh language, and the legal responsibility upon the Council to provide services according to the requirements of the standards and not to treat the Welsh language less favourably than the English language. The posters remain within council buildings, positioned prominently to remind staff of the requirements of the Standards and to ensure that the public receive a service through the Welsh language.

We continue to highlight the campaign, and use the posters on providing a service in Welsh at meetings and information sessions since the campaign was held.

### Indicating Language Choice – Social Services

Work has continued within Powys social services to recognise what languages service users speak and which is their first language, to identify in which language they want to receive their services. The Council has ensured from 2018 that referral forms to social services include two mandatory fields to be completed:

- What is your first language?
- Which other language(s) do you speak?

This is to purposefully avoid asking for a preferred language, as experience shows that clients will not necessarily ask for a service in Welsh, even if they would prefer it, to facilitate providing the active offer.

This is becoming more effective, but the percentage of service users indicating that they speak Welsh remains lower than the 18.6% of the population who indicated that they spoke Welsh in the 2011 census.

To coincide with this, the adults and children's services have increased their staff language skills data in order to be able to link Welsh speaking staff with Welsh speaking service users to facilitate the delivery of the active offer of a Welsh language service, as required by the Welsh language standards

and More Than Just Words: The Welsh Government's Strategic Framework for the Welsh language in Health and Social Care.

Powys' social services teams within Children's Services, Adults Services and the Commissioning now have language skills data for 91.3% of their staff, and the data indicates that 11.4% have sufficient skills to be able to provide a face to face service through the medium of Welsh (please see the data in section 4 Employee Welsh Language Skills below).

A Plan on a Page has been developed by the service to achieve the aim of 'Powys Social Services being available to Welsh speakers in Welsh without them having to ask for it of state a preferred language'. The plan outlines activities to be undertaken under three specific elements; Supporting Service Users; Language Skills and the Active Offer, and specifies who is responsible for undertaking those activities. Heads of Service, the Welsh Language Champion, the Commissioning and Contract Monitoring Team, Social Work Practitioners, the Social Services Training Team, the Communications Team, the Welsh Language Officer and the Powys Association of Voluntary Organisations are all partners in implementing the plan.

#### Welsh Language Champions Group – Social Care

To support the work of developing the way the Council delivers services according to the linguistic needs of the public, and to improve the quality of services available, a Welsh language Champions Group was established within the county's social services section. The group was established following a discussion at the social services Employee Representatives group meeting and has therefore genuinely arisen from the desire of the department's staff to do what they can to promote Welsh language services within social care. Each team was asked to nominate a champion to represent them on the group and the first meeting was held on 3 February 2020, where a chair from among the group to lead the discussions about new opportunities, challenges and solutions to provide services to their clients.

#### Mystery Shopper

A mystery shopper exercise has been arranged for Powys County Council Social Services (Adults and Children's Services). This will be ongoing practice, and undertaken on a quarterly basis, looking at services by telephone, e-mail, web-link systems, correspondence and reception services.

Over the year, it will be possible to evaluate the service, seeing whether enquiries were responded to within the timescale, comparing the response to English and Welsh contact, how Welsh enquiries were dealt with, if the appropriate information was provided and in the appropriate format, and getting feedback about a general attitude towards providing a service in Welsh during any contact.

\*Although the exercise has been commissioned and was due to start in the first quarter of 2020-21, its commencement has been postponed due to work to respond to the Covid-19 pandemic.

#### Working with Partners

The Welsh Language Promotion, Challenge and Support Group continues to operate under the Regional Partnership Board's structure, to support the provision of services and expanding Welsh language provision throughout the county, and reports to the Regional Partnership Board's Cross-cutting Projects Group. The group's membership includes representatives from Powys County Council, Powys Teaching Health Board, Powys Association of Voluntary Organisations, Mid Wales Fire and Rescue Service, Dyfed Powys Police, the Ambulance Service, Neath Port Talbot College and



the Mentrau Iaith (language initiatives). The group's primary focus is on providing the Active Offer of a service in Welsh, under the Welsh Government's More than Just Words Strategic Framework

The Council continues to support and collaborate with Powys Teaching Health Board and PAVO on promoting the Welsh language, including working together on a Strategic Framework for the health and social care workforce. A specific meeting was held to discuss how to include the Welsh language within the plan to ensure sufficient skills to enable providing services according to the requirements of the Welsh Language Standards.

Following the Council's success in winning awards at a GB level for its impact assessment process at the Alarm Institute Risk Awards in 2018, representatives from the Council were invited to give a presentation on its impact assessment process to the Welsh Risk Network on 12/7/19. The way in which the Council assesses the impact on the Welsh language, as well as on Equality, Future Generations, Council Strategic Priorities and Risk, among other elements was outlined, setting out how the assessments contribute to the Council's decision-making process. Further information on the impact assessment process is provided in section ii – Policy Making Standards, below.

### Work with Contractors

A survey was conducted with 3<sup>rd</sup> party organisations operating within social care under, under the work of the Welsh Language Promotion, Challenge and Support Group, to identify to what extent those organisations are able to provide services according to the requirements of the Welsh Language Standards, and to see what support they would find useful to improve how they are able to achieve the requirements. The Active Offer Survey for organisations working in the social care sector (2019) identified that 78% of the respondents have a Welsh language policy. Even though the number of Welsh speakers employed is low, 69% of the organisations provide support for staff to learn Welsh. Linked to Welsh language skills within the workforce, only 27% of respondents are always able to publish information bilingually, 11% always sends correspondence bilingually, and 27% can conduct telephone conversations in Welsh. However, only 22% never ask their customers in which language they wish to receive a service.

The Council worked with Powys Association of Voluntary Organisations (PAVO) on a project to provide support to voluntary and 3<sup>rd</sup> party organisations (but would also be more widely available within the county, e.g. to health primary care settings) to help them provide the active offer, and provide more services through the medium of Welsh. A Welsh Language Development Officer was appointed to work within PAVO to work specifically on the project. The results of the survey above was used to inform the project and to identify what support organisations would need and would appreciate.

The project provides support to organisations with;

- Drafting a Welsh language action plan
- Including the active offer in funding applications
- Signposting organisations to experts to be get support to do more in Welsh
- Support with bilingual marketing and social media
- Training and webinars on the active offer
- Translation services
- Guidance on how to use the materials package created as part of the project
- Specialist support on any queries related to the Welsh language

An official launch event was held for the project on 2 October 2019, which introduced the toolkit and provide an opportunity for organisations to learn more about the active offer and what it means for Welsh speakers living in Powys. Several keynote speakers were invited to discuss various elements of providing the active offer, including the Welsh language Commissioner, health and social care practitioners, as well as service users to get a flavour of user experience.

The wording on providing services through the medium of Welsh and complying with the Welsh Language Standards within social care contracts was updated and strengthened during the year. The contracts stipulate that services shall comply with the Welsh Language Standards and the Welsh Government's More than Just Words Strategic Framework, and states the elements that contractors are expected to undertake, and states that additional requirements may be stipulated in some cases. In the tender document, contractors must also state 'How you will support service users to access the service through their preferred choice of media and language in line with the Welsh Language (Wales) Measure 2011 and More Than Just Words Framework'.

A more robust monitoring regime was introduced to ensure compliance and to see what support would be helpful to the contractors. That process includes a series of questions to establish whether the organisations have a Welsh language policy, the number of Welsh speakers and learners they have working in Powys, and to measure their ability to provide the Active Offer and to provide services through the medium of Welsh face to face, over the telephone and in written material. It is also asked what would help them to provide services in accordance with the requirements.

The Council also worked with contractors who provide online services on behalf of the Council's revenue and benefits and children's services departments to develop online services through the medium of Welsh, including internet chat functions and counselling tools.

#### Welsh Language Commissioner Assurance Report

As part of the Welsh language Commissioner's work for the annual assurance report, Powys County Council received a detailed report on its performance, which sets out the areas where it is performing well, and which areas need to be improved.

The report received in November 2019 stated as follows (a comparison with the results of the previous year's survey is given where the same elements were involved in both surveys);

- The Council had responded in Welsh to a higher proportion of emails received in Welsh  
A Welsh response was sent to 2 of 3 Welsh emails received, compared to one of three emails the previous year
- All phone calls in the survey were answered in Welsh, and a higher proportion were dealt with fully in Welsh  
An automatic Welsh option was available and a Welsh greeting was given in each call, and a full response was provided in Welsh in 2 calls out of 3. This compared to an automatic option and a Welsh greeting in all calls the previous year, and a full Welsh response in 1 call out of 3.  
*Powys County Council's Standards for telephone calls state that the Council must deal with calls in Welsh (a) it is necessary to transfer the call to a member of staff who does not speak Welsh who can provide a service on a specific matter; and (b) no Welsh speaking member of staff is available to provide a service on that specific subject matter*
- Documents had been provided in Welsh according to the requirements of the Welsh Language Standards, in line with the previous year's results

- The vast majority of social media posts had been published in Welsh (13/15 on Facebook and 14/15 on Twitter)
- All examples of the Council's corporate identity seen were bilingual, in line with the previous year's results
- All jobs were advertised in Welsh and the application process was fully available in Welsh
- Reception staff were able to deal with visitors in Welsh and all signs in the reception area were in Welsh

However, the report also identified some weaknesses, as follows;

- Welcoming correspondence in Welsh – responses to emails sent did not include a statement that the Council welcomes correspondence in Welsh.  
The Council has now updated its email signature template to include a standard sentence to state that it welcomes correspondence in Welsh. The template is available on the Council's intranet, and was advertised through messages from the Council's Corporate Communications email account and through Service Management Teams.
- Documents – English versions of documents, forms, leaflets etc did not include a statement that the documents were also available in Welsh.  
Guidance for Council staff on compliance with the Welsh language standards includes a section on ensuring English versions of documents include a statement that the documents are also available in Welsh.  
A standard statement has also been prepared to be included in documents designed by the Council's graphic design section.
- Consultation Documents – Consultations did not ask opinions on the Welsh language.  
The Council's corporate template for consultation surveys was updated in January 2020 to include standard questions on the impact of any proposals on using the Welsh language and on not treating the Welsh language less favourably than the English language. Further information is provided in section ii. Policy Making Standards, below.
- Website – a survey of 30 webpages identified that the information provided on Welsh webpages was sometimes different to that provided on the English pages and identified that some Welsh pages did not function fully.  
However, further investigation by the council found that the survey had been conducted during the transfer from the old web platform to the new platform, and by the time the Council received the report, the issues identified had all been rectified.

#### Translation and Providing Information Bilingually

Powys County Council has an internal translation unit which supports the Council's services and enables them to provide information bilingually, and provides simultaneous translation in meetings, enabling people to contribute to meetings in their language of choice, and ensuring that all those taking part in the meeting are able to follow the discussion fully.

The Council's Translation Unit received 6832 requests for written translation service during the year, compared with 6724 the previous year, which shows that the Council continues to increase the information available bilingually for residents and visitors to the county.

During the year, 97.4% of translation requests were returned within the targets set for completing the work. This varies from a 1 day turnaround target for urgent requests such as urgent press releases, urgent information for the website and intranet, social media posts, correspondence, adverts and committee agendas, 5 working days for less urgent requests such as general letters,

posters, job descriptions and documents less than 100 words, or a longer agreed target for larger documents and strategies. This enabled publishing information bilingually to the public, employees and elected members in a timely manner.

The largest proportion of translation work was undertaken for the Schools Service (22.9%) with a significant proportion also undertaken for the Property, Planning and Public Protection Service (13.7%), Workforce and Organisational Development (11.5%) and Transformation and Communications (10.4%).

#### Welsh Language Commissioner Investigation

An Investigation was conducted by the Welsh Language Commissioner during the year into a failure to comply with the Welsh Language Service Delivery Standards. The Commissioner came to the conclusion that the Council had failed to comply with the Welsh Language Standards by failing to respond in Welsh to correspondence sent to the Council in Welsh. Further information about the investigation is provided in Appendix 1.

Appendix 1 also lists a series of complaints received by the Council regarding services provided in Welsh and its compliant with the Service Delivery Standards.

#### **ii. Policy Making Standards**

Work undertaken during the 2019-20 financial year to ensure compliance with the Policy Making Standards and to improve how the impact on the Welsh language is considered within Powys County Council's policies and decisions is outlined below.

The Council's Corporate Impact Assessment process has been updated during the year. The process includes assessing the impact of the Council's policies and decisions on the Welsh language, along with equalities, future generations, council priorities, and a number of other elements. The revised template and guidance were published on the council's intranet during March 2020, ready for use from the start of the new financial year.

There are also plans to digitise the impact assessment process during 2020-21, which will facilitate the process for the person carrying out the assessment, and enable measuring the cumulative impact of the Council's decisions and services on any element considered within the assessments.

The questions about the impact on the Welsh language include considering the impact on;

- Opportunities for individuals to use the language, and not treating the Welsh language less favourably than the English language
- Opportunities to promote the Welsh language
- Welsh language impact on staff

The assessment form asks how the proposed change contributes or affects those headings and measures the predicted impact, from very poor to very good.

There are further questions to identify what will be done to ensure a more positive impact or to mitigate any negative impacts, and also requires a measure of the impact after the mitigation steps.

An impact assessment is required to accompany reports being submitted to the Council's Cabinet for consideration, and a summary of the anticipated impact must also be included in the cabinet report. Impact assessments are also required to develop other policies and proposals by Council services which may not necessarily be sent to Cabinet for decision.

Training sessions are provided for staff who undertake impact assessments, with training provided every quarter.

The Council's corporate template for consultation surveys has been updated, and now includes questions on the impact of any proposals on using the Welsh language and on not treating the Welsh language less favourably than the English language. This template is also used for school transformation consultations.

The corporate consultation guidance was also updated during March 2020, and included a section on assessing impact on the Welsh language and getting the views of stakeholders on the impact on the Welsh language.

The section on the Welsh language states that the Welsh Language Standards stipulate that the authority must assess the impact of policies and services on the Welsh language, and includes example questions, as follows;

"What impact would this proposal have on opportunities to use the Welsh language, and on treating the Welsh language no less favourably than English?"

"How could it be changed to have a more positive impact?"

An Investigation was conducted by the Welsh Language Commissioner during the year into a failure to comply with the Welsh Language Standards in relation to Impact Assessments on proposals to merge schools in the Llanfyllin area. The Commissioner came to the conclusion that the Council had failed to comply with the requirements of the Policy Making Standards with regard to sufficiently assessing the impact of the school transformation proposals on the Welsh language, and when asking questions about the impact of the proposals on the Welsh language during the consultation process. Further information about the investigation, including steps undertaken by the Council to improve its processes, is provided in Appendix 1.

### **iii. Operational Standards**

Work undertaken during the 2019-20 financial year to ensure compliance with the Operational Standards and to improve how internal information, resources and services are provided is outlined below.

#### **Resources for Staff**

The Council's new, bilingual intranet site was further developed during the year to include additional information and resources for staff, ensuring that all pages, resources, documents and tools work through the medium of Welsh as well as English.

In February 2020, a new corporate e-mail signature was created for Council staff, which includes a standard sentence for welcoming correspondence in Welsh.

A new link has been placed at the top of the Council's staff intranet to enable fluent Welsh-speaking staff to be found easily. This will make it easier to find Welsh speakers e.g. for directing telephone calls.

The Staff Handbook has been updated, and includes information about the Welsh language and the requirements of the Welsh Language Standards, along with links to enable staff to access further guidance, resources, support and information on developing Welsh language skills.

### Internal Communication

Work has been undertaken during the year on refining the process for internal communication within the Council, to ensure that information is presented bilingually to staff through the internal communication channels.

In addition to the information provided bilingually on the Council's intranet, e-mails from the council's corporate communications account are sent either bilingually in tabular form with both languages side-by-side for shorter messages, or in two separate emails – one in Welsh and one in English – sent simultaneously if the messages are longer.

The same procedure is also followed with emails from the Council's IT and Learning and Development accounts.

Internal guidance has also been produced for presenting of videos and vlogs bilingually.

If a video contains a number of different staff members delivering messages, the Council will try to ensure that Welsh and English speakers contribute to the video, with subtitles provided in English or Welsh in the relevant sections.

In videos that have one contributor, if the contributor is bilingual (e.g. the chief executive) depending on the nature of the message to be delivered, the video will be produced bilingually, with appropriate subtitles, or two separate videos produced in both English and Welsh.

If a video is created with a non-Welsh speaking contributor (e.g. a non-Welsh speaking Cabinet member or director) then one version will be created with Welsh subtitles and one with English subtitles.

### Induction Sessions

The Council conducts induction sessions for managers, which includes a session on the Welsh language in Powys and the Welsh Language Standards. This may be for managers joining the Council for the first time, or managers who have been promoted internally to these posts.

A new induction process for all new staff joining the Council has also been established, with the sessions also to include information on the Welsh language and the Welsh Language Standards. A schedule of monthly sessions has been arranged, with the first session due to be conducted on 31<sup>st</sup> March. However, due to the Covid-19 pandemic, the first sessions were postponed.

### Individual Service Sessions

Sessions were also held with individual service areas to discuss the provision of bilingual services and the requirements of Welsh language standards, including a series of meetings with groups of staff from the Council's housing department in July and August 2019 and in January 2020 as part of training provided for the department on providing services to the public; a session on promoting Welsh language services through social care contracts at the Council's commissioning services management meeting (8 May 2019); and a discussion about the provision and promotion of services through the medium of Welsh and supporting staff to expand provision within social care at the Council's Social Care Employee Representatives meeting (21 October 2019).

### Powys County Council Staff Awards – Welsh language Award

The Welsh Language Award was included among the Powys County Council Staff Awards again this year. This is awarded to an employee or team who has gone above and beyond what is expected of them to ensure customers can receive a services of a high standard through the medium of Welsh, or who has inspired others to do more through the medium of Welsh.

The award highlights the importance and value of providing a good service through the medium of Welsh, and shows appreciation to those staff who go a step further in ensuring that a good Welsh language service is available.

#### Welsh Language Skills Development

Under the requirements of the Operational Standards, but also as part of the council's commitment to increase the number of Welsh speakers within the county, as its contribution towards the Government's target of one million Welsh speakers by 2050, the council encourages its staff to learn Welsh through a variety of options;

a) Work Welsh Welcome on-line course

The council has registered as an employer for the Work Welsh courses, and promotes opportunities to learn through these methods through news articles and a Learn Welsh section on the intranet, and through emails from the Corporate Communications account.

The Work Welsh Welcome Course is available for all Council staff free of charge.

According to the most recent report, 231 members of staff had registered for the on-line courses, with 11 having completed the course

Towards the end of the year, with Covid-19 movement restrictions and changes in the way in which people work, there was a significant increase in the number of staff in the number of staff undertaking the on-line Welcome course, with 51 courses completed since the end of March – an increase of 463% on the number which had completed the courses before that time.

b) Community Welsh for Adults courses

Several staff follow Welsh community courses, either in the evening or during the working day, with the council paying their registration fees.

40 members of staff have attended community courses during this academic year, enrolling through the Council, and with the council paying their fee.

c) Work Welsh course

The Council worked with Mid Wales Housing to arrange an intensive Work Welsh course, to ensure we had sufficient numbers of learners at the same level and who could attend the same venue to have viable numbers to for a course. Members of staff from both organisations attended weekly courses at Mid Wales Housing's headquarters in Newtown every Monday from October 2019 to mid April 2020 (with the final lessons provided on-line due to Covid-19).

Support was provided to the group as well through a session to showcase the resources available to enable staff to work through the medium of Welsh, including on-line dictionaries and terminology, e.g. Welsh Academy Dictionary, TermCymru and resources provided by the Welsh Language Commissioner; spell-checking software provided by Cysgliad and Microsoft; as well as resources and support available to Council staff through the Welsh language pages on the intranet and support through the Council's Welsh Unit.

d) Other Learning Methods

Staff also learn through other methods, and have attended the Work Welsh five day residential course, learning through 1 to 1 seminars, and through less format activities, such as conversation groups and Welsh language lunches.

iv. Promotion Standards

Work undertaken during the 2019-20 financial year to ensure compliance with the Operational Standards and connected to Powys County Council's Welsh Language Promotion Strategy to extend the use and opportunities to use the Welsh language, and increase the number of Welsh speakers in Powys is outlined below.

#### Community Translation Course

A one-day community translation course held at Canolfan Nantirwen, Llansilin, was supported jointly with Menter Maldwyn. The course, which was free to attend, was held in June 2019 led by Dafydd Chilton, who has extensive experience in simultaneous translation and community translation through Conwy Community Translation.

The purpose of the course was to develop skills to enable people to provide a simultaneous translation service which would enable meetings and community events to be held in Welsh or bilingually, re-normalise the use of Welsh in more formal situations within our community, and to provide opportunities for people to work, gain experience and develop a career within our rural communities.

#### Mudiad Meithrin Staff Awards

Powys County Council sponsored the Cylch Ti a Fi Award as part of Mudiad Meithrin's Annual Awards for the second year running. As well as supporting an organisation undertaking crucial work within the county, the Council saw this as an opportunity to show how much it appreciates the work done within the community by committed individuals and groups to provide a service and to promote the Welsh language.

#### Promoting Welsh Culture and Events

The Council facilitated and supported Urdd meetings to prepare for the Urdd National Eisteddfod. The Eisteddfod was due to be held in Powys in 2022, but has now been postponed due to the Covid-19 pandemic. Support included facilitating meeting arrangements for a public meeting in June 2019 for the community to formally invite the Eisteddfod to the county.

The Council took advantage of events such as Welsh Music Day to raise awareness and celebrate Welsh culture. For Welsh Music Day (Dydd Miwsig Cymru) the Council created a playlist with music by artists from Powys or who have links to Powys, to promote on social media, along with a series of videos and recordings by artists from the area representing different musical *genres* to generate interest and raise awareness of Welsh language music from the county, as well as provide publicity for the national campaign and celebrations.

The Council supported the Llywelyn's Day celebrations held by Menter Brycheiniog a Maesyfed in Builth Wells on 11 December 2019. As part of the celebrations, in the run-up to Llywelyn's Day, Menter Brycheiniog a Maesyfed commissioned a drama about Llywelyn's history to travel around schools in the area, and was experienced by around 600 children from Key Stage 2. Workshops were also held in schools to create swords and shields for the celebrations. On Llywelyn's Day, a procession was held in Builth Wells, with around 220 children from 7 schools in the local catchment taking part, along with around 20 volunteers from local groups, including the Rotary and the Language Forum to support the activities. A morning of activities followed, with Prince Llywelyn from the drama and the Welsh Whisperer providing entertainment.

#### Powys Education Developments



The Council has been developing a new vision for education in the county over recent months, with input from a wide range of stakeholders, including councillors, headteachers, governors, school staff, school service staff, learners.

In April 2020, a 'Strategy for Transforming Education in Powys 2020-2030' was approved, which was developed based on the feedback received.

The strategy includes 4 Strategic Aims. One of these aims is to 'Improve access to Welsh-medium provision across all key stages', with the aim of ensuring an increase in the number of children accessing Welsh-medium education. A work programme will accompany the strategy, which will include specific activities relating to Welsh-medium education, including moving schools along the language continuum and developing new provision.

Under Welsh language education promotion, the Council has established a Welsh Education Promotion sub-group under the Council's Welsh Education Forum. The promotion group's membership includes representatives from RhAG (Parents for Welsh medium Education), Mentrau Iaith (Welsh Language Initiatives) and Mudiad Meithrin, as well as Council officers.

The group is currently working on preparing a leaflet to promote Welsh-medium education, with the work being co-ordinated by the Mentrau Iaith and Council officers. The intention is to launch the leaflet in September, as part of a campaign to promote Welsh-medium education in Powys, which will also include a series of videos.

**v. 2020-21 Work Plan**

		Relevant Sections of the Welsh Language Standards	Target Date
1	To establish a new Welsh Language Governance Group for Powys County Council, to ensure the Welsh language, including the impact of decisions on the Welsh Language, is considered in strategic discussions and plans	Policy Making, Service Delivery, Promotion	December 2020
2	Conduct a review of the work and structure of Powys' Welsh Language Support, Challenge and Promotion work, to ensure the group has the appropriate influence, and the partners benefit from its work	Service Delivery, Promotion	October 2020
3	Support the delivery of services through the medium of Welsh and the provision of the Active Offer through sessions at Service Management Teams to discuss the requirements of the Welsh Language Standards, including Service Delivery, Policy Making and Internal Operation Standards	Service Delivery, Policy Making, Operational	March 2021
4	Conduct a Mystery Shopper Exercise within the Council's social care services to evaluate how services are complying with the requirements of the Welsh Language Standards and More Than Jut Words	Service Delivery	March 2021
5	Create a database of useful phrases for staff and elected members, to encourage more use	Service Delivery	August 2020

	of the Welsh language and provide the Active Offer of a Service in Welsh		
6	Create and introduce a system to automatize the translation request and logging process, to create an user-friendly process to request translation work, and enabling the capture of translation data, allowing the translation team to focus on translation work	Service Delivery, Operational	July 2020
7	To digitise the integrated impact assessment process, to make the impact assessment process more accessible, and enable interrogation of the data	Policy Making	September 2020
8	Conduct an internal Active Offer refresher campaign through corporate communication channels to remind staff of the requirements of the Welsh Language Standards	Service Delivery, Policy Making, Operational	March 2021
9	Provide quarterly training for staff on assessing the impact of policies and decisions on the Welsh language as part of the corporate Impact Assessment training	Policy Making	March 2021
10	Provide a session for Cabinet on their role in assessing the impact of decisions on the Welsh language, as part of the corporate Impact Assessment process	Policy Making	September 2020
11	Provide training for elected members as part of the Member Training programme on the requirements of the Welsh Language Standards, including Service Delivery, Policy Making, Operational and Promotion Standards	Service Delivery, Policy Making, Operational, Promotion	December 2020
12	Provide a Welsh Language Awareness session for all new staff as part of the new Staff Induction process	Service Delivery, Policy Making, Operational, Promotion	March 2021
13	Provide a session of the requirements of the Welsh Language Standards as part of the quarterly induction programme for new managers	Service Delivery, Policy Making, Operational, Promotion	March 2021
14	Promote and facilitate training opportunities and informal practice sessions to enable staff to develop their Welsh language skills	Operational	March 2021
15	Continue discussions with the Urdd to facilitate the National Urdd Eisteddfod's visit to Powys in 2023	Promotion	May 2023
16	Create a leaflet to promote Welsh-medium education in Powys under the Welsh Education Forum's Welsh Education Promotion Sub-group	Promotion	September 2020

### 3. Number of Complaints Received

A list of the complaint received by the council regarding the Welsh Language Standards along with details of the Standards Investigations held during the 2019-20 financial year is provided in Appendix 1.

### 4. The Number of Employees with Welsh language skills at the end of the year

Powys County Council records staff Welsh language skills using the following competency levels from 0 to 5;

Competency level	Definition
0	Very little or no knowledge of Welsh.
1	I can pronounce Welsh personal and place-names correctly, and I can give and respond to basic greetings on the telephone or in person.
2	I can communicate routine tasks requiring a simple exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.
3	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar or pertinent to everyday life (e.g. family, hobbies, work).
4	I can interact with a degree of fluency and spontaneity that makes interaction with native speakers possible. I can take an active part in discussion in familiar contexts.
5	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely.

Skills are recorded by self assessment by the staff themselves, and the data is stored within the council's iTrent Human Resources site.

For new staff, who have joined the council since April 2017, the language skill level is transferred automatically from the record in their job application form. Staff who worked for the council before that date are required to access iTrent and record their language skill level directly within the system.

Employees are able to update their language skill levels as they learn and develop their Welsh language skills.

The latest language skills data for council staff is as follows;

Service	No Data	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	More than one level recorded
Adults Services	8.5%	24.8%	38.7%	13.4%	4.3%	3.2%	4.2%	2.9%
Children's Services	10.1%	19.6%	43.7%	10.3%	4.5%	3.4%	2.9%	5.6%
Commissioning	0.0%	20.0%	44.6%	15.4%	4.6%	3.1%	4.6%	7.7%
Highways, Transport and Recycling	35.8%	17.7%	32.0%	5.1%	2.9%	1.8%	2.5%	2.2%

Housing and Community Development	35.6%	21.6%	26.0%	5.5%	3.3%	1.4%	2.3%	4.2%
Property, Planning and Public Protection	26.7%	17.4%	34.3%	7.0%	4.7%	1.7%	5.2%	2.9%
County Schools	27.6%	13.1%	20.4%	13.5%	6.1%	4.7%	13.3%	1.3%
Schools Service	12.2%	7.1%	27.6%	21.4%	8.2%	4.1%	15.3%	4.1%
Youth Service	11.9%	4.5%	49.3%	13.4%	3.0%	10.4%	4.5%	3.0%
Legal and Democratic	42.2%	15.6%	20.3%	9.4%	1.6%	1.6%	7.8%	1.6%
Member Support	0.0%	0.0%	66.7%	0.0%	33.3%	0.0%	0.0%	0.0%
Digital Services	9.5%	23.0%	35.7%	11.9%	1.6%	4.8%	6.3%	7.1%
Finance	14.1%	23.9%	36.6%	12.7%	2.8%	2.8%	5.6%	1.4%
Transformation and Communication	0.0%	8.0%	42.0%	14.0%	6.0%	6.0%	22.0%	2.0%
Workforce and Organisational Development	8.8%	20.0%	38.8%	12.5%	8.8%	2.5%	5.0%	3.8%
<b>Powys County Council</b>	<b>25.2%</b>	<b>16.1%</b>	<b>26.4%</b>	<b>11.7%</b>	<b>5.2%</b>	<b>3.8%</b>	<b>9.3%</b>	<b>2.3%</b>

- Powys County Council now has language skills details for 74.8% of its staff. This is an increase of 2.2% on the 2019 figure (72.6%)
- 16.1% of Council staff have no Welsh language skills (down from 17.6% in 2019)
- 38.1% of staff can communicate routine tasks, can sustain a short social exchange, or can greet and pronounce names correctly as a minimum (up from 35.2% in 2019)
- 18.3% of staff have stated that they can deal with most situations likely to arise, can enter unprepared into conversations on familiar topics, or are fluent Welsh speakers (the same figure as 2019).

**5. The number of staff who attended specific training courses offered by you in Welsh during the year, and the percentage of all attendees who attended the Welsh version – this applies to specific courses named in the standards (i.e. recruitment and interviewing; performance management; grievance and disciplinary procedures; induction; dealing with the public; health and safety) and does not refer to Welsh language training**

E-learning Courses

	Number of Staff who accessed Welsh Training	Number of Staff who accessed English Training	% of Staff who accessed Welsh Training
Adult Safeguarding Basic Awareness	0	138	0%
Child Protection and Safeguarding	3	354	0.28%
Cyber Security and GDPR	5	1913	0.26%
Cyber Security and GDPR (Refresher)	0	139	0%
Effective Performance Management	0	0	0%
Equality Act (2010)	3	386	0.77%
Fraud Awareness	0	17	0%
HAVS Awareness	1	2	33.33%
Legionella Control	3	21	12.5%

Manual Handling Module A (Theory)	8	395	1.99%
Universal Credit Level 1	0	15	0%

Violence Against Women, Domestic Abuse and Sexual Violence training, Dementia Awareness training and Social Care Wales and NHS Carer Awareness training are all provided bilingually. However, these courses are provided by an external provider through the NHS e-learning portal, and reporting on these courses, including the language in which they were accessed is not currently available from the provider.

Further training is provided digitally through Netconsent, software which requires employees to read policies, complete surveys and undertake training before they can log in to their PCs.

These are provided in Welsh or English automatically, depending on the language selected by each user when they first access Netconsent.

User language choice data, however, isn't stored within Netconsent software, and it is not therefore possible to report on the number and percentage of users accessing this training in Welsh.

Powys County Council provides a variety of other courses to its staff, and will make arrangements for employees to access training in Welsh when this is required. No requests for such training in Welsh was received in 2019-20.

**6. The number of new posts and vacancies you advertised during the year that were categorised with different Welsh language skills requirements.**

Under the council's Recruitment and Welsh Language Policy, which became operational on 1 April 2018, Welsh language skills are required for all posts which are advertised by the council, with the recruiting manager assessing and setting the appropriate level from 1 to 5. This is outlined in the job description and person specification for each post that is advertised.

During 2019-20, 1039 posts were advertised by the council, including posts within the authority and posts within schools. The Welsh language skills required for these posts were as follows.

Welsh Language Skill Level	Number of Posts
1	877
2	65
3	21
4	5
5	71

A description of the Welsh language skill levels is available in the section on workforce language skills, in section 4 above.

## Appendix 1: Welsh Language Standards Complaints and Investigations

The table below outlines the complaints received by the council regarding the Welsh Language Standards along with details of the Standards Investigations held during the 2019-20 financial year

<b>Complaints 2019-20</b>				
Complaint Reference	Date	Complaint Details	Welsh Language Standards Section	Response / Action
1-2019/20	19/8/2019	A complaint as received that a Council Member had responded to correspondence in Welsh by stating that he didn't understand the email, and had asked for an English translation of the email. The individual sending the email responded stating the Council's policy on corresponding in Welsh, and that he would prefer to continue to correspond in Welsh. He did not receive a further response, and contacted a Cabinet member to submit a complaint.	Service Delivery	<p>A response was sent to the complainant to apologise that he had not receive a response in Welsh to his correspondence. The Council confirmed it was dealing with the subject of his original email and was working with North and Mid Wales Trunk Road Agency to clear an untidy layby by the A470 in Powys.</p> <p>Further correspondence was sent to the complainant to state that the Council's Democratic Services had spoken to the member in question, who accepted that he had not responded appropriately, according to Council policy, and apologised for the response. It was also explained that a briefing note had been sent to all Council Elected Members to outline the policy on responding to correspondence in Welsh, and also outlining the support available to enable them to comply with the requirements.</p> <p>The complainant responded to state that he was content with the outcome, and was glad that measures had been implemented to ensure this will not happen again.</p>
2-2019/20	27/8/2019	A complaint was received that correspondence sent by the Elections Team had been sent with the English text appearing before the Welsh.	Service Delivery	<p>The Elections Team were notified of the complaint, and reminded of the Council's policy and the requirements of the Welsh Language Standards that the Welsh text should appear where it is likely to be read first in bilingual correspondence.</p> <p>The Elections Team indicated that correspondence is generated automatically by the registration system, and that formatting options</p>

				are limited, but they would explore the system to see how to change the order of the text.
3-2019/20	3/9/2019	A complaint was received that Welsh words had been placed in the incorrect order on signs at the Council's Household Waste and Recycling Centre in Newtown.	Service Delivery	The Council conducted further investigations to identify the sign. The sign was confirmed to be incorrect, and arrangements were made to correct the sign.
4-2019/20	17/10/2019	A complaint was received that more services were listed on an English page on the Council's website than appeared on the corresponding Welsh page	Service Delivery	The Council conducted further investigations, and identified that the services were available in Welsh, but the appropriate links had not been added to the Welsh page.  The web team were notified of the differences, and the appropriate links were added to the page.
5-2019/20	13/11/2019	The Council received a complaint about difficulties calling the Council's Welsh telephone line. The telephone would ring for a very short period, and then cut off. It was also noted that the answerphone could not pronounce Welsh names correctly.	Service Delivery	The Council apologised for the fault and thanked the complainant for drawing its attention to the problem. It was identified that some telephone numbers had not been transferred to a new system. The Council contacted the system provider and ICT to rectify the issue.
6-2019/20	20/11/2019	A complaint was received by a member of the public who had called the Council to say about problems with ice on the road which was causing danger to a school bus. After selecting the Welsh line, the call was answered in English with no acknowledgement that the call was to the Welsh line. The complainant felt the person	Service Delivery	The Council apologised for the attitude of the member of staff, and stated that he had been spoken to by his managers. Supervisors will now listen in on some calls to ensure that the right attitude and behaviours are being displayed.

		answering the call was rude, didn't take her concerns seriously and was not able to recognise or pronounce her name correctly, and felt it showed a lack of respect towards her and her identity.		
7-2019/20	11/12/2019	A complaint was received that signs on some vehicles in the Council's Highways fleet appeared in English only.	Service Delivery	It was identified that vehicles recently procured by the Council had arrived with the text on the back of the vehicles in English only. However, the Council had a plan in place to put new stickers on the vehicles, and the work should be completed within a few weeks. The specification for all new vehicles has been updated to ensure all text is bilingual, with the Welsh text appearing first.
8-2019/20	17/12/2019	A complaint was received that there was no Welsh speaker available at a polling station during the recent election.	Service Delivery	The Council apologised that no Welsh speaking staff were available at the polling station in question. The Council endeavours wherever possible to ensure Welsh speaking staff are available, particularly in Welsh speaking areas. Unfortunately, a Welsh speaking member of staff was forced to withdraw from the polling station at the last minute, leaving the station without a Welsh speaker. But the Council states that ensuring the polling station had a Welsh speaker would be a priority for future elections.
9-2019/20	16/1/2020	A complaint was received that the on-line temporary license application process is not available in Welsh	Service Delivery	The Council stated that it provided a paper application process through the medium of Welsh for applying for temporary licenses, but the on-line system is provided the Home Office GOV.UK website. The Council has contacted them on several occasions to encourage them to provide the application process in Welsh, but with no success so far, and has also been in discussions with the Welsh Language Commissioner's office about the issue in the past. The most recent information from the Commissioner's office was that the Commissioner is discussing this with the Home Office, but legislation is required in Westminster to enable providing the licensing forms in Welsh.



10-2019/20	18/1/2020	A complaint was received about the quality of the Welsh text on signage on the county's highways and buildings. No reference was made to any particular signage.	Service Delivery	The Council noted that all signage placed on or within corporate properties and highways is checked by the Council's translation team prior to installation. Where errors do occur and they are reported, the Council will take remedial action to replace signage as appropriate. It was also noted that signage on Trunk Roads is the responsibility of Welsh Government. The complainant was asked for any have specific examples for the Council to investigate and correct as appropriate or to pass the concern on to the relevant agency
<b>Correspondence from the Welsh Language Commissioner's Office to notify of complaints</b>				
	25/7/2019	Signs at a new bus station in Llandrindod with the text 'Except Buses' appearing in English only.	Service Delivery	The Council contacted the contractors commissioned to undertake the work to remind them of the requirement to provide signs bilingually, and asking them to install bilingual signs at the bus station.
	4/9/2019	The Commissioner had received an enquiry from a member of the public about a sign which appeared in English only for 'Glanusk Caravan Park'.	Service Delivery	Although the site in question is a private caravan site, it was identified that 'The Glanusk Family Limited Partnership' is the company name, and the name used for the license for the caravan site. As such, the Council agreed that 'Glanusk' is the brand name rather than 'Glanusk Caravan Park'. The Council therefore agreed that the name should appear bilingually on the sign. Even though the Glanusk estate had paid for the signs, the signs are Council property as they are installed on the Council's network, and therefore the Council arranged for signs to be installed using the Welsh name 'Maes Carafanau Glanusk' along with the English name, with the Welsh text appearing so it will be read first.
<b>Standards Investigations 2019-20</b>				
Investigation Code	Date Investigation was Opened	Topic	Stage in the Process	Actions
CSG493	29/1/2019	An Investigation into a failure to comply with the Welsh Language Standards in relation to Council	The Investigation ended on 6 September 2019	The Commissioner came to the conclusion that the Council had failed to comply with the Welsh Language Standards in relation to correspondence received in Welsh.

		Tax correspondence sent in English only and the address used in the Council Tax Notice		<p>No enforcement actions were imposed for the breach of Standard 1 as there had been relevant actions imposed as part of a recent investigation.</p> <p>The Council has undertaken the following actions to ensure compliance with the Standards.</p> <ul style="list-style-type: none"> <li>• Guidance on complying with the Welsh Language Standards on the council's intranet has been updated</li> <li>• Resources have been added to the Welsh language intranet pages, to enable staff to work more through the medium of Welsh, including a bilingual email signature; a standard sentence on welcoming correspondence in Welsh</li> <li>• A list of Welsh speaking staff has been added to the Council's intranet</li> <li>• The Council conducted an internal campaign on providing a service in Welsh</li> <li>• The Staff Handbook has been updated, with a section on the Welsh language and the Welsh Language Standards</li> <li>• Managers induction and Induction for new staff includes a session on the Welsh language and the Welsh Language Standards.</li> <li>• Discussions were held with the Council Tax section to ensure they were aware of the requirements of the Welsh Language Standards and they have a procedure in place to record language preference</li> </ul> <p>The Commissioner came to the conclusion that the Council had not failed to comply with</p> <ul style="list-style-type: none"> <li>• Standard 5, as it had corresponded in Welsh once it was aware of the complainants wish to receive correspondence in Welsh</li> <li>• Standard 6, as the street only had an English name at the time. The Council has now adopted a bilingual name for the street upon the request of the complainant.</li> </ul>
CSG532	2/5/2019	An Investigation into a failure to comply with the Welsh Language	The Investigation ended on 9 January 2020. A meeting	In the investigation, the Commissioner came to the conclusion that the Council had failed to comply with the requirements of the Policy Making Standards in relation to sufficiently assessing the impact of a

		<p>Standards in relation to Assessing Impact on the Welsh Language.</p>	<p>was also held between the Council and Officers representing the Welsh Language Commissioner to discuss the findings of the Investigation and steps undertaken by the Council.</p>	<p>school transformation proposal for the merger of schools in the Llanfyllin area on the Welsh language, and had failed to ask questions about the impact of the proposals on the Welsh language during the consultation process</p> <p>The report did, however, recognise that the decision could lead to better opportunities to use the Welsh language.</p> <p>The enforcement actions identified in the final report required the Council to;</p> <ul style="list-style-type: none"> <li>• Ensure it operated in accordance with its own guidelines when conducting assessments of the impact of its policies and decisions on the Welsh language, by             <ul style="list-style-type: none"> <li>- raising awareness of elected members of steps which must be taken to comply with the Welsh Language Standards</li> <li>- providing training to staff responsible for conducting impact assessments</li> <li>- developing a process of verifying and approving Welsh language impact assessments</li> </ul> </li> <li>• Develop guidance to ensure officers are aware of the requirements of the Welsh Language Standards</li> <li>• Ensure that consultations seek views on the impacts on opportunities to use the Welsh language, and treating the Welsh language no less favourably than the English language, and how proposals could be formulated to have a more positive or less negative impact</li> <li>• Give publicity of the Council’s failure to comply with these standards</li> </ul> <p>The Council has undertaken the following actions to ensure compliance with the Standards in relation to Investigation CSG532;</p> <ul style="list-style-type: none"> <li>• Quarterly training sessions have been scheduled for officers undertaking impact assessments</li> </ul>
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			<ul style="list-style-type: none"><li>• The corporate template for consultation surveys has been updated to include standard questions on the impact of proposals on opportunities to use the Welsh language and treating the Welsh language no less favourably than English</li><li>• The internal campaign on providing services in Welsh included a section on ensuring we consider the impact of our decisions on the Welsh language</li><li>• The corporate consultation guidance has been updated, and includes a section on considering the impact on the Welsh language</li><li>• The Council is publicising its failure to comply with the Standards through its inclusion in this report.</li> <li>• A training session arranged for Cabinet had to be postponed due to Covid-19. It will be re-arranged once the restrictions are relaxed.</li><li>• The Council will be digitising the corporate impact assessment process during 2020-21, which will facilitate the impact assessment process, enable the Council to interrogate data and measure cumulative impact, and aid in governance and scrutiny of decisions.</li></ul> <p>The Welsh Language Commissioner has granted an extension for undertaking the enforcement actions due to the situation surrounding Covid-19.</p>
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**CYNGOR SIR POWYS COUNTY COUNCIL.**

**CABINET GWEITHREDOL  
23 Mehefin 2020**

**AWDUR YR  
ADRODDIAD:** Cynghorydd Sir Myfanwy Alexander  
Aelod Portffolio ar faterion Gofal Cymdeithasol i  
Oedolion a'r Iaith Gymraeg

**TEITL YR  
ADRODDIAD:** Adroddiad Blynyddol Safonau'r Gymraeg 2020 Drafft

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**ADRODDIAD ER:** Ystyriaeth

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**1. Diben**

1.1 Diben yr adroddiad yr cyflwyno Adroddiad Blynyddol Safonau'r Gymraeg Drafft i'w ystyried a'i gymeradwyo (gweler Atodiad A). Mae'r Adroddiad yn amlinellu'r gwaith a gafodd ei gynnal yn ystod 2019-20 i sicrhau cydymffurfiaeth gyda Safonau'r Gymraeg o dan Fesur y Gymraeg (Cymru) 2011, a pherfformiad yn erbyn gofynion y Safonau.

**2. Cefndir**

2.1 Mae gofyn i'r Cyngor, o dan Safonau'r Gymraeg, i gyhoeddi adroddiad blynyddol yn amlinellu'r gwaith a wnaed i gydymffurfio â gofynion y Safonau yn ystod y flwyddyn flaenorol.

2.2 Mae Adroddiad Blynyddol Safonau'r Gymraeg Drafft (wedi'i atodi fel Atodiad A) yn cyfeirio at waith yr ymgymmerwyd ag ef i gydymffurfio â'r;

- Safonau Cyflenwi Gwasanaeth – sy'n nodi sut mae gofyn i'r Cyngor ddarparu gwasanaethau i'r cyhoedd, e.e. dros y ffôn, mewn cyfarfodydd, trwy ohebiaeth, mewn dogfennau a thrwy lwyfannau digidol
- Safonau Llunio Polisi – sy'n nodi sut mae gofyn i'r Cyngor ystyried effaith ei benderfyniadau a'i wasanaethau ar yr iaith Gymraeg
- Safonau Gweithredu – pa wybodaeth, cefnogaeth a gweithdrefnau sy'n rhaid i'r Cyngor eu darparu ar gyfer ei weithlu trwy gyfrwng y Gymraeg ac i'w galluogi i weithio mwy trwy gyfrwng y Gymraeg
- Safonau Hybu – sut mae'r Cyngor yn bwriadu hyrwyddo a chynyddu cyfleoedd i ddefnyddio'r iaith Gymraeg ym Mhowys.

2.3 Mae'r adroddiad hefyd yn cyflwyno'r gwaith sydd i'w gyflawni yn ystod 2020-21 i wella'r modd y mae'r Cyngor yn darparu gwasanaethau i'r trigolion, ymwelwyr a'r gweithlu sy'n siarad Cymraeg; i sicrhau fod yr effaith ar gyfleoedd i ddefnyddio'r iaith Gymraeg ac ar beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg yn cael ei ystyried trwy brosesau

gwneud penderfyniadau'r Cyngor, yn cynnwys sut gellir addasu cynigion i sicrhau effaith fwy cadarnhaol neu lei andwyol; ac i hyrwyddo'r iaith a'r diwylliant Cymraeg trwy waith y Cyngor.

- 2.4 Mae'r adrannau olaf yn cynnwys y data y mae'n ofynnol i'r Cyngor ei gofnodi o dan y Safonau Cadw Cofnodion, sy'n cynnwys;
- Cwynion a dderbyniwyd gan y Cyngor yn ymwneud â'i gydymffurfiaeth â Safonau'r Gymraeg, ynghyd ag Ymchwiliadau Safonau'r Gymraeg a gynhaliwyd gan Gomisiynydd y Gymraeg yn ystod blwyddyn ariannol 2019-20
  - Data ar sgiliau iaith Gymraeg gweithlu'r Cyngor
  - Nifer y staff sy'n ymgymryd â chysiau hyfforddiant a ddarperir gan y Cyngor trwy gyfrwng y Gymraeg
  - Gofynion sgiliau iaith swyddi newydd a swyddi gwag a hysbysebwyd gan y Cyngor yn ystod y flwyddyn.

### **3. Cyngor**

- 3.1 I gymeradwyo'r Adroddiad Blynyddol Safonau'r Gymraeg 2020 Drafft i'w gyhoeddi ar wefan gyhoeddus y Cyngor, gan ddarparu adolygiad o waith a wnaed i sicrhau cydymffurfiaeth â Safonau'r Gymraeg yn ystod blwyddyn ariannol 2019-20, a sicrhau fod y Cyngor yn cwrdd â'i rwymedigaethau statudol, fel yr amlinellir ym Mesur y Gymraeg (Cymru) 2011.

### **4. Goblygiadau o ran Adnoddau**

- 4.1 Mae'r Adroddiad Blynyddol Safonau'r Gymraeg Drafft yn adolygiad o'r gwaith a wnaed yn ystod 2019-20 ac o wybodaeth a ddelir gan y Cyngor yn ymwneud â'i gydymffurfiaeth â'r Safonau. Mae'r cynllun gwaith sydd wedi'i gynnwys ar gyfer 2020-21 o fewn y gyllideb sy'n bodoli.
- 4.2 Mae'r Pennaeth Cyllid (Swyddog Adran 151) yn nodi fod yr holl adnoddau y neu lle.

### **5. Goblygiadau Cyfreithiol**

- 5.1 Cyfreithiol: Mae gofyniad cyfreithiol ar y Cyngor i gyhoeddi Adroddiad Blynyddol Safonau'r Gymraeg ar ei wefan gyhoeddus erbyn 30 Mehefin 2020. Gellir cefnogi'r Argymhelliad o safbwynt cyfreithiol.
- 5.2 Mae Pennaeth y Gwasanaethau Cyfreithiol a Democrataidd wedi cynnig sylwadau fel a ganlyn: "Nodaf y sylw cyfreithiol, ac nid oes gennyf unrhyw beth i'w ychwanegu at yr adroddiad".

### **6. Diogelu Data**

- 6.1 D/B

## 7. Sylwadau gan Aelod(au) lleol

7.1 D/B

## 8. Asesiad Effaith Integredig

8.1 Nid oes angen Asesiad Effaith gan fod yr Adroddiad Blynyddol Safonau'r Gymraeg yn adolygiad o waith a gynhaliwyd yn ystod 2019-20 ac o wybodaeth a ddelir gan y Cyngor yn ymwneud â'i gydymffurfiaeth â'r Safonau.

## 9. Argymhelliad

<b>Argymhelliad:</b>	<b>Rheswm am yr Argymhelliad:</b>
I gymeradwyo'r Adroddiad Blynyddol Safonau'r Gymraeg 2020 Drafft (wedi'i atodi fel Atodiad A) i'w gyhoeddi ar wefan gyhoeddus y Cyngor erbyn 30 Mehefin 2020.	I ddarparu adolygiad o waith a wnaed yn ystod blwyddyn ariannol 2019-20 i sicrhau cydymffurfiaeth â Safonau'r Gymraeg.  I sicrhau fod y Cyngor yn cwrdd â'i rwymedigaethau statudol, fel yr amlinellir ym Mesur y Gymraeg (Cymru) 2011.

Swyddog Cyswllt:	Bedwyr Fychan
Ffôn:	01597 826126
E-bost:	bedwyr.fychan@powys.gov.uk
Pennaeth Gwasanaeth:	Emma Palmer, Pennaeth Trawsnewid a Chyfathrebu
Cyfarwyddwr Corfforaethol:	Ness Young, Cyfarwyddwr (Adnoddau a Thrawsnewid)

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# **Adroddiad Blynyddol Safonau'r Gymraeg Cyngor Sir Powys 2020**



**Lluniwyd yn unol â gofynion**



## **Cynnwys**

1. Cyflwyniad
2. Cydymffurfiaeth â Safonau'r Gymraeg
  - i. Safonau Cyflenwi Gwasanaeth
  - ii. Safonau Llunio Polisi
  - iii. Safonau Gweithredu
  - iv. Safonau Hybu
  - v. Cynllun Gwaith 2020-21
3. Cwynion
  - i. Safonau Cyflenwi Gwasanaeth
  - ii. Safonau Llunio Polisi
  - iii. Safonau Gweithredu
  - iv. Ymchwiliadau
4. Sgiliau Iaith Gymraeg Cyflogeion
5. Hyfforddiant Cymraeg i Gyflogeion
6. Recriwtio

## 1. Cyflwyniad

Mae'n ofynnol i Gyngor Sir Powys gydymffurfio â Safonau'r Gymraeg, a gyflwynwyd o dan Fesur y Gymraeg (Cymru) 2011. Mae Mesur y Gymraeg yn rhoi statws swyddogol i'r Gymraeg yng Nghymru, ac egwyddorion sylfaenol Safonau'r Gymraeg yw na ddylid trin y Gymraeg yn llai ffafriol na'r Saesneg, ac y dylid hybu a hwyluso'r defnydd o'r Gymraeg, i'w gwneud yn haws i bobl ddefnyddio'r Gymraeg yn eu bywyd bob dydd.

Mae 5 prif adran o Safonau y mae'n ofynnol i Gyngor Sir Powys gydymffurfio â hwy, gyda'r safonau cyntaf i'w gweithredu o 30 Mawrth 2016.

**Safonau Cyflenwi Gwasanaeth** – sut mae'r Cyngor yn darparu gwasanaethau trwy gyfrwng y Gymraeg, sy'n cynnwys gohebiaeth, gwasanaethau ffôn, cyfarfodydd, dogfennau, gwybodaeth ddigidol, gwasanaethau derbynfa, gweinyddu grantiau a chontractau a hyrwyddo gwasanaethau Cymraeg.

**Safonau Lluio Polisi** – sut mae'r Cyngor yn ystyried y Gymraeg ac yn asesu effaith ar y Gymraeg wrth lunio polisiau a gwneud penderfyniadau a dyrannu grantiau, a'u haddasu i sicrhau gwell effaith ar y Gymraeg.

**Safonau Gweithredu** - sut mae'r Cyngor yn darparu cyfleoedd ac yn annog defnyddio'r Gymraeg yn ei weithgareddau mewnol, yn cynnwys gwybodaeth cyflogaeth a pholisiau mewnol, trefn gwyno a disgyblu, gwasanaethau mewnrwyd, hyfforddiant ac adnoddau i staff a'r broses recriwtio.

**Safonau Hybu** – llunio a gweithredu Strategaeth ar gyfer hybu'r Gymraeg o fewn ei ardal, er mwyn cynyddu nifer y siaradwyr Cymraeg a chynyddu'r defnydd o'r Gymraeg.

**Safonau Cadw Cofnodion** – cadw cofnodion penodol yn ymwneud â pherfformiad y Cyngor mewn rhai agweddau o'i waith o dan y safonau.

Mae copi o Hysbysiad Cydymffurfio Cyngor Sir Powys, sy'n amlinellu'r holl Safonau y mae'n ofynnol i'r Cyngor gydymffurfio â hwy, i'w weld ar wefan y Cyngor, ac ar y fewnrwyd i staff.

Cyhoeddir yr Adroddiad Blynyddol hwn i gydymffurfio â Safonau 158, 164 ac 170, sy'n nodi fod rhaid i'r Cyngor lunio adroddiad blynyddol sy'n ymdrin â'r modd y cydymffurfiwyd â'r Safonau. Mae'r adroddiad hwn felly yn canolbwyntio'n bennaf ar y cyfnod rhwng 1 Ebrill 2019 a 31 Mawrth 2020.

## 2. Cydymffurfiaeth â Safonau'r Gymraeg

### i. Cyflenwi Gwasanaeth

Ceir isod amlinelliad o waith a gafodd ei wneud yn ystod blwyddyn ariannol 2019-20 ar gyfer cydymffurfio â'r Safonau Cyflenwi Gwasanaeth ac i wella'r modd y darperir gwasanaethau trwy gyfrwng y Gymraeg gan Gyngor Sir Powys.

#### Llawlyfr Staff

Mae'r llawlyfr i staff y Cyngor wedi cael ei ddiweddarau yn ystod y flwyddyn, ac yn cynnwys gwybodaeth am yr iaith Gymraeg fel un o'r elfennau allweddol sydd angen i staff ystyried wrth ymgymryd â'u dyletswyddau ar ran y Cyngor, ar y cyd ag elfennau fel Gwerthoedd y Cyngor, Cyfathrebu a Gofal am ein Cwsmeriaid, a gwybodaeth am Amodau Gwaith, Strwythur y Cyngor a Phartneriaethau. Mae'r wybodaeth am yr iaith Gymraeg ym Mhowys yn cynnwys cyfeiriad at ofynion Safonau'r Gymraeg wrth ddarparu gwasanaethau i'r cyhoedd a'r rhoi'r cynnig rhagweithiol o wasanaeth trwy gyfrwng y Gymraeg sy'n cynnwys dolenni ar gyfer cyrraedd canllawiau a gwybodaeth fanylach, ynghyd â gwybodaeth am sut i gael cefnogaeth bellach, adnoddau ar gyfer cyflawni'r gofynion a gwybodaeth am gymorth i ddatblygu sgiliau Cymraeg.

#### Ymgyrch Fewnol ar Ddarparu Gwasanaeth Cymraeg

Yn ystod mis Tachwedd 2019, cynhaliwyd ymgyrch fewnol dros wythnos yn tynnu sylw at wahanol agweddau o'r hyn mae angen i staff fod yn ei wneud er mwyn darparu gwasanaethau i'r cyhoedd trwy gyfrwng y Gymraeg a chydymffurfio â gofynion y Safonau. Gosodwyd gwybodaeth ar dudalen flaen mewnwrwyd y Cyngor dros bum diwrnod, o 25 Tachwedd tan 29 Tachwedd yn tynnu sylw at wahanol elfennau o'r gofynion sydd ar y Cyngor wrth ddarparu gwasanaeth i'r cyhoedd, ac anfonwyd negeseuon dyddiol i staff trwy'r cyfrif e-bost cyfathrebu corfforaethol i gyd-fynd â hynny. Cafwyd diwrnodau felly yn canolbwyntio ar:

- Ateb galwadau ffon;
- Llythyron ac e-bost;
- Cynnal cyfarfodydd;
- Cyhoeddi dogfennau;
- Cyfryngau cymdeithasol a'r we.

Erbyn diwedd yr wythnos, roedd y *carousel* newyddion, sef yr adran amlycaf ar dudalen hafan mewnwrwyd y Cyngor, yn llawn erthyglau yn ymwneud â darparu gwasanaeth Cymraeg.

Mae'r darlun isod yn dangos y straeon newyddion gafodd eu cyhoeddi ar dudalen flaen mewnwrwyd y Cyngor yn ystod wythnos yr ymgyrch;



**Darparu gwasanaeth yn Gymraeg – Diwrnod 5**  
**Carol Davies** - 29 Nov 2019  
 Ar ddiwrnod olaf yr ymgyrch Darparu gwasanaeth Cymraeg, rydym yn edrych ar wybodaeth ar ein gwefan ac ar ein sianeli cyfngau cymdeithasol. Darllen rhagor ....



**Ydych chi wedi bod yn tyfu mwstas?**  
**Carol Davies** - 28 Nov 2019  
 A ydych chi wedi bod yn tyfu eich mwstas y Tashwedd hwn i godi ymwybyddiaeth am iechyd dynion? Darllen rhagor...



**Y Cyngor yn sefyll lan i gam-drin domestig**  
**John Thomas** - 27 Nov 2019  
 I nodi Diwrnod Rhuban Gwyn yr wythnos hon, bu staff a chynghorwyr Cyngor Sir Powys led led y sir yn mynd am dro amser cinio.



**Darparu Gwasanaeth Cymraeg – Diwrnod 2**  
**Carol Davies** - 26 Nov 2019  
 Bob dydd yr wythnos yma, rydym yn rhannu'r camau sylfaenol y dylai staff Cyngor Sir Powys fod y neu dilyn i wneud yn siŵr ein bod yn cynnig gwasanaeth teg yn y Gymraeg a'r Saesneg. Heddiw, rydym yn canolbwyntio ar lythron ac e-bost. Darllen rhagor....



**Darparu Gwasanaeth Cymraeg - Diwrnod 4**  
**Carol Davies** - 28 Nov 2019  
 Mae gan Gyngor Sir Powys gyfrifoldeb i hyrwyddo defnydd o'r Gymraeg, a'r gwasanaethau mae'n eu darparu yn Gymraeg. Darllenwch ymlaen am awgrymiadau defnyddiol i sicrhau bod y Gymraeg yn cael ei gynnwys ....



**Tim Gwaith Ieuencid Datgysylltiedig ar restr fer**  
**Eirys Williams** - 28 Nov 2019  
 Mae un o wasanaethau'r Cyngor sy'n darparu gwasanaeth cwbl unigryw i bobl ifanc mewn angen wedi'i gynnwys ar restr fer i dderbyn dyfarniad pwysig ...



**Darparu gwasanaeth yn Gymraeg – Diwrnod 3**  
**Carol Davies** - 27 Nov 2019  
 Gofynion o ran y Gymraeg mewn cyfarfodydd yw ffocws yr ymgyrchu i ddarparu gwasanaeth Cymraeg heddiw. Felly pan fyddwch chi'n trefnu neu'n cadeirio cyfarfodydd cyhoeddus, mae sawl peth i'w ystyried o ran yr iaith. Rhagor yma ....



**Darparu Gwasanaeth Cymraeg - Diwrnod 1**  
**Carol Davies** - 25 Nov 2019  
 Oeddech chi'n gwybod fod gan Gyngor Sir Powys gyfrifoldeb i hyrwyddo defnydd o'r Gymraeg, a'r gwasanaethau mae'n ei ddarparu yn Gymraeg? Rydym yn cynnal ymgyrch yr wythnos yma i atgoffa staff am y camau hyn. Darllen rhagor ....

I gyd-fynd â'r ymgyrch ar fewnwyd ac e-bost corfforaethol y Cyngor, cynhyrchwyd posteri a'u codi yn swyddfeydd ac adeiladau'r Cyngor yn cynnwys y wybodaeth am yr elfennau sylfaenol o ddarparu gwasanaethau Cymraeg, oedd hefyd yn cynnwys gwybodaeth am y gofynion i ystyried effaith penderfyniadau a pholisïau'r Cyngor ar yr iaith Gymraeg yn y sir, a'r cyfrifoldeb cyfreithiol sydd ar y Cyngor i ddarparu gwasanaethau yn ôl gofynion y Safonau ac i beidio â thrin yn Gymraeg yn llai ffafriol na'r Saesneg. Mae'r posteri wedi parhau o amgylch swyddfeydd y Cyngor, wedi'u gosod mewn mannau amlwg i dynnu sylw aelodau staff i'w hatgoffa o'r hyn sy'n ofynnol iddynt eu gwneud o dan y Safonau ac i sicrhau fod y cyhoedd yn derbyn gwasanaeth trwy gydol y Gymraeg.

Rydym wedi parhau i dynnu sylw at yr ymgyrch, a defnyddio'r posteri ar ddarparu gwasanaethau Cymraeg mewn cyfarfodydd a sesiynau gwybodaeth ers i'r ymgyrch gael ei chynnal.

### Dynodi Dewis Iaith – Gwasanaethau Cymdeithasol

Mae gwaith wedi parhau o fewn gwasanaethau cymdeithasol Powys ar adnabod pa ieithoedd mae defnyddwyr y gwasanaeth yn eu siarad a beth yw eu hiaith gyntaf, i weld ym mha iaith maent am dderbyn eu gwasanaethau. Mae'r Cyngor, ers 2018, wedi sicrhau fod ffurflenni cyfeirio i'r gwasanaethau cymdeithasol yn cynnwys dau gwestiwn gorfodol i'w hateb:

- Beth yw eich iaith gyntaf?
- Pa iaith/ieithoedd eraill ydych chi'n siarad?

Mae'r rhain yn gwestiynau bwriadol i osgoi holi am ddewis iaith, gan fod profiad yn dangos na fyddai cleientiaid o anghenraid yn gofyn am wasanaeth Cymraeg er y byddai hynny'n well ganddynt mewn gwirionedd, er mwyn hwyluso rhoi'r cynnig rhagweithiol.

Mae hyn yn dod yn fwy effeithiol, ond mae canrannau'r defnyddwyr gwasanaeth sy'n nodi eu bod yn siarad Cymraeg yn parhau'n is na'r 18.6% o'r boblogaeth a nododd eu bod yn siarad Cymraeg yng nghyfrifiad 2011.

I gyd-fynd â hynny, mae'r adrannau gwasanaethau oedolion a phlant wedi cynyddu'r data sydd ganddynt am sgiliau iaith eu staff er mwyn ceisio cysylltu staff sy'n siarad Cymraeg gyda defnyddwyr gwasanaeth sy'n siarad Cymraeg er mwyn hwyluso rhoi'r Cynnig Rhagweithiol o wasanaeth Cymraeg,

fel sy'n ofynnol o dan Safonau'r Gymraeg ac o dan Mwy na Geiriau: Fframwaith Strategol Llywodraeth Cymru ar gyfer yr Iaith Gymraeg ym maes Iechyd a Gofal Cymdeithasol.

Mae gan adrannau gwasanaethau cymdeithasol Powys – yr adrannau Gwasanaethau Plant, Gwasanaethau Oedolion a'r Gwasanaeth Comisiynu – bellach ddata sgiliau iaith ar gyfer 91.3% o'u staff, ac mae'r data yn nodi fod 11.4% yn meddu ar sgiliau digonol i allu darparu gwasanaeth wyneb yn wyneb trwy gyfrwng y Gymraeg (gweler y ffigyrau yn adran 4 Sgiliau Iaith Gymraeg Cyflogeion isod).

Mae Cynllun wedi'i ddatblygu ar gyfer yr adran er mwyn cyflawni'r nod, sef bod 'Gwasanaethau Cymdeithasol Powys ar gael yn Gymraeg i siaradwyr Cymraeg heb fod angen iddynt ofyn neu nodi dewis iaith'. Mae'r cynllun yn amlinellu gweithgareddau sydd angen eu cynnal o dan dair elfen benodol; Cefnogi Defnyddwyr y Gwasanaeth; Sgiliau Iaith; a'r Cynnig Rhagweithiol, gan ddynodi pwy sy'n gyfrifol am gyflawni'r gweithgareddau hynny. Mae'r Penaethiaid Gwasanaeth, Pencampwr yr Iaith Gymraeg, yr Adran Comisiynu a Monitro Contractau, Ymarferwyr Gofal Cymdeithasol, Adran Hyfforddiant Gwasanaethau Cymdeithasol, y Tîm Cyfathrebu, y Swyddog Iaith Gymraeg a Chymdeithas Mudiadau Gwirfoddol Powys oll yn bartneriaid ar gyfer cyflawni'r cynllun.

#### Grŵp Pencampwyr y Gymraeg – Gwasanaethau Cymdeithasol

I gefnogi'r gwaith o ddatblygu'r modd y mae'r Cyngor yn darparu gwasanaethau yn ôl anghenion ieithyddol y cyhoedd, a gwella ansawdd y gwasanaethau sydd ar gael, cafodd grŵp pencampwyr y Gymraeg ei sefydlu o fewn adrannau gwasanaethau cymdeithasol y sir. Cafodd ei grŵp ei sefydlu yn sgil trafodaeth yng nghyfarfod grŵp Cynrychiolwyr Gweithlu'r gwasanaethau cymdeithasol ac felly'n wirioneddol wedi codi o ddymuniad staff yr adran i wneud hynny allan nhw i hyrwyddo gwasanaethau Cymraeg ym maes gofal cymdeithasol. Gofynnwyd i bob tîm enwebu pencampwr i'r cynrychioli ar y grŵp a chafodd y cyfarfod cyntaf ei gynnal ar 3 Chwefror 2020, gan ddewis cadeirydd o blith y grŵp i arwain trafodaethau am gyfleoedd, heriau ac atebion newydd i ddarparu gwasanaethau i'w cleientiaid.

#### Cwsmer Cudd

Mae ymarfer cwsmer cudd wedi cael ei drefnu ar gyfer Gwasanaethau Cymdeithasol Cyngor Sir Powys (Gwasanaethau Oedolion a Gwasanaethau Plant). Bydd hwn yn ymarfer parhaus, ac yn cael ei gynnal bob chwarter, gan edrych ar wasanaeth dros y ffôn, ar e-bost, systemau cyswllt dros y we, gohebiaeth a gwasanaethau derbynfa.

Dros y flwyddyn, bydd modd gwerthuso'r gwasanaeth, gan weld os ymatebwyd i ymholiadau o fewn yr amserlen, cymharu'r ymateb i gyswllt Cymraeg a Saesneg, sut yr ymdriniwyd ag ymholiadau Cymraeg, os darparwyd y wybodaeth briodol ac yn y diwyg priodol, a chael adborth am agwedd gyffredinol tuag at ddarparu gwasanaeth Cymraeg yn ystod unrhyw gyswllt.

\*Er bod y cynllun wedi cael ei gomisiynu ac i fod i gychwyn yn ystod chwarter cyntaf 2020-21, mae'r ymarfer wedi cael ei ohirio yn sgil y gwaith i ymateb i argyfwng Covid-19.

#### Gweithio gyda Phartneriaid

Mae Grŵp Hyrwyddo, Herio a Cefnogi'r Gymraeg Powys yn parhau i weithredu o dan strwythur y Bwrdd Partneriaeth Rhanbarthol i gefnogi datblygu gwasanaethau ac ehangu darpariaeth cyfrwng Cymraeg ledled y Sir gan adrodd o Grŵp Trawsbynciol y Bwrdd Partneriaeth Rhanbarthol. Mae aelodaeth y grwp yn cynnwys cynrychiolwyr o Gyngor Sir Powys, Bwrdd Iechyd Addysgu Powys, Cymdeithas Mudiadau Gwirfoddol Powys, Gwasanaeth Tân ac Achub Canolbarth Cymru, Heddlu

Dyfed Powys, y Gwasanaeth Ambiwylans, Coleg Castell-nedd Port Talbot a'r Mentrau Iaith. Mae ffocws y grŵp yn bennaf ar roi'r Cynnig Rhagweithiol o wasanaeth trwy gyfrwng y Gymraeg o dan fframwaith strategol Mwy na Geiriau Llywodraeth Cymru.

Bu'r Cyngor yn parhau i gefnogi a chydweithio gyda Bwrdd Iechyd Addysgu Powys a PAVO ar hyrwyddo'r Gymraeg, yn cynnwys cydweithio ar Fframwaith Strategol ar gyfer y Gweithlu Iechyd a Gofal Cymdeithasol. Cafwyd cyfarfod penodol i drafod sut i gynnwys yr iaith Gymraeg o fewn y cynllun er mwyn ceisio sicrhau sgiliau digonol ar gyfer medru darparu gwasanaethau yn ôl gofynion Safonau'r Gymraeg.

Yn sgil llwyddiant y Cyngor yn ennill gwobrau ar lefel Prydain am ei drefn Asesu Effaith yng ngwobrau risg sefydliad Alarm yn 2018, cafodd cynrychiolwyr o'r cyngor wahoddiad i roi cyflwyniad ar ei drefn asesu effaith i Rwydwaith Risg Cymru ar 12/7/19. Amlinellwyd y modd y mae'r Cyngor yn asesu effaith ar y Gymraeg, ynghyd ag ar Gydraddoldeb, Cenedlaethau'r Dyfodol, Blaenoriaethau Strategol y Cyngor a Risg, ymhlith elfennau eraill, gan nodi sut y mae'r drefn yn cyfrannu ar broses wneud penderfyniadau'r Cyngor. Mae rhagor o wybodaeth am y drefn asesu effaith i ddilyn yn Adran ii – Safonau Llundio Polisi, isod.

#### Gwaith gyda Chontractwyr

Cynhaliwyd arolwg gyda mudiadau 3ydd parti sy'n gweithredu ym maes gofal cymdeithasol o dan waith Grŵp Hyrwyddo, Herio a Chefnogi'r Gymraeg Powys, i weld i ba raddau mae'r mudiadau hynny yn gallu darparu gwasanaethau yn ôl gofynion Safonau'r Gymraeg, ac i weld pa gefnogaeth fyddent yn ei weld yn ddefnyddiol i wella'r modd y maent yn gwneud hynny. Dangosodd yr Arolwg Cynnig Rhagweithiol ar gyfer mudiadau sy'n gweithio yn y sector gofal cymdeithasol (2019) fod gan 78% o'r sawl a ymatebodd bolisi iaith Gymraeg. Er bod nifer y siaradwyr Cymraeg a gyflogwyd yn isel, mae 69% o'r mudiadau yn cynnig cefnogaeth i'w staff ddysgu Cymraeg. Yn gysylltiedig â sgiliau Cymraeg y gweithlu, dim ond 27% o'r ymatebwyr oedd bob amser yn gallu cyhoeddi gwybodaeth yn ddwyieithog, 11% oedd bob amser yn anfon gohebiaeth yn ddwyieithog, a 27% sy'n gallu cynnal sgysiau ffôn yn Gymraeg. Serch hynny, dim ond 22% syth byth yn gofyn i'w cwsmeriaid ym mha iaith maent am dderbyn gwasanaeth.

Gweithiwyd gyda Cymdeithas Mudiadau Gwirfoddol Powys (PAVO) ar brosiect i ddarparu pecyn cefnogaeth i fudiadau gwirfoddol a mudiadau 3ydd parti (ond a fyddai ar gael hefyd yn ehangach yn y sir, e.e. i leoliadau rheng flaen y gwasanaeth iechyd) er mwyn eu cynorthwyo i roi'r cynnig rhagweithiol, a darparu mwy o wasanaethau trwy gyfrwng y Gymraeg. Penodwyd Swyddog Datblygu'r Iaith Gymraeg i weithio oddi mewn i PAVO i weithio'n benodol ar y prosiect. Defnyddiwyd canlyniadau'r arolwg uchod i fwydo i mewn i'r broses ac i weld pa gefnogaeth y byddai'r mudiadau ei angen ac yn ei werthfawrogi.

Mae'r prosiect yn cynnig cymorth i fudiadau gyda;

- Drafftio Cynllun Gweithredu iaith Gymraeg
- Cynnwys y Cynnig Rhagweithiol mewn ceisiadau cyllid
- Cyfeirio mudiadau at arbenigwyr i gael cefnogaeth i wneud mwy yn Gymraeg
- Cefnogaeth gyda marchnata dwyieithog a'r cyfryngau cymdeithasol
- Hyfforddiant a Gweminarau ar y Cynnig Rhagweithiol
- Gwasanaethau cyfieithu
- Canllawiau ar sut i ddefnyddio'r pecyn deunyddiau a grëwyd fel rhan o'r prosiect
- Cymorth arbenigol ar unrhyw ymholiadau sy'n gysylltiedig â'r iaith Gymraeg

Cafwyd lansiad swyddogol ar gyfer y prosiect ar 2 Hydref 2019 i gyflwyno'r pecyn cymorth a rhoi cyfle i fudiadau ddysgu mwy am y Cynnig Rhagweithiol a beth mae'n ei olygu i siaradwyr Cymraeg sy'n byw ym Mhowys. Cafwyd nifer o siaradwyr gwadd i drafod gwahanol elfennau o roi'r cynnig rhagweithiol, yn cynnwys Comisiynydd y Gymraeg, ymarferwyr o'r maes iechyd a gofal cymdeithasol a chael blas o brofiad defnyddwyr y gwasanaethau.

Cafodd geiriad yn ymwneud â darparu gwasanaethau trwy gyfrwng y Gymraeg a chydymffurfio â'r Safonau mewn contractau gofal cymdeithasol ei ddiweddarau a'i gryfhau yn ystod y flwyddyn. Mae'r contractau'n mynnu fod y gwasanaeth yn cydymffurfio â gofynion y Safonau a Fframwaith Strategol Mwy na Geiriau y Llywodraeth, gan nodi'r elfennau y mae disgwyl i gontractwyr ymgymryd â hwy, ac yn nodi y gellir nodi gofynion ychwanegol mewn rhai achosion. Yn y ddogfen dendro, mae'n ofynnol hefyd i ddarparu gontractwyr nodi 'Sut fyddwch chi'n cefnogi defnyddwyr y gwasanaethau i ddefnyddio'r gwasanaeth trwy'r cyfrwng a'r iaith o'u dewis, yn unol â Mesur y Gymraeg (Cymru) 2011 a Fframwaith Mwy na Geiriau'.

Cafodd trefn fonitro fwy cadarn ei chyflwyno i sicrhau cydymffurfiaeth a gweld pa gefnogaeth fyddai'n ddefnyddiol i'r contractwyr. Mae'r broses honno yn cynnwys cyfres o gwestiynau i ganfod a oes gan y mudiadau bolisi iaith Gymraeg, nifer y siaradwyr a dysgwyr Cymraeg sydd ganddynt yn gwasanaethu Powys, a mesur eu gallu i roi'r Cynnig Rhagweithiol a darparu gwasanaethau trwy gyfrwng y Gymraeg wyneb yn wyneb, dros y ffôn ac mewn deunydd ysgrifenedig. Gofynnir hefyd beth fyddai'n eu helpu i ddarparu gwasanaethau yn unol â'r gofynion.

Gweithiodd y Cyngor hefyd gyda chontractwyr sy'n darparu gwasanaethau ar-lein ar ran adrannau Refeniw a Budd-daliadau a Gwasanaethau Plant y Cyngor i ddatblygu gwasanaethau ar-lein trwy gyfrwng y Gymraeg, yn cynnwys teclynnau sgwrsio a chynghori dros y we.

#### Adroddiad Sicrwydd Comisiynydd y Gymraeg

Fel rhan o waith Comisiynydd y Gymraeg ar gyfer yr Adroddiad Sicrwydd Blynyddol, derbyniodd Cyngor Sir Powys adroddiad manwl am ei berfformiad, sy'n nodi ym mha feysydd y mae'n perfformio'n dda, a pha feysydd sydd angen eu gwella.

Roedd yr adroddiad a dderbyniwyd ym mis Tachwedd 2019 nodi fel a ganlyn (rhoddir cymhariaeth â chanlyniadau arolwg y flwyddyn flaenorol ble'r oedd yr un elfennau'n rhan o'r ddau arolwg);

- Roedd y Cyngor wedi ymateb i gyfran uwch o negeseuon e-bost Cymraeg yn Gymraeg Derbyniwyd ymateb Cymraeg i 2 neges o blith 3 a anfonwyd, o'i gymharu ag un o'r tair neges y flwyddyn flaenorol
- Roedd pob galwad ffôn yn yr arolwg wedi cael eu hateb yn Gymraeg, a chyfran uwch wedi'u trin yn llawn yn Gymraeg  
Roedd dewis awtomatig Cymraeg ar gael ym mhob galwad, cafwyd cyfarchiad Cymraeg gan y derbyniwyd i bob galwad, a chafwyd ateb cyflawn i'r ymholiad yn Gymraeg mewn 2 alwad allan o dair. Roedd hyn yn cymharu â dewis awtomatig a chyfarchiad Cymraeg ym mhob galwad y flwyddyn flaenorol, ac ymateb Cymraeg cyflawn mewn un alwad allan o dair.  
*Mae Safonau Cyngor Sir Powys ar gyfer galwadau ffôn yn nodi fod yn rhaid i'r Cyngor ddelio â galwadau yn Gymraeg a) hyd nes ei bod yn angenrheidiol trosglwyddo'r alwad i aelod o staff nad yw'n siarad Cymraeg sy'n gallu darparu gwasanaeth ar bwnc penodol; a (b) hyd nes nad oes aelod o staff sy'n siarad Cymraeg ar gael i ddarparu gwasanaeth ar y pwnc penodol hwnnw*
- Roedd dogfennau yn cael eu darparu yn Gymraeg yn unol â gofynion y Safonau, gan gydfynd â chanlyniadau'r flwyddyn flaenorol



- Roedd mwyafrif helaeth y negeseuon ar y cyfryngau cymdeithasol yn cael eu cyhoeddi yn Gymraeg (13/15 ar Facebook a 14/15 ar Twitter)
- Roedd pob enghraifft o hunaniaeth gorfforaethol y Cyngor a welwyd yn ddwyieithog, gan gyd-fynd â chanlyniadau'r flwyddyn flaenorol
- Roedd pob hysbyseb swydd yn Gymraeg a bod y broses ymgeisio ar gael yn Gymraeg yn llawn
- Roedd staff derbynfa yn medru ymdrin ag ymwelwyr yn Gymraeg a bod holl arwyddion y dderbynfa yn Gymraeg

Serch hynny, roedd yr adroddiad hefyd yn nodi rhai gwendidau, fel a ganlyn;

- Croesawu gohebiaeth Gymraeg – nid oedd ymatebion i negeseuon e-bost yn cynnwys datganiad fod y Cyngor yn croesawu gohebiaeth yn Gymraeg.  
Mae'r Cyngor bellach wedi diweddaru ei dempled llofnod e-bost i gynnwys brawddeg safonol i nodi ei fod yn croesawu gohebiaeth Gymraeg. Mae'r templed ar gael ar fewnwyd y Cyngor, ac wedi cael ei hysbysebu trwy negeseuon o gyfrif e-bost Cyfathrebu Corfforaethol y Cyngor a thrwy Dimau Rheoli Gwasanaethau.
- Dogfennau – nid oedd fersiynau Saesneg o ddogfennau, ffurflenni, taflenni ac ati yn cynnwys datganiad yn nodi fod y dogfennau hynny hefyd ar gael yn Gymraeg.  
Mae'r canllawiau i staff y Cyngor ar gydymffurfio â gofynion y Safonau yn cynnwys cymal am sicrhau fod fersiynau Saesneg o ddogfennau yn cynnwys datganiad fod y dogfennau hefyd ar gael yn Gymraeg.  
Mae brawddeg safonol hefyd wedi cael i llunio i'w chynnwys mewn dogfennau sy'n cael eu paratoi gan adran dylunio graffeg y Cyngor.
- Dogfennau Ymgynghori – nodwyd nad oedd dogfennau ymgynghori yn ceisio barn am yr iaith Gymraeg.  
Cafodd templed corfforaethol y Cyngor ar gyfer holiaduron ymgynghori ei ddiweddaru yn Ionawr 2020 i gynnwys cwestiynau sefydlog ar effaith unrhyw gynigion ar gyfleoedd i ddefnyddio'r Gymraeg ac ar beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg. Mae rhagor o wybodaeth ar gael yn adran ii. Safonau Llundun Polisi, isod.
- Gwefan y Cyngor – gwelodd arolwg o 30 o dudalennau gwefan y Cyngor fod y wybodaeth oedd wedi'i darparu ar y tudalennau Cymraeg yn wahanol o bryd i'w gilydd i'r hyn oedd ar y tudalennau Saesneg, ac nad oedd rhai o'r tudalennau Cymraeg yn gweithio'n llawn.  
Serch hynny, wedi ymchwil pellach gan y Cyngor, gwelwyd fod yr arolwg wedi cael ei gynnal tra'r oedd y Cyngor yn y broses o drosglwyddo'i wefan i lwyfan newydd. Erbyn i'r Cyngor dderbyn yr adroddiad, roedd yr holl faterion a godwyd wedi cael eu datrys.

### Cyfieithu a Darparu Gwybodaeth Ddwyieithog

Mae gan Gyngor Sir Powys uned gyfieithu fewnol sy'n cefnogi gwasanaethau'r Cyngor ac yn eu galluogi i ddarparu gwybodaeth yn ddwyieithog, ac yn darparu gwasanaeth cyfieithu ar y pryd mewn cyfarfodydd, sy'n galluogi pobl i gyfrannu at gyfarfodydd yn yr iaith o'u dewis, ac yn sicrhau fod pawb sy'n cymryd rhan yn y cyfarfod yn medru dilyn y drafodaeth yn llawn.

Derbyniodd Uned Gyfieithu'r Cyngor 6832 cais am wasanaeth cyfieithu ysgrifenedig yn ystod y flwyddyn, o'i gymharu â 6724 y flwyddyn flaenorol, sy'n dangos fod y Cyngor yn parhau i gynyddu'r wybodaeth sydd ar gael yn ddwyieithog i drigolion ac ymwelwyr â'r sir.

Yn ystod y flwyddyn, cafodd 97.4% o geisiadau cyfieithu eu dychwelyd o fewn y targedau ar gyfer dychwelyd gwaith. Mae hyn yn amrywio o targed o 1 diwrnod gwaith ar gyfer ceisiadau brys fel

datganiadau i'r wasg brys, gwybodaeth frys ar gyfer y wefan a'r fewnwyd, deunydd ar gyfer y cyfryngau cymdeithasol, gohebiaeth, hysbysebion ac agendaau pwyllgorau; 5 diwrnod gwaith ar gyfer ceisiadau â llai o frys ar eu cyfer fel llythron cyffredinol, posteri, swydd ddisgrifiadau a dogfennau llai na 100 o eiriau, neu darged hirach y cytunwyd arno ar gyfer dogfennau a strategaethau hirach. Roedd hyn yn galluogi cyhoeddi gwybodaeth yn ddwyieithog i'r cyhoedd, swyddogion ac aelodau etholedig mewn modd amserol.

Daeth y gyfran fwyaf o'r gwaith o'r Gwasanaeth Ysgolion (22.9%) gyda chyfran sylweddol hefyd gan yr Adran Eiddo, Cynllunio a Gwarchod y Cyhoedd (13.7%), Adran Datblygu'r Sefydliad a'r Gweithlu (11.5%) a'r Adran Trawsnewid a Chyfathrebu (10.4%).

#### Ymchwiliad Comisiynydd y Gymraeg

Cynhaliwyd Ymchwiliad gan Gomisiynydd y Gymraeg yn ystod y flwyddyn i fethiant i gydymffurfio â'r Safonau Cyflenwi Gwasanaeth. Daeth y Comisiynydd i'r casgliad fod y Cyngor wedi methu cydymffurfio â gofynion Safonau'r Gymraeg drwy beidio ag ymateb yn Gymraeg i ohebiaeth a anfonwyd at y Cyngor yn Gymraeg. Mae rhagor o fanylion am yr ymchwiliad i'w gweld yn Atodiad 1.

Mae Atodiad 1 hefyd yn rhestru cyfres o gwynion a dderbyniwyd gan y Cyngor yn ymwneud â gwasanaethau a ddarparwyd yn Gymraeg a'i gydymffurfiaeth â'r Safonau Cyflenwi Gwasanaeth.

#### **ii. Safonau Llundio Polisi**

Ceir isod amlinelliad o waith a gafodd ei wneud yn ystod blwyddyn ariannol 2019-20 ar gyfer cydymffurfio â'r Safonau Llundio Polisi ac i wella'r modd y caiff yr effaith ar yr iaith Gymraeg ei ystyried o fewn polisiâu a phenderfyniadau Cyngor Sir Powys.

Yn ystod y flwyddyn, mae trefn Asesu Effaith Gorfforaethol y Cyngor wedi cael ei diweddarau. Mae'r drefn honno yn cynnwys asesiadau effaith ar y Gymraeg, ynghyd ag ar gydraddoldeb, cenedlaethau'r dyfodol, blaenoriaethau'r Cyngor, a nifer o elfennau eraill. Cafodd y templed a'r canllawiau diwygiedig eu cyhoeddi ar fewnwyd y Cyngor yn ystod mis Mawrth 2020, yn barod i gael eu defnyddio o ddechrau'r flwyddyn ariannol newydd.

Mae cynlluniau hefyd i ddigideiddio'r broses asesu effaith yn ystod 2020-21, fydd yn hwyluso'r broses ar gyfer y sawl sy'n cynnal yr asesiad, ac yn galluogi mesur effaith gronnydd penderfyniadau a gwasanaethau'r Cyngor ar unrhyw elfen sy'n cael ei hystyried o fewn yr asesiadau.

Mae'r cwestiynau am yr effaith ar y Gymraeg yn cynnwys ystyried yr effaith ar;

- Gyfleoedd i unigolion ddefnyddio'r iaith, a pheidio trin yn Gymraeg yn llai ffafriol na'r Saesneg
- Cyfleoedd i hyrwyddo'r iaith Gymraeg
- Effaith ar staff o ran y Gymraeg

Gofynnir sut mae'r newid a gynigir yn cyfrannu neu'n effeithio ar y penawdau hynny gan roi mesur o'r effaith a ragwelir, o wael iawn i dda iawn.

Yna ceir cwestiwn pellach yn gofyn beth fydd yn cael ei wneud i sicrhau effaith fwy cadarnhaol neu i liniaru unrhyw effeithiau negyddol, gan ofyn hefyd am fesur o'r effaith ar ôl y camau lliniaru.

Mae'n ofynnol bod asesiad effaith ynghlwm wrth adroddiadau sy'n cael eu cyflwyno i Gabinet y Cyngor, a rhaid cynnwys crynodeb o'r effaith a ragwelir hefyd yng nghorff yr adroddiadau cabinet.

Rhaid hefyd bod asesiadau effaith yn cael eu defnyddio i ddatblygu polisiâu a chynigion eraill gan adrannau'r Cyngor, fydd ddim o anghenraid yn mynd i'r Cabinet er penderfyniad.

Caiff sesiynau hyfforddi eu cynnal ar gyfer staff sy'n ymgymryd ag asesiadau effaith, gyda rhaglen o hyfforddiant chwarterol wedi cael ei threfnu.

Mae templed corfforaethol y Cyngor ar gyfer holiaduron ymgynghori wedi cael ei ddiweddarau, ac yn cynnwys cwestiynau ar effaith unrhyw gynigion ar gyfleoedd i ddefnyddio'r Gymraeg ac ar beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg. Defnyddir y templed hwnnw hefyd ar gyfer ymgynghoriadau trawsnewid ysgolion.

Cafodd canllawiau ymgynghori corfforaethol y Cyngor hefyd eu diweddarau yn ystod Mawrth 2020, ac roeddynt yn cynnwys adran ystyried yr effeithiau ar yr iaith Gymraeg a cheisio barn rhanddeiliaid am yr effaith ar y Gymraeg.

Mae'r adran ar y Gymraeg yn nodi fod Safonau'r Gymraeg yn mynnu fod yr awdurdod yn asesu effaith polisiâu a gwasanaethau ar y Gymraeg, ac yn nodi enghreifftiau o'r cwestiynau y dylid eu gofyn, fel a ganlyn;

“Pa effaith fyddai gan y cynnig hwn ar gyfleoedd i ddefnyddio'r iaith Gymraeg, ac ar drin y Gymraeg yn llai ffafriol?”

“Sut y gellir newid hyn fel bod ei effaith yn fwy cadarnhaol?”

Cynhaliwyd Ymchwiliad gan Gomisiynydd y Gymraeg yn ystod y flwyddyn i fethiant i Gydymffurfio â Safonau'r Gymraeg yn ymwneud ag Asesiadau Effaith ar gynigion i uno ysgolion yn ardal Llanfyllin. Daeth y Comisiynydd i'r casgliad fod y Cyngor wedi methu cydymffurfio â gofynion y Safonau Lluo Polisi yn ymwneud ag asesu y effaith cynigion trawsnewid ysgolion yn ddigonol ar yr iaith Gymraeg, ac wrth ofyn cwestiynau am effaith y cynigion ar y Gymraeg yn ystod y broses ymgynghori. Mae rhagor o fanylion am yr ymchwiliad, yn cynnwys camau a gymerwyd gan y Cyngor i wella ei brosesau, i'w gweld yn Atodiad 1.

### **iii. Safonau Gweithredu**

Ceir isod amlinelliad o waith a gafodd ei wneud yn ystod blwyddyn ariannol 2019-20 ar gyfer cydymffurfio â'r Safonau Gweithredu ac i wella'r modd y darperir gwybodaeth, adnoddau a gwasanaethau mewnol trwy gyfrwng y Gymraeg gan Gyngor Sir Powys.

#### Adnoddau i Staff

Yn ystod y flwyddyn cafodd mewnrwyd ddwyieithog newydd y Cyngor ei datblygu ymhellach i gynnwys rhagor o wybodaeth ac adnoddau i staff, gan sicrhau fod yr holl dudalennau, adnoddau, dogfennau a theclynnau yn gweithio trwy gyfrwng y Gymraeg yn yr un modd a'r Saesneg.

Ym mis Chwefror 2020, cafodd llofnod e-bost corfforaethol newydd ei greu ar gyfer staff y Cyngor, sy'n cynnwys brawddeg safonol am groesawu gohebiaeth yn Gymraeg

Mae dolen newydd wedi'i gosod ar frig mewnrwyd staff y Cyngor i alluogi dod o hyd i staff sy'n siarad Cymraeg yn rhugl yn hwylus. Bydd hyn yn hwyluso dod o hyd i siaradwyr Cymraeg e.e. ar gyfer cyfeirio galwadau ffôn.

Mae'r Llawlyfr Staff wedi cael ei ddiweddarau, sy'n cynnwys gwybodaeth am yr Iaith Gymraeg a gofynion y Safonau, gyda dolenni i alluogi staff i ddod o hyd i ganllawiau pellach, adnoddau, cymorth a gwybodaeth am ddatblygu sgiliau Gymraeg

### Cyfathrebu Mewnol

Bu gwaith yn ystod y flwyddyn ar fireinio'r drefn ar gyfer cyfathrebu mewnol o fewn y Cyngor, i sicrhau fod gwybodaeth yn cael ei gyflwyno yn ddwyieithog i staff trwy sianelu'r sianelu cyfathrebu mewnol.

Yn ogystal â'r wybodaeth a ddarperir yn ddwyieithog ar fewnrwyd y Cyngor, caiff negeseuon e-bost o gyfrif Cyfathrebu Corfforaethol y Cyngor eu hanfon un ai'n ddwyieithog ar ffurf tabl gyda'r ddwy iaith ochr yn ochr ar gyfer negeseuon byrrach, neu mewn dwy neges ar wahân – un yn Gymraeg ac un yn Saesneg – yn cael eu hanfon yr un pryd os yw'r negeseuon yn hirach.

Dilynir yr un drefn hefyd gyda negeseuon o gyfrifon Gwasanaethau TG a Dysgu a Datblygu y Cyngor.

Lluniwyd canllaw mewnol hefyd ar gyfer cyflwyno fideos a flogiau yn ddwyieithog.

Os yw fideo yn cynnwys nifer o wahanol aelodau staff yn cyflwyno negeseuon, bydd y Cyngor yn ceisio sicrhau fod siaradwyr Gymraeg a Saesneg yn cyfrannu at y fideo, ac is-deitlau yn cael eu darparu yn Saesneg a Chymraeg ar y rhannau perthnasol.

Mewn fideos sydd ag un cyfrannwr, os yw'r cyfrannwr yn ddwyieithog (e.e. gan y Prif Weithredwr) yn ddibynnol ar natur y neges sydd i'w chyflwyno, bydd y fideo un a'i cael ei chynhyrchu'n ddwyieithog, gydag is-deitlau priodol, neu dwy fideo ar wahân yn cael eu cynhyrchu yn Gymraeg ac yn Saesneg.

Os bydd fideo yn cael ei chreu gyda chyfrannwr di-Gymraeg (e.e. aelod Cabinet neu gyfarwyddwr di-Gymraeg) yna bydd un fersiwn yn cael ei chreu gydag is-deitlau Gymraeg ac un arall gydag is-deitlau Saesneg.

### Sesiynau Cynefino

Mae'r Cyngor wedi bod yn cynnal sesiynau cynefino i reolwyr, sy'n cynnwys sesiwn ar yr Iaith Gymraeg ym Mhowys a Safonau'r Gymraeg. Gall hynny fod yn rheolwyr sy'n ymuno a'r Cyngor o'r newydd, neu'n rheolwyr sydd wedi cael eu dyrchafu i'r swyddi hynny yn fewnol.

Mae trefn newydd wedi'i sefydlu hefyd ar gyfer cynnal sesiynau cynefino i'r holl staff newydd sy'n ymuno â'r Cyngor, gyda'r sesiynau hynny hefyd i gynnwys gwybodaeth am yr Iaith Gymraeg a'r Safonau. Mae rhaglen fisol o sesiynau wedi cael eu trefnu, ac roedd y gyntaf i fod i gael ei chynnal ar 31 Mawrth. Serch hynny, yn sgil pandemig Covid-19, cafodd y sesiynau cyntaf eu gohirio.

### Sesiynau Adrannau Unigol

Cynhaliwyd sesiynau gydag adrannau unigol hefyd i drafod darparu gwasanaethau dwyieithog a gofynion Safonau'r Gymraeg, yn cynnwys cyfres o gyfarfodydd gyda grwpiau o staff o Adran Dai y Cyngor ym mis Gorffennaf ac Awst 2019 ac yn Ionawr 2020 fel rhan o hyfforddiant oedd yn cael ei gynnal i'r adran ar ddarparu gwasanaethau i'r cyhoedd; sesiwn ar hybu a hyrwyddo gwasanaethau Gymraeg trwy gontractau gofal cymdeithasol yn nghyfarfod tîm rheoli gwasanaethau Comisiynu'r Cyngor (8 Mai 20109) a thrafodaeth am ddarparu a hyrwyddo gwasanaethau trwy gyfrwng y Gymraeg a chefnogi staff i ehangu'r ddarpariaeth o fewn gofal cymdeithasol yng nghyfarfod Cynrychiolwyr Gweithlu Gofal Cymdeithasol y Cyngor (21 Hydref 2019).

### Gwobrau Staff Cyngor Sir Powys – Gwobr y Gymraeg

Cafodd Gwobr y Gymraeg ei chynnwys ymhlith Gwobrau Staff Cyngor Sir Powys eto eleni. Mae hon yn wobwr ar gyfer gweithiwr neu dîm sydd wedi cymryd camau ychwanegol i wneud yn siŵr fod cwsmeriaid yn gallu derbyn gwasanaeth o safon uchel yn y Gymraeg, neu sydd wedi ysbrydoli eraill i wneud mwy trwy gyfrwng y Gymraeg.

Mae'r wobwr yn tynnu sylw at bwysigrwydd a gwerth darparu gwasanaeth Cymraeg da, ac yn dangos gwerthfawrogiad i'r staff hynny sy'n mynd gam yn bellach i sicrhau fod gwasanaeth Cymraeg da ar gael.

#### Datblygu Sgiliau Cymraeg

O dan ofynion y Safonau Gweithredu, ond hefyd fel rhan o ymrwymiad y cyngor i gynyddu nifer y siaradwyr Cymraeg o fewn y sir, fel ei gyfraniad tuag at darged y Llywodraeth o sicrhau miliwn o siaradwyr Cymraeg erbyn 2050, mae'r Cyngor yn annog ei staff i ddysgu Cymraeg trwy amrywiaeth o ddulliau;

##### a) Cwrs ar-lein Croeso Cymraeg Gwaith

Mae'r Cyngor wedi cofrestru fel cyflogwr ar gyfer cyrsiau Cymraeg Gwaith ac yn hyrwyddo'r cyfleoedd i ddysgu trwy'r dulliau hyn trwy erthyglau newyddion ac adran ar y fewnrwyd a thrwy negeseuon trwy gyfrif e-bost Cyfathrebu Corfforaethol.

Mae'r cwrs Croeso ar-lein felly ar gael i unrhyw un o staff y Cyngor gofrestru arno am ddim. Yn ôl yr adroddiad diwethaf, roedd 231 wedi cofrestru ar gyfer y cyrsiau ar-lein, ac 11 wedi'i gwblhau.

Tuag at ddiwedd y flwyddyn, fel yr oedd cyfyngiadau yn cael eu gosod ar symud a newid yn y ffordd roedd pobl yn gweithio, cafwyd cynnydd sylweddol yn nifer yr aelodau staff oedd yn ymgymryd â'r cwrs Croeso ar-lein, gyda 51 cwrs wedi'u cwblhau ers diwedd mis Mawrth – cynnydd o 463% ar y nifer oedd wedi cwblhau'r cyrsiau'n flaenorol.

##### b) Cyrsiau Cymraeg i Oedolion cymunedol

Mae nifer o staff y Cyngor yn dilyn cyrsiau Cymraeg cymunedol, un ai fin nos neu yn ystod y diwrnod gwaith, gyda'r Cyngor yn talu ffioedd cofrestru'r cyrsiau.

Mae 40 wedi mynychu cyrsiau yn ystod y flwyddyn academaidd, gan gofrestru trwy'r Cyngor, a gyda'r Cyngor yn talu eu ffioedd.

##### c) Cwrs Cymraeg Gwaith

Bu'r Cyngor yn cydweithio â chymdeithas Tai Canolbarth Cymru i gynnal cwrs Cymraeg Gwaith dwys yn yr ardal i sicrhau fod digon o ddysgwyr ar yr un lefel ac yn medru mynychu'r un lleoliad i gael niferoedd digonol i gynnal cwrs. Bu aelodau o staff y ddau sefydliad yn mynychu gwersi wythnosol ym mhencadlys Tai Canolbarth Cymru yn Y Drenewydd bob dydd Llun o fis Hydref 2019 tan ganol Ebrill 2020 (gyda'r gwersi olaf yn cael eu cynnal dros y we yn sgil cyfyngiadau symud Covid-19).

Rhodddwyd cefnogaeth i'r dosbarth hefyd trwy gynnal sesiwn i ddangos yr adnoddau sydd ar gael i helpu staff i weithio mwy trwy gyfrwng y Gymraeg, yn cynnwys geiriaduron a rhestrau termau ar-lein, e.e. Geiriadur yr Academi, TermCymru ac adnoddau Comisiynydd y Gymraeg; meddalwedd gwirio sillafu trwy Cysgliad a Microsoft; ac adnoddau a chymorth sydd ar gael i staff y Cyngor trwy dudalennau'r iaith Gymraeg ar y fewnrwyd a chefnogaeth gan Uned Gymraeg y Cyngor.

##### ch) Dulliau Dysgu Eraill

Mae staff hefyd yn dysgu trwy ddulliau eraill, gyda rhai wedi mynychu cyrsiau preswyl pum

niwrnod Cymraeg Gwaith, dysgu trwy seminarau 1 i 1, a thrwy weithgareddau llai ffurfiol fel sesiynau sgwrsio a chiniawau Cymraeg.

#### **iv. Safonau Hybu**

Ceir isod amlinelliad o waith a gafodd ei wneud yn ystod blwyddyn ariannol 2019-20 ar gyfer cydymffurfio â Safonau Hybu'r Gymraeg ac yn ymwneud â Strategaeth Hybu'r Gymraeg Cyngor Sir Powys i ehangu'r defnydd a chyfleoedd i ddefnyddio'r Gymraeg, a chynyddu nifer siaradwyr Cymraeg ym Mhowys.

##### Cwrs Cyfieithu Cymunedol

Cefnogwyd cwrs cyfieithu cymunedol undydd a gynhaliwyd yng Nghanolfan Nanthirwen, Llansilin, ar y cyd gyda Menter Maldwyn. Cynhaliwyd y cwrs, oedd yn rhad ac am ddim i'w fynychu, ym mis Mehefin 2019 dan arweiniad Dafydd Chilton, sydd â phrofiad helaeth ym maes cyfieithu ar y pryd a chyfieithu cymunedol trwy Cyfieithu Cymunedol Conwy.

Diben y cwrs oedd datblygu sgiliau pobl allai fynd ati i ddarparu gwasanaeth cyfieithu ar y pryd er mwyn galluogi i gyfarfodydd digwyddiadau cymunedol barhau i gael eu cynnal yn Gymraeg neu'n ddwyieithog, ail-normaleiddio'r defnydd o'r Gymraeg mewn sefyllfaoedd mwy ffurfiol o fewn ein cymunedau, a chynnig cyfleoedd i bobl weithio, magu profiad a datblygu gyrfa yn eu cymunedau gwledig.

##### Gwobrau Staff Mudiad Meithrin

Fe noddodd Cyngor Sir Powys wobwr Cylch Ti a Fi fel rhan o Wobrau Blyneddol Mudiad Meithrin am yr ail flwyddyn yn olynol. Yn ogystal a chefnogi mudiad sy'n gwneud gwaith allweddol yn y Sir, roedd y Cyngor am ddangos cymaint mae'n gwerthfawrogi'r gwaith sy'n cael ei wneud ar lawr gwlad gan unigolion a grwpiau ymroddedig i ddarparu gwasanaeth ac i hyrwyddo'r iaith Gymraeg.

##### Hyrwyddo'r Diwylliant a Digwyddiadau Cymraeg

Bu'r Cyngor yn hwyluso a chefnogi cyfarfodydd yr Urdd i baratoi ar gyfer Eisteddfod Genedlaethol yr Urdd. Roedd yr Eisteddfod i fod i gael ei chynnal ym Mhowys yn 2022, ond mae bellach wedi'i gohirio yn sgil sefyllfa pandemig Covid-19. Roedd y gefnogaeth yn cynnwys hwyluso trefniadau cyfarfod cyhoeddus ym Mehefin 2019 i'r gymuned wahodd yr Eisteddfod yn ffurfiol i'r sir.

Manteisiodd y Cyngor ar ddigwyddiadau fel Dydd Miwsig Cymru i godi ymwybyddiaeth ac i hyrwyddo'r diwylliant Cymraeg. Yn achos Dydd Miwsig Cymru crëwyd rhestr chwarae o gerddoriaeth gan artistiaid o Bowys neu sydd â chysylltiad â Phowys, gan ei hyrwyddo ar y cyfryngau cymdeithasol, ynghyd â chyfres o bostiadau yn cynnwys fideo neu recordiad o artistiaid o'r ardal o wahanol *genres* cerddorol i ennyn diddordeb a chodi ymwybyddiaeth o gerddoriaeth Gymraeg o'r sir, a rhoi cyhoeddusrwydd yr un pryd i'r ymgyrch a'r dathliadau cenedlaethol.

Cefnogwyd dathliadau Diwrnod Llywelyn a gafodd ei gynnal gan Fenter Brycheiniog a Maesyfed yn Llanfair-ym-Muallt ar 11 Rhagfyr 2019. Fel rhan o'r dathliadau, yn y cyfnod yn arwain at Ddiwrnod Llywelyn, comisiynodd y Fenter ddrama am hanes Llywelyn i deithio o amgylch ysgolion yr ardal gan gael ei chyflwyno i oddeutu 600 o blant Cyfnod Allweddol 2. Cynhaliwyd gweithdai yn yr ysgolion cynradd hefyd i greu tariannau a chleddyfau ar gyfer y dathliadau. Ar ddiwrnod Llywelyn, cynhaliwyd gorymdaith o amgylch tref Llanfair-ym-Muallt, gydag oddeutu 220 o blant o 7 o ysgol y dalgylch yn cymryd rhan, ynghyd â thuag ugain o wirfoddolwyr o grwpiau lleol, yn cynnwys y Rotari a'r Fforwm

laith, i gefnogi'r gweithgareddau. Cafwyd bore o weithgareddau i ddilyn gyda chymeriad Llywelyn Ein Llyw Olaf o ddrama Mewn Cymeriad a'r Welsh Whisperer yn darparu'r adloniant.

#### Datblygiadau Addysg Powys

Mae'r Cyngor wedi bod yn datblygu gweledigaeth newydd ar gyfer addysg yn y Sir dros y misoedd diwethaf, gyda mewnbwn gan amrywiaeth eang o randdeiliaid, yn cynnwys Cynghorwyr, Penaethiaid, Llywodraethwyr, staff ysgolion, staff y gwasanaeth ysgolion, dysgwyr

Ym mis Ebrill 2020, cymeradwywyd 'Strategaeth ar gyfer Trawsnewid Addysg ym Mhowys 2020-2030', a ddatblygwyd yn seiliedig ar yr adborth a dderbyniwyd.

Mae'r Strategaeth yn cynnwys 4 Nod Strategol. Un o'r rhain yw i 'Wella mynediad i ddarpariaeth cyfrwng Cymraeg ar draws pob cyfnod allweddol', gyda'r nod o sicrhau cynnydd yn y nifer o blant sy'n cael mynediad i addysg Gymraeg. Bydd rhaglen waith i gyd-fynd efo'r strategaeth, fydd yn cynnig gweithgareddau penodol yn ymwneud ag addysg Gymraeg, yn cynnwys symud ysgolion ar hyd y continwmm iaith a datblygu darpariaeth newydd

O dan waith hybu a hyrwyddo addysg Gymraeg, mae'r Cyngor wedi sefydlu is-grwp hyrwyddo addysg Gymraeg wedi'i sefydlu fel rhan o Fforwm Addysg Gymraeg y Cyngor. Mae'r is-grwp hyrwyddo yn cynnwys cynrychiolaeth o RhAG, y Mentrau Iaith a Mudiad Meithrin, yn ogystal a swyddogion y Cyngor.

Mae'r grwp yn gweithio ar baratoi taflen hyrwyddo addysg Gymraeg, gyda'r gwaith hwn yn cael ei gydlynu gan y Mentrau Iaith a swyddogion y cyngor. Y bwriad yw lansio'r daflen ym mis Medi, fel rhan o ymgyrch hyrwyddo addysg Gymraeg ym Mhowys, fydd hefyd yn cynnwys fideos cysylltiedig.

#### **v. Cynllun Gwaith 2020-21**

		Adrannau Perthnasol Safonau'r Gymraeg	Dyddiad Targed
1	Sefydlu Grŵp Llywodraethiant Iaith Gymraeg newydd i Gyngor Sir Powys, i sicrhau fod yr iaith Gymraeg, yn cynnwys effaith penderfyniadau ar y Gymraeg, yn cael eu hystyried mewn trafodaethau a chynlluniau strategol	Llunio Polisi, Cyflenwi Gwasanaeth, Hybu	Rhagfyr 2020
2	Cynnal adolygiad o waith a strwythur Grŵp Hyrwyddo, Herio a Chefnogi'r Gymraeg Powys, i sicrhau fod y grŵp yn cael dylanwad priodol, a bod y partneriaid yn cael budd o'r gwaith	Cyflenwi Gwasanaeth, Hybu	Hydref 2020
3	Cefnogi darparu gwasanaethau trwy gyfrwng y Gymraeg a rhoi'r Cynnig Rhagweithiol trwy sesiynau yn Nhimau Rheoli Gwasanaethau i drafod gofynion y Gymraeg, yn cynnwys y Safonau Cyflenwi	Cyflenwi Gwasanaeth, Llunio Polisi, Gweithredu	Mawrth 2021

	Gwasanaeth, Llundain Polisi a Gweithredu Mewnol		
4	Cynnal Ymarfer Cwsmer Cudd o fewn gwasanaethau gofal cymdeithasol y Cyngor er mwyn gwerthuso sut mae gwasanaethau yn cydymffurfio â gofynion Safonau'r Gymraeg a Mwy na Geiriau	Cyflenwi Gwasanaeth	Mawrth 2021
5	Creu cronfa ddata o frawddegau ac ymadroddion defnyddiol i staff ac aelodau etholedig i annog rhagor o ddefnydd o'r Gymraeg ac i roi'r Cynnig Rhagweithiol o wasanaeth yn Gymraeg	Cyflenwi Gwasanaeth	Awst 2020
6	Creu a chyflwyno system i awtomeiddio'r broses o wneud cais a chofnodi gwaith cyfieithu, i greu proses hwylus i wneud cais am gyfieithiad, a galluogi casglu data cyfieithu, i alluogi i'r tîm cyfieithu ganolbwyntio ar lunio cyfieithiadau	Cyflenwi Gwasanaeth, Gweithredu	Gorffennaf 2020
7	Digideiddio'r broses asesu effaith integredig, i wneud y broses asesu yn hwylus, a galluogi chwilio'n hwylus trwy'r data i ganfod tueddiadau neu effaith anghymesur	Llundain Polisi	Medi 2020
8	Cynnal ymgyrch Cynnig Rhagweithiol olynol trwy sianeli cyfathrebu corfforaethol i atgoffa staff am ofynion y Safonau	Cyflenwi Gwasanaeth, Llundain Polisi, Gweithredu	Mawrth 2021
9	Darparu sesiynau hyfforddi chwarterol i staff ar asesu effaith polisiâu a phenderfyniadau ar y Gymraeg, fel rhan o'r broses Asesu Effaith gorfforaethol	Llundain Polisi	Mawrth 2021
10	Darparu sesiwn i'r Cabinet ar eu rôl yn asesu effaith penderfyniadau ar y Gymraeg, fel rhan o'r broses Asesu Effaith gorfforaethol	Llundain Polisi	Medi 2020
11	Darparu hyfforddiant i aelodau etholedig fel rhan o'r rhaglen Hyfforddiant i Aelodau ar ofynion Safonau'r Gymraeg, yn cynnwys y Safonau Cyflenwi Gwasanaeth, Llundain Polisi, Gweithredu a Hybu	Cyflenwi Gwasanaeth, Llundain Polisi, Gweithredu, Hybu	Rhagfyr 2020
12	Darparu sesiwn Ymwybyddiaeth Iaith i'r holl staff newydd fel rhan o'r broses Gynefino Staff newydd	Cyflenwi Gwasanaeth, Llundain Polisi, Gweithredu, Hybu	Mawrth 2021
13	Darparu sesiwn ar ofynion Safonau'r Gymraeg fel rhan o'r rhaglen gynefino chwarterol i reolwyr newydd	Cyflenwi Gwasanaeth, Llundain Polisi, Gweithredu, Hybu	Mawrth 2021
14	Hyrwyddo a hwyluso cyfleoedd i gael hyfforddiant a sesiynau ymarfer anffurfiol i alluogi staff i ddatblygu eu sgiliau Cymraeg	Gweithredu	Mawrth 2021
15	Parhau â'r trafodaethau gyda'r Urdd i hwyluso ymweliad Eisteddfod Genedlaethol yr Urdd â Phowys yn 2023	Hybu	Mai 2023



16	Creu taflen i hyrwyddo addysg cyfrwng Cymraeg ym Mhowys o dan waith Is-grŵp Hyrwyddo Addysg Gymraeg y Fforwm Addysg Gymraeg	Hybu	Medi 2020
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### 3. Nifer y Cwynion a Dderbyniwyd

Mae rhestr o'r cwynion a dderbyniwyd gan y Cyngor yn ymwneud a Safonau'r Gymraeg ynghyd a manylion yr Ymchwiliadau Safonau a gynhaliwyd yn ystod y flwyddyn ariannol 2019-20 i'w gweld yn Atodiad 1.

### 4. Nifer y Cyflogeion sy'n meddu ar sgiliau yn y Gymraeg ar ddiwedd y flwyddyn

Mae Cyngor Sir Powys yn cofnodi sgiliau iaith Gymraeg staff trwy ddefnyddio'r lefelau cymhwysedd canlynol o 0 i 5;

Lefel cymhwysedd	Diffiniad
0	Dim neu ychydig bach o wybodaeth o'r Gymraeg.
1	Gallaf ynganu enwau personol ac enwau lleoedd yn gywir, a gallaf roi ac ymateb i gyfarchion syml ar y ffôn ac wyneb yn wyneb.
2	Gallaf cyfathrebu mewn tasgau syml cyffredin, sy'n gofyn am gyfnewid gwybodaeth ar bynciau a gweithgareddau cyfarwydd. Gallaf gynnal sgwrs gymdeithasol fer, er na allaf ddeall digon i gadw'r sgwrs i fynd fy hun.
3	Gallaf ddelio â'r rhan fwyaf o sefyllfaoedd sy'n debygol o godi wrth deithio mewn ardal lle mae'r iaith yn cael ei siarad. Gallaf ymuno â sgwrs yn fyrfyr ar bynciau sy'n gyfarwydd neu'n berthnasol i fywyd bob dydd (e.e. teulu, diddordebau, gwaith).
4	Gallaf ymwneud â siaradwyr brodorol yn rhugl ac yn fyrfyr. Gallaf gymryd rhan mewn trafodaethau mewn sefyllfaoedd cyfarwydd.
5	Gallaf gymryd rhan mewn unrhyw sgwrs neu drafodaeth yn ddiymdrech ac rwy'n gyfarwydd iawn â phriod-ddulliau a dywediadau llafar. Gallaf fynegi fy hun yn rhugl a chyfleu arlliw penodol i ystyr yn fanwl.

Mae'r sgiliau yn cael eu cofnodi trwy hunan asesiad gan y staff eu hunain, ac yn cael eu cadw mewn cronfa ddata yn system Adnoddau Dynol iTrent y Cyngor.

Ar gyfer staff newydd, sydd wedi dechrau gweithio i'r Cyngor ers Ebrill 2017, mae'r cofnod lefel iaith yn cael ei drosglwyddo'n awtomatig o'r cofnod yn eu ffurflen gais am swydd. Ar gyfer staff sy'n gweithio i'r awdurdod ers cyn hynny, mae gofyn iddynt fynd i mewn i system iTrent a chofnodi eu lefel iaith o fewn y system yn uniongyrchol.

Mae modd i staff diweddarau eu lefelau sgiliau iaith wrth fynd ati i ddyysgu a datblygu eu sgiliau Cymraeg.

Mae'r ffigyrau sgiliau iaith diweddaraf ar gyfer staff y Cyngor fel a ganlyn;

Gwasanaeth	Dim data	0	1	2	3	4	5	Mwy nag un lefel wedi'i chofnodi

Gwasanaethau Oedolion	8.5%	24.8%	38.7%	13.4%	4.3%	3.2%	4.2%	2.9%
Gwasanaethau Plant	10.1%	19.6%	43.7%	10.3%	4.5%	3.4%	2.9%	5.6%
Comisiynu	0.0%	20.0%	44.6%	15.4%	4.6%	3.1%	4.6%	7.7%
Priffyrdd, Trafnidiaeth ac Ailgylchu	35.8%	17.7%	32.0%	5.1%	2.9%	1.8%	2.5%	2.2%
Tai a Datblygu Cymunedol	35.6%	21.6%	26.0%	5.5%	3.3%	1.4%	2.3%	4.2%
Eiddo, Cynllunio a Gwarchod y Cyhoedd	26.7%	17.4%	34.3%	7.0%	4.7%	1.7%	5.2%	2.9%
Ysgolion y Sir	27.6%	13.1%	20.4%	13.5%	6.1%	4.7%	13.3%	1.3%
Gwasanaeth Ysgolion	12.2%	7.1%	27.6%	21.4%	8.2%	4.1%	15.3%	4.1%
Gwasanaeth Ieuenctid	11.9%	4.5%	49.3%	13.4%	3.0%	10.4%	4.5%	3.0%
Cyfreithiol a Democrataidd	42.2%	15.6%	20.3%	9.4%	1.6%	1.6%	7.8%	1.6%
Cefnogi'r Aelodau	0.0%	0.0%	66.7%	0.0%	33.3%	0.0%	0.0%	0.0%
Gwasanaethau Digidol	9.5%	23.0%	35.7%	11.9%	1.6%	4.8%	6.3%	7.1%
Cyllid	14.1%	23.9%	36.6%	12.7%	2.8%	2.8%	5.6%	1.4%
Trawsnewid a Chyfathrebu	0.0%	8.0%	42.0%	14.0%	6.0%	6.0%	22.0%	2.0%
Datblygu'r Gweithlu a'r Sefydliad	8.8%	20.0%	38.8%	12.5%	8.8%	2.5%	5.0%	3.8%
<b>Cyngor Sir Powys</b>	<b>25.2%</b>	<b>16.1%</b>	<b>26.4%</b>	<b>11.7%</b>	<b>5.2%</b>	<b>3.8%</b>	<b>9.3%</b>	<b>2.3%</b>

- Mae gan Gyngor Sir Powys bellach gofnod sgiliau iaith ar gyfer 74.8% o'i aelodau staff. Mae hyn yn gynydd o 2.2% ar ffigwr 2019 (72.6%)
- 16.1% o staff y Cyngor sydd heb unrhyw sgiliau iaith (gostyngiad o 17.6% 2019)
- Mae 38.1% o staff yn medru gallu cyfathrebu tasgau syml, cyffredin, yn gallu cynnal sgwrs gymdeithasol fer, neu'n gallu cyfarch ac ynganu enwau yn gywir (i fyny o 35.2% yn 2019)
- Mae 18.3% o staff yn nodi eu bod yn gallu delio â'r rhan fwyaf o sefyllfaoedd sy'n debygol o godi, yn medru cynnal sgwrs fyrfyr ar bynciau cyfarwydd neu berthnasol, neu'n aelodau staff cwbl rugl (yr un fath â 2019).

**5. Nifer yr aelodau o staff a fynychodd gyrsiau hyfforddi penodol a gynigiwyd gennych yn y Gymraeg yn ystod y flwyddyn, a'r ganran o'r holl fynychwyr wnaeth fynychu'r fersiwn Cymraeg**

**Mae hyn yn berthnasol i gyrsiau penodol a enwir yn y safonau (h.y. recriwtio a chyfweld; rheoli perfformiad; gweithdrefnau cwyno a disgyblu; ymsefydlu; delio â'r cyhoedd; iechyd a diogelwch) ac nid yw'n cyfeirio at hyfforddiant dysgu Cymraeg**

Cyrsiau E-ddysgu

	Nifer y Staff a wnaeth yr hyfforddiant yn Gymraeg	Nifer y Staff a wnaeth yr hyfforddiant yn Saesneg	% y Staff a wnaeth yr hyfforddiant yn Gymraeg
Diogelu Oedolion – Ymwybyddiaeth Sylfaenol	0	138	0%
Gwarchod a Diogelu Plant	3	354	0.28%
Diogelwch Seibr a GDPR	5	1913	0.26%

Diogelwch Seibr a GDPR (Diweddariad)	0	139	0%
Rheoli Perfformiad Effeithiol	0	0	0%
Deddf Cydraddoldeb (2010)	3	386	0.77%
Ymwybyddiaeth o Dwyll	0	17	0%
Ymwybyddiaeth HAVS	1	2	33.33%
Rheoli Clefyd y Llenfilwyr	3	21	12.5%
Modiwl Codi a Chario 1 (Theori)	8	395	1.99%
Credyd Cynhwysol Lefel 1	0	15	0%

Mae'r hyfforddiant Trais yn erbyn Merched, Cam-drin Domestig a Thrais Rhywiol, hyfforddiant Ymwybyddiaeth Dementia a'r hyfforddiant Ymwybyddiaeth Gofalwyr Gofal Cymdeithasol Cymry a'r GIG oll yn cael eu darparu'n ddwyieithog. Serch hynny, mae'r cyrsiau'n cael eu darparu gan ddarparwr allanol trwy borth e-ddysgu'r GIG. Nid yw'r adroddiadau am y cyrsiau hyn, yn cynnwys ym mha iaith yr ymgwymerwyd â hwy, ar gael ar hyn o bryd gan y darparwr.

Darperir rhagor o hyfforddiant yn ddigidol trwy Netconsent, meddalwedd sy'n gofyn bod staff yn darllen polisïau, llenwi holiaduron ac ymgymryd â hyfforddiant cyn mewngofnodi i'w peiriannau.

Caiff y polisïau, holiaduron a'r hyfforddiant hyn yn darparu yn awtomatig yn Gymraeg neu yn Saesneg, yn dibynnu ar yr iaith a ddewiswyd gan bob defnyddiwr wrth ddefnyddio Netconsent am y tro cyntaf.

Nid yw'r data am ddewis iaith defnyddwyr serch hynny yn cael ei storio gan feddalwedd Netconsent, ac felly nid oes modd adrodd ar nifer a chanran y defnyddwyr sy'n ymgymryd â'r hyfforddiant hwn yn Gymraeg.

Mae Cyngor Sir Powys yn darparu amrywiaeth o gyrsiau eraill ar gyfer ei staff, a bydd yn gwneud trefniadau i alluogi staff i gael yr hyfforddiant hwnnw yn Gymraeg pan fo gofyn. Ni dderbyniwyd ceisiadau am hyfforddiant o'r fath yn Gymraeg yn ystod 2019-20.

## **6. Nifer y swyddi newydd a'r swyddi gwag a hysbysebwyd gennych yn ystod y flwyddyn a gategoreiddiwyd â gwahanol ofynion o ran sgiliau Gymraeg.**

O dan Bolisi Recriwtio a'r Gymraeg y Cyngor, a ddaeth yn weithredol ar 1 Ebrill 2018, mae sgiliau Gymraeg yn angenrheidiol ar gyfer pob swydd sy'n cael ei hysbysebu, gyda'r rheolwr recriwtio i asesu a phennu'r lefel briodol o 1 i 5. Nodir hynny yn y swydd ddisgrifiad a'r manyleb person ar gyfer pob swydd sy'n cael ei hysbysebu.

Yn ystod 2019-20 cafodd 1039 o swyddi eu hysbysebu gan y Cyngor, yn cynnwys swyddi o fewn yr awdurdod a swyddi mewn ysgolion. Roedd lefel y sgiliau iaith Gymraeg oedd yn ofynnol ar gyfer y swyddi fel a ganlyn;

Lefel Sgiliau Iaith Gymraeg	Nifer y Swyddi
1	877
2	65
3	21
4	5
5	71

Mae disgrifiad o'r lefelau i'w weld yn yr adran ar sgiliau iaith y gweithlu yn adran 4 uchod.



**Atodiad 1: Cwynion ac Ymchwiliadau yn ymwneud a Safonau'r Gymraeg**

Mae'r tabl isod yn amlinellu'r cwynion a dderbyniwyd gan y Cyngor yn ymwneud a Safonau'r Gymraeg ynghyd a manylion yr Ymchwiliadau Safonau a gynhaliwyd yn ystod y flwyddyn ariannol 2019-20

<b>Cwynion 2019-20</b>				
Cyfeirnod y Gwyn	Dyddiad	Manylion y Gŵyn	Adran Safonau'r Gymraeg	Ymateb / Gweithred
1-2019/20	19/8/2019	Derbyniwyd cwyn fod un o Aelodau'r Cyngor wedi ymateb i ohebiaeth yn Gymraeg trwy nodi nad oedd yn ei deall, a gofyn am gyfieithiad i'r Saesneg o'r e-bost. Ymatebodd o gohebydd i nodi polisi'r Cyngor ar ohebu yn Gymraeg, a bod yn well ganddo barhau i ohebu yn Gymraeg. Ni dderbyniodd ymateb bellach i'r ohebiaeth, ac fe gysylltodd ag un o aelodau Cabinet y Cyngor i gyflwyno cwyn.	Cyflenwi Gwasanaeth	<p>Anfonwyd ateb at yr achwynydd yn ymddiheuro am iddo beidio derbyn ymateb yn Gymraeg i'w ohebiaeth. Cadarnhawyd fod y Cyngor yn ymdrin â thestun ei neges wreiddiol ac yn cydweithio ag Asiantaeth Cefnffyrdd Gogledd a Chanolbarth Cymru i glirio cilfan flêr ar yr A470 ym Mhowys.</p> <p>Anfonwyd gohebiaeth bellach at yr achwynydd i nodi fod Adran Gwasanaethau Democrataidd y Cyngor wedi siarad gyda'r Cynghorydd dan sylw, a oed yn derbyn nad oedd wedi ymateb mewn modd priodol, yn unol â pholisi'r Cyngor, ac yn ymddiheuro am yr ymateb. Nodwyd hefyd fod nodyn briffio wedi'i anfon at holl Aelodau Etholedig y Cyngor i nodi'r polisi ar ymateb i ohebiaeth Gymraeg, gan amlinellu pa gefnogaeth sydd ar gael iddynt i'w galluogi i ddilyn y gofynion.</p> <p>Cafwyd ymateb gan yr achwynydd yn nodi 'Rwy'n fodlon gyda'r canlyniad, ac yn falch bod mesurau yn eu lle i ofalu na all hyn ddigwydd eto'</p>
2-2019/20	27/8/2019	Derbyniwyd cwyn fod gohebiaeth a anfonwyd gan Adran Gwasanaethau Etholiadol y Cyngor wedi'i anfon gyda'r Saesneg yn ymddangos o flaen y Gymraeg.	Cyflenwi Gwasanaeth	<p>Tynnwyd sylw'r Adran Gwasanaethau Etholiadol at y gwyn, gan nodi polisi'r Cyngor a gofynion y Safonau sy'n nodi fod angen i'r Gymraeg ymddangos fel y bydd yn cael ei darllen yn gyntaf mewn gohebiaeth ddwyieithog.</p> <p>Nodwyd fod yr ohebiaeth wedi'i chreu yma awtomatig gan y system gofrestru, a bod y dewisiadau ar gyfer addasu'r diwyg yn gyfyngedig,</p>

				ond y byddai'r adran yn archwilio'r system i weld sut i addasu trefn y wybodaeth.
3-2019/20	3/9/2019	Derbyniwyd cwyn fod y geiriau Cymraeg wedi'u gosod yn y drefn anghywir ar arwyddion yn safle gwastraff ac ailgylchu'r Cyngor yn Y Drenewydd.	Cyflenwi Gwasanaeth	Ymchwiliwyd i'r mater ymhellach i ganfod yr arwydd dan sylw. Cadarnhawyd fod yr arwydd yn anghywir, a gwnaethpwyd trefniadau i newid yr arwydd.
4-2019/20	17/10/2019	Derbyniwyd cwyn fod llawer mwy o wasanaethau yn cael eu rhestru ar dudalen Saesneg ar wefan y Cyngor na'r hyn oedd ar gael ar y dudalen Gymraeg	Cyflenwi Gwasanaeth	Gwnaethpwyd ymchwil pellach i'r gwyn, gan nodi fod y gwasanaethau dan sylw ar gael yn y Gymraeg trwy'r wefan, ond nad oedd y dolenni priodol wedi'u rhestru ar y dudalen 'Cyflwyno Cais'.  Nodwyd y gwahaniaethau wrth dîm y we, a chafodd y dolenni priodol eu cynnwys ar y dudalen.
5-2019/20	13/11/2019	Derbyniodd y Cyngor gwyn am anawsterau wrth gysylltu â llinell ffôn Gymraeg y Cyngor. Roedd y ffôn yn canu am gyfnod byr cyn datgysylltu. Nodwyd hefyd nad oedd y peiriant ateb awtomatig yn gallu ynganu enwau Cymraeg yn gywir.	Cyflenwi Gwasanaeth	Ymddiheurwyd am y gwall a diolchwyd i'r achwynydd am dynnu sylw'r gwasanaeth at y broblem. Gwelwyd fod nam o fewn y system ac nad oedd rhai rhifau ffôn wedi cael eu trosglwyddo i system newydd. Nodwyd fod y Cyngor wedi cysylltu â'r cwmni sy'n darparu'r system a gyda'r adran TGCh i gywiro hynny.
6-2019/20	20/11/2019	Cafwyd cwyn gan rywun oedd wedi galw'r Cyngor i ddweud am ffordd wedi rhewi oedd yn achosi perygl i'r bus ysgol. Wedi dewis y llinell Gymraeg, atebwyd y ffôn yn Saesneg heb gydnabyddiaeth ei bod yn alwad i'r llinell Gymraeg. Teimlwyd fod y sawl atebodd y ffôn yn anfoesgar, ddim yn cymryd ei phryderon o ddifri ac yn methu ag ynganu ei henw.	Cyflenwi Gwasanaeth	Ymddiheurwyd am agwedd yr aelod staff a nodwyd fod rheolwyr yr adran wedi siarad ag ef am y digwyddiad. Nodwyd hefyd yn bydd y goruchwyliwr nawr yn gwrandao ar rai galwadau i sicrhau ansawdd a bod yr agwedd a'r ymddygiad priodol yn cael eu harddangos.

		Teimlwyd fod y sawl atebodd y ffon yn dangos diffyg parch tuag ati ac at ei hunaniaeth Gymraeg.		
7-2019/20	11/12/2019	Derbyniwyd cwyn fod testun ar gefn rhai o gerbydau Adran Briffyrdd y Cyngor yn ymddangos yn Saesneg yn unig.	Cyflenwi Gwasanaeth	Nodwyd fod cerbydau oedd wedi'u prynu'n ddiweddar gan y Cyngor wedi cyrraedd gyda'r testun ar eu cefn yn Saesneg yn unig. Serch hynny, roedd cynllun ar waith gan y Cyngor i osod sticeri newydd ar gefn y cerbydau hynny, ac y dylai'r holl waith fod wedi'i gwblhau o fewn rhai wythnosau. Mae'r manyleb ar gyfer cerbydau newydd hefyd wedi cael ei ddiweddarau i sicrhau fod yr holl destun yn ddwyieithog, gyda'r Gymraeg yn ymddangos gyntaf.
8-2019/20	17/12/2019	Derbyniwyd cwyn nad oedd siaradwyr Cymraeg mewn gorsaf bleidleisio adeg yr etholiad diweddar.	Cyflenwi Gwasanaeth	Ymddiheurwyd nad oedd siaradwyr Cymraeg yn yr orsaf bleidleisio dan sylw. Nodwyd fod y Cyngor yn ymdrechu i sicrhau fod staff cyfrwng Cymraeg ar gael, yn enwedig yn yr ardaloedd sydd â chanran uwch o siaradwyr Cymraeg. Serch hynny, bu'n rhaid i'r unigolyn oedd i fod yn yr orsaf bleidleisio dynnu'n ôl ar y funud olaf gan adael yr orsaf heb siaradwr Cymraeg. Ond nodwyd y byddai sicrhau siaradwyr Cymraeg ar gyfer yr orsaf yn flaenoriaeth ar gyfer etholiadau'r dyfodol.
9-2019/20	16/1/2020	Derbyniwyd cwyn nad oedd system ar-lein ar gael i wneud cais am drwydded dros dro trwy gyfrwng y Gymraeg	Cyflenwi Gwasanaeth	Nodwyd fod y Cyngor yn darparu trefn bapur i wneud ceisiadau trwy gyfrwng y Gymraeg, ond bod y system ar-lein yn cael ei darparu trwy wefan GOV.UK Llywodraeth Prydain. Nodwyd fod y Cyngor wedi cysylltu â nhw droeon i'w hannog i ddarparu'r drefn ymgeisio yn Gymraeg ond heb lwyddiant hyd yma, ac hefyd wedi gohebu â swyddfa Comisiynydd y Gymraeg am y mater yn y gorffennol. Roedd y wybodaeth fwyaf diweddar a gafwyd gan swyddfa'r Comisiynydd yn nodi fod y Comisiynydd wedi bod yn trafod hyn gyda'r Swyddfa Gartref, bod angen pasio deddfwriaeth yn San Steffan i alluogi'r ffurflenni trwyddedu i fod yn Gymraeg.

10-2019/20	18/1/2020	Derbyniwyd cwyn am ansawdd testun Cymraeg ar arwyddion ar briffyrdd ac ar adeiladau'r sir. Ni chyfeiriwyd at unrhyw arwyddion penodol	Cyflenwi Gwasanaeth	Nodwyd fod Uned Gyfieithu'r Cyngor yn gwirio unrhyw arwyddion ar eiddo corfforaethol a phriffyrdd cyn cael eu gosod. Os bydd camgymeriad a bod ein sylw'n cael ei dynnu at hynny, byddwn yn eu cywiro fel sy'n briodol. Nodwyd mai cyfrifoldeb Llywodraeth Cymru yw arwyddion ar Gefnffyrdd. Serch hynny, gofynnwyd i'r achwynydd nodi unrhyw enghreifftiau penodol i'r Cyngor eu harchwilio er mwyn eu cywiro neu drosglwyddo'r wybodaeth i'r asiantaeth berthnasol.
<b>Gohebiaeth gan Swyddfa Comisiynydd y Gymraeg i dynnu sylw at gwynion</b>				
	25/7/2019	Arwyddion mewn safle bysiau newydd yn Llandrindod gyda'r testun 'Except Buses' yn ymddangos yn Saesneg yn unig.	Cyflenwi Gwasanaeth	Cysylltwyd â'r cwmni contractwyr oedd wedi cael eu comisiynu i wneud y gwaith i'w hatgoffa am yr angen i ddarparu arwyddion yn ddwyieithog a gofyn iddynt godi arwydd dwyieithog yn y safle bysiau.
	4/9/2019	Roedd y Comisiynydd wedi derbyn ymholiad gan aelod o'r cyhoedd am arwydd uniaith Saesneg ar gyfer 'Glanusk Caravan Park'.	Cyflenwi Gwasanaeth	Er mai safle preifat yw'r maes carafanau dan sylw, gwelwyd mai 'The Glanusk Family Limited Partnership' yw enw'r cwmni, ac mai hynny hefyd a ddefnyddiwyd yn y drwydded ar gyfer y maes carafanau. Yn sgil hynny, roedd y Cyngor yn cytuno mai 'Glanusk' yw enw'r brand yn hytrach na 'Glanusk Caravan Park'. Roedd y Cyngor yn cytuno felly y dylai'r enw ar yr arwydd fod yn ddwyieithog. Er mai ystâd Glanusk oedd wedi talu am yr arwyddion, y Cyngor sy'n berchen arnyn nhw gan eu bod ar rwydwaith y Cyngor, felly trefnodd y Cyngor i arwyddon gael eu codi yn defnyddio'r enw Cymraeg 'Maes Carafanau Glanusk' i gyd-fynd a'r enw Saesneg, gyda'r Gymraeg i'w gosod fel ei bod yn cael ei darllen gyntaf.
<b>Ymchwiliadau Safonau 2019-20</b>				
Cod yr Ymchwiliad	Dyddiad Agor Ymchwiliad	Testun	Cam yn y Broses	Camau Gweithredu
CSG493	29/1/2019	Ymchwiliad i fethiant i gydymffurfio â Safonau'r Gymraeg mewn perthynas â gohebiaeth	Daeth yr Ymchwiliad i ben ar 6 Medi 2019	Daeth y Comisiynydd i'r casgliad fod y Cyngor wedi methu cydymffurfio â'r Safonau yn ymwneud ag ymateb i ohebiaeth a dderbyniwyd yn Gymraeg.



		Treth y Cyngor a anfonwyd yn Saesneg yn unig a'r cyfeiriad a ddefnyddiwyd yn yr Hysbysiad Treth y Cyngor		<p>Ni osodwyd camau gweithredu am y methiant i gydymffurfio â Safon 1 gan fod camau gweithredu eisoes wedi'u gosod fel rhan o ymchwiliad blaenorol.</p> <p>Mae'r Cyngor wedi cymryd y camau canlynol i sicrhau cydymffurfiaeth â'r Safonau.</p> <ul style="list-style-type: none"> <li>• Diweddarau canllawiau i staff ar gydymffurfio â'r Safonau ar fewnwyd y Cyngor</li> <li>• Ychwanegu adnoddau ar y fewnwyd i alluogi staff i weithio mwy trwy gyfrwng y Gymraeg, ynghyd â thempledi llofnod e-bost dwyieithog a thempledi papur pennawd sy'n nodi fod y Cyngor yn croesawu gohebiaeth Gymraeg</li> <li>• Ychwanegu rhestr o staff sy'n siarad Cymraeg ar fewnwyd y Cyngor</li> <li>• Cynnal ymgyrch fewnol ar ddarparu gwasanaeth Cymraeg</li> <li>• Diweddarau'r Llawlyfr Staff, gydag adran benodol am yr iaith Gymraeg a'r Safonau</li> <li>• Sesiynau am yr iaith Gymraeg a'r Safonau yn rhaglen gynefino i Reolwyr a Staff newydd.</li> <li>• Cynhaliwyd trafodaethau penodol gyda'r adran Treth y Cyngor i sicrhau eu bod yn ymwybodol o ofynion y Safonau a bod trefn i gofnodi dewis iaith unigolion</li> </ul> <p>Daeth y Comisiynydd i'r casgliad nad oedd y Cyngor wedi methu â chydymffurfio â</p> <ul style="list-style-type: none"> <li>• Safon 5, gan iddo ohebu yn Gymraeg pan oedd yn ymwybodol o ddymuniad yr achwynydd i dderbyn gohebiaeth yn Gymraeg</li> <li>• Safon 6, gan mai enw uniaith Saesneg oedd ar y stryd ar y pryd. Serch hynny, mae'r Cyngor bellach wedi mabwysiadu enw dwyieithog ar gyfer y stryd ar gais yr achwynydd.</li> </ul>
CSG532	2/5/2019	Ymchwiliad i fethiant i gydymffurfio â Safonau'r Gymraeg mewn perthynas ag Asesiadau Effaith ar y Gymraeg.	Daeth yr Ymchwiliad i ben ar 9 Ionawr 2020. Cynhaliwyd cyfarfod hefyd	Yn yr ymchwiliad, daeth y Comisiynydd i'r casgliad fod y Cyngor wedi methu â chydymffurfio â gofynion y Safonau Llundain Polisi mewn perthynas ag asesu effaith cynigion trawsnewid ysgolion ar gyfer uno ysgolion yn ardal Llanfyllin yn ddigonol ar yr iaith Gymraeg, ac wedi

		<p>rhwng y Cyngor a Swyddogion y Comisiynydd i drafod canfyddiadau'r Ymchwiliad a chamau a gymerwyd gan y Cyngor.</p>	<p>methu holi cwestiynau penodol am effaith y cynnig ar yr iaith Gymraeg yn ystod y broses ymgynghori.</p> <p>Roedd yr adroddiad, serch hynny, yn cydnabod y gallai'r penderfyniad arwain at gyfleoedd gwell i ddefnyddio'r Gymraeg,</p> <p>Roedd y camau gorfodi a osodwyd yn yr adroddiad terfynol yn mynnu fod y Cyngor yn;</p> <ul style="list-style-type: none"> <li>• Sicrhau ei fod yn gweithredu'n unol â'i weithdrefnau a'i ganllawiau ei hun wrth gynnal asesiadau o effaith ei benderfyniadau polisi ar y Gymraeg, gan       <ul style="list-style-type: none"> <li>- godi ymwybyddiaeth aelodau etholedig o'r camau sy'n rhaid eu cymryd i gydymffurfio â safonau'r Gymraeg</li> <li>- darparu hyfforddiant i bob aelod staff sy'n gyfrifol am asesiadau effaith</li> <li>- datblygu proses o wirio a chymeradwyo asesiadau effaith ar y Gymraeg</li> </ul> </li> <li>• Datblygu canllaw i sicrhau bod swyddogion yn ymwybodol o ofynion y safonau</li> <li>• Sicrhau bod dogfennau ymgynghori'n ceisio barn ar effeithiau posibl ar gyfleoedd i ddefnyddio'r Gymraeg a pheidio trin y Gymraeg yn llai ffafriol na'r Saesneg, a sut i addasu'r cynigion er mwyn cael effaith fwy positif neu lai andwyol ar hynny</li> <li>• Rhoi cyhoeddusrwydd i'w fethiant i gydymffurfio â'r Safonau hyn</li> </ul> <p>Mae'r camau canlynol wedi'u cymryd i sicrhau cydymffurfiaeth â'r Safonau mewn perthynas ag ymchwiliad CSG532;</p> <ul style="list-style-type: none"> <li>• Mae sesiynau hyfforddi chwarterol wedi'u trefnu i swyddogion sy'n cynnal asesiadau effaith</li> <li>• Mae'r templed holiaduron ymgynghori wedi cael ei ddiweddarau i gynnwys cwestiynau safonol am effaith ar gyfleoedd i ddefnyddio'r Gymraeg ac ar beidio trin y Gymraeg yn llai ffafriol na'r Saesneg</li> </ul>
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			<ul style="list-style-type: none"> <li>• Rhoddwyd cyhoedduswydd i'r angen i asesu effaith cynigion ar y Gymraeg fel rhan o ymgyrch fewnol ar gydymffurfio â'r Safonau</li> <li>• Mae'r canllawiau ymgynghori corfforaethol wedi cael eu diweddarau, ac yn cynnwys adran ar ystyried yr effaith ar y Gymraeg</li> <li>• Mae'r Cyngor yn rhoi cyhoedduswydd i'w fethiant i gydymffurfio â'r Safonau trwy ei gynnwys yn yr adroddiad hwn.</li> <li>• Cafodd sesiwn hyfforddi oedd wedi cael ei threfnu ar gyfer Cabinet y Cyngor ei gohirio yn sgil Covid-19. Bydd yn cael ei ail-threfnu wedi i'r cyfyngiadau gael eu llacio</li> <li>• Bydd y Cyngor yn digideiddio'r broses asesu effaith gorfforaethol yn ystod 2020-21, fydd yn hwyluso'r broses asesu effaith, yn galluogi'r Cyngor i archwilio'r data a mesur effaith gronnus, a chynorthwyo gyda llywodraethiant a chraffu ar benderfyniadau.</li> </ul> <p>Mae'r Comisiynydd wedi caniatáu estyniad ar gyfer cyflawni'r camau gorfodi yn sgil sefyllfa Covid-19.</p>
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