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**Blaenau Gwent**

Our Ref./Ein Cyf.  
Your Ref./Eich Cyf.  
Contact:/Cysylltwch â:

**THIS IS A MEETING WHICH THE PUBLIC ARE ENTITLED TO ATTEND**

15th June 2023

Dear Sir/Madam

## **CORPORATE & PERFORMANCE SCRUTINY COMMITTEE**

A meeting of the Corporate & Performance Scrutiny Committee will be held as a Hybrid Meeting - via MS Teams and in the Sir William Firth Room at the General Offices, Ebbw Vale on Thursday, 22nd June, 2023 at 10.00 am.

Yours faithfully

Damien McCann  
Interim Chief Executive

## **AGENDA**

## **Pages**

### **1. SIMULTANEOUS TRANSLATION**

You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

### **2. APOLOGIES**

To receive.

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

3. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
- To receive.
4. **TIME OF FUTURE MEETINGS**
- To discuss.
5. **CORPORATE AND PERFORMANCE SCRUTINY COMMITTEE** 5 - 6
- To consider the decisions of the Corporate and Performance Scrutiny Committee decisions held on 27<sup>th</sup> April, 2023.
- (N.B. The decisions are submitted for accuracy points only)*
6. **ACTION SHEET** 7 - 14
- To receive.
7. **PROPOSED SCRUTINY COMMITTEE FORWARD WORK PROGRAMME 2023-24** 15 - 22
- To agree.
8. **BLAENAU GWENT ENGAGEMENT & PARTICIPATION STRATEGY** 23 - 26
- To consider the report of the Professional Lead for Strategic Partnerships.
9. **WELSH LANGUAGE ANNUAL REPORT 2022/23 / ADRODDIAD BLYNYDDOL YR IAITH GYMRAEG 2022/23** 27 - 162
- To consider the report of the Head of Democratic Services, Governance and Partnerships.
- (Welsh translation to follow)
10. **FIRE SAFETY AT WORK POLICY** 163 - 186
- To consider the report of the Head of Organisational Development.

To: Councillor J. Wilkins (Chair)  
Councillor J. Thomas (Vice-Chair)  
Councillor C. Bainton  
Councillor J. Hill  
Councillor J. Holt  
Councillor E. Jones  
Councillor R. Leadbeater  
Councillor C. Smith  
Councillor T. Smith

All other Members (for information)  
Interim Chief Executive  
Chief Officers

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**COUNTY BOROUGH OF BLAENAU GWENT**

**REPORT TO:** **THE CHAIR AND MEMBERS OF THE CORPORATE AND PERFORMANCE SCRUTINY COMMITTEE**

**SUBJECT:** **CORPORATE AND PERFORMANCE SCRUTINY COMMITTEE – 27<sup>TH</sup> APRIL, 2023**

**REPORT OF:** **DEMOCRATIC & COMMITTEE SUPPORT OFFICER**

**PRESENT:** COUNCILLOR J. WILKINS (CHAIR)

- Councillors J. Thomas
- C. Bainton
- M. Day
- G. Humphreys
- E. Jones
- R. Leadbeater
- C. Smith
- T. Smith

**WITH:** Interim Chief Executive  
 Chief Officer Resources  
 Interim Corporate Director Social Services  
 Corporate Director Regeneration & Community Services  
 Chief Officer Commercial and Customer  
 Head of School Improvement and Inclusion  
 Service Manager Commercial & Business Development  
 Head of Governance & Partnerships  
 Service Manager Performance and Democratic  
 Service Manager Customer Experience & Benefits  
 Team Leader - Performance  
 Scrutiny and Democratic Officer  
 Communications Officer

<b><u>ITEM</u></b>	<b><u>SUBJECT</u></b>
<b>No. 1</b>	<b><u>SIMULTANEOUS TRANSLATION</u></b>  It was noted that no requests had been received for the simultaneous translation service.

No. 2	<p><b><u>APOLOGIES</u></b></p> <p>No apologies for absence were reported.</p>
No. 3	<p><b><u>DECLARATIONS OF INTERESTS AND DISPENSATIONS</u></b></p> <p>No declarations of interest or dispensations were reported.</p>
No. 4	<p><b><u>SPECIAL CORPORATE AND PERFORMANCE SCRUTINY COMMITTEE</u></b></p> <p>Consideration was given to the decisions of the meeting held on 16<sup>th</sup> March, 2023.</p> <p>The Committee AGREED that the decisions be accepted as a true record of proceedings.</p>
No. 5	<p><b><u>FINANCE AND PERFORMANCE REPORT UP TO MARCH 2023</u></b></p> <p>Consideration was given to the report of the Service Manager Performance and Democratic.</p> <p>It was proposed that an Executive Summary be created using the report infographics to be used as the public facing document. The Summary should provide readers with details of the full document if they wished to read the full version.</p> <p>This proposal was AGREED and seconded and</p> <p>The Committee thereupon AGREED that the report be accepted and provided suggestions to the content of the Finance and Performance Report in order to make it more efficient and effective as a management tool for consideration by Cabinet (Option 1).</p>

**Blaenau Gwent County Borough Council**

**Action Sheet**

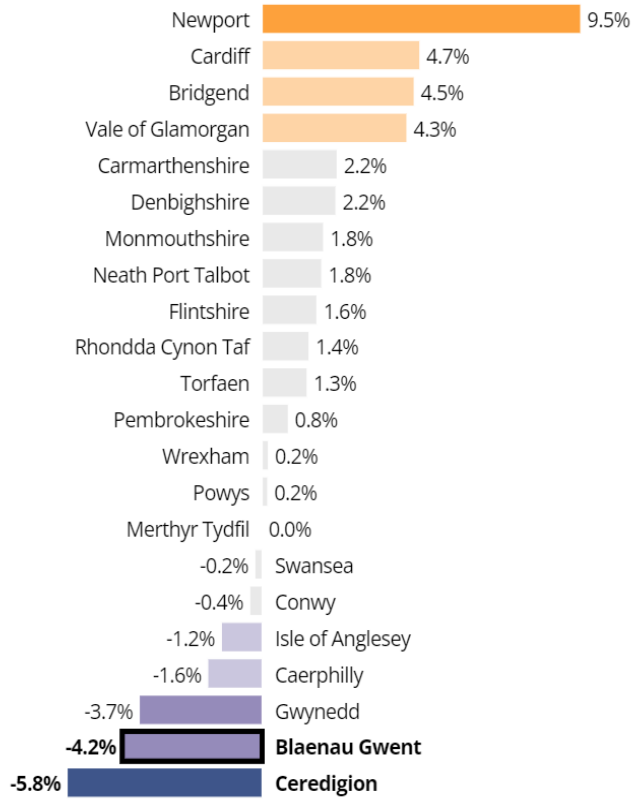
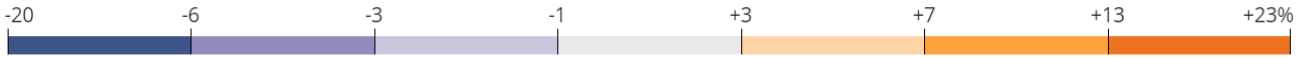
**Corporate Overview and Performance Scrutiny Committee**

Meeting Date	Action to be Taken	By Whom	Action Taken
27.04.23	<p><b>Item 5 – Finance and Performance Report (up to March 2023)</b></p> <ul style="list-style-type: none"> <li>Page 14 - The definition for 'relative poverty' and 'absolute poverty' to be provided.</li> </ul>	Service Manager Performance and Democratic	<ul style="list-style-type: none"> <li>Poverty Data Sources and Definitions - GOV.UK, Department of Work and Pensions – Official Statistics Children in low-income families: local area statistics, financial year ending 2021</li> <li>Information is also available on Stat-Xplore</li> <li>The statistics are calibrated to the regional Households Below Average Income (HBAI) statistics</li> <li>A family in <b>relative low</b> income, before housing costs, measures families in low income in the reference year. A family must have claimed Child Benefit and at least one other household benefit (Universal Credit, tax credits or Housing Benefit) at any point in the year to be classed as low income in these statistics.</li> <li><b>Absolute low</b> income measures families in low income based on what low income looked like in FYE 2011. Income is before housing costs and is equivalised to adjust for family size and composition. A family must have claimed Child Benefit and at least one other household benefit (Universal Credit, tax credits or Housing Benefit) at any point in the year to be classed as low income in these statistics. (see attached information)</li> </ul> <p><b>Action Complete: 27.04.23</b></p>
	<ul style="list-style-type: none"> <li>Breakdown of Census population data to be provided.</li> </ul>		<ul style="list-style-type: none"> <li>The population of <b>England and Wales</b> has increased by more than 3.5 million (6.3%) in the 10 years leading up to Census 2021.</li> <li>The total population of <b>Wales</b> grew by 1.4%, increasing by 44,000 to 3,107,500.</li> <li>In <b>Blaenau Gwent</b>, the population size has decreased by 4.2%, from around 69,800 in 2011 to 66,900 in 2021.</li> </ul>

Meeting Date	Action to be Taken	By Whom	Action Taken
			<ul style="list-style-type: none"> <li>• Nearby areas like Monmouthshire and Torfaen have seen their populations increase by around 1.8% and 1.3%, respectively, while others such as Powys saw a smaller increase (0.2%) and Caerphilly saw a decrease of 1.6%. The largest population increases in Wales have been seen in Newport and Cardiff, where the populations have grown by 9.5% and 4.7%, respectively. At the other end of the scale, Ceredigion has seen a fall of 5.8%.</li> <li>• In 2021, Blaenau Gwent ranked 21st for total population out of 22 local authority areas in Wales, which is a fall of one place in a decade.</li> <li>• Blaenau Gwent has seen an increase of 9.0% in people aged 65 years and over, a decrease of 7.5% in people aged 15 to 64 years, and a decrease of 5.4% in children aged under 15 years.</li> </ul> <p><b>Action Complete: 27.04.23</b></p>
	<ul style="list-style-type: none"> <li>• Following development of the Executive Summary a link to be provided to all Members.</li> </ul>		<p>Link to be circulated to Members following development and approval of the Executive Summary.</p> <p><b>Action:</b> to be completed.</p>

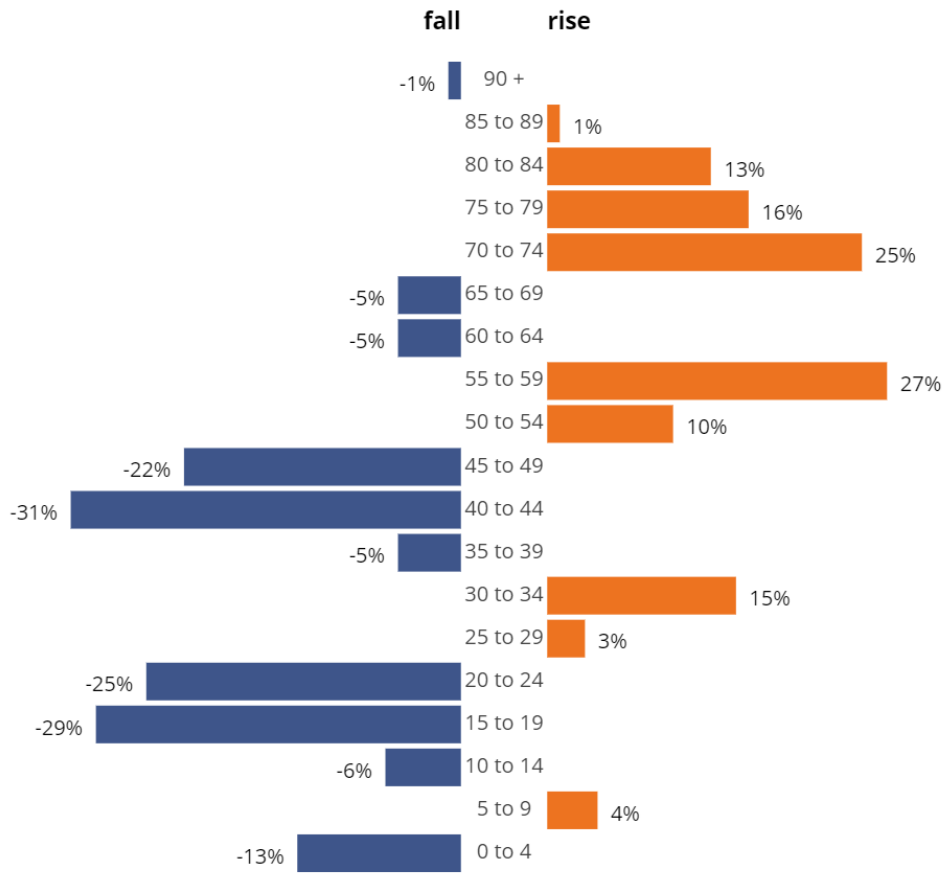
## Population change of local authority areas in Wales between 2011 and 2021

Percentage change



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**Population change (%) by age group in Blaenau Gwent, 2011 to 2021**

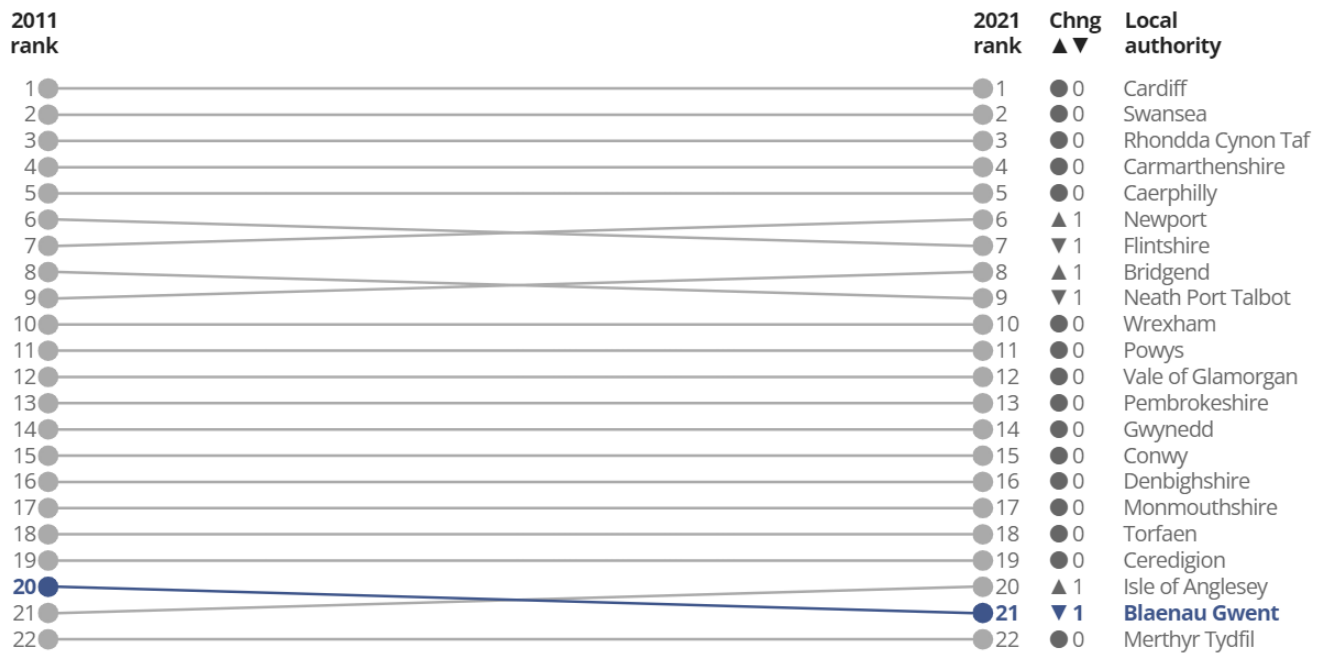


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# Population rank of Blaenau Gwent at the time of the 2011 and 2021 Censuses

Rank of local authority areas for population size in Wales



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# Agenda Item 7

*Cabinet and Council only*

Date signed off by the Monitoring Officer: N/A

Date signed off by the Section 151 Officer: N/A

Committee: **Corporate Overview and Performance Scrutiny Committee**

Date of meeting: **22<sup>nd</sup> June 2023**

Report Subject: **Proposed Scrutiny Committee Forward Work Programme 2023-24**

Portfolio Holder: **Leader / Executive Member Corporate Overview and Performance**

Report Submitted by: **Scrutiny and Democratic Officer**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
June 2023		13.06.23			22.06.23	Cabinet FWP – 19.07.23	Council FWP – 20.07.23	

1. **Purpose of the Report**
  - 1.1 To present the Corporate Overview and Performance Scrutiny Work Programme for 2023-24 (Appendix 1) and to seek approval from Committee.
2. **Scope and Background**
  - 2.1 The Scrutiny Work Programmes are key aspects of the Council's planning and governance arrangements and support the requirements of the Constitution.
  - 2.2 The topics set out in the Forward Work Programme link to the strategic work of the Council as identified by the Council's Corporate Plan 2022-27, agreed by the Council in October 2022, corporate documents and supporting business plans.
  - 2.3 The Scrutiny Committee Forward Work Programmes are also aligned to the Governance and Audit Committee, Cabinet and Council Forward Work Programmes.
  - 2.4 The Work Programme is a fluid document and there is flexibility to allow for regular review between the Chair and the Committee.
  - 2.5 The Work Programmes have been discussed with Chairs and Vice-Chairs of individual committees, prior to presentation to the respective scrutiny committees for consideration and approval.
3. **Options for Recommendation**
  - 3.1 The work programmes have been endorsed by the relevant departments of the Council.

3.2 **Option 1**

To agree the Forward Work Programme for the Corporate Overview and Performance Scrutiny Committee.

**Option 2**

To suggest any amendments prior to agreeing the Forward Work Programme.

## DRAFT Corporate and Performance Scrutiny Committee Forward Work Programme

Dates	Topic	Purpose	Lead	Cabinet / Council
Meeting: 22 <sup>nd</sup> June 2023  Deadline: 8 <sup>th</sup> June 2023	Proposed Forward Work Programme 2023/24	<b>Approval</b> To agree the Forward Work Programme for 2023/24, recognising the fluidity of the document.	Liz Thomas	N/A
	Fire Safety at Work Policy	<b>Pre-Decision</b> To support the policy.	Andrea Prosser	Council
	Welsh Language Annual Report 2022/23	<b>Performance Monitoring</b> To monitor the performance.	Emma Scherptong	Cabinet
	Engagement and Participation Strategy	To support the planning and consultation process for the development of an Engagement and Participation Strategy.	David Arnold	N/A

Dates	Topic	Purpose	Lead	Cabinet / Council
Special Meeting 5 <sup>th</sup> July 2023  Deadline: 21 <sup>st</sup> June 2023	Provisional Outturn 2022/23 for Revenue, Capital and General Reserves	<b>Budget Monitoring</b> To provide members with the provisional Outturn 2022/23 for Revenue, Capital and General Reserves.	Rhian Hayden	Cabinet
	SEP Annual Report / Approach for development the New SEP 2024-28	<b>Pre-Decision</b> To support the approach for development of new SEP.	Emma Scherptong	Cabinet

Dates	Topic	Purpose	Lead	Cabinet / Council
14 <sup>th</sup> September 2023	Welsh Language Compliance	<b>Performance Monitoring</b> To present progress on implementing the Action Plan in response to the open Welsh Language investigation.	Emma Scherptong	Cabinet
Deadline: 31 <sup>st</sup> August 2023	Digital Strategy	<b>Pre-Decision</b> To support the policy.	Bernadette Elias	Cabinet
	Commercial Strategy	<b>Pre-Decision</b> To support the policy.	Bernadette Elias	Cabinet
	Health and Safety Annual Review	<b>Pre-Decision</b> To consider the review.	Andrea Prosser	Council

Dates	Topic	Purpose	Lead	Cabinet / Council
26 <sup>th</sup> October 2023	Annual Self-Assessment of Council Performance 2022/23 <b>To be published by 31<sup>st</sup> October each year</b>	<b>Pre-Decision</b> To consider and endorse the Annual Self-Assessment of Council performance 2022/23 against the Corporate Plan prior to approval by Council.	Gemma Wasley	Special Council  Special Governance and Audit
Deadline: 12 <sup>th</sup> October 2023	Workforce Strategy Review and year 3 action plan	<b>Pre-Decision</b> To consider the review and year 3 action plan.	Andrea Prosser	Cabinet
	Sickness Absence Performance 2022/23	<b>Performance Monitoring</b> To consider the annual review of staff sickness absence.	Andrea Prosser	Cabinet
	Treasury Management – Outturn 2023/24	<b>Budget Monitoring</b> Provides the Treasury Management out-turn position for the 2023/24 financial year, including details of all Treasury management activities undertaken during the year.	Rhian Hayden	Council

Dates	Topic	Purpose	Lead	Cabinet / Council
14 <sup>th</sup> December 2023	Customer Service Strategy	<b>Pre-Decision</b>	Bernadette Elias	Cabinet
Deadline: 30 <sup>th</sup> November 2023				

Dates	Topic	Purpose	Lead	Cabinet / Council
18 <sup>th</sup> January 2024	Treasury Management – Mid-Year Review	<b>Budget Monitoring</b> To scrutinise the Treasury Management activities carried out by the Authority during the first half of the 2023/24 financial year.	Rhian Hayden	Council
Deadline: 4 <sup>th</sup> January 2024	Joint Finance and Performance report – Quarters 1 and 2 – 2023/24	<b>Performance Monitoring</b> Members to receive quarters 1 and 2 for consideration.	Gemma Wasley	Cabinet

Dates	Topic	Purpose	Lead	Cabinet / Council
<b>Special Meeting Date to be confirmed</b>	Revenue Budget 2024/25	Members to consider the proposed Revenue Budget for 2024/25.	Rhian Hayden	Cabinet  Council

Dates	Topic	Purpose	Lead	Cabinet / Council
14 <sup>th</sup> March 2024	Capital Strategy Review	<b>Performance Monitoring</b> To consider the implementation of the Capital Strategy 2024/25.	Rhian Hayden	Council
Deadline: 29 <sup>th</sup> February 2024	Treasury Management – Strategy Statement 2023/24	<b>Budget Monitoring</b> To present the Treasury Management Strategy, Investment Strategy and Minimum Revenue Provision (MRP) Policy recommended for adoption in the 2023/24 financial year.	Rhian Hayden	Council

Dates	Topic	Purpose	Lead	Cabinet / Council
25 <sup>th</sup> April 2024	Welsh Language Compliance	To present progress on implementing the Action Plan in response to the open Welsh Language investigation.	Emma Scherptong	Cabinet
Deadline: 11 <sup>th</sup> April 2024				



Dates	Topic	Purpose	Lead	Cabinet / Council
<b>To be confirmed</b>	Audit Wales – Digital Strategy	To present the Audit Wales report.	Bernadette Elias	G & A Cabinet
	Audit Wales – Performance Data Review	To present the Audit Wales report.	Sarah King	G & A Cabinet
	Engagement and Participation Strategy	<b>Pre-Decision</b>	Sarah King	Council
	Foster Friendly Policy	<b>Pre-Decision</b>	Andrea Prosser	Council
	Communications Strategy Review	<b>Pre-Decision</b>	Bernadette Elias	Cabinet
FWP 2023/24 June 2024	Joint Finance and Performance End of Year report – 2023/24	<b>Performance Monitoring</b> Members to receive End of Year report for consideration.	Gemma Wasley	Cabinet

<b>Member Briefing Sessions</b>			
<b>Date</b>	<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>
Quarterly	Directorate Briefings	A closely focused directorate update session to provide information and detail on service areas in order to raise the interest and enthusiasm of members. This also provides a legitimate avenue to raise local issues outside of the scrutiny process.	All
	Commercial Strategy		Bernadette Elias
	Budget Monitoring	Members to receive updates on Revenue and Capital budgets during the year.	Rhian Hayden
	Digital Strategy		Bernadette Elias
	Results of Agile Working Survey		Andrea Prosser

# Agenda Item 8

*Cabinet and Council only*

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

Committee: **Corporate Overview & Performance Scrutiny Committee**

Date of meeting: **22<sup>nd</sup> June 2023**

Report Subject: **Blaenau Gwent Engagement & Participation Strategy**

Portfolio Holder: **Cllr Steve Thomas, Leader / Cabinet Member Corporate Overview and Performance**

Report Submitted by: **David Arnold, Professional Lead for Strategic Partnerships**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
	29/06/23	12.06.23		03/07/23	22/06/23			

## 1. Purpose of the Report

- 1.1 To provide details in advance of Member and wider public involvement around the development of a new Engagement and Participation Strategy for Blaenau Gwent Council.

## 2. Scope and Background

- 2.1 Our previous engagement strategy document, 'Our Approach to Engagement 2018 to 2022' has now concluded and a new approach needs to be developed and implemented. As well as this, we have a statutory requirement within the Local Government and Elections (Wales) Act 2021, to publish our intentions regarding how we intend to participate with the people of Blaenau Gwent. (see section 4)
- 2.2 The intention is to combine the two elements into one strategy document, and to assist in the development of the strategy document there is an intention to involve members, staff and the public to ensure that we are 'engaging' appropriately and allowing sufficient 'participation'.
- 2.3 The document will set out why we need to engage, who with and how we will achieve this. We will use the same principle for the participation element, although this will be more specific to address the requirements detailed in section 4 of this report to ensure that local people are able to participate in the making of decisions by the council.

## 3. Options for Recommendation

- 3.1 Option 1 – That the Committee notes the planning and consultation process for a new Engagement & Participation Strategy and agrees to a joint Corporate Overview & Performance Scrutiny and Democratic Services Committees Workshop on 18<sup>th</sup> July 2023 to shape development of the initial Strategy.

Option 2 – That the Committee notes the planning and consultation process for a new Engagement & Participation Strategy and provides any further comment.

**4. Evidence of how this topic supports the achievement of the Statutory Responsibilities**

4.1 The Corporate Plan 2022/27 sets out that the community of Blaenau Gwent is at the heart of everything the Council does. Engagement, participation and customer experience feature as a key theme which runs across the Council in order to shape services and make decisions.

4.2 We are committed to engage effectively and this is underpinned by a range of legislation including the:

- The Well-being of Future Generations (Wales) Act 2015
- The Equality Act 2010
- The Welsh Language Measure 2011
- Local Government and Elections (Wales) Act 2021 – wherein we must address:

- a) ways of promoting awareness among local people of the principal council's functions;
- b) ways of promoting awareness among local people of how to become a member of the principal council, and what membership entails;
- c) ways of facilitating access for local people to information about decisions made, or to be made, by the principal council;
- d) ways of promoting and facilitating processes by which local people may make representations to the principal council about a decision before, and after, it is made;
- e) arrangements made, or to be made, for the purpose of the council's duty in section 62 of the 2011 Measure (bringing views of the public to attention of overview and scrutiny committees);
- f) ways of promoting awareness among members of the principal council of the benefits of using social media to communicate with local people.

**5. Implications Against Each Option**

**5.1 *Impact on Budget (short and long term impact)***

Whilst there are no direct costs associated with the adoption of an Engagement & Participation Strategy, the public consultation process will utilise existing staff resources to develop and deliver any engagement workshop events, whilst the commitments within the final Strategy may require consideration of the resources currently committed to corporate engagement.

**5.2 *Risk including Mitigating Actions***

Failure to develop an Engagement and Participation Strategy would lead to the Council not complying with its' obligations under the Local Government and Elections (Wales) Act 2021.

### 5.3 **Legal**

Failure to develop an Engagement and Participation Strategy would lead to the Council not complying with its' obligations under the Local Government and Elections (Wales) Act 2021.

### 5.4 **Human Resources**

The Policy and Performance Division leads on the delivery of the Council's duties under the Local Government and Elections (Wales) Act 2021. Ongoing training and development will also be required during the lift of the Strategy to successfully embed the engagement framework across all council services.

## 6. **Supporting Evidence**

### 6.1 **Performance Information and Data**

To enable effective monitoring of the impact of the Engagement and Participation Strategy, monitoring of key metrics relating to increased engagement and participation will be considered during the development of the plan. Progress updates will be reported through the Joint Report and via a mid-term report to the Committee.

### 6.2 **Expected outcome for the public**

It is anticipated that there will be an improvement in the public interest in the workings of the Council, especially concerning the decision-making process. There is an expectation that the public will have an improved understanding of council business, as well as a greater direct contribution to the democratic process.

### 6.3 **Involvement (consultation, engagement, participation)**

An Action Plan has been developed to show the necessary involvement from multiple parties in the development of the strategy as below.

<b>WHAT</b>	<b>HOW</b>
Engage Members	Joint Scrutiny Workshop Online survey/questionnaire All-member Workshop (to finalise)
Consult Staff	CLT WCLT Staff Workshops Online survey/questionnaire
Public Consultation	Online survey Engage with known community activity groups BGCBC Engagement Forums Workshop events (ensure geographical spread)
Participation Case Studies	Lived experiences from council and community members
Consider responses/ feedback and create draft	Officer working group Scrutiny
Publish final Strategy	CLT, Scrutiny Committee & Council approval
Engage / Inform staff & embed corporately (ongoing)	DMTs Staff training / Workshops

6.4 ***Thinking for the Long term (forward planning)***

The Strategy will take consideration of the data and future trend information in terms of increasing levels of engagement and participation in democratic processes. An enhanced, more coordinated engagement framework can enable richer public engagement on what local people consider would make the area a better place for the future and have most positive impact on their well-being. Increased levels of participation will help ensure future generations continue to participate in local government decision-making.

6.5 ***Preventative focus***

The Corporate Plan considers Prevention as one of the five ways of working under the Well-being of Future Generations (Wales) Act. The Engagement & Participation Strategy will outline a series of steps for enhancing local engagement and participation, taking preventative action to help achieve the objectives.

6.6 ***Collaboration / partnership working***

The Strategy will support collaborative and partnership working. The Council's Engagement team are active members of several regional and national networks, designed to develop and share best practice and ensure that our engagement and participation activities focus on economic, social, environmental and cultural well-being outcomes.

6.7 ***Integration (across service areas)***

The corporate engagement and participation framework needs to be shaped by members and must be integrated and embedded across all council service areas to ensure a consistent approach to engaging with our residents, community groups, and businesses. This will be an ongoing approach throughout the development and delivery of the final Strategy.

6.8 ***Decarbonisation and Reducing Carbon Emissions***

Increasing participation in hybrid/virtual committee meetings for members of the public and building on opportunities to engage with residents, businesses and community groups virtually as well as in person, reducing the need to travel to a central location by car.

6.9 ***Integrated Impact Assessment (IIA)***

An IIA will be undertaken during the development of the Strategy. It is anticipated that the Strategy, alongside the new Strategic Equalities Plan, will have a positive impact on people with protected characteristics.

7. **Monitoring Arrangements**

- 7.1 Through the Corporate Overview & Performance Scrutiny and Democratic Services Committees.

**Background Documents /Electronic Links**

N/A

# Agenda Item 9

*Cabinet and Council only*

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

Committee: **Corporate Overview & Performance Scrutiny Committee**

Date of meeting: **22<sup>nd</sup> June 2023**

Report Subject: **Welsh Language Annual Report 2022/23**

Portfolio Holder: **Councillor Steven Thomas, Leader / Executive Member for Corporate Services**

Report Submitted by: **Sarah King, Head of Democratic Services, Governance & Partnerships**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
	01.06.23	12.06.23			22.06.23	19.07.23		

1. **Purpose of the Report**
  - 1.1 The purpose of the Report is to present the Welsh Language Annual Report 2022/23 for the Council.
  
2. **Scope and Background**
  - 2.1 The Welsh Language (Wales) Measure 2011 set out to modernise the legal framework regarding the use of the Welsh language in the delivery of public services.
  
  - 2.2 This Measure resulted in the Welsh Language Standards. The aims of the Standards are to:
    - Improve the service Welsh-speakers can expect to receive from specified organisations in Welsh
    - Increase the use of Welsh-language services
    - Make it clear to organisations what they need to do in terms of the Welsh language
    - Ensure that there is an appropriate degree of consistency in terms of the duties placed on bodies in the same sectors.
  
  - 2.3 Under Standards 158, 164 and 170, the Local Authority must produce a Welsh Language Annual Report that deals with the way in which the Council has complied with the service delivery standards, policy-making standards and the operational standards.
  
  - 2.4 The Welsh Language Annual Report for 2022/23 (Appendix 1) sets out the highlights and key pieces of work, which demonstrate how we as a Council have endeavoured to meet the requirement set by the Welsh Language Standards Compliance Notice issued in September 2015.

3. **Options for Recommendation**

3.1 CLT considered the Welsh Language Annual Report 2022/23 (Appendix 1) in June 2023.

3.2 **Option 1**

The Corporate Overview and Performance Scrutiny Committee to consider and support the draft Welsh Language Annual Report 2022/23, as presented.

3.3 **Option 2**

The Corporate Overview and Performance Scrutiny Committee to consider the draft Welsh Language Annual Report 2022/23 and provide any comments prior to publication by 30th June 2023.

4. **Evidence of how this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

The Council has a statutory requirement to produce and publish an Annual Report from the Welsh Language Standards under the Welsh Language (Wales) Measure 2011.

The Corporate Plan recognises meeting our Welsh language requirements as a key policy area which will enable the Council to deliver its ambition.

5. **Implications Against Each Option**

5.1 ***Impact on Budget (short and long term impact)***

Failure to comply with the requirement to produce an annual report could lead to financial penalties issued by the Welsh Language Commissioner. The quoted figure is £5,000 by breach. There is a small financial requirement for translation of the Annual Report into Welsh. This will need to be met from the Policy & Partnerships budget as there is no longer a corporate budget for Welsh language translation.

5.2 ***Risk including Mitigating Actions***

There is a reputational risk to the Council if the Annual Report is not published, or it is not published on time.

The Welsh Language Commissioner can investigate without warning and has the authority to gain power of entry. Any evidence of failure to comply with a Standard could lead to a penalty.

5.3 ***Legal***

The Council has a statutory requirement to produce and publish an Annual Report from the Welsh Language Standards under the Welsh Language (Wales) Measure 2011.

5.4 ***Human Resources***

Organisational Development has provided the raw data for the staff analysis. The data shows that the Council has identified 45 members of staff from 2,959 staff who are fluent Welsh speakers which is an increase of 11 staff in



comparison to 2021/22 figures. This increase is consistent across the Council with figures rising across all Directorates.

The total number of staff who have Welsh language speaking skills ranging from 'fluently', 'quite well', 'moderately' to 'a little' is 537 (18%). This is an increase of 67 members of staff from the 2021/22 reporting period.

## 6. **Supporting Evidence**

### 6.1 ***Performance Information and Data***

Notable findings that emerged from the Annual Report:

- There was 1 Welsh Language Commissioner's Office Investigation opened (CS092) and 0 complaints received from the public.
- The number of employees who have Welsh language speaking skills as of 31<sup>st</sup> March 2020 amounts to 594 (18%) staff; they can speak 'fluently', 'quite well', 'moderately', or 'a little'. However, just under half of the total number of staff declare they have no Welsh language speaking ability (45%). A 5% positive reduction since the last reporting period.
- Education has the most fluent Welsh Speakers (30).

### 6.2 ***Expected outcome for the public***

The production and publishing of the report exemplifies the Council's commitment to the Welsh language speaking community within the area.

### 6.3 ***Involvement (consultation, engagement, participation)***

The Blaenau Gwent Welsh Network, a group made up of local Welsh language community groups and partner organisations considered the annual report and provided case study examples of work undertaken during the reporting period which contributed towards us achieving our Welsh language commitments.

The Council engages with all divisions to ensure that the Welsh Language Standards are understood. A dedicated intranet page is available with key guides for staff that are simple to use.

### 6.4 ***Thinking for the Long term (forward planning)***

Blaenau Gwent has had a Welsh Language Strategy since 1993 demonstrating a long-term commitment to the Welsh language. Blaenau Gwent is committed to safeguarding and promoting the Welsh language within the borough and a Promotion Strategy has been produced in-line with Standard 145. Promoting the Welsh language is also in-line with the Welsh Government's Future Generations Bill goals, specifically, the goal to provide 'A Wales of vibrant culture and thriving Welsh Language.'

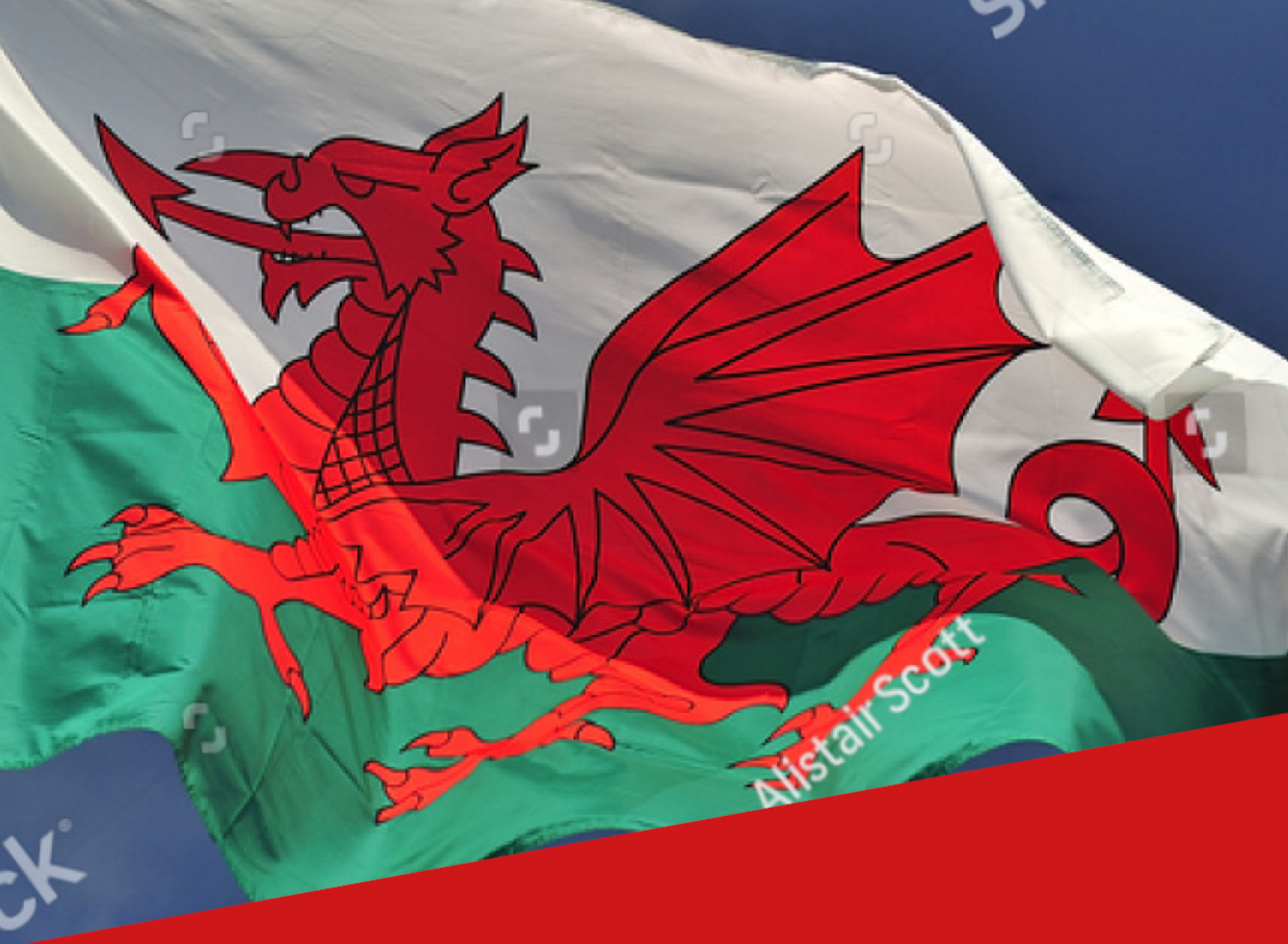
### 6.5 ***Preventative focus***

Meeting the requirements set by the Welsh Language Standards, which includes completing the Annual Report, will aim to prevent reputational and financial risk.

- 6.6 ***Collaboration / partnership working***  
Blaenau Gwent continues to work with neighbouring and regional local authorities to support the promotion of the Welsh Language, including regional partnership forums and networks (for example, Rhwydiaith, Deddff etc).
- 6.7 ***Integration (across service areas)***  
By considering a corporate approach to Welsh Language the Council is demonstrating it is taking an integrated approach.
- 6.8 ***Decarbonisation and Reducing Carbon Emissions***  
This report has no direct implications towards decarbonisation or reducing carbon emissions.
- 6.9 ***Integrated Impact Assessment (IAA)***  
The report considers Equalities throughout and seeks to ensure the Welsh language is valued and not treated less favourably across the Council.
7. **Monitoring Arrangements**
- 7.1 The Welsh Language Annual Report for 2022/23 is to be presented to the Corporate Overview and Performance Scrutiny Committee and Cabinet.

**Background Documents /Electronic Links**

*Welsh Language Annual Report 2022/23 presented in Appendix 1.*



Blaenau Gwent County Borough Council

# Welsh Language Annual Report 2022-23

Prepared in accordance with  
the requirements of the Welsh  
Language Commissioner

<b>Section</b>	<b>Title</b>
<b>1.0</b>	<b>Introduction</b>
	1.1 Regulatory framework
	1.2 Governance and accountability
<b>2.0</b>	<b>Meeting our Welsh Language Standards</b>
	2.1 Service delivery standards
	2.2 Policy making standards
	2.3 Operational standards
	2.4 Welsh Language Promotion Strategy 2022/27
	2.5 Welsh in Education Strategic Plan 2022/32
<b>3.0</b>	<b>Complaints</b>
<b>4.0</b>	<b>Staff language skills</b>
<b>5.0</b>	<b>Welsh medium training provision</b>
<b>6.0</b>	<b>Next steps</b>



**Mae'r ddogfen hon hefyd ar gael yn Gymraeg.**

**This document is also available in Welsh.**

## 1.1 Regulatory framework

This is the eighth Welsh Language Standards Annual Report Blaenau Gwent Council has published. The report was written under **the Welsh Language (Wales) Measure 2011** covering the financial period of April 1st 2022 to March 31st 2023.

The Welsh Language (Wales) Measure 2011 sets out the legal framework regarding the use of the Welsh language in the delivery of public services. Furthermore, under Standards 158, 164 and 170, all Local Authorities must publish a Welsh Language Annual Report that captures how the Council has been compliant with the service delivery, policy making, and the operational standards. As such the purpose of this report is to provide an evaluation of how our organisation has promoted and facilitated opportunities to use the Welsh language, and ensure we are compliant with our statutory duties to treat the language no less favourably than the English language.

## 1.2 Governance and accountability

Blaenau Gwent Council, as a public body, has a key role in helping to support and encourage the promotion of the Welsh language and is committed to meeting its Welsh Language Standards by being 'a fair, open, and welcoming to all by working with and for our communities' as outlined in our **Corporate Plan 2022/27**.

The Corporate Plan 2022/27 recognises the Welsh language as being a key policy area which helps us deliver against our priorities which are centred on improving the well-being of local people and communities.

### Implementing the standards

All staff are responsible for helping to support the organisation in meeting the Welsh Language Standards and for supporting and encouraging the promotion of the Welsh language.

The Policy & Partnerships Team provides advice, guidance, and professional support across the organisation to ensure the Council is meeting its Welsh language commitments and statutory requirements.

During this reporting period development work has been undertaken to strengthen the Council's existing performance monitoring arrangements via business planning. For example, all directorates and service areas will be required to provide updates on contributions made to supporting Welsh Language Compliance and the Welsh Language Promotion Strategy 2022/27.

## Political and Professional Leadership

The Leader of the Council / Cabinet Member for Corporate Services continues to hold portfolio responsibility for the Welsh Language. The Welsh Language Annual Report is considered by Corporate Overview & Performance Scrutiny Committee, Cabinet, and when appropriate the Council.

Each year the Welsh Language Standards Annual Report is presented to our Corporate Leadership Team (CLT). CLT is made up of the Managing Director, Directors, and all Heads of Service, and includes all the senior officers and is the decision-making body for the corporate element of the Council.

## Blaenau Gwent Welsh Network

The Blaenau Gwent Welsh Network, an external partnership group facilitated by Menter Iaith BGTm, was re-established in the past 12 months.

The network is made up of local Welsh language organisations and agencies and Blaenau Gwent Council service areas whose work directly centres on promoting the use of the Welsh language across the authority. The purpose of this group is to work collectively to help support the delivery and monitoring of the **Welsh Language Promotion Strategy 2022/27** our **Welsh Language Compliance Notice** and to share resources, learning, and good practice. The group will also work alongside the Council's Corporate Equality Welsh Network.

Examples of activities the group has supported this year includes mapping current and planned activities which contribute towards helping us achieve the 3 objectives within our Welsh Language Promotion Strategy 2022/27 and Welsh in Education Strategic Plan 2022/32 (please see Section 2.4 and Section 2.5 for further information).



## Corporate Policy & Performance Workshops

During this reporting period the Corporate Leadership Team have agreed the establishment of quarterly, organisation-wide Corporate Policy & Performance Workshops. We aim to use the workshops as a community of practice to support the implementation of key statutory policy areas (E.g. Welsh, Equality etc.).

## The Education Transformation Team

The Education Transformation Team review and monitor the **Welsh in Education Strategic Plan (WESP)** monthly; providing termly reports to the Welsh in Education Forum (WEF) and provides annual reports to Welsh Government. In addition, WEF development and progress reports are taken via the Council's political processes annually. The Welsh in Education Strategic Plan is also a key focus of the 21st Century Schools Programme Board and Admissions Forum.



Since 2016 Blaenau Gwent Council has had a statutory requirement to work in accordance with the **Welsh Language Standards Compliance Notice** issued by the Welsh Language Commissioner's Office. It is the responsibility of all staff to consider the Welsh language and ensure it is treated no less favourably than the English.

Therefore, while consideration and inclusion of the language is a consistent thread through the Council's day-to-day activity below are several examples of how we have reinforced compliance over the past year in relation to our service delivery, policy and operational standards.

## 2.1 Service delivery standards

### Standards 1-7

#### Correspondence sent by a body

All email accounts ending **@blaenau-gwent.gov.uk** must include a statement noting that we welcome correspondence in Welsh and assurance that it will not lead to a delay in response.

Regular internal communications campaigns have been promoted to ensure staff are made aware to include the Welsh language statement below within their email signature:

*Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.*

*The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.*

*Blaenau Gwent - lle sy'n deg, agored a chroesawgar i bawb drwy weitho gyda a thros ein cymunedau:*

*Blaenau Gwent - a place that is fair, open and welcoming to all by working with and for our communities*

Furthermore, staff access to the **cymraeg@blaenau-gwent.gov.uk** mailbox was extended to ensure we provide an effective Welsh Language service for those who wish to correspond with the Council in Welsh.

## **Standards 8-22**

### **Calls made and received by a body**

Since our last Annual Report, we have continued to review our Welsh language telephone procedure using insights received from our Customer Experiences Service Manager. For example, whilst the guidance for staff included audio files to assist staff, with lower Welsh language speaking ability, with the pronunciation of key phrases (a slowly recited version to emphasise key sounds and pronunciation; the phrase at a normal pace) it was felt that some of the words were still proving to be challenging for some staff. Therefore, changes have been made to ensure more simplified phrases are included. Furthermore, Welsh language training for customer-facing staff has been arranged, for more details please see Section 5 'Welsh Medium Training Provision'.

## **Standards 64-68**

### **A body receiving visitors in its building**

Standard 64-68 set the requirements relating to displaying a sign and wearing badges at reception to make it clear that the persons are welcome to use the Welsh language at reception and that staff are available to provide a Welsh language service. In June, self-assessments were undertaken by Facility Managers regarding compliance and to review any areas for improvement. This resulted in the Welsh Language Active Offer being across all Council building reception areas and within our Community Hubs to increase the use of the Welsh language. For example, better signage to promote our Welsh language service and reception staff to wear either the Welsh language speaker or learning Welsh lanyards.

Our receptionist at the General Offices, Sian (pictured below) is a dedicated learner who frequently practices words and phrases necessary for receiving Welsh speaking visitors.



'I first learnt a little Welsh because of the few occasions where a Welsh speaking person came into Reception I felt ashamed that I knew absolutely no Welsh vocabulary whatsoever, not even a simple greeting. When the Welsh Language Standards came into place I decided to do a 10 week course. I would now feel confident to have a limited interaction going forward if a Welsh speaking person visits the building'.

## Promotion of the use of Active Offer Lanyards and Badges

The poster on page 11 was shared with all service areas and staff are offered free lanyards and badges that indicate they are Welsh speakers or are learning Welsh.

Also, to promote the use of Welsh during online meetings held either internally or externally Microsoft Teams backgrounds have been made available to staff who wish to indicate they have Welsh language ability. The templates below are available to all staff via the intranet.



# Badges and lanyards for Welsh speakers and learners available for all staff!



## Get yours from reception at Anvil Court and the General Offices!



Teams backgrounds that show you speak Welsh, or are learning, can be found on the Welsh language Intranet page.

For free Welsh language training please contact [Katherine.watkins-hughes@blaenau-gwent.gov.uk](mailto:Katherine.watkins-hughes@blaenau-gwent.gov.uk)



# Meeting our Welsh Language Standards

## Beaufort Hill Primary School – ‘Helpwr y Dydd’

Promotion of the lanyards also went out to all Blaenau Gwent schools. This prompted engagement from the Welsh lead at Beaufort Hill Primary School to use the lanyards as part of the ‘Helpwr a Dydd’ scheme.

The- ‘Helpwr a Dydd’ scheme is where a pupil is picked each day as a Welsh language champion to ensure the Welsh language is being used. The ‘Helpwr y Dydd’ is responsible for role-modelling the use of Welsh by promoting the Welsh phrase of the week, writing the date and weather in Welsh at the beginning of class and using the language generally with staff and students.



## 2.2 Policy making standards

### Standard 88 - 97 Relating to considering the effects of a body's policy decisions on the Welsh language

#### Integrated Impact Assessment

Standard 88 states that a body must consider what effects, if any (whether positive or adverse), a policy decision would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language. A body must consider the effects when it formulates a new policy, or reviews or revises an existing policy.

All Council decisions, policy reviews or new policy developments require an Integrated Impact Assessment (IIA). The IIA has been reviewed and includes consideration of the Welsh Language (Wales) Measure 2011 regulations to guarantee effective consideration of the Welsh language.

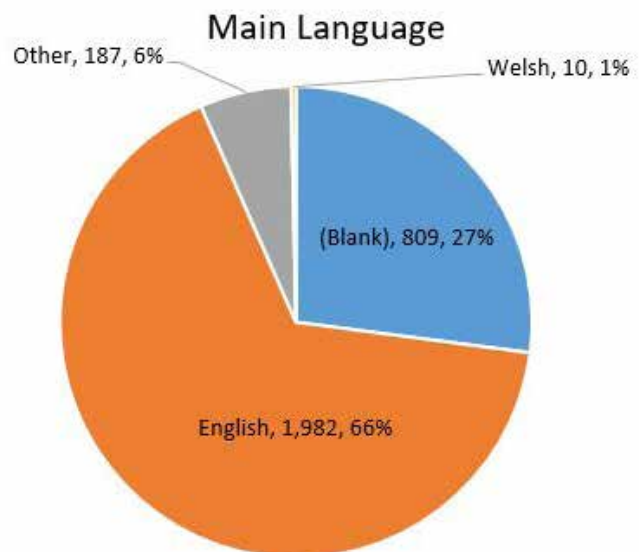
## 2.3 Operational standards

### Standards 99 -104 relating to the use of the Welsh language within a body's internal administration

#### Integrated Impact Assessment

When an individual is offered a new post their correspondence preference for the contract of employment or contract for services is noted on iTrent by Organisational Development. iTrent is an online platform and database for workforce information (e.g., sensitive information relating to the Equality (Wales) Act 2010 as well as Welsh Language speaking, understanding, listening, and reading.

Currently there are 19 members of staff who wish to receive their correspondence in Welsh or bilingually. This is a significant increase of 14 members of staff since the last reporting period to disclose Welsh as their main language which shows a positive trend in staff embracing the language.



## Standard 136 - Recruiting and Appointing

Managers are required to complete a Welsh Language Skills Job Assessment form when recruiting for a new or vacant post. This information shapes the job description, advertisement requisition, interview procedure and subsequently any employment. It is the Council's policy that all posts advertised, internally and externally must note Welsh as a 'desirable' skill as a minimum requirement. As such all 335 jobs advertised this reporting period have noted Welsh as a 'desirable' skill.

While only one position was advertised as Welsh language 'essential' the position itself of Welsh Language Support Officer is key in ensuring use, promotion and compliance with the Welsh Language Standards. As was noted in our last Annual Report the Policy & Partnerships Team had successfully participated in the Kickstart apprenticeship programme with creating the role of Trainee Welsh Language Support Officer. This apprenticeship led to the member of staff securing fixed-term employment in the Electoral Registration Team following its completion. This year having secured further funding to extend the role of Welsh Language Support Officer for a further 12 months.

The recruitment policy is undergoing an end-end review as part of the CS092 Action Plan covered in Section 3.

## 2.4 Meeting our Promotional Standards / Welsh Language Promotion Strategy 2022/27

Standard 145 states that every local authority must produce a strategy detailing how they intend on promoting the Welsh language every five years. Our second **Welsh Language Promotion Strategy 2022/27** was published during the period of this report and focuses on the following three strategic objectives:

### Objective 1 - Family and Community

'Working with our partners we will promote and encourage the use of the Welsh language within families and the community.'

### Objective 2 - Children and Young people

'To increase the provision of Welsh language education and informal activities for children and young people.'

### Objective 3 - Welsh in the Workplace

'To increase opportunities for people to use Welsh in the workplace.'

### Our Target

Within the promotion strategy the council must set out a target, Blaenau Gwent have aligned its target with the Government Million Speakers by 2050 strategy.

The 2021 Census identified 4,035 Welsh speakers living within Blaenau Gwent, which equates to 6.2% of its population.

# Meeting our Welsh Language Standards

To meet the Welsh Governments goal of one million speakers in the next 28 years Blaenau Gwent would need a 46% increase. 46% being an additional 1,856 speakers, equating to 66 additional speakers annually.

Below are some examples of work that has taken place this year that feed into the Promotion Strategy's objectives.

## Objective 1

Objective 1 of the strategy centres on the promotion and encouragement of the use of the Welsh language within families and community by working with our partners.

As noted in Section 1.2 'Governance and Accountability' of this report the Blaenau Gwent Welsh Network has been re-established to support this work. This group is made up of our partner organisations and relevant Council service area representatives. Meeting quarterly to share best practice and monitor the progress of Welsh Language Compliance, the Welsh in Education Strategic Plan 2022/32 and the Welsh Language Promotion Strategy 2022/27.

Partnership working is key to the delivery of Objective 1. Below are three examples of what are local Welsh language partners have delivered during the reporting period to support it.

## Mudiad Meithrin

Established in 1971 **Mudiad Meithrin / Mudiad Meithrin** is a voluntary organisation passionate about celebrating and encouraging the use of the Welsh language. The organisation offers numerous Welsh-medium play and learning experiences for children from birth to school-age.

Cylch Meithrin Brynithel has held a series of activities with families this year to generate interest in Welsh and Welsh Education including Welsh courses for parents; a Martyn Geraint Show at Abertillery's Metropole Theatre and a free trip to the Dewin and Doti Festival

In July 2022 working with Blaenau Gwent Welsh-medium primary Ysgol Bro Helyg Mudiad Meithrin published a video regarding transport to the school.

The video 'My journey to School' shows the journey for local children on a bus to school, which aims to reassure parents who have been worried about sending their young children on a bus to travel to school.

The video was promoted on the Councils social media pages and website and is used to encourage families who send their children to Cylch Meithrin in Brynithel to continue their Welsh-medium education by sending them to this local Welsh School after they leave the cylch.



# Meeting our Welsh Language Standards

## Menter iaith

**Menter iaith / Menter iaith** was established in 2007 making it one of the youngest Welsh Language Initiatives, or 'Mentrau iaith' amongst the 22 that exist across Wales. The Menter serves three counties – Blaenau Gwent, Torfaen, and Monmouthshire.

The 'Mentrau iaith' were established to arrange a variety of events for people of all ages, background, and linguistic ability to enjoy and socialise in Welsh including parents, families, children and young people, adults, and learners.

Menter iaith BGTM have held numerous community events and activities throughout the reporting period that promote the use of the Welsh language. Below are a few examples:

**MENTER IAITH BGTM**  
**#HafOHwyl**  
**#SummerOfFun**

  
Dydd Mercher 10/8/22, 17/8/22  
Wednesday 10/8/22, 17/8/22  
11am - 2:30pm

Ymunwch â ni am sesiwn llawn hwyl, stondin gwybodaeth adloniant i'r teulu a sesiwn ffitrwydd gan Elin Wyn yn Nhy Bedwelty, Tredegar.



Join us for a Welsh language Family Fun day- information stalls, family fitness with Elin Wyn and entertainment at Bedwelty House, Tredegar

**Bwciwch o flaen llaw drwy Eventbrite**  
Book in advance via [Eventbrite](https://hwylbb.eventbrite.co.uk)  
<https://hwylbb.eventbrite.co.uk>

Menter iaith Blaenau Gwent Torfaen Monmouthshire  
Mentor for Welsh Language Cymdeithas Gymraeg  
Sponsored by Welsh Government  
Rhif Sefydliad Elusen Cofrestrdd  
Charitable Incorporated Organisation Number 1191194

Rownd Blaenau Gwent / Gwent  
**Y Cwis Mawr**  
Mentor iaith Gymraeg

RTB Ebbw Vale Bowls Club  
Newchurch Rd,  
Glyn Ebwy / Ebbw Vale  
NP23 5AZ  
30/06/2022  
6.30yh/pm  
Am fey n wylweddith -  
gwel@menterbgtm.cymru

Dim mwy na 4 ym mhob tîm. Mae cyfle i'r tîm buddugol fynd i'r rownd derynol yn Eisteddfod Genedlaethol Tregaron a chael taciyn am y diwrnod am ddim!

Mentor iaith Blaenau Gwent Torfaen Monmouthshire  
Mentor for Welsh Language Cymdeithas Gymraeg  
Sponsored by Welsh Government  
Rhif Sefydliad Elusen Cofrestrdd  
Charitable Incorporated Organisation Number 1191194

**Cymdeithas Gymraeg**  
**Blaenau Gwent**  
Mentor iaith Gymraeg



**DEWCH I YMUNO GYDA NI AM BRYD O FWYD I AIL-LAWNSIO CYMDEITHAS GYMRAEG BLAENAU GWENT!**

**COME JOIN US FOR A MEAL TO RELAUNCH THE BLAENAU GWENT WELSH SOCIETY!**

**LLEOLIAD/LOCATION**  
8 KING ST, BRYNMAWR, EBBW VALE NP23 4RE  
NOS FERCHER 18AIN O FFAI 6PM  
WEDNESDAY 18TH OF MAY 6PM

Bwciwch o flaen llaw / Booking essential  
sioned@menterbgtm.cymru

Mentor iaith Blaenau Gwent Torfaen Monmouthshire  
Mentor for Welsh Language Cymdeithas Gymraeg  
Sponsored by Welsh Government  
Rhif Sefydliad Elusen Cofrestrdd  
Charitable Incorporated Organisation Number 1191194

# Meeting our Welsh Language Standards

## Aneurin Leisure Trust

Aneurin Leisure Trust is a not-for-profit organisation which delivers leisure, learning and cultural services across Blaenau Gwent. Aneurin Leisure Trust offer a range of leisure activities through the medium of Welsh and courses to learn Welsh for adults.

Excitingly during their 'Haf o Hwyl' / 'Summer of Fun' the Welsh author Huw Davies presented free writing workshops and storytelling sessions at Tredegar and Abertillery libraries as pictured below:

The poster features the following text and graphics:

- Logos for Llyfrgelloedd Blaenau Gwent Libraries, Project TECLYHWYR, and Project GADGEJEERAS.
- Large stylized text: **Haf o Hwyl Summer of Fun**
- Author name: **Huw Davies**
- Event title: **Writing Workshop & Storytelling Session**
- Invitation: **Come and join us for a FREE workshop with renowned children's author Huw Davies**
- Photo of Huw Davies.
- Event details: **Tredegar Library, Wednesday 17 Aug 2.30pm, Call 01495 357869 to book**
- Age suitability: **Suitable for ages 6-11**
- Book covers for 'SŵPHERIDLO' and 'BEN LLESTRI'.
- Logos for 'Haf o Hwyl Summer of Fun', 'DAN LLEN', 'READING', and 'THE READING HUB'.



## Objective 2

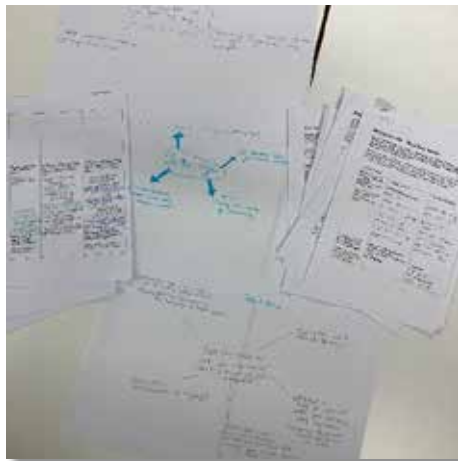
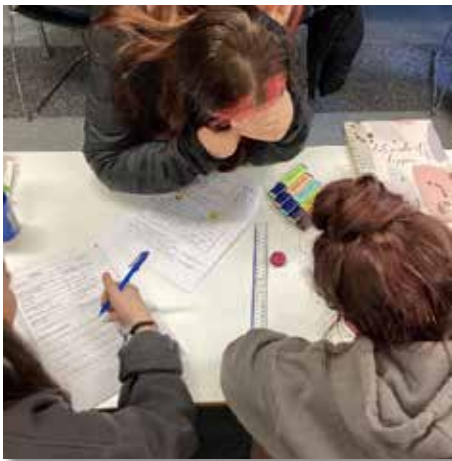
The second objective within the Welsh Language Promotion Strategy aims to increase the provision of Welsh language education and informal learning activities for children and young people. The Welsh in Education Strategic Plan 2022/32 is aligned with the delivery of Objective 2. Please see Section 2.5 of this report for further information about the plan and its progress during the reporting period. Below are a few examples of work delivered by Coleg Gwent's Blaenau Gwent Learning Zone that has contributed towards Objective 2 during the past year.



# Meeting our Welsh Language Standards

## Incorporating the language in courses at Blaenau Gwent Learning Zone - Coleg Gwent

The Welsh Language Facilitator for Health and Social Care in Coleg Gwent has been working with both Level 2 and 3 students to develop their Welsh language ability and confidence. The Welsh language has been incorporated into the general content of the course as well as running sessions on the More Than Just Words Framework (please see objective 3 for further information). Also, the Head of Welsh for Aneurin Bevan Health Board has frequented the college to deliver sessions on the importance and structure of implementation for More Than Just Words. Below are some images of the students' hard work surrounding the Welsh language within the Health and Social Care sector.



## Dydd Gŵyl Dewi at Coleg Gwent

In addition to work within the classroom Coleg Gwent have also run Welsh events such as the Dydd Gŵyl Dewi Fair. This included playing Welsh music in the auditorium on Well Music Day. Events such as this give opportunity for the colleges' Welsh ambassadors to help out as well as raise the profile of the Welsh language and awareness about opportunities to learn Welsh to students attending the college.



# Meeting our Welsh Language Standards

## Objective 3

**Objective 3 aims to increase opportunities for people to use Welsh in the workplace.**

Welsh language training is key aspect in helping to achieve Objective 3. Opportunities to learn Welsh have been extensively promoted during the past 12 months as is detailed in section 5 of this report.

As exemplified in Section 2 of this report this year we have taken a number of extra measures to ensure Welsh language visibility within the workplace to ensure those who speak Welsh encouraged to use the language.

Regular reviews and updates of the Welsh language guidance available to all staff on the intranet are made throughout the course of the year. Frequent posters, GIFS and videos surrounding Welsh Language Standards compliance are promoted to all staff. As can be seen below a logo and theme have been developed by the graphics department that has become synonymous with reminders of standard practice that apply to all staff within the Council.



## Welsh Government's More than just words 2022/27

Our Welsh Language Promotion Strategy also sets out our commitments against Welsh Government's **More than just words 2022/27** Strategy More Than Just Words Plan 2022/27 and is focused on increasing the use of Welsh in the workplace.

Welsh Government's More than just words 2022/27 is a Welsh language plan for health and social care which aims to ensure people can access the care they deserve and require in the preferred language choice. It aims to improve and promote Welsh language services across all health settings. It aims to improve well-being outcomes for individuals in-line with the Social Services and Well-being- of Future Generations (Wales) Act 2014. Under the Act's Code of Practice, local authorities are required to ensure Welsh language services are included within service planning and delivery and that services are offered in Welsh, to Welsh speakers, without them having to request it as required by the 'Active Offer'. For example, taking steps to increase the Welsh Language skills of Social Services staff to improve our Welsh language services.

More than just words resources along with Learn Welsh courses as can be seen below are included in Blaenau Gwent's Social Care services weekly bulletin. Further awareness sessions are being commissioned as part of the 2023/24 work programme.

### Mwy na geiriau More than just words

Resources available:

[Using Welsh at work | Social Care Wales](#)

[Understanding language needs | Social Care Wales](#)

Plus sign up to a free Welsh taster course

[SHORT ONLINE TASTER COURSES | Learn Welsh](#)





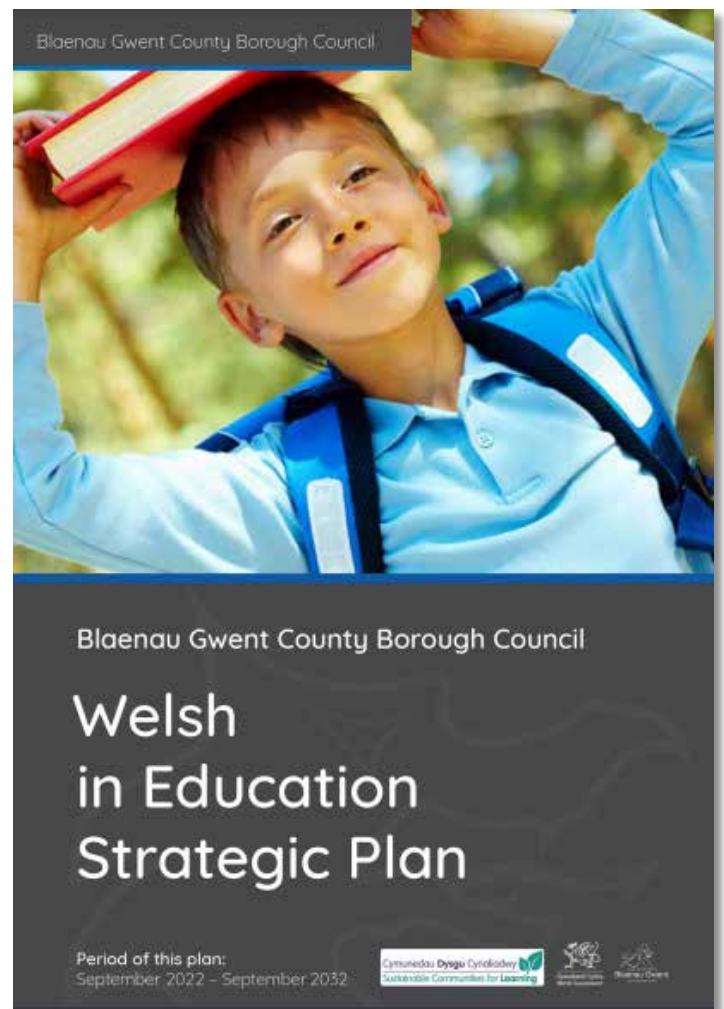
## 2.5 Welsh in Education Strategic Plan 2022/32

Objective two of the Welsh Language Promotion Strategy states:

**“To increase the provision of Welsh language education and informal activities for children and young people and to increase their awareness of the value of the language”.**

Blaenau Gwent Welsh in Education Strategic 10-Year Plan 2022-2032 was approved in July 2022 by Welsh Ministers for implementation in September 2022. The plan is directly aligned to both the Welsh Government’s and the Council’s Welsh Language strategic frameworks. The strategic priorities highlighted in the WESP 10-year document can be summarised as follows:

- Raise the profile and levels of participation for Welsh-medium education across the County Borough by 2032 by 11% to contribute to the vision for one million speakers by 2050.
- Increase the early year’s provision offer to stimulate parental demand to enable growth across the County Borough.
- Continue to increase transition rates from Welsh-medium nursery provision to Ysgol Gymraeg Bro Helyg.
- Open a Seedling Welsh-medium Primary provision in Sirhowy Tredegar on Chartist Way for September 2024 with Nursery and Reception Pupils being admitted September 2023 on a temporary school site in Ty Bedwellty.
- Work regionally with Southeast Wales Local Authorities to secure places for Blaenau Gwent learners in Welsh-medium secondary provision.
- Improving Welsh medium learner outcomes so learners raise aspirations and improve their life chances.



# Meeting our Welsh Language Standards

The Blaenau Gwent WESP 10-year plan came into force in September 2022 with Welsh Government Approval. Blaenau Gwent has been able to set ambitious but realistic targets for the short, medium and long term developments. Alongside a review of the Welsh in Education Strategic Plan, the Blaenau Gwent Welsh Education Forum (WEF) structure, membership and associated documentation are reviewed and strengthened on an annual basis, there is a robust monitoring form and delivery plan to support the success of promoting Welsh-medium education. Such as the posters below that are displayed in the Integrated Children's Centre explaining the journey of Welsh medium education.



## Welsh in Education Forum

The WEF meetings are now termly and have been referenced with Welsh Government and colleagues as good practice with strong partnership working. There are also dedicated workshops around Communication plans and Subgroup outcomes as per the WESP 10-year plan.

These Communication plans including working collaboratively with Health Visitors and the Council's Family Information Services (FIS). Flying Start Health Visitors work in areas of deprivation as designated by Welsh Government, they encourage children to attend Flying Start childcare and inform parents of the availability of Flying Start childcare through the medium of Welsh.



A hard copy of the 'Parent / Carer School Information Booklet' is sent out from the FIS to every parent in Blaenau Gwent in the months leading up to when admissions process opens, within the booklet Welsh medium education as well as early years' nursery settings like Mudiad Meithrin. The booklet also addresses the concerns of non-Welsh speaking parents' ability to support their child through their education.

# Meeting our Welsh Language Standards

## Welsh in Education Forum Impact

Partners commented on the effectiveness of the Forum, which in turn has had a positive impact upon membership, attendance, and outcomes. In addition, the Service Manager for Education Transformation and Business Change is the chair of the Regional Planning of School Places and Demand Sub-group of the WEF Strategic Forum. The group meets quarterly and considers the following areas of work:

- Regional Promotion and Communication Strategy Development
- Monitoring the Demand for and Uptake of Welsh-medium Education Places
- Regional Review of Welsh-medium Secondary School Provision
- Welsh Medium Grant and Sustainable Communities for Learning Band B Proposals and Projects
- WESP and WEF Updates
- Immersion

The Council has updated its webpages to inform the wider community of the advantages of being Bilingual to support the WEF collaborative booklet called 'Becoming Bilingual' 'Becoming Bilingual' which promotes the benefits of speaking Welsh and English.

**Blaenau Gwent**  
Dyngor, Bannauddynol, Sarni  
Caerdydd Borough Council

**Bod yn *ddwyieithog***  
Ydych chi'n ystyried anfon eich plentyn i ysgol cyfrwng Cymraeg?

**Becoming *bilingual***  
Thinking about sending your child to a Welsh medium school?

Gweler rhagor o wybodaeth y tu mewn!

Find out more inside!

[www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk) [www.blaenau-gwent.gov.uk/en/resident/schools-learning/beingbilingual](http://www.blaenau-gwent.gov.uk/en/resident/schools-learning/beingbilingual)



# Meeting our Welsh Language Standards

The document is reviewed annually and shared with the families of prospective pupils. The booklet is also linked to the admissions process and is shared via health professionals, early year's settings, schools, and other relevant partners and professionals, to promote Welsh language opportunities and education locally.

Blaenau Gwent 2021-22 self-assessment against key progress was sustained at Amber, with the rate of completion against the 2021-22 action plan as follows:

- 84% (or 49 actions) are complete
- 7% (or 4 actions) ongoing; and,
- 9% (5 actions) actions in development

Continued management and monitoring are required to ensure that the plan and targets are reflective of need, and that the key objectives are achieved within each delivery plan period. 5 of the main achievements in the last academic session include:

1. Blaenau Gwent has successfully delivered against the Welsh Government Sustainable Communities for Learning Band B programme for remodelling works at Ysgol Gymraeg Bro Helyg in Autumn term 2022. The education transformation team are awaiting an official opening date for Ministers which is scheduled for May 2023. In addition, Education is taking forward a project to create a 210 place Welsh-medium primary school and associated childcare facility within the Tredegar/Sirhowy valley in September 2024. This will be open for pupils of Nursery and Reception age for September 2023 on a temporary location which is Ty Bedwellty for the first year until the school is completed in September 2024.
2. Numbers of pupils on roll, along with those applying for a place at Ysgol Gymraeg Bro Helyg has continued to increase, with a positive trend noted over the last 3 years in relation to both nursery and reception pupil numbers. In addition, transition rates between primary and secondary for 2019/20 were 100%.
3. Blaenau Gwent Council has developed a strong marketing and communication plan, targeting and promoting the benefits of being bilingual, whilst also establishing appropriate methods of engagement and consultation with stakeholders, in order to inform key strategic priorities. Throughout December 2022 and Early January 2023, a mass postal campaign was launched which seen over 36,000 bookmarks (as can be seen below) being delivered to every household in Blaenau Gwent promoting the benefits of being bilingual and the new seedling provision in Sirhowy Tredegar.



## Meeting our Welsh Language Standards

4. Partner representation, attendance and frequency of the Blaenau Gwent Welsh Education Forum continues to be strong, with partners firmly committed to and recognising the effectiveness of the Blaenau Gwent Forum. Partners have hailed the work of BG WEF as an example of good practice. Also, the WESP POSP Sub-group continues to meet regularly to support proposals for growth and development on a regional basis and again, to inform strategic planning.
5. Sabbatical Welsh figures are increasing annually with school staff uptake of courses increasing year on year demonstrating a continued commitment to the Welsh language.

## Blaenau Gwent's Welsh in Education 10 Year Strategic Plan

Blaenau Gwent Council's Vision for Welsh-medium Education is as follows:

**'To build upon the strong progress made to date, by creating a sustainable education system which enhances provision, uptake, and use of the Welsh language; creating skilled and empowered citizens who are proud to live and work both within and outside of Wales'.**

The strategic aim of which will be to create:

'A community who embrace the Welsh language and culture with confidence and pride'. We will seek to achieve our vision by promoting, developing, and enhancing Welsh-medium education provision and services. We will do so by working closely with the Welsh in Education Forum, along with other key strategic partners including Welsh Government, and other Local Authorities. Our strategic objectives include:

- To raise the profile of Welsh medium Education, along with the benefits of being bilingual
- To create high quality, thriving learning establishments which support effective pupil, staff, community, and partner engagement
- To support integration of services and create an immersive experience for learners
- To secure improved school to school and partnership work, facilitating wider use and development of the Welsh language
- To create a skilled and sustainable workforce, committed to continuing professional development
- To ensure inclusive teaching and learning environments and opportunities for all learners; and
- To improve progression opportunities by reviewing and implementing a curriculum which is firmly aligned to further and higher education

# Meeting our Welsh Language Standards

The Council seeks to achieve the following outcomes as set out by Welsh Government, which reflect the learner's education journey, and are consistent with the policy areas of **Cymraeg 2050** and **Education in Wales: Our National Mission**.

## **Outcome 1**

More nursery children/three-year-olds receive their education through the medium of Welsh.

## **Outcome 2**

More reception class children/five-year-olds receive their education through the medium of Welsh.

## **Outcome 3**

More children continue to improve their Welsh language skills when transferring from one stage of their statutory education to another.

## **Outcome 4**

More learners study for assessed qualifications in Welsh (as a subject) and subjects through the medium of Welsh.

## **Outcome 5**

More opportunities for learners to use Welsh in different contexts in school.

## **Outcome 6**

An increase in the provision of Welsh-medium education for pupils with additional learning needs (ALN) (in accordance with the duties imposed by the **Additional Learning Needs and Education Tribunal (Wales) Act 2018**).

## **Outcome 7**

Increase the number of teaching staff able to teach Welsh (as a subject) and teach through the medium of Welsh.

To achieve our vision and objectives, Blaenau Gwent County Borough Council is committed to working towards the ambitious Welsh Government target, to increase the Year 1 cohort taught via the medium of Welsh to 75 pupils. When compared with the 2019/20 baseline data used by Welsh Government, this would equate to 10% (an increase of 6 percentage points) of the total Year 1 cohort being taught via the medium of Welsh by 2032.

## Immersion Grant

Education, in partnership with a specialist contractor, the school and Welsh Government, has developed dedicated immersion provision within Ysgol Gymraeg Bro Helyg, to accommodate late comers to Welsh-medium education. The 2021/22 pilot was a success and Welsh Government extended the programme for a further 3 years inviting Local Authorities to submit expressions of interests. Blaenau Gwent secured additional funding for a class teacher for 3 years with some small capital expenditure to promote immersion over both Ysgol Gymraeg Bro Helyg and the seedling school in Sirhowy, Tredegar.

In line with the delivery of the project the Council worked closely with neighbouring authorities to compare models of immersion provision, identify, and address any gaps, whilst also gauging and developing best practice. In addition, the project has contributed to the development of the communication and promotion plan working in partnership with the BG WEF, in turn supporting implementation of the new provision in line with the BG WESP.

In addition, Ysgol Gymraeg Bro Helyg Primary School are planning on implementing a special needs resource base (SNRB) for up to 15 ALN pupils, subject to consultation. As part of the Sustainable Communities for Learning programme the Council can provide capital expenditure in 2023/24 to enable a classroom to be converted into a resource base to support a wider ALN direction of providing ALN support for Welsh-medium learners in 2024.

## 3.0 Corporate Compliments & Complaints Procedure

The **Corporate Compliments & Complaints** procedure is available for anyone who wishes to make a complaint related to compliance with the Welsh Language Standards and is used to help us identify and make any required service delivery changes. The procedure provides information on how people can refer a complaint to the Public Services Ombudsman for Wales as well as the Welsh Language Commissioner's Office.

Complaints can be made in any format (e.g., email, letter, in person, telephone, social media etc.).

During this reporting period a total of 0 complaints were received via Corporate Compliments & Complaints regarding service delivery standards; policy making standards; or operational standards.

### **Standard Compliance Investigation CS092**

The Welsh Language Commissioners Office (WLCO) opened the CS092 investigation in November 2021 following concerns raised when assessing Blaenau Gwent Councils compliance with the Welsh Language Standards surrounding telephone service.

The initial response the Council provided raised further concerns regarding standard compliance that widened the terms of reference. The terms of reference included the promoting of Welsh services, assessing the language skills of staff, providing training opportunities and the recruitment processes surrounding the language skills required.

In September 2022 the WLCO provided the Council with a final determination that outlines the steps required to reach standard compliance and expected delivery timeframes. This determination notice, also requested that the Council created an Action Plan that sets out these steps and establishes both timeframes and accountability.

The Council's Leadership Team made the decision to establish an organisation wide 'CS092 Core Officers Group' to support the Policy Team with the development and subsequent delivery of the Action Plan.

## The group are responsible for:

- Holding a root and branch review of the arrangements for complying with the Service Delivery Standards that are included within the investigation
- Preparing a plan for how the organisation will ensure compliance with the Operational Standards across the organisation
- Identifying human resource requirements on how the Council is going to ensure adequate resources to comply with the Telephone Standards;
- Increasing the level of understanding across the organisation of the requirements of the standards relevant to the investigation (with reference to the language skills assessment, Welsh language training and assessing the language needs of posts)
- Preparation, development, and subsequent implementation of the CS092 Action Plan.

Several online meetings were held as a group to discuss the requirements of the investigation and to develop a draft Action Plan. This was complemented by further individual meetings between the Professional Lead for Engagement, Equality and Welsh, Welsh Language Support Officer, and Action Leads to finalise the key details of the draft plan.

A Microsoft Teams Channel was created for the Core Officer Group to be able to regularly share files, information and to provide progress updates as well as support preliminary implementation work.

The Council submitted the Action Plan to the WLCO on the 31st of January 2023.

The CS092 Action Plan was approved in March 2023 and is currently being implemented with all actions set to be completed by March 2024.



## Welsh Language Commissioner's Office Annual Monitoring Visit - March 2023

Every year the Welsh Language Commissioners Office (WLCO) focuses on several areas of Welsh language compliance and undertakes a review of the Council's effectiveness, along with identifying areas for improvement.

WLCO praised the Council for their work surrounding the recent investigation and the Action Plan which had been developed to address the matters raised.

However, the following areas were identified for improvement:

- Website information (Standard 49, 52 & 56)
- Social media posts (Standard 48)
- Requirement to develop an Internal Welsh language policy (Standard 98)

### Standards raised during monitoring:

#### Standard 49

If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.

#### Standard 52

You must ensure that –

- a. the text of each page of your website is available in Welsh,
- b. every Welsh language page on your website is fully functional, and
- c. the Welsh language is not treated less favourably than the English language on your website.

#### Standard 56

You must provide the interface and menus on every page of your website in Welsh.

#### Standard 58

When you use social media, you must not treat the Welsh language less favourably than the English language.

#### Standard 98

You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.

### Actions taken within the report period to address the matters raised:

#### Standard 49

The following poster was sent out to all staff to ensure that documents made available to the public must be available in both Welsh and English, including the official statement which must be used.



# Welsh Language Document Statement

Standard  
49



**English versions of documents made available to the public must include a statement that they are also available in Welsh.**

**Please be sure to use the statement available under 'Welsh Guidance' on the Intranet.**



Mae'r ddogfen hon hefyd ar gael yn Gymraeg.

This document is also available in Welsh.

# Complaints

## **Standard 52, 56 and 58**

The Communications team have amended all non-compliant web pages in-line with the Welsh language standards. Regular monitoring of web content will be undertaken to ensure the Welsh language is treated no less favourably than the English on the Council's website and social media accounts.

## **Standard 98**

Drafting of the policy on using the Welsh language internally began in March, and is being taken into consideration when completing the actions within the CS092 Investigation Action Plan. The policy will continue to be reviewed following publication to ensure that all content is up to date with any developments in relation to the Council's internal operations (i.e., recruitment processes, post-entry training policy etc).

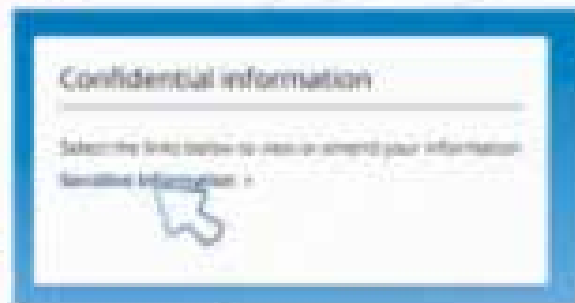
# Is your iTrent info up to date?

Please tell us about your Welsh Language skills.



1) Log in to iTrent  
Click 'View Profile'.

2) Click  
'Sensitive  
Information'.



3) Fill in your Welsh language skills.

4) Don't forget to click 'Save'.



## 4.0 Staff language skills

All councils must keep a record of the Welsh language skills of its staff under Standard 127. Blaenau Gwent Council record this via our human resources platform, iTrent. All staff are made aware that they need to complete a Welsh language skills self-assessment upon employment. Reminders to keep this information up to date have been sent out to all staff as can be seen below, as well as including reminders in managers' updates.

The information in this section has been provided via the Organisational Development Team using the Council's iTrent system and represents staff Welsh language ability as of 31st March 2022.

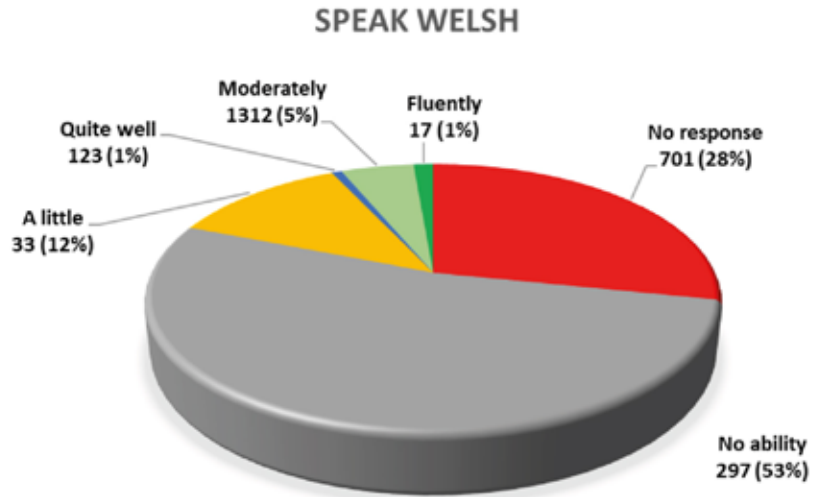
The base figure for the data is 2,959 staff on the Council's establishment list (an increase of 20% in comparison to 2021-22 records).

As of the 31st of March 2023 the number of employees who have Welsh language speaking skills ranging from 'fluently', 'quite well', 'moderately' to 'a little' is 537. This is an increase of 67 members of staff from the 470 identified in the 2021-22 reporting period.

The number and percentage of staff that can understand, speak, write, and read Welsh varies slightly between each comparator, which is illustrated in the graphs on page 37 and 38.

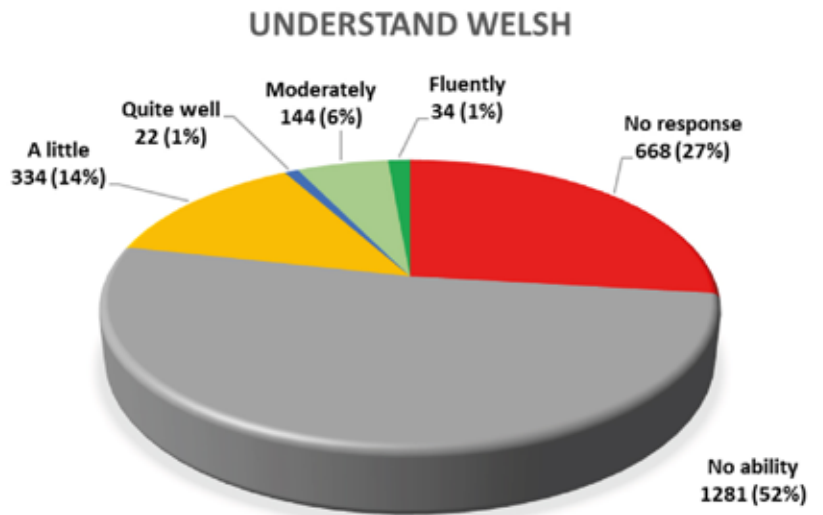
**Chart 1 - Speak Welsh**

Ability to speak Welsh	Number of Staff
Fluently	33 (1%)
Moderately	123 (5%)
Quite Well	17 (1%)
A Little	297 (12%)
No ability	1312 (53%)
No response	701 (28%)
<b>Total</b>	<b>2,464</b>



**Chart 2 - Understand Welsh**

Ability to understand Welsh	Number of Staff
Fluently	34 (1%)
Moderately	144 (6%)
Quite Well	22 (1%)
A Little	334 (14%)
No ability	1281 (52%)
No response	668 (27%)
<b>Total</b>	<b>2,464</b>



# Staff Language Skills

Chart 3 - Write Welsh

Ability to write Welsh	Number of Staff
Fluently	29 (1%)
Moderately	100 (4%)
Quite Well	19 (1%)
A Little	242 (10%)
No ability	1344 (55%)
No response	748 (30%)
<b>Total</b>	<b>2,464</b>

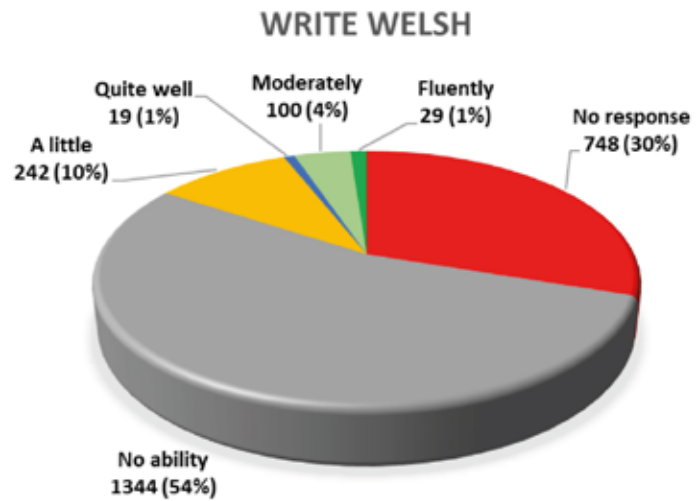
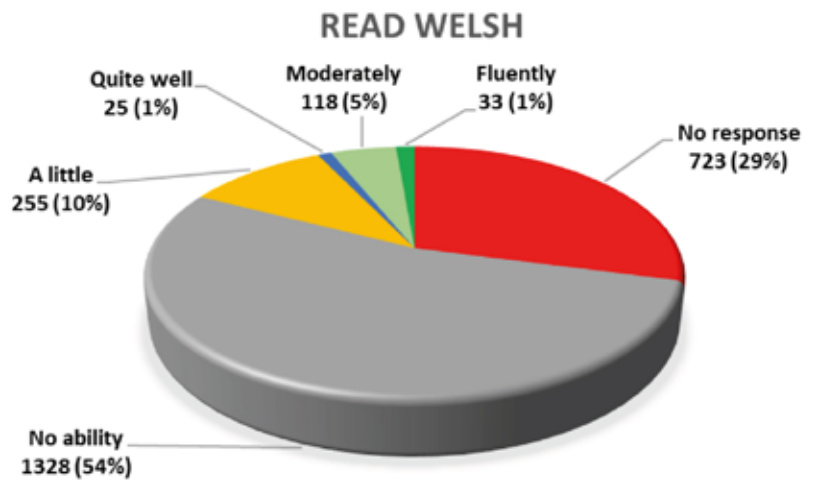


Chart 4 - Read Welsh

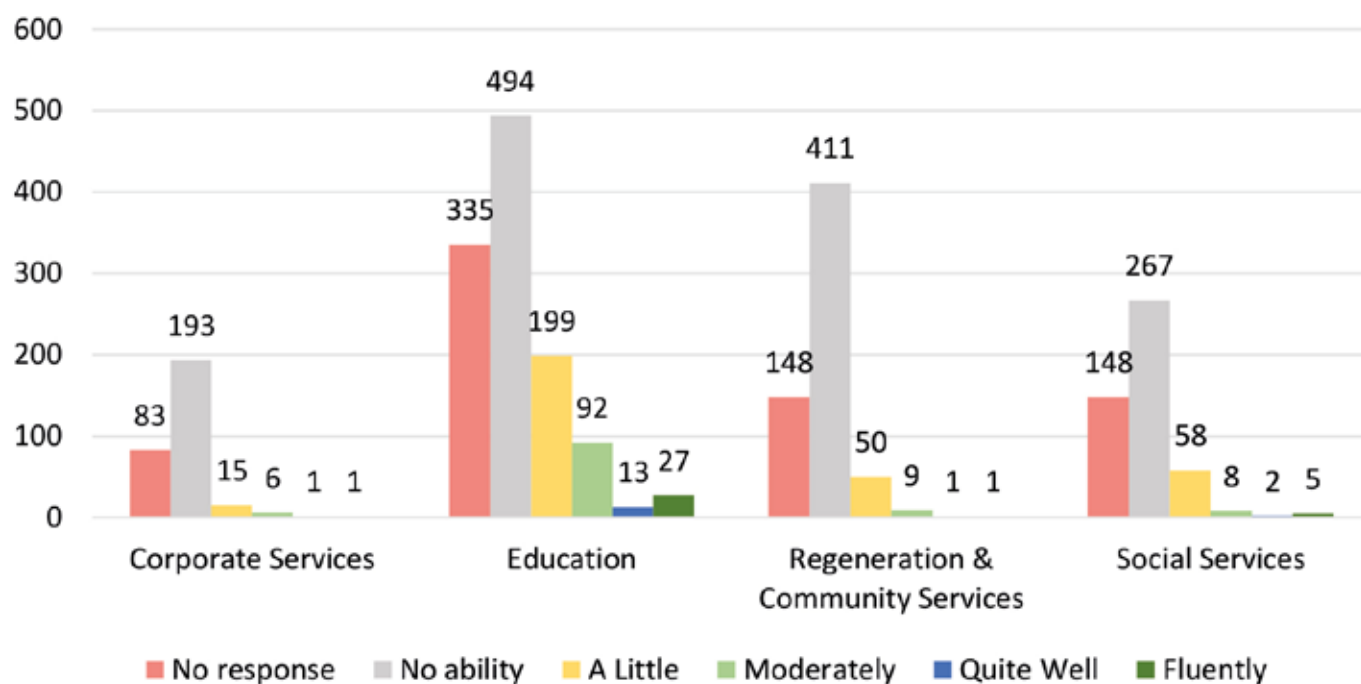
Ability to read Welsh	Number of Staff
Fluently	33 (1%)
Moderately	118 (5%)
Quite Well	25 (1%)
A Little	255 (10%)
No ability	1328 (54%)
No response	723 (29%)
<b>Total</b>	<b>2,464</b>



## Welsh Speakers by Directorate

The following bar chart breaks down Welsh speaking ability by directorate.

### Ability To Speak Welsh By Directorate



A total of 45 members of staff declare their ability as fluent under Welsh speaking skills, this is an increase of 11 members of staff in comparison to 2021-22 figures. This increase is consistent across the Council, with figures rising in all directorates.

Directorate	Number of fluent speakers gained against the 2021-22 Annual Report
Corporate Services	1
Education	3
Regeneration & Community Services	4
Social Services	3

As reported last year the Education directorate has the highest number of fluent speakers with 30 members of staff having gained a further 3 fluent speakers from the 27 reported in 2021-22.

STANDARD

130

 **Siarad Cymraeg**  
**Speak Welsh**

# Training Opportunity

**Learning Welsh is a valuable skill.**

Cymraeg

**Would you like to learn Welsh as part of your role? Or just fancy the idea of learning a little Cymraeg?**

**All Blaenau Gwent employees are entitled to receive free training during work hours.**

**Speak to your line manager about the Dysgu Cymraeg / Learn Welsh courses available today.**

<https://learnwelsh.cymru/work-welsh/work-welsh-courses/work-welsh-taster-courses/>

  
Blaenau Gwent



## 5.0 Welsh medium training provision

### Staff Training


0 courses (available online) were delivered through the medium of Welsh, although this option is made available to staff if requested.

### Welsh Language Training

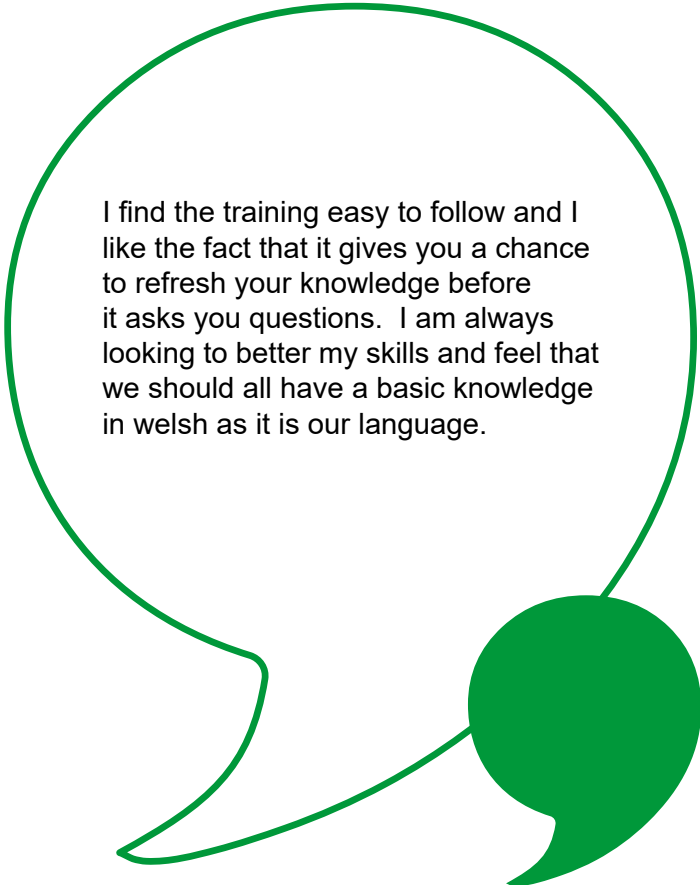
Training is consistently promoted to all Blaenau Gwent staff highlighting to all service areas the opportunity to receive Welsh Language training during working hours as per Standard 130.

We have seen a positive increase in engagement with the online recourses promoted with 31 additional members of staff utilising Dysgu Cymraeg/Learn Welsh online courses.

### Staff feedback:



The reason why I started the course was because I provide Organisational Development support to the Welsh medium school and I thought it would be nice to have some welsh language skills to be able to understand and speak in welsh when I am there. I'd never have thought about starting this if it hadn't been promoted internally and being supported to learn in work time is a definate plus.



I find the training easy to follow and I like the fact that it gives you a chance to refresh your knowledge before it asks you questions. I am always looking to better my skills and feel that we should all have a basic knowledge in welsh as it is our language.

# Welsh Medium Training Provision

## Tutor led sessions for customer-facing staff

To ensure we are providing the best telephone service for Welsh speaking residents contacting the Council, arrangements have been made for 10 members of staff to begin a training course. This course will run from May 2023 until February 2024, meeting with a tutor virtually for two hours per week. The staff members attending these sessions deal with phone calls made to the Councils 'Connect 2 Blaenau Gwent' and benefits telephone lines, and those working in the Community Hubs. This course is being delivered as part of the Work Welsh Scheme provided by **Learn Welsh / Dysgu Cymraeg**. These sessions will run for 35 weeks accumulating 70 hours of training, with provisional in-person sessions in place for the final weeks of the training timetable.



## Councillor Sue Edmunds (Cabinet Member for People and Education) - Learning Welsh

(Cabinet Member for People and Education)

Having lived in Wales for 30 years Councillor Edmunds has always enjoyed listening to the Welsh language and has found in recent years that it has become more apparent in her life. Councillor Edmunds was particularly inclined to learn Welsh to be able to use it when visiting schools, following receiving the email we sent out to staff was encouraged to try using Dysgu Cymraeg/Learn Welsh's online courses. Although due to her busy schedule found Duolingo to suit her schedule as an agile worker better, and is beginning to pick up the language. Here's what Councillor Edmunds had to say:



I work in the community and Welsh is always present. I want to be part of that, I want to be able to sing the National Anthem and greet people in their own tongue for example. My life is really busy so classes don't really suit, I found DuoLingo really works for me, I can spend a few minutes several times a day, maybe when I'm waiting for the kettle to boil or between meetings.

### 6.0 Next steps

Blaenau Gwent Council will remain committed to meeting the duties set out under the Welsh Language (Wales) Measure 2011 and further promote and support compliance with the standards with the aim to continually better our Welsh language services.

As part of our work in the forthcoming year we will continue to take forward the following key actions:

- Implementation and monitoring of Welsh Language Promotion Strategy ensuring we continue to utilise our partners and share best practices at frequent Blaenau Gwent Welsh Network forums and external networks
- Delivering the CS092 Investigation Action Plan
- Continue to promote standard compliance internally to ensure we are providing high quality Welsh language services in line with the Code of Practice for the Welsh Language Standards (No. 1) Regulations 2015
- Consistent reviewing and updating of internal operations in relation to the Welsh language
- Further promotion of Welsh language training among staff and Members and ensuring staff who are committed to training are fully supported

Over the forthcoming period we aim to continue our progress, in relation to meeting our Welsh language duties, and make any necessary improvements to ensure we deliver the best possible services for our staff, residents, partners and stakeholders.

**Blaenau Gwent County Borough Council**

The General Offices

Steelworks Road

Ebbw Vale

NP23 6DN

**Tel:** 01495 311556

**Website:** [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)



Cyngor Bwrdeistref Sirol

**Blaenau Gwent**

County Borough Council

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Blaenau Gwent County Borough Council

# Welsh Language Annual Report 2022-23

Prepared in accordance with  
the requirements of the Welsh  
Language Commissioner



<b>Section</b>	<b>Title</b>
<b>1.0</b>	<b>Introduction</b>
	1.1 Regulatory framework
	1.2 Governance and accountability
<b>2.0</b>	<b>Meeting our Welsh Language Standards</b>
	2.1 Service delivery standards
	2.2 Policy making standards
	2.3 Operational standards
	2.4 Welsh Language Promotion Strategy 2022/27
	2.5 Welsh in Education Strategic Plan 2022/32
<b>3.0</b>	<b>Complaints</b>
<b>4.0</b>	<b>Staff language skills</b>
<b>5.0</b>	<b>Welsh medium training provision</b>
<b>6.0</b>	<b>Next steps</b>



**Mae'r ddogfen hon hefyd ar gael yn Gymraeg.**

**This document is also available in Welsh.**

## 1.1 Regulatory framework

This is the eighth Welsh Language Standards Annual Report Blaenau Gwent Council has published. The report was written under **the Welsh Language (Wales) Measure 2011** covering the financial period of April 1st 2022 to March 31st 2023.

The Welsh Language (Wales) Measure 2011 sets out the legal framework regarding the use of the Welsh language in the delivery of public services. Furthermore, under Standards 158, 164 and 170, all Local Authorities must publish a Welsh Language Annual Report that captures how the Council has been compliant with the service delivery, policy making, and the operational standards. As such the purpose of this report is to provide an evaluation of how our organisation has promoted and facilitated opportunities to use the Welsh language, and ensure we are compliant with our statutory duties to treat the language no less favourably than the English language.

## 1.2 Governance and accountability

Blaenau Gwent Council, as a public body, has a key role in helping to support and encourage the promotion of the Welsh language and is committed to meeting its Welsh Language Standards by being 'a fair, open, and welcoming to all by working with and for our communities' as outlined in our **Corporate Plan 2022/27**.

The Corporate Plan 2022/27 recognises the Welsh language as being a key policy area which helps us deliver against our priorities which are centred on improving the well-being of local people and communities.

### Implementing the standards

All staff are responsible for helping to support the organisation in meeting the Welsh Language Standards and for supporting and encouraging the promotion of the Welsh language.

The Policy & Partnerships Team provides advice, guidance, and professional support across the organisation to ensure the Council is meeting its Welsh language commitments and statutory requirements.

During this reporting period development work has been undertaken to strengthen the Council's existing performance monitoring arrangements via business planning. For example, all directorates and service areas will be required to provide updates on contributions made to supporting Welsh Language Compliance and the Welsh Language Promotion Strategy 2022/27.

## Political and Professional Leadership

The Leader of the Council / Cabinet Member for Corporate Services continues to hold portfolio responsibility for the Welsh Language. The Welsh Language Annual Report is considered by Corporate Overview & Performance Scrutiny Committee, Cabinet, and when appropriate the Council.

Each year the Welsh Language Standards Annual Report is presented to our Corporate Leadership Team (CLT). CLT is made up of the Managing Director, Directors, and all Heads of Service, and includes all the senior officers and is the decision-making body for the corporate element of the Council.

## Blaenau Gwent Welsh Network

The Blaenau Gwent Welsh Network, an external partnership group facilitated by Menter Iaith BGTm, was re-established in the past 12 months.

The network is made up of local Welsh language organisations and agencies and Blaenau Gwent Council service areas whose work directly centres on promoting the use of the Welsh language across the authority. The purpose of this group is to work collectively to help support the delivery and monitoring of the **Welsh Language Promotion Strategy 2022/27** our **Welsh Language Compliance Notice** and to share resources, learning, and good practice. The group will also work alongside the Council's Corporate Equality Welsh Network.

Examples of activities the group has supported this year includes mapping current and planned activities which contribute towards helping us achieve the 3 objectives within our Welsh Language Promotion Strategy 2022/27 and Welsh in Education Strategic Plan 2022/32 (please see Section 2.4 and Section 2.5 for further information).

## Corporate Policy & Performance Workshops

During this reporting period the Corporate Leadership Team have agreed the establishment of quarterly, organisation-wide Corporate Policy & Performance Workshops. We aim to use the workshops as a community of practice to support the implementation of key statutory policy areas (E.g. Welsh, Equality etc.).

## The Education Transformation Team

The Education Transformation Team review and monitor the **Welsh in Education Strategic Plan (WESP)** monthly; providing termly reports to the Welsh in Education Forum (WEF) and provides annual reports to Welsh Government. In addition, WEF development and progress reports are taken via the Council's political processes annually. The Welsh in Education Strategic Plan is also a key focus of the 21st Century Schools Programme Board and Admissions Forum.

Since 2016 Blaenau Gwent Council has had a statutory requirement to work in accordance with the **Welsh Language Standards Compliance Notice** issued by the Welsh Language Commissioner's Office. It is the responsibility of all staff to consider the Welsh language and ensure it is treated no less favourably than the English.

Therefore, while consideration and inclusion of the language is a consistent thread through the Councils day-to-day activity below are several examples of how we have reinforced compliance over the past year in relation to our service delivery, policy and operational standards.

## 2.1 Service delivery standards

### Standards 1-7

#### Correspondence sent by a body

All email accounts ending **@blaenau-gwent.gov.uk** must include a statement noting that we welcome correspondence in Welsh and assurance that it will not lead to a delay in response.

Regular internal communications campaigns have been promoted to ensure staff are made aware to include the Welsh language statement below within their email signature:

*Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.*

*The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.*

*Blaenau Gwent - lle sy'n deg, agored a chroesawgar i bawb drwy weitho gyda a thros ein cymunedau:*

*Blaenau Gwent - a place that is fair, open and welcoming to all by working with and for our communities*

Furthermore, staff access to the **cymraeg@blaenau-gwent.gov.uk** mailbox was extended to ensure we provide an effective Welsh Language service for those who wish to correspond with the Council in Welsh.

## **Standards 8-22**

### **Calls made and received by a body**

Since our last Annual Report, we have continued to review our Welsh language telephone procedure using insights received from our Customer Experiences Service Manager. For example, whilst the guidance for staff included audio files to assist staff, with lower Welsh language speaking ability, with the pronunciation of key phrases (a slowly recited version to emphasise key sounds and pronunciation; the phrase at a normal pace) it was felt that some of the words were still proving to be challenging for some staff. Therefore, changes have been made to ensure more simplified phrases are included. Furthermore, Welsh language training for customer-facing staff has been arranged, for more details please see Section 5 'Welsh Medium Training Provision'.

## **Standards 64-68**

### **A body receiving visitors in its building**

Standard 64-68 set the requirements relating to displaying a sign and wearing badges at reception to make it clear that the persons are welcome to use the Welsh language at reception and that staff are available to provide a Welsh language service. In June, self-assessments were undertaken by Facility Managers regarding compliance and to review any areas for improvement. This resulted in the Welsh Language Active Offer being across all Council building reception areas and within our Community Hubs to increase the use of the Welsh language. For example, better signage to promote our Welsh language service and reception staff to wear either the Welsh language speaker or learning Welsh lanyards.



Our receptionist at the General Offices, Sian (pictured below) is a dedicated learner who frequently practices words and phrases necessary for receiving Welsh speaking visitors.



'I first learnt a little Welsh because of the few occasions where a Welsh speaking person came into Reception I felt ashamed that I knew absolutely no Welsh vocabulary whatsoever, not even a simple greeting. When the Welsh Language Standards came into place I decided to do a 10 week course. I would now feel confident to have a limited interaction going forward if a Welsh speaking person visits the building'.

## Promotion of the use of Active Offer Lanyards and Badges

The poster on page 11 was shared with all service areas and staff are offered free lanyards and badges that indicate they are Welsh speakers or are learning Welsh.

Also, to promote the use of Welsh during online meetings held either internally or externally Microsoft Teams backgrounds have been made available to staff who wish to indicate they have Welsh language ability. The templates below are available to all staff via the intranet.



# Badges and lanyards for Welsh speakers and learners available for all staff!



## Get yours from reception at Anvil Court and the General Offices!



Teams backgrounds that show you speak Welsh, or are learning, can be found on the Welsh language Intranet page.

For free Welsh language training please contact [Katherine.watkins-hughes@blaenau-gwent.gov.uk](mailto:Katherine.watkins-hughes@blaenau-gwent.gov.uk)

# Meeting our Welsh Language Standards

## Beaufort Hill Primary School – ‘Helpwr y Dydd’

Promotion of the lanyards also went out to all Blaenau Gwent schools. This prompted engagement from the Welsh lead at Beaufort Hill Primary School to use the lanyards as part of the ‘Helpwr a Dydd’ scheme.

The- ‘Helpwr a Dydd’ scheme is where a pupil is picked each day as a Welsh language champion to ensure the Welsh language is being used. The ‘Helpwr y Dydd’ is responsible for role-modelling the use of Welsh by promoting the Welsh phrase of the week, writing the date and weather in Welsh at the beginning of class and using the language generally with staff and students.





## 2.2 Policy making standards

### Standard 88 - 97 Relating to considering the effects of a body's policy decisions on the Welsh language

#### Integrated Impact Assessment

Standard 88 states that a body must consider what effects, if any (whether positive or adverse), a policy decision would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language. A body must consider the effects when it formulates a new policy, or reviews or revises an existing policy.

All Council decisions, policy reviews or new policy developments require an Integrated Impact Assessment (IIA). The IIA has been reviewed and includes consideration of the Welsh Language (Wales) Measure 2011 regulations to guarantee effective consideration of the Welsh language.

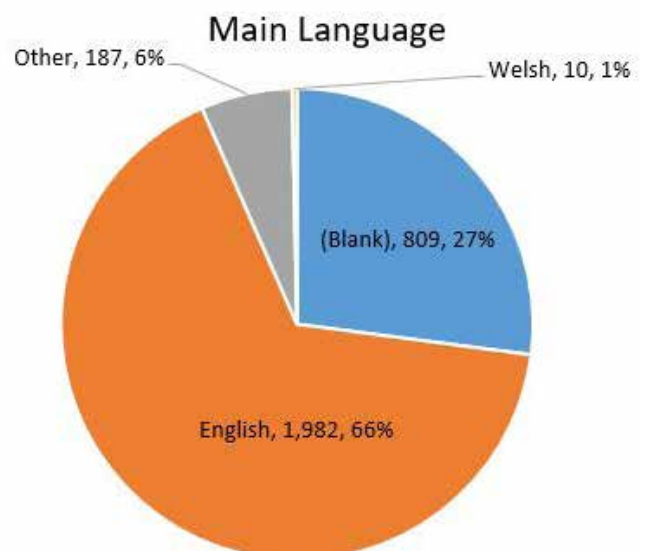
## 2.3 Operational standards

### Standards 99 -104 relating to the use of the Welsh language within a body's internal administration

#### Integrated Impact Assessment

When an individual is offered a new post their correspondence preference for the contract of employment or contract for services is noted on iTrent by Organisational Development. iTrent is an online platform and database for workforce information (e.g., sensitive information relating to the Equality (Wales) Act 2010 as well as Welsh Language speaking, understanding, listening, and reading.

Currently there are 19 members of staff who wish to receive their correspondence in Welsh or bilingually. This is a significant increase of 14 members of staff since the last reporting period to disclose Welsh as their main language which shows a positive trend in staff embracing the language.



## Standard 136 - Recruiting and Appointing

Managers are required to complete a Welsh Language Skills Job Assessment form when recruiting for a new or vacant post. This information shapes the job description, advertisement requisition, interview procedure and subsequently any employment. It is the Council's policy that all posts advertised, internally and externally must note Welsh as a 'desirable' skill as a minimum requirement. As such all 335 jobs advertised this reporting period have noted Welsh as a 'desirable' skill.

While only one position was advertised as Welsh language 'essential' the position itself of Welsh Language Support Officer is key in ensuring use, promotion and compliance with the Welsh Language Standards. As was noted in our last Annual Report the Policy & Partnerships Team had successfully participated in the Kickstart apprenticeship programme with creating the role of Trainee Welsh Language Support Officer. This apprenticeship led to the member of staff securing fixed-term employment in the Electoral Registration Team following its completion. This year having secured further funding to extend the role of Welsh Language Support Officer for a further 12 months.

The recruitment policy is undergoing an end-end review as part of the CS092 Action Plan covered in Section 3.

## 2.4 Meeting our Promotional Standards / Welsh Language Promotion Strategy 2022/27

Standard 145 states that every local authority must produce a strategy detailing how they intend on promoting the Welsh language every five years. Our second **Welsh Language Promotion Strategy 2022/27** was published during the period of this report and focuses on the following three strategic objectives:

### Objective 1 - Family and Community

'Working with our partners we will promote and encourage the use of the Welsh language within families and the community.'

### Objective 2 - Children and Young people

'To increase the provision of Welsh language education and informal activities for children and young people.'

### Objective 3 - Welsh in the Workplace

'To increase opportunities for people to use Welsh in the workplace.'

### Our Target

Within the promotion strategy the council must set out a target, Blaenau Gwent have aligned its target with the Government Million Speakers by 2050 strategy.

The 2021 Census identified 4,035 Welsh speakers living within Blaenau Gwent, which equates to 6.2% of its population.

# Meeting our Welsh Language Standards

To meet the Welsh Governments goal of one million speakers in the next 28 years Blaenau Gwent would need a 46% increase. 46% being an additional 1,856 speakers, equating to 66 additional speakers annually.

Below are some examples of work that has taken place this year that feed into the Promotion Strategy's objectives.

## Objective 1

Objective 1 of the strategy centres on the promotion and encouragement of the use of the Welsh language within families and community by working with our partners.

As noted in Section 1.2 'Governance and Accountability' of this report the Blaenau Gwent Welsh Network has been re-established to support this work. This group is made up of our partner organisations and relevant Council service area representatives. Meeting quarterly to share best practice and monitor the progress of Welsh Language Compliance, the Welsh in Education Strategic Plan 2022/32 and the Welsh Language Promotion Strategy 2022/27.

Partnership working is key to the delivery of Objective 1. Below are three examples of what are local Welsh language partners have delivered during the reporting period to support it.

## Mudiad Meithrin

Established in 1971 **Mudiad Meithrin / Mudiad Meithrin** is a voluntary organisation passionate about celebrating and encouraging the use of the Welsh language. The organisation offers numerous Welsh-medium play and learning experiences for children from birth to school-age.

Cylch Meithrin Brynithel has held a series of activities with families this year to generate interest in Welsh and Welsh Education including Welsh courses for parents; a Martyn Geraint Show at Abertillery's Metropole Theatre and a free trip to the Dewin and Doti Festival

In July 2022 working with Blaenau Gwent Welsh-medium primary Ysgol Bro Helyg Mudiad Meithrin published a video regarding transport to the school.

The video 'My journey to School' shows the journey for local children on a bus to school, which aims to reassure parents who have been worried about sending their young children on a bus to travel to school.

The video was promoted on the Councils social media pages and website and is used to encourage families who send their children to Cylch Meithrin in Brynithel to continue their Welsh-medium education by sending them to this local Welsh School after they leave the cylch.

# Meeting our Welsh Language Standards

## Menter iaith

**Menter iaith / Menter iaith** was established in 2007 making it one of the youngest Welsh Language Initiatives, or 'Mentrau iaith' amongst the 22 that exist across Wales. The Menter serves three counties – Blaenau Gwent, Torfaen, and Monmouthshire.

The 'Mentrau iaith' were established to arrange a variety of events for people of all ages, background, and linguistic ability to enjoy and socialise in Welsh including parents, families, children and young people, adults, and learners.

Menter iaith BGTm have held numerous community events and activities throughout the reporting period that promote the use of the Welsh language. Below are a few examples:

**MENTER IAITH BGTm**  
**#HafOHwyl**  
**#SummerOfFun**

  
Dydd Mercher 10/8/22, 17/8/22  
Wednesday 10/8/22, 17/8/22  
11am - 2:30pm

Ymunwch â ni am sesiwn llawn hwyl, stondin gwybodaeth adloniant i'r teulu a sesiwn ffitrwydd gan Elin Wyn yn Nhy Bedwelty, Tredegar.



Join us for a Welsh language Family Fun day- information stalls, family fitness with Elin Wyn and entertainment at Bedwelty House, Tredegar

**Bwciwch o flaen llaw drwy Eventbrite**  
Book in advance via [Eventbrite](https://hwylbb.eventbrite.co.uk)  
<https://hwylbb.eventbrite.co.uk>

Menter iaith Blaenau Gwent Torfaen Monmouthshire  
Ymddiriedolaeth Gymraeg  
Sponsored by  
Welsh Government  
Rif Sefydliad Elusen Celffardd  
Charitable Incorporated Organisation Number 1191194

Rownd Blaenau Gwent / Gwent  
**Y Cwis Mawr**

RTB Ebbw Vale Bowls Club  
Newchurch Rd,  
Glyn Ebwy / Ebbw Vale  
NP23 5AZ  
30/06/2022  
6.30yh/pm  
Am fey n wylodwrth -  
gwst@menterbgtm.cymru

Dim mwy na 4 ym mhob tîm. Mae cyfle i'r tîm buddugol fynd i'r rownd derynol yn Eisteddfod Genedlaethol Tregaron a chael taciyn am y diwrnod am ddim!

Mentrau Iaith Blaenau Gwent Torfaen Monmouthshire

**Cymdeithas Gymraeg**  
**Blaenau Gwent**



**DEWCH I YMUNO GYDA NI AM BRYD O FWYD I AIL-LAWNSIO CYMDEITHAS GYMRAEG BLAENAU GWENT!**

**COME JOIN US FOR A MEAL TO RELAUNCH THE BLAENAU GWENT WELSH SOCIETY!**

**LLEOLIAD/LOCATION**  
8 KING ST, BRYNMAWR, EBBW VALE NP23 4RE  
NOS FERCHER 18AIN O Ffai 6PM  
WEDNESDAY 18TH OF MAY 6PM

Bwciwch o flaen llaw / Booking essential  
sioned@menterbgtm.cymru

Menter iaith Blaenau Gwent Torfaen Monmouthshire  
REF: 087754149  
LLEOLIAD  
CUFFORFETHOL  
18004  
Ymddiriedolaeth Gymraeg  
Sponsored by  
Welsh Government



# Meeting our Welsh Language Standards

## Aneurin Leisure Trust

**Aneurin Leisure Trust** is a not-for-profit organisation which delivers leisure, learning and cultural services across Blaenau Gwent. Aneurin Leisure Trust offer a range of leisure activities through the medium of Welsh and courses to learn Welsh for adults.

Excitingly during their 'Haf o Hwyl' / 'Summer of Fun' the Welsh author Huw Davies presented free writing workshops and storytelling sessions at Tredegar and Abertillery libraries as pictured below:

The poster features the following text and graphics:

- Logos for Llyfrgelloedd Blaenau Gwent Libraries, Project TECLYHWYR, and Project GADGEJEERAS.
- Stylized title: **Haf o Hwyl Summer of Fun**
- Author name: **Huw Davies**
- Event title: **Writing Workshop & Storytelling Session**
- Invitation: **Come and join us for a FREE workshop with renowned children's author Huw Davies**
- Photo of Huw Davies.
- Event details: **Tredegar Library, Wednesday 17 Aug 2.30pm, Call 01495 357869 to book**
- Age suitability: **Suitable for ages 6-11**
- Book covers for 'SŵPHERNOL' and 'BEN LLESTRI'.
- Logos for 'Haf o Hwyl Summer of Fun', 'DAN LLEN', 'READING', and 'THE READING HUB'.



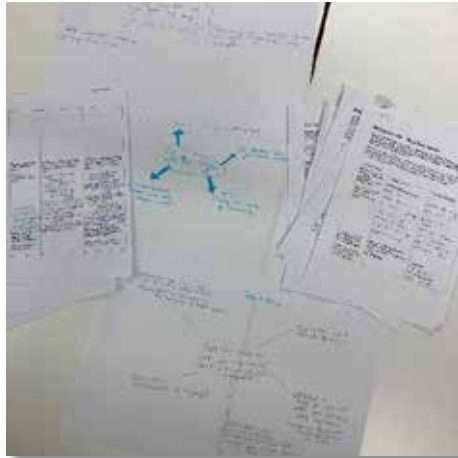
## Objective 2

The second objective within the Welsh Language Promotion Strategy aims to increase the provision of Welsh language education and informal learning activities for children and young people. The Welsh in Education Strategic Plan 2022/32 is aligned with the delivery of Objective 2. Please see Section 2.5 of this report for further information about the plan and its progress during the reporting period. Below are a few examples of work delivered by Coleg Gwent's Blaenau Gwent Learning Zone that has contributed towards Objective 2 during the past year.

# Meeting our Welsh Language Standards

## Incorporating the language in courses at Blaenau Gwent Learning Zone - Coleg Gwent

The Welsh Language Facilitator for Health and Social Care in Coleg Gwent has been working with both Level 2 and 3 students to develop their Welsh language ability and confidence. The Welsh language has been incorporated into the general content of the course as well as running sessions on the More Than Just Words Framework (please see objective 3 for further information). Also, the Head of Welsh for Aneurin Bevan Health Board has frequented the college to deliver sessions on the importance and structure of implementation for More Than Just Words. Below are some images of the students' hard work surrounding the Welsh language within the Health and Social Care sector.



## Dydd Gŵyl Dewi at Coleg Gwent

In addition to work within the classroom Coleg Gwent have also run Welsh events such as the Dydd Gŵyl Dewi Fair. This included playing Welsh music in the auditorium on Well Music Day. Events such as this give opportunity for the colleges' Welsh ambassadors to help out as well as raise the profile of the Welsh language and awareness about opportunities to learn Welsh to students attending the college.





# Meeting our Welsh Language Standards

## Objective 3

**Objective 3 aims to increase opportunities for people to use Welsh in the workplace.**

Welsh language training is key aspect in helping to achieve Objective 3. Opportunities to learn Welsh have been extensively promoted during the past 12 months as is detailed in section 5 of this report.

As exemplified in Section 2 of this report this year we have taken a number of extra measures to ensure Welsh language visibility within the workplace to ensure those who speak Welsh encouraged to use the language.

Regular reviews and updates of the Welsh language guidance available to all staff on the intranet are made throughout the course of the year. Frequent posters, GIFS and videos surrounding Welsh Language Standards compliance are promoted to all staff. As can be seen below a logo and theme have been developed by the graphics department that has become synonymous with reminders of standard practice that apply to all staff within the Council.



## Welsh Government's More than just words 2022/27

Our Welsh Language Promotion Strategy also sets out our commitments against Welsh Government's **More than just words 2022/27** Strategy More Than Just Words Plan 2022/27 and is focused on increasing the use of Welsh in the workplace.

Welsh Government's More than just words 2022/27 is a Welsh language plan for health and social care which aims to ensure people can access the care they deserve and require in the preferred language choice. It aims to improve and promote Welsh language services across all health settings. It aims to improve well-being outcomes for individuals in-line with the Social Services and Well-being- of Future Generations (Wales) Act 2014. Under the Act's Code of Practice, local authorities are required to ensure Welsh language services are included within service planning and delivery and that services are offered in Welsh, to Welsh speakers, without them having to request it as required by the 'Active Offer'. For example, taking steps to increase the Welsh Language skills of Social Services staff to improve our Welsh language services.

More than just words resources along with Learn Welsh courses as can be seen below are included in Blaenau Gwent's Social Care services weekly bulletin. Further awareness sessions are being commissioned as part of the 2023/24 work programme.

### Mwy na geiriau More than just words

Resources available:

[Using Welsh at work | Social Care Wales](#)

[Understanding language needs | Social Care Wales](#)

Plus sign up to a free Welsh taster course

[SHORT ONLINE TASTER COURSES | Learn Welsh](#)



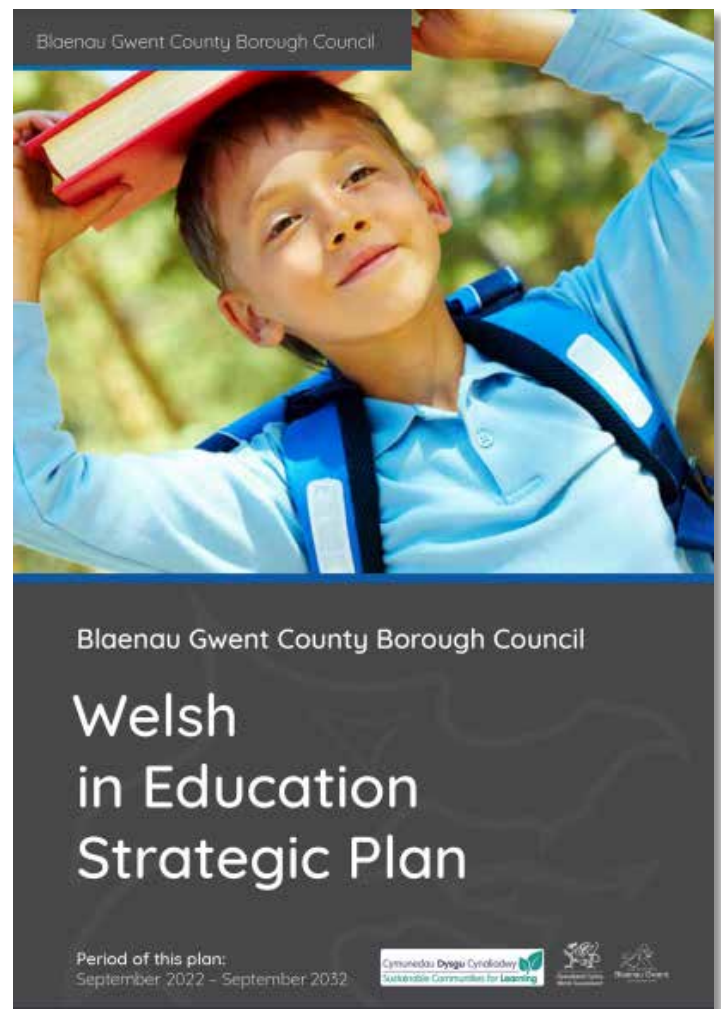
## 2.5 Welsh in Education Strategic Plan 2022/32

Objective two of the Welsh Language Promotion Strategy states:

**“To increase the provision of Welsh language education and informal activities for children and young people and to increase their awareness of the value of the language”.**

Blaenau Gwent Welsh in Education Strategic 10-Year Plan 2022-2032 was approved in July 2022 by Welsh Ministers for implementation in September 2022. The plan is directly aligned to both the Welsh Government’s and the Council’s Welsh Language strategic frameworks. The strategic priorities highlighted in the WESP 10-year document can be summarised as follows:

- Raise the profile and levels of participation for Welsh-medium education across the County Borough by 2032 by 11% to contribute to the vision for one million speakers by 2050.
- Increase the early year’s provision offer to stimulate parental demand to enable growth across the County Borough.
- Continue to increase transition rates from Welsh-medium nursery provision to Ysgol Gymraeg Bro Helyg.
- Open a Seedling Welsh-medium Primary provision in Sirhowy Tredegar on Chartist Way for September 2024 with Nursery and Reception Pupils being admitted September 2023 on a temporary school site in Ty Bedwellty.
- Work regionally with Southeast Wales Local Authorities to secure places for Blaenau Gwent learners in Welsh-medium secondary provision.
- Improving Welsh medium learner outcomes so learners raise aspirations and improve their life chances.





# Meeting our Welsh Language Standards

The Blaenau Gwent WESP 10-year plan came into force in September 2022 with Welsh Government Approval. Blaenau Gwent has been able to set ambitious but realistic targets for the short, medium and long term developments. Alongside a review of the Welsh in Education Strategic Plan, the Blaenau Gwent Welsh Education Forum (WEF) structure, membership and associated documentation are reviewed and strengthened on an annual basis, there is a robust monitoring form and delivery plan to support the success of promoting Welsh-medium education. Such as the posters below that are displayed in the Integrated Children's Centre explaining the journey of Welsh medium education.



## Welsh in Education Forum

The WEF meetings are now termly and have been referenced with Welsh Government and colleagues as good practice with strong partnership working. There are also dedicated workshops around Communication plans and Subgroup outcomes as per the WESP 10-year plan.

These Communication plans including working collaboratively with Health Visitors and the Council's Family Information Services (FIS). Flying Start Health Visitors work in areas of deprivation as designated by Welsh Government, they encourage children to attend Flying Start childcare and inform parents of the availability of Flying Start childcare through the medium of Welsh.



A hard copy of the 'Parent / Carer School Information Booklet' is sent out from the FIS to every parent in Blaenau Gwent in the months leading up to when admissions process opens, within the booklet Welsh medium education as well as early years' nursery settings like Mudiad Meithrin. The booklet also addresses the concerns of non-Welsh speaking parents' ability to support their child through their education.

# Meeting our Welsh Language Standards

## Welsh in Education Forum Impact

Partners commented on the effectiveness of the Forum, which in turn has had a positive impact upon membership, attendance, and outcomes. In addition, the Service Manager for Education Transformation and Business Change is the chair of the Regional Planning of School Places and Demand Sub-group of the WEF Strategic Forum. The group meets quarterly and considers the following areas of work:

- Regional Promotion and Communication Strategy Development
- Monitoring the Demand for and Uptake of Welsh-medium Education Places
- Regional Review of Welsh-medium Secondary School Provision
- Welsh Medium Grant and Sustainable Communities for Learning Band B Proposals and Projects
- WESP and WEF Updates
- Immersion

The Council has updated its webpages to inform the wider community of the advantages of being Bilingual to support the WEF collaborative booklet called 'Becoming Bilingual' 'Becoming Bilingual' which promotes the benefits of speaking Welsh and English.

**Blaenau Gwent**  
Blaenau Gwent Council

Mentor Iaith

**Bod yn ddwyieithog**  
Ydych chi'n ystyried anfon eich plentyn i ysgol cyfrwng Cymraeg?

**Becoming bilingual**  
Thinking about sending your child to a Welsh medium school?

Gweler rhagor o wybodaeth y tu mewn!

Find out more inside!

[www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)

[www.blaenau-gwent.gov.uk/en/resident/schools-learning/beingbilingual](http://www.blaenau-gwent.gov.uk/en/resident/schools-learning/beingbilingual)



# Meeting our Welsh Language Standards

The document is reviewed annually and shared with the families of prospective pupils. The booklet is also linked to the admissions process and is shared via health professionals, early year's settings, schools, and other relevant partners and professionals, to promote Welsh language opportunities and education locally.

Blaenau Gwent 2021-22 self-assessment against key progress was sustained at Amber, with the rate of completion against the 2021-22 action plan as follows:

- 84% (or 49 actions) are complete
- 7% (or 4 actions) ongoing; and,
- 9% (5 actions) actions in development

Continued management and monitoring are required to ensure that the plan and targets are reflective of need, and that the key objectives are achieved within each delivery plan period. 5 of the main achievements in the last academic session include:

1. Blaenau Gwent has successfully delivered against the Welsh Government Sustainable Communities for Learning Band B programme for remodelling works at Ysgol Gymraeg Bro Helyg in Autumn term 2022. The education transformation team are awaiting an official opening date for Ministers which is scheduled for May 2023. In addition, Education is taking forward a project to create a 210 place Welsh-medium primary school and associated childcare facility within the Tredegar/Sirhowy valley in September 2024. This will be open for pupils of Nursery and Reception age for September 2023 on a temporary location which is Ty Bedwellty for the first year until the school is completed in September 2024.
2. Numbers of pupils on roll, along with those applying for a place at Ysgol Gymraeg Bro Helyg has continued to increase, with a positive trend noted over the last 3 years in relation to both nursery and reception pupil numbers. In addition, transition rates between primary and secondary for 2019/20 were 100%.
3. Blaenau Gwent Council has developed a strong marketing and communication plan, targeting and promoting the benefits of being bilingual, whilst also establishing appropriate methods of engagement and consultation with stakeholders, in order to inform key strategic priorities. Throughout December 2022 and Early January 2023, a mass postal campaign was launched which seen over 36,000 bookmarks (as can be seen below) being delivered to every household in Blaenau Gwent promoting the benefits of being bilingual and the new seedling provision in Sirhowy Tredegar.



## Meeting our Welsh Language Standards

4. Partner representation, attendance and frequency of the Blaenau Gwent Welsh Education Forum continues to be strong, with partners firmly committed to and recognising the effectiveness of the Blaenau Gwent Forum. Partners have hailed the work of BG WEF as an example of good practice. Also, the WESP POSP Sub-group continues to meet regularly to support proposals for growth and development on a regional basis and again, to inform strategic planning.
5. Sabbatical Welsh figures are increasing annually with school staff uptake of courses increasing year on year demonstrating a continued commitment to the Welsh language.

## Blaenau Gwent's Welsh in Education 10 Year Strategic Plan

Blaenau Gwent Council's Vision for Welsh-medium Education is as follows:

**'To build upon the strong progress made to date, by creating a sustainable education system which enhances provision, uptake, and use of the Welsh language; creating skilled and empowered citizens who are proud to live and work both within and outside of Wales'.**

The strategic aim of which will be to create:

'A community who embrace the Welsh language and culture with confidence and pride'. We will seek to achieve our vision by promoting, developing, and enhancing Welsh-medium education provision and services. We will do so by working closely with the Welsh in Education Forum, along with other key strategic partners including Welsh Government, and other Local Authorities. Our strategic objectives include:

- To raise the profile of Welsh medium Education, along with the benefits of being bilingual
- To create high quality, thriving learning establishments which support effective pupil, staff, community, and partner engagement
- To support integration of services and create an immersive experience for learners
- To secure improved school to school and partnership work, facilitating wider use and development of the Welsh language
- To create a skilled and sustainable workforce, committed to continuing professional development
- To ensure inclusive teaching and learning environments and opportunities for all learners; and
- To improve progression opportunities by reviewing and implementing a curriculum which is firmly aligned to further and higher education

# Meeting our Welsh Language Standards

The Council seeks to achieve the following outcomes as set out by Welsh Government, which reflect the learner's education journey, and are consistent with the policy areas of **Cymraeg 2050** and **Education in Wales: Our National Mission**.

## **Outcome 1**

More nursery children/three-year-olds receive their education through the medium of Welsh.

## **Outcome 2**

More reception class children/five-year-olds receive their education through the medium of Welsh.

## **Outcome 3**

More children continue to improve their Welsh language skills when transferring from one stage of their statutory education to another.

## **Outcome 4**

More learners study for assessed qualifications in Welsh (as a subject) and subjects through the medium of Welsh.

## **Outcome 5**

More opportunities for learners to use Welsh in different contexts in school.

## **Outcome 6**

An increase in the provision of Welsh-medium education for pupils with additional learning needs (ALN) (in accordance with the duties imposed by the **Additional Learning Needs and Education Tribunal (Wales) Act 2018**).

## **Outcome 7**

Increase the number of teaching staff able to teach Welsh (as a subject) and teach through the medium of Welsh.

To achieve our vision and objectives, Blaenau Gwent County Borough Council is committed to working towards the ambitious Welsh Government target, to increase the Year 1 cohort taught via the medium of Welsh to 75 pupils. When compared with the 2019/20 baseline data used by Welsh Government, this would equate to 10% (an increase of 6 percentage points) of the total Year 1 cohort being taught via the medium of Welsh by 2032.

## Immersion Grant

Education, in partnership with a specialist contractor, the school and Welsh Government, has developed dedicated immersion provision within Ysgol Gymraeg Bro Helyg, to accommodate late comers to Welsh-medium education. The 2021/22 pilot was a success and Welsh Government extended the programme for a further 3 years inviting Local Authorities to submit expressions of interests. Blaenau Gwent secured additional funding for a class teacher for 3 years with some small capital expenditure to promote immersion over both Ysgol Gymraeg Bro Helyg and the seedling school in Sirhowy, Tredegar.

In line with the delivery of the project the Council worked closely with neighbouring authorities to compare models of immersion provision, identify, and address any gaps, whilst also gauging and developing best practice. In addition, the project has contributed to the development of the communication and promotion plan working in partnership with the BG WEF, in turn supporting implementation of the new provision in line with the BG WESP.

In addition, Ysgol Gymraeg Bro Helyg Primary School are planning on implementing a special needs resource base (SNRB) for up to 15 ALN pupils, subject to consultation. As part of the Sustainable Communities for Learning programme the Council can provide capital expenditure in 2023/24 to enable a classroom to be converted into a resource base to support a wider ALN direction of providing ALN support for Welsh-medium learners in 2024.

## 3.0 Corporate Compliments & Complaints Procedure

The **Corporate Compliments & Complaints** procedure is available for anyone who wishes to make a complaint related to compliance with the Welsh Language Standards and is used to help us identify and make any required service delivery changes. The procedure provides information on how people can refer a complaint to the Public Services Ombudsman for Wales as well as the Welsh Language Commissioner's Office.

Complaints can be made in any format (e.g., email, letter, in person, telephone, social media etc.).

During this reporting period a total of 0 complaints were received via Corporate Compliments & Complaints regarding service delivery standards; policy making standards; or operational standards.

### **Standard Compliance Investigation CS092**

The Welsh Language Commissioners Office (WLCO) opened the CS092 investigation in November 2021 following concerns raised when assessing Blaenau Gwent Councils compliance with the Welsh Language Standards surrounding telephone service.

The initial response the Council provided raised further concerns regarding standard compliance that widened the terms of reference. The terms of reference included the promoting of Welsh services, assessing the language skills of staff, providing training opportunities and the recruitment processes surrounding the language skills required.

In September 2022 the WLCO provided the Council with a final determination that outlines the steps required to reach standard compliance and expected delivery timeframes. This determination notice, also requested that the Council created an Action Plan that sets out these steps and establishes both timeframes and accountability.

The Council's Leadership Team made the decision to establish an organisation wide 'CS092 Core Officers Group' to support the Policy Team with the development and subsequent delivery of the Action Plan.

## The group are responsible for:

- Holding a root and branch review of the arrangements for complying with the Service Delivery Standards that are included within the investigation
- Preparing a plan for how the organisation will ensure compliance with the Operational Standards across the organisation
- Identifying human resource requirements on how the Council is going to ensure adequate resources to comply with the Telephone Standards;
- Increasing the level of understanding across the organisation of the requirements of the standards relevant to the investigation (with reference to the language skills assessment, Welsh language training and assessing the language needs of posts)
- Preparation, development, and subsequent implementation of the CS092 Action Plan.

Several online meetings were held as a group to discuss the requirements of the investigation and to develop a draft Action Plan. This was complemented by further individual meetings between the Professional Lead for Engagement, Equality and Welsh, Welsh Language Support Officer, and Action Leads to finalise the key details of the draft plan.

A Microsoft Teams Channel was created for the Core Officer Group to be able to regularly share files, information and to provide progress updates as well as support preliminary implementation work.

The Council submitted the Action Plan to the WLCO on the 31st of January 2023.

The CS092 Action Plan was approved in March 2023 and is currently being implemented with all actions set to be completed by March 2024.



## Welsh Language Commissioner's Office Annual Monitoring Visit - March 2023

Every year the Welsh Language Commissioners Office (WLCO) focuses on several areas of Welsh language compliance and undertakes a review of the Council's effectiveness, along with identifying areas for improvement.

WLCO praised the Council for their work surrounding the recent investigation and the Action Plan which had been developed to address the matters raised.

However, the following areas were identified for improvement:

- Website information (Standard 49, 52 & 56)
- Social media posts (Standard 48)
- Requirement to develop an Internal Welsh language policy (Standard 98)

### Standards raised during monitoring:

#### Standard 49

If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.

#### Standard 52

You must ensure that –

- a. the text of each page of your website is available in Welsh,
- b. every Welsh language page on your website is fully functional, and
- c. the Welsh language is not treated less favourably than the English language on your website.

#### Standard 56

You must provide the interface and menus on every page of your website in Welsh.

#### Standard 58

When you use social media, you must not treat the Welsh language less favourably than the English language.

#### Standard 98

You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.

### Actions taken within the report period to address the matters raised:

#### Standard 49

The following poster was sent out to all staff to ensure that documents made available to the public must be available in both Welsh and English, including the official statement which must be used.

# Welsh Language Document Statement

Standard  
49



**English versions of documents made available to the public must include a statement that they are also available in Welsh.**

**Please be sure to use the statement available under 'Welsh Guidance' on the Intranet.**



Mae'r ddogfen hon hefyd ar gael yn Gymraeg.

This document is also available in Welsh.

# Complaints

## **Standard 52, 56 and 58**

The Communications team have amended all non-compliant web pages in-line with the Welsh language standards. Regular monitoring of web content will be undertaken to ensure the Welsh language is treated no less favourably than the English on the Council's website and social media accounts.

## **Standard 98**

Drafting of the policy on using the Welsh language internally began in March, and is being taken into consideration when completing the actions within the CS092 Investigation Action Plan. The policy will continue to be reviewed following publication to ensure that all content is up to date with any developments in relation to the Council's internal operations (i.e., recruitment processes, post-entry training policy etc).

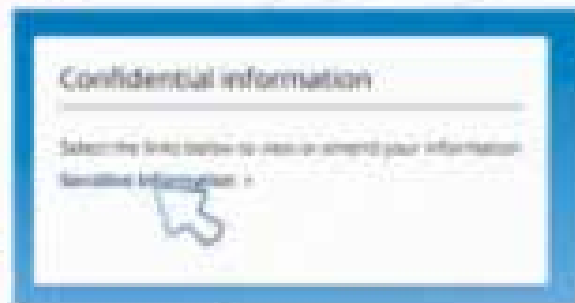
# Is your iTrent info up to date?

## Please tell us about your Welsh Language skills.



1) Log in to iTrent  
Click 'View Profile'.

2) Click  
'Sensitive  
Information'.



3) Fill in your Welsh  
language skills.

4) Don't forget to  
click 'Save'.



## 4.0 Staff language skills

All councils must keep a record of the Welsh language skills of its staff under Standard 127. Blaenau Gwent Council record this via our human resources platform, iTrent. All staff are made aware that they need to complete a Welsh language skills self-assessment upon employment. Reminders to keep this information up to date have been sent out to all staff as can be seen below, as well as including reminders in managers' updates.

The information in this section has been provided via the Organisational Development Team using the Council's iTrent system and represents staff Welsh language ability as of 31st March 2022.

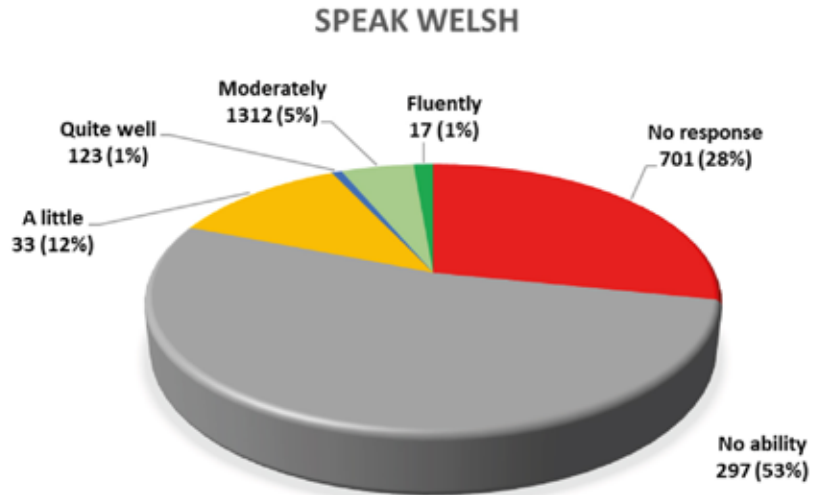
The base figure for the data is 2,959 staff on the Council's establishment list (an increase of 20% in comparison to 2021-22 records).

As of the 31st of March 2023 the number of employees who have Welsh language speaking skills ranging from 'fluently', 'quite well', 'moderately' to 'a little' is 537. This is an increase of 67 members of staff from the 470 identified in the 2021-22 reporting period.

The number and percentage of staff that can understand, speak, write, and read Welsh varies slightly between each comparator, which is illustrated in the graphs on page 37 and 38.

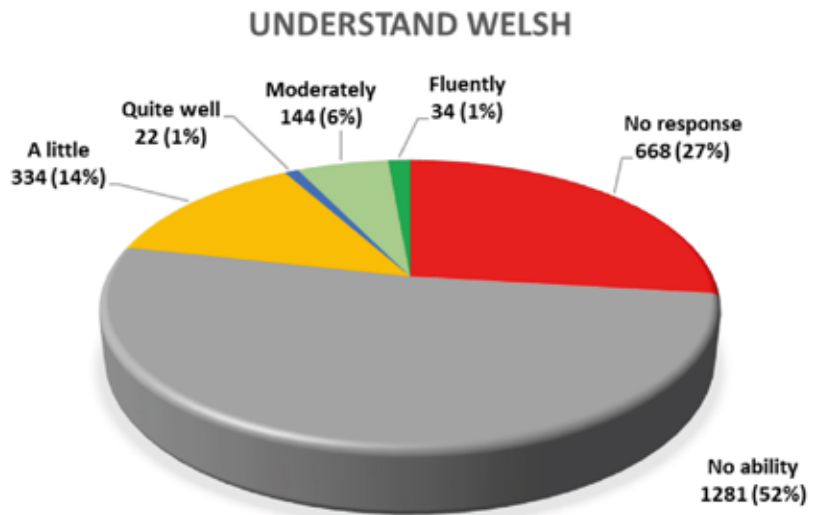
**Chart 1 - Speak Welsh**

Ability to speak Welsh	Number of Staff
Fluently	33 (1%)
Moderately	123 (5%)
Quite Well	17 (1%)
A Little	297 (12%)
No ability	1312 (53%)
No response	701 (28%)
<b>Total</b>	<b>2,464</b>



**Chart 2 - Understand Welsh**

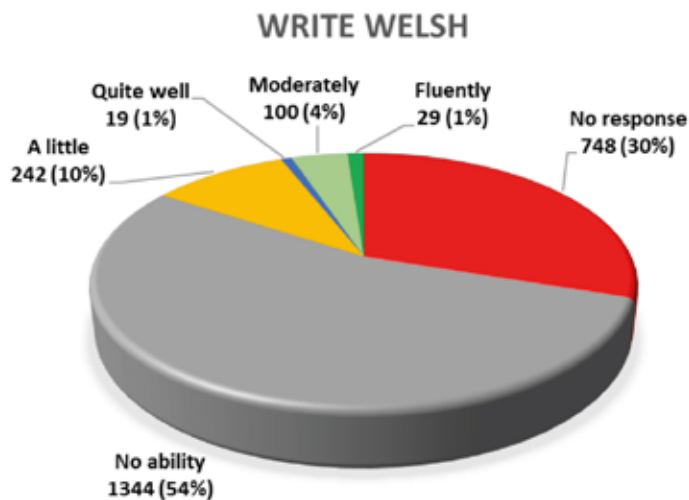
Ability to understand Welsh	Number of Staff
Fluently	34 (1%)
Moderately	144 (6%)
Quite Well	22 (1%)
A Little	334 (14%)
No ability	1281 (52%)
No response	668 (27%)
<b>Total</b>	<b>2,464</b>



# Staff Language Skills

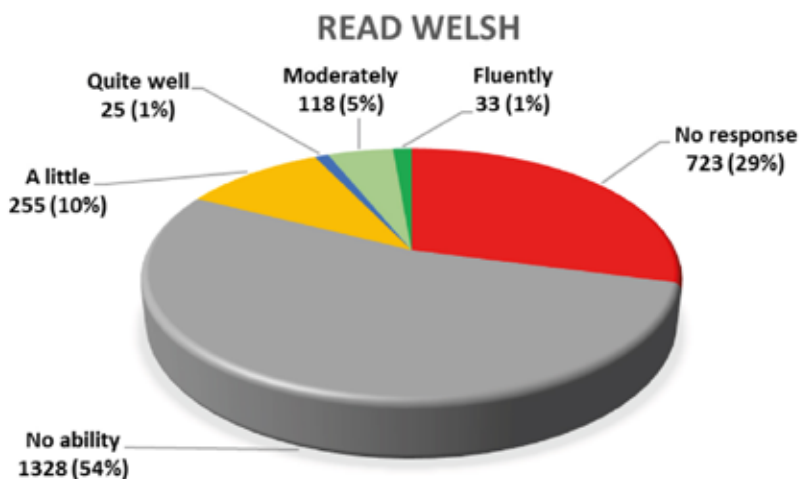
## Chart 3 - Write Welsh

Ability to write Welsh	Number of Staff
Fluently	29 (1%)
Moderately	100 (4%)
Quite Well	19 (1%)
A Little	242 (10%)
No ability	1344 (55%)
No response	748 (30%)
<b>Total</b>	<b>2,464</b>



## Chart 4 - Read Welsh

Ability to read Welsh	Number of Staff
Fluently	33 (1%)
Moderately	118 (5%)
Quite Well	25 (1%)
A Little	255 (10%)
No ability	1328 (54%)
No response	723 (29%)
<b>Total</b>	<b>2,464</b>

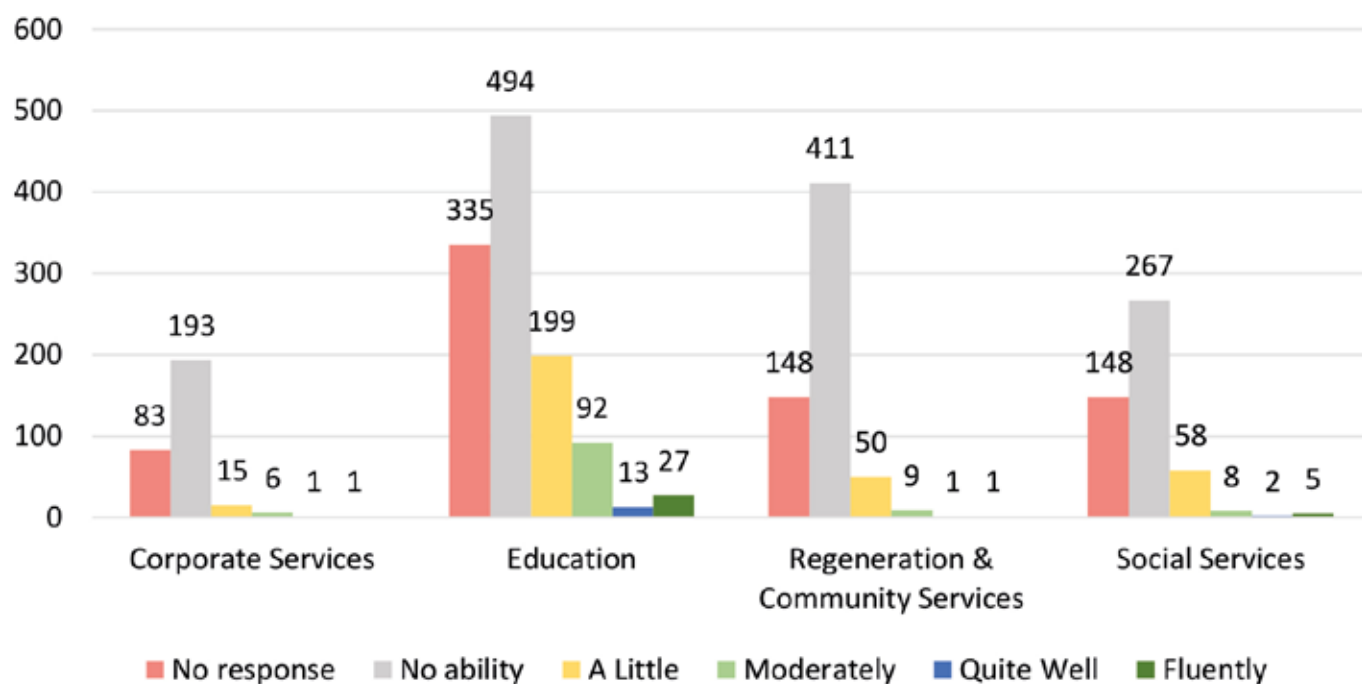




## Welsh Speakers by Directorate

The following bar chart breaks down Welsh speaking ability by directorate.

### Ability To Speak Welsh By Directorate



A total of 45 members of staff declare their ability as fluent under Welsh speaking skills, this is an increase of 11 members of staff in comparison to 2021-22 figures. This increase is consistent across the Council, with figures rising in all directorates.

Directorate	Number of fluent speakers gained against the 2021-22 Annual Report
Corporate Services	1
Education	3
Regeneration & Community Services	4
Social Services	3

As reported last year the Education directorate has the highest number of fluent speakers with 30 members of staff having gained a further 3 fluent speakers from the 27 reported in 2021-22.

**Siarad Cymraeg  
Speak Welsh**

# Training Opportunity

**Learning Welsh is a  
valuable skill.**

Cymraeg

**Would you like to learn Welsh as part of  
your role? Or just fancy the idea of  
learning a little Cymraeg?**

**All Blaenau Gwent employees are entitled to  
receive free training during work hours.**

**Speak to your line manager about  
the Dysgu Cymraeg / Learn Welsh  
courses available today.**

<https://learnwelsh.cymru/work-welsh/work-welsh-courses/work-welsh-taster-courses/>

  
Deddfur Dunde Idris Gari  
**Blaenau Gwent**

## 5.0 Welsh medium training provision

### Staff Training


0 courses (available online) were delivered through the medium of Welsh, although this option is made available to staff if requested.

### Welsh Language Training

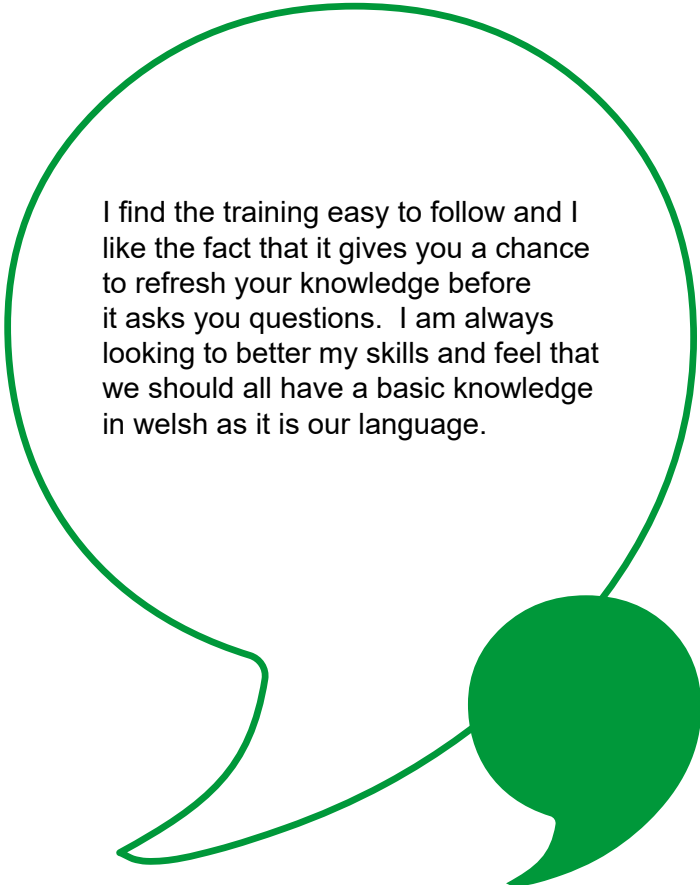
Training is consistently promoted to all Blaenau Gwent staff highlighting to all service areas the opportunity to receive Welsh Language training during working hours as per Standard 130.

We have seen a positive increase in engagement with the online recourses promoted with 31 additional members of staff utilising Dysgu Cymraeg/Learn Welsh online courses.

### Staff feedback:



The reason why I started the course was because I provide Organisational Development support to the Welsh medium school and I thought it would be nice to have some welsh language skills to be able to understand and speak in welsh when I am there. I'd never have thought about starting this if it hadn't been promoted internally and being supported to learn in work time is a definate plus.



I find the training easy to follow and I like the fact that it gives you a chance to refresh your knowledge before it asks you questions. I am always looking to better my skills and feel that we should all have a basic knowledge in welsh as it is our language.

# Welsh Medium Training Provision

## Tutor led sessions for customer-facing staff

To ensure we are providing the best telephone service for Welsh speaking residents contacting the Council, arrangements have been made for 10 members of staff to begin a training course. This course will run from May 2023 until February 2024, meeting with a tutor virtually for two hours per week. The staff members attending these sessions deal with phone calls made to the Councils 'Connect 2 Blaenau Gwent' and benefits telephone lines, and those working in the Community Hubs. This course is being delivered as part of the Work Welsh Scheme provided by **Learn Welsh / Dysgu Cymraeg**. These sessions will run for 35 weeks accumulating 70 hours of training, with provisional in-person sessions in place for the final weeks of the training timetable.



## Councillor Sue Edmunds (Cabinet Member for People and Education) - Learning Welsh

(Cabinet Member for People and Education)

Having lived in Wales for 30 years Councillor Edmunds has always enjoyed listening to the Welsh language and has found in recent years that it has become more apparent in her life. Councillor Edmunds was particularly inclined to learn Welsh to be able to use it when visiting schools, following receiving the email we sent out to staff was encouraged to try using Dysgu Cymraeg/Learn Welsh's online courses. Although due to her busy schedule found Duolingo to suit her schedule as an agile worker better, and is beginning to pick up the language. Here's what Councillor Edmunds had to say:



I work in the community and Welsh is always present. I want to be part of that, I want to be able to sing the National Anthem and greet people in their own tongue for example. My life is really busy so classes don't really suit, I found DuoLingo really works for me, I can spend a few minutes several times a day, may be when I'm waiting for the kettle to boil or between meetings.

### 6.0 Next steps

Blaenau Gwent Council will remain committed to meeting the duties set out under the Welsh Language (Wales) Measure 2011 and further promote and support compliance with the standards with the aim to continually better our Welsh language services.

As part of our work in the forthcoming year we will continue to take forward the following key actions:

- Implementation and monitoring of Welsh Language Promotion Strategy ensuring we continue to utilise our partners and share best practices at frequent Blaenau Gwent Welsh Network forums and external networks
- Delivering the CS092 Investigation Action Plan
- Continue to promote standard compliance internally to ensure we are providing high quality Welsh language services in line with the Code of Practice for the Welsh Language Standards (No. 1) Regulations 2015
- Consistent reviewing and updating of internal operations in relation to the Welsh language
- Further promotion of Welsh language training among staff and Members and ensuring staff who are committed to training are fully supported

Over the forthcoming period we aim to continue our progress, in relation to meeting our Welsh language duties, and make any necessary improvements to ensure we deliver the best possible services for our staff, residents, partners and stakeholders.



**Blaenau Gwent County Borough Council**

The General Offices

Steelworks Road

Ebbw Vale

NP23 6DN

**Tel:** 01495 311556

**Website:** [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)



**Blaenau Gwent**  
County Borough Council

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Cyngor Bwrdeistref Sirol Blaenau Gwent

# Adroddiad Blynyddol yr Iaith Gymraeg 2022-23

Paratowyd yn unol â gofynion  
Comisiynydd y Gymraeg

<b>Adran</b>	<b>Teitl</b>
<b>1.0</b>	<b>Cyflwyniad</b> 1.1 Fframwaith rheoleiddio 1.2 Llywodraethu ac atebolrwydd
<b>2.0</b>	<b>Bodloni ein Safonau'r Gymraeg</b> 2.1 Safonau cyflenwi gwasanaethau 2.2 Safonau llunio polisi 2.3 Safonau gweithredu 2.4 Strategaeth Hybu'r Gymraeg 2022/27 2.5 Cynllun Strategol Cymraeg mewn Addysg 2022/32
<b>3.0</b>	<b>Cwynion</b>
<b>4.0</b>	<b>Sgiliau iaith staff</b>
<b>5.0</b>	<b>Darpariaeth hyfforddiant cyfrwng Cymraeg</b>
<b>6.0</b>	<b>Camau nesaf</b>



## 1.1 Fframwaith rheoleiddio

Dyma'r wythfed Adroddiad Blynyddol Safonau'r Gymraeg y mae Cyngor Blaenau Gwent wedi'i gyhoeddi. Ysgrifennwyd yr adroddiad o dan **Fesur y Gymraeg (Cymru) 2011** ac mae'n cwmpasu'r cyfnod ariannol rhwng 1 Ebrill 2022 a 31 Mawrth 2023.

Mae Mesur y Gymraeg (Cymru) 2011 yn nodi'r fframwaith cyfreithiol ar gyfer defnyddio'r Gymraeg wrth ddarparu gwasanaethau cyhoeddus. Ymhellach, o dan Safonau 158, 164 a 170, mae'n rhaid i bob Awdurdod Lleol gyhoeddi Adroddiad Blynyddol yr iaith Gymraeg sy'n nodi sut mae'r Cyngor wedi cydymffurfio â'r gwasanaethau a ddarperir, llunio polisiau a safonau gweithredu. Pwrpas yr adroddiad hwn felly yw darparu gwerthusiad o sut mae ein sefydliad wedi hyrwyddo a hwyluso cyfleoedd i ddefnyddio'r Gymraeg, a sicrhau ein bod yn cydymffurfio â'n dyletswyddau statudol i beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.

## 1.2 Llywodraethu ac atebolrwyddy

Mae gan Gyngor Blaenau Gwent, fel corff cyhoeddus, rôl allweddol wrth helpu i gefnogi ac annog hyrwyddo'r Gymraeg ac mae wedi ymrwymo i gyrraedd ei Safonau Iaith Gymraeg drwy fod yn 'deg, agored, a chroesawgar i bawb drwy weithio gydag, ac ar gyfer ein cymunedau' fel yr amlinellir yn ein **Cynllun Corfforaethol 2022/27**.

Mae Cynllun Corfforaethol 2022/27 yn cydnabod y Gymraeg fel maes polisi allweddol sy'n ein helpu i gyflawni yn erbyn ein blaenoriaethau sy'n canolbwyntio ar wella llesiant pobl a chymunedau lleol.

### Gweithredu'r safonau

Mae'r holl staff yn gyfrifol am helpu i gefnogi'r sefydliad i fodloni Safonau'r Gymraeg ac am gefnogi ac annog hyrwyddo'r Gymraeg.

Mae'r Tîm Polisi a Phartneriaethau yn darparu cyngor, arweiniad a chefnogaeth broffesiynol ar draws y sefydliad i sicrhau bod y Cyngor yn bodloni ei ymrwymadau iaith Gymraeg a'i ofynion statudol.

Yn ystod y cyfnod adrodd hwn, gwnaed gwaith datblygu i gryfhau trefniadau monitro perfformiad presennol y Cyngor drwy gynllunio busnes. Er enghraifft, bydd yn ofynnol i bob cyfarwyddiaeth a maes gwasanaeth roi'r wybodaeth ddiweddaraf am gyfraniadau a wneir i gefnogi Cydymffurfiaeth â'r Gymraeg a Strategaeth Hybu'r Gymraeg 2022/27.



## Arweinyddiaeth Wleidyddol a Phroffesiynol

Mae Arweinydd y Cyngor / Aelod Gweithredol Gwasanaethau Corfforaethol yn parhau i fod â chyfrifoldeb portffolio dros yr Iaith Gymraeg. Ystyrir Adroddiad Blynyddol yr Iaith Gymraeg gan y Pwyllgor Craffu Trosolwg a Pherfformiad Corfforaethol, y Cabinet, a'r Cyngor pan fo'n briodol.

Bob blwyddyn cyflwynir Adroddiad Blynyddol Safonau'r Gymraeg i'n Tîm Arwain Corfforaethol (TAC). Mae'r i'n Tîm Arwain Corfforaethol yn cynnwys y Rheolwr Gyfarwyddwr, Cyfarwyddwyr, a phob Pennaeth Gwasanaeth, ac mae'n cynnwys yr holl uwch swyddogion a dyma'r corff sy'n gwneud penderfyniadau ar gyfer elfen gorfforaethol y Cyngor.

## Rhwydwaith Cymraeg Blaenau Gwent

Ailsefydlwyd Rhwydwaith Cymraeg Blaenau Gwent, grŵp partneriaeth allanol a hwyluswyd gan Fenter Iaith Blaenau Gwent, Torfaen a Mynwy, yn ystod y 12 mis diwethaf.

Mae'r rhwydwaith yn cynnwys sefydliadau ac asiantaethau Cymraeg lleol a meysydd gwasanaeth Cyngor Blaenau Gwent y mae eu gwaith yn canolbwyntio'n uniongyrchol ar hybu'r defnydd o'r Gymraeg ar draws yr awdurdod. Pwrpas y grŵp hwn yw gweithio ar y cyd i helpu i gefnogi'r gwaith o gyflawni a monitro'r **Strategaeth Hybu'r Gymraeg 2022/27** a'n **Hysbysiad Cydymffurfio â Safonau'r Gymraeg** ac i rannu adnoddau, dysgu ac arfer da. Bydd y grŵp hefyd yn gweithio ochr yn ochr â Rhwydwaith Cydraddoldeb Corfforaethol Cymraeg y Cyngor.

Mae enghreifftiau o weithgareddau y mae'r grŵp wedi'u cefnogi eleni yn cynnwys mapio gweithgareddau cyfredol ac arfaethedig sy'n cyfrannu at ein helpu i gyflawni'r 3 amcan yn ein Strategaeth Hybu'r Gymraeg 2022/27 a'r **Cynllun Strategol Cymraeg mewn Addysg 2022/32** (gweler Adran 2.4 ac Adran 2.5 am fwy o wybodaeth).

## Rhwydwaith Cydraddoldeb Corfforaethol a'r Gymraeg

Yn ystod y cyfnod adrodd hwn cymeradwyodd y Tîm Arwain Corfforaethol ailsefydlu Rhwydwaith Cydraddoldeb Corfforaethol a'r Gymraeg ar gyfer y sefydliad cyfan. Bydd y rhwydwaith yn darparu diweddariadau cynnydd chwarterol i'r Tîm Arwain Corfforaethol ac yn cefnogi gweithredu camau allweddol sy'n ymwneud â chydymffurfio a hyrwyddo'r Gymraeg.

## Y Tîm Trawsnewid Addysg

Mae'r Tîm Trawsnewid Addysg yn adolygu ac yn monitro'r **Cynllun Strategol Cymraeg mewn Addysg** (WESP) yn fisol; yn darparu adroddiadau tymhorol i'r Fforwm Cymraeg mewn Addysg (WEF) a darparu adroddiadau blynyddol i Lywodraeth Cymru. Yn ogystal, mae adroddiadau datblygiad a chynnydd WEF yn cael eu cymryd trwy brosesau gwleidyddol y Cyngor yn flynyddol. Mae'r Cynllun Strategol Cymraeg mewn Addysg hefyd yn ffocws allweddol i Fwrdd Rhaglen Ysgolion yr 21ain Ganrif a'r Fforwm Derbyniadau.

Ers 2016 bu gan Gyngor Blaenau Gwent ofyniad statudol i weithio yn unol â **ysbysiad Cydymffurfio Safonau'r Gymraeg** a gyhoeddir gan Swyddfa Comisiynydd y Gymraeg. Cyfrifoldeb yr holl staff yw ystyried y Gymraeg a sicrhau nad yw'n cael ei thrin yn llai ffafriol na'r Saesneg.

Felly, er bod ystyried a chynnwys yr iaith yn llinyn cyson drwy weithgarwch beunyddiol y Cyngor isod, ceir sawl enghraifft o sut yr ydym wedi atgyfnerthu cydymffurfriad dros y flwyddyn ddiwethaf mewn perthynas â'n darpariaeth gwasanaeth, polisi a safonau gweithredu.

## 2.1 Safonau cyflenwi gwasanaethau

### Safonau 1-7

#### Gohebiaeth a anfonir gan gorff

Rhaid i bob cyfrif e-bost sy'n gorffen @blaenau-gwent.gov.uk gynnwys datganiad yn nodi ein bod yn croesawu gohebiaeth yn Gymraeg a sicrwydd na fydd yn arwain at oedi wrth ymateb.

Mae ymgyrchoedd cyfathrebu mewnol rheolaidd wedi'u hyrwyddo i sicrhau bod staff yn ymwybodol o gynnwys y datganiad Cymraeg isod yn eu llofnod e-bost:

*Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.*

*The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.*

*Blaenau Gwent - lle sy'n deg, agored a chroesawgar i bawb drwy weitho gyda a thros ein cymunedau:*

*Blaenau Gwent - a place that is fair, open and welcoming to all by working with and for our communities*

Ymhellach, ehangwyd mynediad staff i flwch post cymraeg@blaenau-gwent.gov.uk i sicrhau ein bod yn darparu gwasanaeth Cymraeg effeithiol i'r rhai sy'n dymuno gohebu â'r Cyngor yn Gymraeg.

## Safonau 8-22

### Galwadau ffôn i gorff ac oddi wrth gorff

Ers ein Hadroddiad Blynyddol diwethaf, rydym wedi parhau i adolygu ein gweithdrefn ffôn Gymraeg gan ddefnyddio gwybodaeth a dderbyniwyd gan ein Rheolwr Gwasanaeth Profiadau Cwsmeriaid. Er enghraifft, tra bod y canllawiau i staff yn cynnwys ffeiliau sain i gynorthwyo staff, â gallu siarad Cymraeg is, gydag ynganu ymadroddion allweddol (fersiwn a adroddir yn araf i bwysleisio synau ac ynganiad allweddol; y frawddeg ar gyflymder arferol) teimlwyd bod rhai o'r geiriau yn dal i fod yn heriol i rai staff. Felly, mae newidiadau wedi'u gwneud i sicrhau bod ymadroddion mwy syml yn cael eu cynnwys. Ymhellach, mae hyfforddiant iaith Gymraeg ar gyfer staff sy'n delio â chwsmeriaid wedi'i drefnu, am ragor o fanylion gweler Adran 5 'Darpariaeth hyfforddiant cyfrwng Cymraeg'.

## Safonau 64-68

### Derbyn ymwelwyr i adeiladau'r corff

Mae Safonau 64-68 yn gosod y gofynion ynghylch arddangos arwydd a gwisgo bathodynau yn y dderbynfa i'w gwneud yn glir bod croeso i bersonau ddefnyddio'r Gymraeg yn y dderbynfa a bod staff ar gael i ddarparu gwasanaeth Cymraeg. Ym mis Mehefin, ymgwymerwyd â hunanasesiadau gan Reolwyr Cyfleusterau ynghylch cydymffurfiaeth ac i adolygu unrhyw feysydd i'w gwella. Canlyniad hyn oedd bod Cynnig Rhagweithiol y Gymraeg ar draws holl dderbynfeydd adeiladau'r Cyngor ac o fewn ein Hybiau Cymunedol i gynyddu'r defnydd o'r Gymraeg. Er enghraifft, gwell arwyddion i hyrwyddo ein gwasanaeth Cymraeg a staff derbynfa i wisgo naill ai'r bathodyn siaradwr Cymraeg neu laniardau dysgu Cymraeg.

Mae ein derbynnydd yn y Swyddfeydd Cyffredinol, Sian (yn y llun isod) yn ddysgwr ymroddgar sy'n ymarfer yn aml eiriau ac ymadroddion sy'n angenrheidiol ar gyfer derbyn ymwelwyr sy'n siarad Cymraeg.



Dysgais ychydig o Gymraeg i ddechrau oherwydd ar yr ychydig achlysuron pan ddaeth rhywun Cymraeg i mewn i'r Dderbynfa roeddwn yn teimlo cywilydd na wyddwn unrhyw eirfa Cymraeg o gwbl, dim hyd yn oed cyfarchiad syml. Pan ddaeth Safonau'r Gymraeg i'w lle penderfynais wneud cwrs 10 wythnos. Byddwn yn awr yn teimlo'n hyderus i gael rhyngweithio cyfyngedig wrth symud ymlaen os bydd rhywun sy'n siarad Cymraeg yn ymweld â'r adeilad.

## Hyrwyddo'r defnydd o Laniardau a Bathodynau Cynnig Rhagweithiol

Rhannwyd y poster arno dudalen 10 gyda phob maes gwasanaeth a chynigir laniardau a bathodynau am ddim i staff sy'n dynodi eu bod yn siarad Cymraeg neu'n dysgu Cymraeg.

Hefyd, er mwyn hybu'r defnydd o'r Gymraeg yn ystod cyfarfodydd ar-lein a gynhelir naill ai'n fewnol neu'n allanol mae cefndiroedd Microsoft Teams wedi'u darparu i staff sy'n dymuno nodi bod ganddynt allu yn y Gymraeg. Mae'r templedi isod ar gael i'r holl staff drwy'r fewnwyd.







# **Bathodynau a laniardau ar gyfer siaradwyr Cymraeg a dysgwyr ar gael i bob aelod o staff!**



## **Mynnwch eich un chi o'r dderbynfa yn Anvil Court a'r Swyddfeydd Cyffredinol!**

**Gellir gweld cefndiroedd Teams sy'n dangos eich bod yn siarad Cymraeg, neu'n dysgu, ar y dudalen Gymraeg ar y Fewnrwyd.**

I gael hyfforddiant iaith Gymraeg am ddim cysylltwch â [Katherine.watkins-hughes@blaenau-gwent.gov.uk](mailto:Katherine.watkins-hughes@blaenau-gwent.gov.uk)



## Ysgol Gynradd Beaufort Hill – 'Helpwr y Dydd'

Aeth yr hyrwyddiad laniardau hefyd i holl ysgolion Blaenau Gwent. Ysgogodd hyn ymgysylltiad gan yr arweinydd Cymraeg yn Ysgol Gynradd Beaufort Hill i ddefnyddio'r laniardau fel rhan o gynllun 'Helpwr y Dydd'.

Y cynllun 'Helpwr y Dydd' yw lle mae disgybl yn cael ei ddewis bob dydd fel Pencampwr y Gymraeg i sicrhau bod y Gymraeg yn cael ei defnyddio. Mae 'Helpwr y Dydd' yn gyfrifol am fodelu'r defnydd o'r Gymraeg drwy hybu cymal Cymraeg yr wythnos, ysgrifennu'r dyddiad a'r tywydd yn Gymraeg ar ddechrau'r dosbarth a defnyddio'r iaith yn gyffredinol gyda staff a myfyrwyr.



## 2.2 2.2 Safonau llunio polisis

### Safon 88 – 97 Safonau ynghylch ystyried effeithiau penderfyniadau polisi a wneir gan gorff ar y Gymraeg

#### Asesiad Effaith Integredig

Mae Safon 88 yn nodi bod yn rhaid i gorff ystyried pa effeithiau, os o gwbl (boed yn gadarnhaol neu'n andwyol) y byddai penderfyniad polisi yn ei gael ar gyfleoedd i bersonau ddefnyddio'r Gymraeg, ac ar beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg. Rhaid i gorff ystyried yr effeithiau pan fydd yn llunio polisi newydd, neu'n adolygu neu'n diwygio polisi sy'n bodoli eisoes.

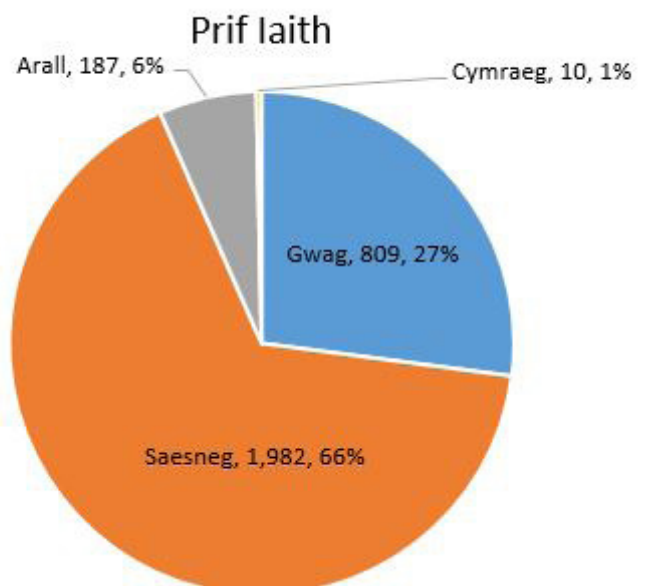
Mae angen Asesiad Effaith Integredig (AEI) ar gyfer holl benderfyniadau'r Cyngor, adolygiadau polisi neu ddatblygiadau polisi newydd. Mae'r AEI wedi'i adolygu ac mae'n cynnwys ystyriaeth o reoliadau Mesur y Gymraeg (Cymru) 2011 i warantu ystyriaeth effeithiol o'r Gymraeg.

## 2.3 Safonau gweithredu

### Mae Safonau 99-104 ynghylch defnyddio'r Gymraeg o fewn gweinyddiaeth fewnol corff

Pan gynigir swydd newydd i unigolyn, nodir ei ddewis gohebiaeth ar gyfer y contract cyflogaeth neu gontract am wasanaethau ar iTrent gan Datblygu Sefydliadol. Mae iTrent yn blatfform a chronfa ddata ar-lein ar gyfer gwybodaeth gweithlu (e.e., gwybodaeth sensitif yn ymwneud â Deddf Cydraddoldeb (Cymru) 2010 yn ogystal â siarad, deall, gwrando a darllen Cymraeg. listening, and reading.

Ar hyn o bryd mae 19 aelod o staff sy'n dymuno derbyn eu gohebiaeth yn Gymraeg neu'n ddwyieithog. Mae hyn yn gynnydd sylweddol o 14 aelod o staff ers y cyfnod adrodd diwethaf i ddatgelu'r Gymraeg fel eu prif iaith sy'n dangos tuedd gadarnhaol yn nifer y staff sy'n cofleidio'r iaith.



## Safon 136 – Safonau ynghylch Recriwtio a Phenodi

Mae'n ofynnol i reolwyr gwblhau ffurflen Asesiad Swydd Sgiliau Iaith Gymraeg wrth recriwtio ar gyfer swydd newydd neu wag. Mae'r wybodaeth hon yn siapiro'r swydd-ddisgrifiad, yr archeb am hysbyseb, y drefn gyfweld ac unrhyw gyflogaeth wedi hynny. Polisi'r Cyngor yw bod yn rhaid i bob swydd a hysbyseb yn fewnol ac yn allanol nodi'r Gymraeg fel sgil 'dymunol' fel gofyniad sylfaenol. O'r herwydd mae pob un o'r 335 o swyddi a hysbysebwyd yn y cyfnod adrodd hwn wedi nodi'r Gymraeg fel sgil 'dymunol'.

Er mai dim ond un swydd a hysbysebwyd lle'r oedd y Gymraeg yn 'hanfodol', mae swydd y Swyddog Cefnogi'r Gymraeg ei hun yn allweddol i sicrhau defnydd, hyrwyddiad a chydymffurfiaeth â Safonau'r Gymraeg. Fel y nodwyd yn yr Adroddiad Blynyddol diwethaf, roedd y Tîm Polisi a Phartneriaethau wedi cymryd rhan yn llwyddiannus yn rhaglen brentisiaeth Kickstart i greu rôl Swyddog Cefnogi'r Gymraeg dan Hyfforddiant. Arweiniodd y brentisiaeth hon at yr aelod o staff yn sicrhau cyflogaeth cyfnod penodol yn y Tîm Cofrestru Etholiadol ar ôl ei gwblhau. Eleni sicrhawyd cyllid pellach i ymestyn rôl Swyddog Cefnogi'r Gymraeg am 12 mis pellach.

Mae'r polisi recriwtio yn destun adolygiad o'r dechrau i'r diwedd fel rhan o Gynllun Gweithredu CS092 a gwmpesir yn Adran 3.

## 2.4 Cyrraedd ein Safonau Hybu / Strategaeth Hybu'r Gymraeg 2022/27

Mae Safon 145 yn datgan bod yn rhaid i bob awdurdod lleol lunio strategaeth yn nodi sut y mae'n bwriadu hybu'r Gymraeg bob pum mlynedd. Cyhoeddwyd ein hail **Strategaeth Hybu'r Gymraeg 2022/27** yn ystod cyfnod yr adroddiad hwn ac mae'n canolbwyntio ar y tri amcan strategol a ganlyn:

**Amcan 1 – Teulu a Chymuned** - 'Gan weithio gyda'n partneriaid byddwn yn hybu ac yn annog y defnydd o'r Gymraeg o fewn teuluoedd a'r gymuned.'

**Amcan 2 – Plant a Phobl Ifanc** - 'Cynyddu'r ddarpariaeth addysg Gymraeg a gweithgareddau anffurfiol i blant a phobl ifanc'

**Amcan 3 – Cymraeg yn y Gweithle** - 'Cynyddu cyfleoedd i bobl ddefnyddio'r Gymraeg yn y gweithle'

### Ein Targed

O fewn y strategaeth hybu mae'n rhaid i'r cyngor osod targed, mae Blaenau Gwent wedi alinio ei darged gyda strategaeth Miliwn o Siaradwyr Cymraeg erbyn 2050 y Llywodraeth.

Nododd Cyfrifiad 2021 fod 4,035 o siaradwyr Cymraeg yn byw ym Mlaenau Gwent, sy'n cyfateb i 6.2% o'i phoblogaeth.

# Bodloni ein Safonau'r Gymraeg

Er mwyn cyrraedd nod Llywodraeth Cymru o filiwn o siaradwyr yn y 28 mlynedd nesaf byddai angen cynnydd o 46% ym Mlaenau Gwent. Mae 46% yn 1,856 o siaradwyr ychwanegol, sy'n cyfateb i 66 o siaradwyr ychwanegol yn flynyddol.

Isod mae rhai enghreifftiau o waith sydd wedi digwydd eleni sy'n bwydo i mewn i amcanion y Strategaeth Hybu'r Gymraeg.

## Amcan 1

Mae Amcan 1 o'r strategaeth yn canolbwyntio ar hybu ac annog y defnydd o'r Gymraeg o fewn teuluoedd a chymuned trwy weithio gyda'n partneriaid.

Fel y nodwyd yn Adran 1.2 'Llywodraethu ac Atebolrwydd' yr adroddiad hwn, mae Rhwydwaith Cymraeg Blaenau Gwent wedi'i ailsefydlu i gefnogi'r gwaith hwn. Mae'r grŵp hwn yn cynnwys ein sefydliadau partner a chynrychiolwyr meysydd gwasanaeth perthnasol y Cyngor. Mae'r grŵp yn cyfarfod yn chwarterol i rannu arfer gorau a monitro cynnydd Cydymffurfio â Safonau'r Gymraeg, y Cynllun Strategol Cymraeg mewn Addysg 2022/32 a Strategaeth Hybu'r Gymraeg 2022/27.

Mae gweithio mewn partneriaeth yn allweddol i gyflawni Amcan 1. Isod mae tair enghraifft o'r hyn y mae partneriaid Cymraeg lleol wedi'i gyflawni yn ystod y cyfnod adrodd i'w gefnogi.

## Mudiad Meithrin

Wedi'i sefydlu yn 1971 mae **Mudiad Meithrin** yn fudiad gwirfoddol sy'n frwd dros ddathlu ac annog defnydd o'r Gymraeg. Mae'r mudiad yn cynnig nifer o brofiadau chwarae a dysgu cyfrwng Cymraeg i blant o enedigaeth i oed ysgol.

Mae Cylch Meithrin Brynithel wedi cynnal cyfres o weithgareddau gyda theuluoedd eleni i ennyn diddordeb yn y Gymraeg ac Addysg Gymraeg gan gynnwys cyrsiau Cymraeg i rieni; Sioe Martyn Geraint yn Theatr Metropole Abertyleri a thrip am ddim i Wyl Dewin a Doti

Ym mis Gorffennaf 2022 gan weithio gydag Ysgol Gynradd Gymraeg Bro Helyg ym Mlaenau Gwent cyhoeddodd Mudiad Meithrin fideo ynglŷn â chludiant i'r ysgol.

Mae'r fideo 'Fy nhaith i'r Ysgol' yn dangos y daith i blant lleol ar fws i'r ysgol, sydd â'r nod o dawelu meddwl rhieni sydd wedi bod yn poeni am anfon eu plant ifanc ar fws i deithio i'r ysgol. Hyrwyddwyd y fideo ar dudalennau cyfryngau cymdeithasol a gwefan y Cyngor ac fe'i defnyddir i annog teuluoedd sy'n anfon eu plant i Gylch Meithrin Brynithel i barhau â'u haddysg cyfrwng Cymraeg drwy eu hanfon i'r Ysgol Gymraeg leol hon ar ôl iddynt adael y cylch.



## Menter iaith

Sefydlwyd y Fenter Iaith yn 2007 gan ei gwneud yn un o'r Mentrau Iaith ieuengaf, neu Fentrau Iaith ymhlith y 22 sy'n bodoli ar draws Cymru. Mae'r Fenter yn gwasanaethu tair sir – Blaenau Gwent, Torfaen a Sir Fynwy (BGTM)

Sefydlwyd y 'Mentrau Iaith' i drefnu amrywiaeth o ddigwyddiadau i bobl o bob oed, cefndir, a gallu ieithyddol fwynhau a chymdeithasu yn y Gymraeg gan gynnwys rhieni, teuluoedd, plant a phobl ifanc, oedolion, a dysgwyr.

Mae Menter Iaith BGTM wedi cynnal nifer o ddigwyddiadau a gweithgareddau cymunedol yn ystod y cyfnod adrodd sy'n hybu'r defnydd o'r Gymraeg. Isod mae rhai enghreifftiau:

**MENTER IAITH BGTM**  
**#HafOHwyl**  
**#SummerOfFun**

**Dydd Mercher 10/8/22, 17/8/22**  
**Wednesday 10/8/22, 17/8/22**  
**11am - 2:30pm**

Ymunwch â ni am sesiwn llawn hwyl, stondin gwybodaeth adloniant i'r teulu a sesiwn ffirwydd gan Elin Wyn yn Nhy Bedwelty, Tredegar.

Join us for a Welsh language Family Fun day- information stalls, family fitness with Elin Wyn and entertainment at Bedwelty House, Tredegar

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<https://hwylbb.eventbrite.co.uk>

Mentor iaith  
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Charitable Incorporated Organisation Number 1181104

Rownd Blaenau Gwent / Gwent  
**Y Cwis Mawr**  
Mwynhau'r Gymraeg

RTB Ebbw Vale Bowls Club  
Newchurch Rd,  
Glyn Ebwy / Ebbw Vale  
NP23 5AZ  
30/06/2022  
6.30yh/pm  
Am fwy o wybodaeth -  
post@menterbgtm.cymru

Dim mwy na 4 ym mhob tim. Mae cyfle i'r tîm buddugol fynd i'r rownd derfynol yn Eisteddfod Genedlaethol Tregaron a chael tocyn am y diwrnod am ddim!

MENTRAU IAITH  
dysgucymraeg.cymru  
learnwelsh.cymru

**Cymdeithas Gymraeg**  
**Blaenau Gwent**  
Mwynhau'r Gymraeg

**DEWCH I YMUNO GYDA NI AM BRYD O FWYD I AIL-LAWNSIO CYMDEITHAS GYMRAEG BLAENAU GWENT!**

**COME JOIN US FOR A MEAL TO RELAUNCH THE BLAENAU GWENT WELSH SOCIETY!**

**LLEOLIAD/LOCATION**  
**8 KING ST, BRYNMAWR, EBBW VALE NP23 4RE**  
**NOS FERCHER 18AIN O FAI 6PM**  
**WEDNESDAY 18TH OF MAY 6PM**

Bwciw'n hanfodol / Booking essential  
sioned@menterbgtm.cymru

Mentor iaith  
MENTRAU IAITH  
RHIF SEFYDLIAD ELUSEN CORFFOREDIG 118104  
Rhif Sefydliad Elusen Corfforedig  
Sponsored by Welsh Government

## Ymddiriedolaeth Hamdden Aneurin

Mae Ymddiriedolaeth Hamdden Aneurin yn sefydliad nid er elw sy'n darparu gwasanaethau hamdden, dysgu a diwylliannol ar draws Blaenau Gwent. Mae Ymddiriedolaeth Hamdden Aneurin yn cynnig amrywiaeth o weithgareddau hamdden trwy gyfrwng y Gymraeg a chysiau i ddysgu Cymraeg i oedolion.

Yn gyffrous yn ystod eu 'Haf o Hwyl' cyflwynodd yr awdur o Gymru, Huw Davies, weithdai ysgrifennu am ddim a sesiynau adrodd storïau yn llyfrgelloedd Tredegar ac Abertyleri fel y llun isod:

Llyfrgelloedd Blaenau Gwent Libraries  
Project TECLYNWYR Project GADGETEERS

# Haf o Hwyl Summer of Fun

**Huw Davies**  
**Writing Workshop & Storytelling Session**  
Come and join us for a FREE workshop with renowned children's author Huw Davies

Tredegar Library  
Wednesday 17 Aug 2.30pm  
Call 01495 357869 to book

Suitable for ages 6-11

**SBRANDLOD**  
**BEN LLESTRI**

Haf o Hwyl Summer of Fun  
DAARLLEN READING  
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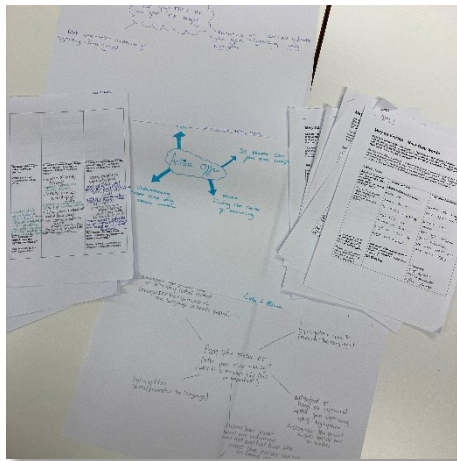
## Amcan 2

Nod yr ail amcan yn y Strategaeth Hybu'r Gymraeg yw cynyddu'r ddarpariaeth addysg Gymraeg a gweithgareddau dysgu anffurfiol i blant a phobl ifanc. Mae'r Cynllun Strategol Cymraeg mewn Addysg 2022/32 yn cyd-fynd â chyflawni Amcan 2. Gweler Adran 2.5 yr adroddiad hwn am ragor o wybodaeth am y cynllun a'i gynnydd yn ystod y cyfnod adrodd. Isod mae rhai enghreifftiau o waith a gyflawnwyd gan Barth Dysgu Blaenau Gwent Coleg Gwent sydd wedi cyfrannu at Amcan 2 yn ystod y flwyddyn ddiwethaf.



## Ymgorffori'r iaith mewn cyrsiau ym Mharth Dysgu Blaenau Gwent – Coleg Gwent

Mae Hwylusydd y Gymraeg ar gyfer lechyd a Gofal Cymdeithasol yng Ngholeg Gwent wedi bod yn gweithio gyda myfyrwyr Lefel 2 a 3 i ddatblygu eu gallu a'u hyder yn y Gymraeg. Mae'r Gymraeg wedi'i hymgorffori i gynnwys cyffredinol y cwrs yn ogystal â chynnal sesiynau ar y Fframwaith Mwy Na Geiriau (gweler amcan 3 am ragor o wybodaeth). Hefyd, mae Pennaeth y Gymraeg Bwrdd lechyd Aneurin Bevan wedi mynychu'r coleg i gyflwyno sesiynau ar bwysigrwydd a strwythur gweithredu Mwy Na Geiriau. Isod mae rhai lluniau o waith caled y myfyrwyr yn ymwneud â'r Gymraeg o fewn y sector lechyd a Gofal Cymdeithasol.



## Dydd Gŵyl Dewi yng Ngholeg Gwent

Yn ogystal â gwaith o fewn y dosbarth mae Coleg Gwent hefyd wedi cynnal digwyddiadau Cymraeg megis Ffair Dydd Gŵyl Dewi. Roedd hyn yn cynnwys chwarae cerddoriaeth Gymraeg yn yr awditoriwm ar Dydd Miwsig Cymru. Mae digwyddiadau fel hyn yn rhoi cyfle i lysgenhadon Cymraeg y colegau helpu yn ogystal â chodi proffil y Gymraeg ac ymwybyddiaeth o gyfleoedd i ddysgu Cymraeg i fyfyrwyr sy'n mynychu'r coleg.



# Bodloni ein Safonau'r Gymraeg

## Amcan 3

Nod Amcan 3 yw cynyddu cyfleoedd i bobl ddefnyddio'r Gymraeg yn y gweithle.

Mae hyfforddiant iaith Gymraeg yn agwedd allweddol ar helpu i gyflawni Amcan 3. Mae cyfleoedd i ddysgu Cymraeg wedi cael eu hybu'n helaeth yn ystod y 12 mis diwethaf fel y manylir yn adran 5 o'r adroddiad hwn.

Fel y gwelir yn Adran 2 o'r adroddiad hwn eleni, rydym wedi cymryd nifer o fesurau ychwanegol i sicrhau bod y Gymraeg yn amlwg yn y gweithle er mwyn sicrhau bod y rhai sy'n siarad Cymraeg yn cael eu hannog i ddefnyddio'r iaith.

Cynhelir adolygiadau a diweddariadau rheolaidd o'r canllawiau iaith Gymraeg sydd ar gael i'r holl staff ar y fewnwyd drwy gydol y flwyddyn. Hyrwyddir posteri, GIFS a fideos cyson ynghylch cydymffurfio â Safonau'r Gymraeg i'r holl staff. Fel y gwelir isod mae logo a thema wedi eu datblygu gan yr adran graffeg sydd wedi dod yn gyfystyr â nodiadau atgoffa o arfer safonol sy'n berthnasol i holl staff y Cyngor.

**Siarad Cymraeg  
Speak Welsh**

Gweithdrefn Ateb Ffôn ar Gyfer Galwadau yn Gymraeg  
Telephone Answering Procedure For Calls In Welsh

Call received

"Hello - Helô / Bore da - Good morning or  
Prynhawn da - Good afternoon.  
\*NAME\*, Cyngor Blaenau Gwent Council".

Siarad Cymraeg  
Speak Welsh

**Siarad Cymraeg  
Speak Welsh**

**Safon  
35**

**Yn cynnal digwyddiad  
sy'n agored i'r cyhoedd?**

**Sicrhewch fod POB  
hyrwyddiad ar gyfer  
digwyddiadau yn cael ei  
wneud yn ddwyieithog!**

Mae Safonau'r Gymraeg yn berthnasol i holl adrannau Cyngor  
Blaenau Gwent. Sicrhewch i'ch bod yn rufonol blaenaf...

**Safon  
1**

**Siarad Cymraeg  
Speak Welsh**

Gweithdrefn ateb e-bost yn Gymraeg



## Mwy na Geiriau Llywodraeth Cymru 2022/27

Mae ein Strategaeth Hybu'r Gymraeg hefyd yn nodi ein hymrwymiadau yn erbyn Strategaeth Mwy na Geiriau 2022/27 Llywodraeth Cymru, Cynllun Mwy Na Geiriau 2022/27 ac mae'n canolbwyntio ar gynyddu'r defnydd o'r Gymraeg yn y gweithle.

Mae Mwy na Geiriau 2022/27 Llywodraeth Cymru yn gynllun iaith Gymraeg ar gyfer iechyd a gofal cymdeithasol sydd â'r nod o sicrhau bod pobl yn gallu cael mynediad at y gofal y maent yn ei haeddu a'i angen yn eu dewis iaith. Ei nod yw gwella a hyrwyddo gwasanaethau Cymraeg ar draws pob lleoliad iechyd. Ei nod yw gwella canlyniadau llesiant i unigolion yn unol â Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014. O dan God Ymarfer y Ddeddf, mae'n ofynnol i awdurdodau lleol sicrhau bod gwasanaethau Cymraeg yn cael eu cynnwys o fewn cynllunio a darparu gwasanaethau a bod gwasanaethau'n cael eu cynnig yn Gymraeg, i siaradwyr Cymraeg, heb iddynt orfod gofyn amdano fel sy'n ofynnol gan y 'Cynnig Rhagweithiol'. Er enghraifft, cymryd camau i gynyddu sgiliau Cymraeg staff y Gwasanaethau Cymdeithasol i wella ein gwasanaethau Cymraeg.

Mae adnoddau mwy na geiriau ynghyd â chysiau Dysgu Cymraeg fel y gwelir isod wedi'u cynnwys ym mwletin wythnosol gwasanaethau Gofal Cymdeithasol Blaenau Gwent. Mae sesiynau ymwybyddiaeth pellach yn cael eu comisiynu fel rhan o raglen waith 2023/24.

### Mwy na geiriau More than just words

Resources available:

[Using Welsh at work | Social Care Wales](#)

[Understanding language needs | Social Care Wales](#)

Plus sign up to a free Welsh taster course

[SHORT ONLINE TASTER COURSES | Learn Welsh](#)



## 2.5 Cynllun Strategol Cymraeg mewn Addysg 2022/32

Mae amcan dau Strategaeth Hybu'r Gymraeg yn datgan:

**“Cynyddu'r ddarpariaeth addysg Gymraeg a gweithgareddau anffurfiol i blant a phobl ifanc a chynyddu eu hymwybyddiaeth o werth yr iaith”.**

Cymeradwywyd Cynllun Strategol 10 Mlynedd Cymraeg mewn Addysg Blaenau Gwent 2022-2032 ym mis Gorffennaf 2022 gan Weinidogion Cymru i'w roi ar waith ym mis Medi 2022. Mae'r cynllun wedi'i alinio'n uniongyrchol â fframweithiau strategol Iaith Gymraeg Llywodraeth Cymru a'r Cyngor. Gellir crynhoi'r blaenoriaethau strategol a amlygwyd yn y ddogfen 10 mlynedd WESP fel a ganlyn:

- Codi proffil a lefelau cyfranogiad ar gyfer addysg cyfrwng Cymraeg ar draws y Fwrdeistref Sirol 11% erbyn 2032 i gyfrannu at y weledigaeth o filiwn o siaradwyr erbyn 2050.
- Cynyddu'r ddarpariaeth blynnyddoedd cynnar i ysgogi galw rhieni i alluogi twf ar draws y Fwrdeistref Sirol.
- Parhau i gynyddu cyfraddau trosglwyddo o ddarpariaeth feithrin cyfrwng Cymraeg i Ysgol Gymraeg Bro Helyg.
- Agor darpariaeth Gynradd cyfrwng Cymraeg Eginblanhigyn yn Sirhywi Tredegar ar Rhodfa'r Siartwyr ar gyfer Medi 2024 gyda Disgyblion Meithrin a Derbyn yn cael eu derbyn ym Medi 2023 ar safle ysgol dros dro yn Nhŷ Bedwellty.
- Gweithio'n rhanbarthol gydag Awdurdodau Lleol De-ddwyrain Cymru i sicrhau lleoedd i ddysgwyr Blaenau Gwent mewn darpariaeth uwchradd cyfrwng Cymraeg.
- Gwella deilliannau dysgwyr cyfrwng Cymraeg fel bod dysgwyr yn codi dyheadau a gwella eu cyfleoedd bywyd.



# Bodloni ein Safonau'r Gymraeg

Daeth Cynllun Strategol 10 mlynedd WESP Blaenau Gwent i rym ym mis Medi 2022 gyda Chymeradwyaeth Llywodraeth Cymru. Mae Blaenau Gwent wedi gallu gosod targedau uchelgeisiol ond realistig ar gyfer y datblygiadau tymor byr, canolig a hir. Ochr yn ochr ag adolygiad o'r Cynllun Strategol Cymraeg mewn Addysg, mae strwythur Fforwm Addysg Gymraeg Blaenau Gwent, aelodaeth a dogfennaeth gysylltiedig yn cael eu hadolygu a'u cryfhau'n flynyddol, mae ffurflen fonitro a chynllun cyflawni cadarn i gefnogi llwyddiant hyrwyddo addysg cyfrwng Cymraeg, megis y poster isod sy'n cael eu harddangos yn y Ganolfan Plant Integredig yn egluro taith addysg cyfrwng Cymraeg.



## Fforwm Cymraeg mewn Addysg

Mae cyfarfodydd Fforwm Cymraeg mewn Addysg bellach yn dymhorol a chyfeiriwyd atynt gyda Llywodraeth Cymru a chydweithwyr fel arfer da gyda gwaith partneriaeth cryf. Mae gweithdai pwrpasol hefyd ar gynlluniau Cyfathrebu a chanlyniadau Is-grwpiau yn unol â chynllun 10 mlynedd y Cynllun Strategol Cymraeg mewn Addysg.

Mae'r cynlluniau Cyfathrebu hyn yn cynnwys gweithio ar y cyd ag Ymwelwyr lechyd a Gwasanaethau Gwybodaeth i Deuluoedd (GGD) y Cyngor. Mae Ymwelwyr lechyd Dechrau'n Deg yn gweithio mewn ardaloedd o amddifadedd a ddynodwyd gan Lywodraeth Cymru, maent yn annog plant i fynychu gofal plant Dechrau'n Deg ac yn hysbysu rhieni am argaeledd gofal plant Dechrau'n Deg trwy gyfrwng y Gymraeg.

Anfonir copi caled o'r '**Llyfryn Gwybodaeth Ysgolion ar gyfer Rhieni/Gofalwyr**' o'r GGD i bob rhiant ym Mlaenau Gwent yn y misoedd cyn i'r broses dderbyn agor, o fewn y llyfryn addysg cyfrwng Cymraeg hefyd fel lleoliadau meithrin blynyddoedd cynnar fel Mudiad Meithrin. Mae'r llyfryn hefyd yn mynd i'r afael â phryderon gallu rhieni di-Gymraeg i gefnogi eu plentyn trwy eu haddysg.





## Effaith Fforwm Cymraeg Mewn Addysg

Gwnaeth partneriaid sylwadau ar effeithiolrwydd y Fforwm, sydd yn ei dro wedi cael effaith gadarnhaol ar aelodaeth, presenoldeb a chanlyniadau. Yn ogystal, y Rheolwr Gwasanaeth ar gyfer Trawsnewid Addysg a Newid Busnes yw cadeirydd Is-grŵp Rhanbarthol Cynllunio Lleoedd Ysgol a Galw Fforwm Strategol WEF. Mae'r grŵp yn cyfarfod bob chwarter ac yn ystyried y meysydd gwaith a ganlyn:

- Datblygu Strategaeth Hybu a Chyfathrebu Rhanbarthol
- Monitro'r Galw am Leoedd Addysg Cyfrwng Cymraeg a'r nifer sy'n manteisio arnynt
- Adolygiad Rhanbarthol o Ddarpariaeth Ysgolion Uwchradd Cyfrwng Cymraeg
- Grant Cyfrwng Cymraeg a Chynigion a Phrosiectau Band B Cymunedau Dysgu Cynaliadwy

Mae'r Cyngor wedi diweddarau ei dudalennau gwe i hysbysu'r gymuned ehangach o fanteision bod yn Ddwyieithog i gefnogi llyfryn cydweithredol WEF o'r enw 'Bod yn Ddwyieithog' sy'n hyrwyddo manteision siarad Cymraeg a Saesneg.

**Blaenau Gwent**  
County Borough Council

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Ydych chi'n ystyried anfon eich plentyn i ysgol cyfrwng Cymraeg?

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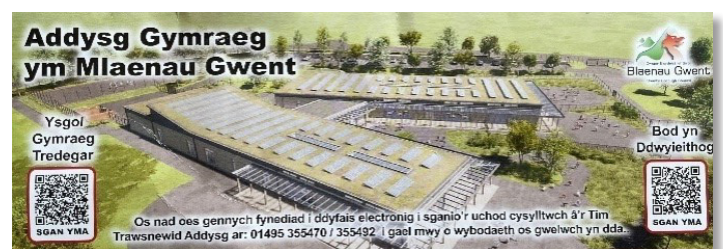
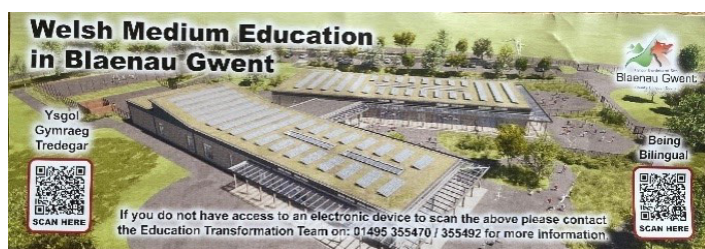
Adolygir y ddogfen yn flynyddol a'i rhannu gyda theuluoedd darpar ddisgyblion. Mae'r llyfryn hefyd yn gysylltiedig â'r broses derbyniadau ac yn cael ei rannu â gweithwyr iechyd proffesiynol, lleoliadau blynyddoedd cynnar, ysgolion, a phartneriaid a gweithwyr proffesiynol perthnasol eraill, i hyrwyddo cyfleoedd ac addysg Gymraeg yn lleol.

Cafodd hunanasesiad Blaenau Gwent 2021-22 yn erbyn cynnydd allweddol ei gynnal yn Ambr, gyda chyfradd cwblhau yn erbyn cynllun gweithredu 2021-22 fel a ganlyn:

- 84% (neu 49 o gamau gweithredu) wedi'u cwblhau
- 7% (neu 4 cam) yn parhau; a,
- 9% (5 cam) o gamau gweithredu yn cael eu datblygu

Mae angen rheolaeth a monitro parhaus i sicrhau bod y cynllun a'r targedau yn adlewyrchu'r angen, a bod yr amcanion allweddol yn cael eu cyflawni o fewn cyfnod pob cynllun cyflawni. Mae 5 o'r prif gyflawniadau yn y sesiwn academaidd ddiwethaf yn cynnwys:

1. Mae Blaenau Gwent wedi cyflawni'n llwyddiannus yn erbyn rhaglen Band B Cymunedau Cynaliadwy ar gyfer Dysgu Llywodraeth Cymru ar gyfer gwaith ailfodelu yn Ysgol Gymraeg Bro Helyg yn nhymor yr Hydref 2022. Mae'r tîm trawsnewid addysg yn aros am ddyddiad agor swyddogol gan Weinidogion sydd wedi'i amserlennu ar gyfer mis Mai 2023. Yn ogystal, mae Addysg yn bwrw ymlaen â phrosiect i greu ysgol gynradd cyfrwng Gymraeg â 210 o leoedd a chyfleuster gofal plant cysylltiedig o fewn cwm Tredegar/Sirhywi ym mis Medi 2024. Bydd hwn ar agor i ddisgyblion oed Meithrin a Derbyn ar gyfer mis Medi 2023 dros dro yn lleoliad Tŷ Bedwellte am y flwyddyn gyntaf hyd nes y bydd yr ysgol wedi'i chwblhau ym mis Medi 2024.
2. Mae niferoedd y disgyblion ar y gofrestr ynghyd â'r rhai sy'n gwneud cais am le yn Ysgol Gymraeg Bro Helyg wedi parhau i gynyddu, gyda thuedd gadarnhaol wedi'i nodi dros y 3 blynedd diwethaf mewn perthynas â niferoedd disgyblion meithrin a derbyn. Yn ogystal, roedd cyfraddau trosglwyddo rhwng cynradd ac uwchradd ar gyfer 2019/20 yn 100%.



3. Mae Cyngor Blaenau Gwent wedi datblygu cynllun marchnata a chyfathrebu cryf, gan dargedu a hyrwyddo manteision bod yn ddwyieithog, tra hefyd yn sefydlu dulliau priodol o ymgysylltu ac ymgynghori â rhanddeiliaid, er mwyn llywio blaenoriaethau strategol allweddol. Drwy gydol Rhagfyr 2022 a dechrau Ionawr 2023, lanswyd ymgyrch bost dorfol a welodd dros 36,000 o nodwyr tudalen (fel y gwelir isod) yn cael eu dosbarthu i bob cartref ym Mlaenau Gwent gan hyrwyddo manteision bod yn ddwyieithog a'r ddarpariaeth eginblanhigyn newydd yn Sirhywi Tredegar.
4. Mae cynrychiolaeth partneriaid, presenoldeb ac amllder Fforwm Addysg Gymraeg Blaenau Gwent yn parhau i fod yn gryf, gyda phartneriaid wedi ymrwymo'n gadarn i ac yn cydnabod effeithiolrwydd Fforwm Blaenau Gwent. Mae partneriaid wedi canmol gwaith Fforwm Cymraeg mewn Addysg Blaenau Gwent fel enghraifft o arfer da. Hefyd, mae Is-grŵp WESP yn parhau i gyfarfod yn rheolaidd i gefnogi cynigion ar gyfer twf a datblygiad ar sail ranbarthol ac eto, i lywio cynllunio strategol.
5. Mae ffigyrau cyrsiau Cymraeg y Cynllun Sabothol yn cynyddu'n flynyddol gyda staff ysgolion yn mynychu cyrsiau yn cynyddu flwyddyn ar ôl blwyddyn gan ddangos ymrwymiad parhaus i'r Gymraeg.

## Cynllun Strategol 10 Mlynedd Cymraeg mewn Addysg Blaenau Gwent

Mae Gweledigaeth Cyngor Blaenau Gwent ar gyfer Addysg Cyfrwng Cymraeg fel a ganlyn:

**'Adeiladu ar y cynnydd cryf a wnaed hyd yma, drwy greu system addysg gynaliadwy sy'n gwella'r ddarpariaeth, y nifer sy'n manteisio ar y Gymraeg a'r defnydd ohoni; creu dinasyddion medrus a grymus sy'n falch o fyw a gweithio yng Nghymru a thu hwnt'.**

Y nod strategol fydd creu:

'Cymuned sy'n cofleidio'r Gymraeg a'r diwylliant Cymreig gyda hyder a balchder'. Byddwn yn ceisio gwireddu ein gweledigaeth drwy hyrwyddo, datblygu a gwella darpariaeth a gwasanaethau addysg cyfrwng Cymraeg. Byddwn yn gwneud hynny drwy gydweithio'n agos â'r Fforwm Cymraeg mewn Addysg, ynghyd â phartneriaid

- Codi proffil addysg cyfrwng Cymraeg, ynghyd â manteision bod yn ddwyieithog.
- Creu sefydliadau dysgu ffyniannus o ansawdd uchel sy'n cefnogi ymgysylltiad effeithiol gan ddisgyblion, staff, y gymuned a phartneriaid.
- Cefnogi integreiddio gwasanaethau a chreu profiad trochi i ddysgwyr.
- Sicrhau gwaith ysgol i ysgol a phartneriaeth gwell, gan hwyluso defnydd ehangach a datblygiad o'r iaith Gymraeg.
- Creu gweithlu medrus a chynaliadwy, sydd wedi ymrwymo i ddatblygiad proffesiynol parhaus.
- Sicrhau amgylcheddau addysgu a dysgu cynhwysol a chyfleoedd i bob dysgwr; a
- Gwella cyfleoedd dilyniant trwy adolygu a gweithredu cwricwlwm sydd wedi'i alinio'n gadarn ag addysg bellach ac uwch.

Mae'r Cyngor yn ceisio cyflawni'r canlyniadau canlynol fel y'u hamlinellir gan Lywodraeth Cymru, sy'n adlewyrchu taith addysg y dysgwr, ac sy'n gyson â meysydd polisi **Cymraeg 2050** ac **Addysg yng Nghymru: Cenhadaeth ein Cenedl**

## Canlyniad 1

Mwy o blant meithrin/tair oed yn derbyn eu haddysg trwy gyfrwng y Gymraeg.

## Canlyniad 2

Mwy o blant dosbarth derbyn/pump oed yn derbyn eu haddysg trwy gyfrwng y Gymraeg.

## Canlyniad 3

Mwy o blant yn parhau i wella eu sgiliau Cymraeg wrth drosglwyddo o un cyfnod o'u haddysg statudol i'r llall.

## Canlyniad 4

Mwy o ddysgwyr yn astudio ar gyfer cymwysterau a asesir yn y Gymraeg (fel pwnc) a phynciau trwy gyfrwng y Gymraeg.

## Canlyniad 5

Mwy o gyfleoedd i ddysgwyr ddefnyddio'r Gymraeg mewn gwahanol gyd-destunau yn yr ysgol.

## Canlyniad 6

Cynnydd yn y ddarpariaeth addysg cyfrwng Cymraeg ar gyfer disgyblion ag anghenion dysgu ychwanegol (ADY) (yn unol â'r dyletswyddau a osodir gan **Ddeddf Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg (Cymru) 2018**).

## Canlyniad 7

Cynyddu nifer y staff addysgu sy'n gallu addysgu'r Gymraeg (fel pwnc) ac addysgu drwy gyfrwng y Gymraeg.

Er mwyn cyflawni ein gweledigaeth a'n hamcanion, mae Cyngor Bwrdeistref Sirol Blaenau Gwent wedi ymrwymo i weithio tuag at darged uchelgeisiol Llywodraeth Cymru, sef cynyddu'r garfan Blwyddyn 1 a addysgir drwy gyfrwng y Gymraeg i 75 o ddisgyblion. O'i gymharu â data gwaelodlin 2019/20 a ddefnyddir gan Lywodraeth Cymru, byddai hyn yn cyfateb i 10% (cynnydd o 6 pwynt canran) o gyfanswm carfan Blwyddyn 1 sy'n cael eu haddysgu drwy gyfrwng y Gymraeg erbyn 2032.

## Grant Trochi

Mae addysg, mewn partneriaeth â chontractwr arbenigol, yr ysgol a Llywodraeth Cymru, wedi datblygu darpariaeth drochi bwrpasol yn Ysgol Gymraeg Bro Helyg, i ddarparu ar gyfer hwyrddyfodiaid i addysg cyfrwng Cymraeg. Roedd cynllun peilot 2021/22 yn llwyddiant ac estynnodd Llywodraeth Cymru y rhaglen am 3 blynedd arall gan wahodd Awdurdodau Lleol i gyflwyno datganiadau o ddiddordeb. Sicrhaodd Blaenau Gwent gyllid ychwanegol ar gyfer athro dosbarth am 3 blynedd gyda rhywfaint o wariant cyfalaf bach i hyrwyddo trochi dros Ysgol Gymraeg Bro Helyg ac ysgol eginblanhigyn yn Sirhywi, Tredegar.

Yn unol â chyflawni'r prosiect bu'r Cyngor yn gweithio'n agos gydag awdurdodau cyfagos i gymharu modelau darpariaeth drochi, nodi a mynd i'r afael ag unrhyw fylchau, tra hefyd yn mesur a datblygu arfer gorau. Yn ogystal, mae'r prosiect wedi cyfrannu at ddatblygu'r cynllun cyfathrebu a hyrwyddo gan weithio mewn partneriaeth â WEF Blaenau Gwent, gan gefnogi gweithredu'r ddarpariaeth newydd yn unol â WESP Blaenau Gwent.

Yn ogystal, mae Ysgol Gymraeg Bro Helyg yn cynllunio ar gyfer gweithredu Canolfan Adnoddau Anghenion Arbennig ar gyfer hyd at 15 o ddisgyblion ADY, yn amodol ar ymgynghoriad. Fel rhan o'r rhaglen Cymunedau Cynaliadwy ar gyfer Dysgu gall y Cyngor ddarparu gwariant cyfalaf yn 2023/24 er mwyn galluogi ystafell ddosbarth i gael ei throsi'n ganolfan adnoddau i gefnogi cyfeiriad ADY ehangach o ddarparu cymorth ADY i ddysgwyr cyfrwng Cymraeg yn 2024.

## 3.0 Cwynion gan y cyhoedd

### Gweithdrefn Canmoliaeth a Chwynion Corfforaethol

Mae'r weithdrefn **Canmoliaeth a Chwynion Corfforaethol** ar gael i unrhyw un sy'n dymuno gwneud cwyn sy'n ymwneud â chydymffurfio â Safonau'r Gymraeg ac fe'i defnyddir i'n helpu i nodi a gwneud unrhyw newidiadau gofynnol i'r gwasanaeth. Mae'r drefn yn darparu gwybodaeth ar sut y gall pobl gyfeirio cwyn at Ombwdsmon Gwasanaethau Cyhoeddus Cymru yn ogystal â Swyddfa Comisiynydd y Gymraeg.

Gellir gwneud cwynion mewn unrhyw fformat (e.e., e-bost, llythyr, wyneb yn wyneb, dros y ffôn, cyfryngau cymdeithasol ac ati).

Yn ystod y cyfnod adrodd hwn, derbyniwyd cyfanswm o 0 cwyn trwy Ganmoliaeth a Chwynion Corfforaethol ynghylch safonau darparu gwasanaethau; safonau llunio polisi; neu safonau gweithredu.

### Ymchwiliad Cydymffurfiaeth Safonol CS092

Agorodd Swyddfa Comisiynydd y Gymraeg ymchwiliad CS092 ym mis Tachwedd 2021 yn dilyn pryderon a godwyd wrth asesu cydymffurfiaeth Cyngor Blaenau Gwent â Safonau'r Gymraeg mewn perthynas â gwasanaeth ffôn.

Roedd yr ymateb cychwynnol a ddarparwyd gan y Cyngor yn codi pryderon pellach ynghylch cydymffurfiaeth safonol a oedd yn ehangu'r cylch gorchwyl. Roedd y cylch gorchwyl yn cynnwys hyrwyddo gwasanaethau Cymraeg, asesu sgiliau iaith staff, darparu cyfleoedd hyfforddi a'r prosesau recriwtio yn ymwneud â'r sgiliau iaith angenrheidiol.

Ym mis Medi 2022, rhoddodd Swyddfa Comisiynydd y Gymraeg benderfyniad terfynol i'r Cyngor sy'n amlinellu'r camau sydd eu hangen i gyrraedd y cydymffurfiaeth safonol a'r amserlenni cyflawni disgwylidig. Roedd yr hysbysiad penderfynu hwn hefyd yn gofyn i'r Cyngor greu Cynllun Gweithredu sy'n nodi'r camau hyn ac yn pennu amserlenni ac atebolrwydd.

Gwnaeth Tîm Arwain y Cyngor y penderfyniad i sefydlu 'Grŵp Swyddogion Craidd CS092' ar draws y sefydliad i gefnogi'r Tîm Polisi i ddatblygu'r Cynllun Gweithredu a'i gyflawni wedi hynny.



**Mae'r grŵp yn gyfrifol am:**

- Cynnal adolygiad gwreiddyn a changen o'r trefniadau ar gyfer cydymffurfio â'r Safonau Darparu Gwasanaethau sydd wedi eu cynnwys o fewn yr ymchwiliad.
- Paratoi cynllun ar gyfer sut y bydd y sefydliad yn sicrhau cydymffurfiaeth â'r Safonau Gweithredol ar draws y sefydliad.
- Adnabod gofynion adnoddau dynol ar sut mae'r Cyngor yn mynd i sicrhau adnoddau digonol i gydymffurfio â'r Safonau Ffôn.
- Cynyddu lefel y ddealltwriaeth ar draws y sefydliad o ofynion y safonau sy'n berthnasol i'r ymchwiliad (gan gyfeirio at yr asesiad sgiliau iaith, hyfforddiant iaith Gymraeg ac asesu anghenion ieithyddol swyddi).
- Paratoi, datblygu a gweithredu Cynllun Gweithredu CS092 wedi hynny.

Cynhaliwyd sawl cyfarfod ar-lein fel grŵp i drafod gofynion yr ymchwiliad ac i ddatblygu Cynllun Gweithredu drafft. Ategwyd hyn gan gyfarfodydd unigol pellach rhwng yr Arweinydd Proffesiynol ar gyfer Ymgysylltu, Cydraddoldeb a'r Gymraeg, Swyddog Cefnogi'r Gymraeg, ac Arweinwyr Gweithredu i gwblhau manylion allweddol y cynllun drafft.

Crëwyd Sianel Microsoft Teams er mwyn i'r Grŵp Swyddogion Craidd allu rhannu ffeiliau, gwybodaeth a darparu diweddariadau cynnydd yn rheolaidd yn ogystal â chefnogi gwaith gweithredu rhagarweiniol.

Cyflwynodd y Cyngor y Cynllun Gweithredu i Swyddfa Comisiynydd y Gymraeg ar 31 Ionawr 2023.

Cymeradwywyd Cynllun Gweithredu CS092 ym mis Mawrth 2023 ac mae'n cael ei roi ar waith ar hyn o bryd a disgwylir i'r holl gamau gweithredu gael eu cwblhau erbyn mis Mawrth 2024.

## Ymweliad Monitro Blynnyddol Swyddfa Comisiynydd y Gymraeg - Mawrth 2023

Bob blwyddyn mae Swyddfa Comisiynydd y Gymraeg yn canolbwyntio ar sawl maes o gydymffurfiaeth â'r Gymraeg ac yn cynnal adolygiad o effeithiolrwydd y Cyngor, ynghyd â nodi meysydd i'w gwella.

Canmolodd Swyddfa Comisiynydd y Gymraeg y Cyngor am eu gwaith yn ymwneud â'r ymchwiliad diweddar a'r Cynllun Gweithredu a ddatblygwyd i fynd i'r afael â'r materion a godwyd.

Fodd bynnag, nodwyd y meysydd canlynol i'w gwella:

- Gwybodaeth am y wefan (Safon 49, 52 a 56)
- Postiadau cyfryngau cymdeithasol (Safon 48)
- Gofyniad i ddatblygu Polisi Iaith Gymraeg Mewnol (Safon 98)

### Safonau a godwyd yn ystod y monitro:

#### Safon 49

Os byddwch yn llunio fersiwn Gymraeg a fersiwn Saesneg o ddogfen ar wahân, rhaid ichi sicrhau bod y fersiwn Saesneg yn datgan yn glir bod y ddogfen hefyd ar gael yn Gymraeg.

#### Safon 52

Rhaid i chi sicrhau –

- (a) bod testun pob tudalen ar eich gwefan ar gael yn Gymraeg,
- (b) bod pob tudalen Gymraeg ar eich gwefan yn gweithredu'n llawn, ac
- (c) nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg ar eich gwefan.

#### Safon 56

Rhaid ichi ddarparu'r rhyngwyneb a'r dewislenni ar bob tudalen o'ch gwefan yn Gymraeg.

#### Safon 58

Pan fyddwch yn defnyddio'r cyfryngau cymdeithasol, rhaid ichi beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.

#### Safon 98

Rhaid ichi ddatblygu polisi ar ddefnyddio'r Gymraeg yn fewnol at ddiben hybu a hwyluso'r defnydd o'r iaith, a rhaid ichi gyhoeddi'r polisi hwnnw ar eich mewnwyd.

### Camau a gymerwyd o fewn cyfnod yr adroddiad i fynd i'r afael â'r materion a godwyd:

#### Safon 49

Anfonwyd y poster canlynol at yr holl staff i sicrhau bod yn rhaid i ddogfennau sydd ar gael i'r cyhoedd fod ar gael yn Gymraeg ac yn Saesneg, gan gynnwys y datganiad swyddogol y mae'n rhaid ei ddefnyddio.

# Datganiad Iaith Gymraeg ar ddogfennau

**Rhaid i fersiynau Saesneg o ddogfennau y trefnir eu bod ar gael i'r cyhoedd gynnwys datganiad eu bod hefyd ar gael yn Gymraeg.**

**Gwnewch yn siŵr eich bod yn defnyddio'r datganiad sydd ar gael o dan 'Canllawiau Cymraeg' ar y Fewnrwyd.**

Cymraeg

Mae'r ddogfen hon hefyd ar gael yn Gymraeg.

This document is also available in Welsh.

## **Safon 52, 56 a 58**

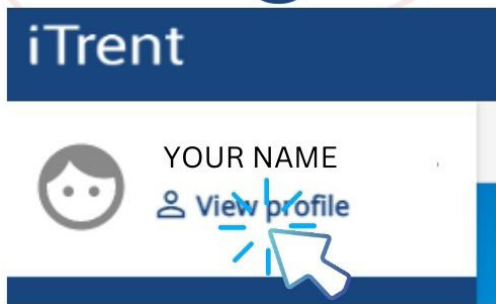
Mae'r tîm Cyfathrebu wedi diwygio'r holl dudalennau gwe nad ydynt yn cydymffurfio â safonau'r Gymraeg. Bydd cynnwys y we yn cael ei fonitro'n rheolaidd i sicrhau nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg ar wefan a chyfrifon cyfryngau cymdeithasol y Cyngor.

## **Safon 98**

Dechreuwyd drafftio'r polisi ar ddefnyddio'r Gymraeg yn fewnol ym mis Mawrth, ac mae'n cael ei ystyried wrth gwblhau'r camau gweithredu o fewn Cynllun Gweithredu Ymchwiliad CS092. Bydd y polisi'n parhau i gael ei adolygu ar ôl ei gyhoeddi i sicrhau bod yr holl gynnwys yn gyfredol ag unrhyw ddatblygiadau mewn perthynas â gweithrediadau mewnol y Cyngor (h.y. prosesau recriwtio, polisi hyfforddiant ôl-fynediad ac ati).

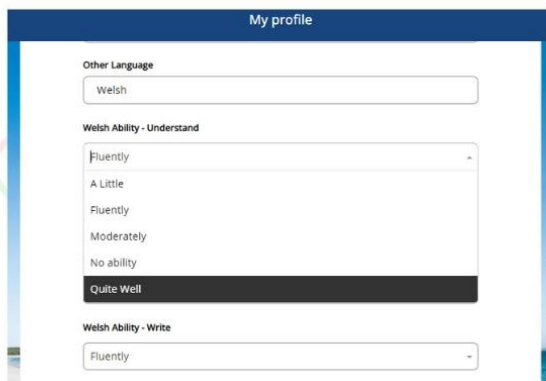
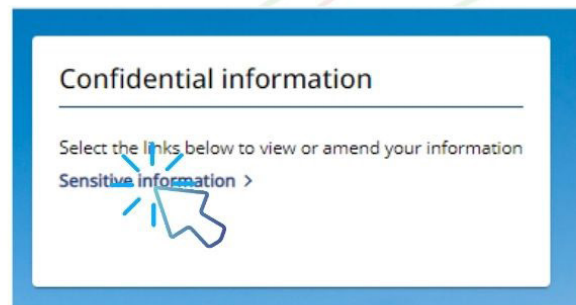
# A yw eich gwybodaeth iTrent yn gyfredol?

## Dywedwch wrthym am eich sgiliau Cymraeg.



1) Mewngofnodwch i iTrent. Cliciwch ar 'View Profile'.

2) Cliciwch ar 'Sensitive Information'.



3) Llenwch eich sgiliau Cymraeg.

4) Peidiwch ag anghofio clicio 'Save'.





### 4.0 Sgiliau iaith staff

Rhaid i bob cyngor gadw cofnod o sgiliau iaith Gymraeg ei staff o dan Safon 127. Mae Cyngor Blaenau Gwent yn cofnodi hyn drwy ein platfform adnoddau dynol, iTrent. Sicrheir bod yr holl staff yn ymwybodol bod angen iddynt gwblhau hunanasesiad sgiliau iaith Gymraeg pan fyddant yn cael eu cyflogi. Mae nodiadau atgoffa i gadw'r wybodaeth hon yn gyfredol wedi'u hanfon at yr holl staff fel y gwelir isod, yn ogystal â chynnwys nodiadau atgoffa mewn diweddariadau rheolwyr.

Mae'r wybodaeth yn yr adran hon wedi'i darparu drwy'r Tîm Datblygu Sefydliadol gan ddefnyddio system iTrent y Cyngor ac mae'n cynrychioli gallu staff yn y Gymraeg ar 31 Mawrth 2022.

Y ffigur sylfaen ar gyfer y data yw 2,959 o staff ar restr sefydliadau'r Cyngor (cynnydd o 20% o gymharu â chofnodion 2021-22).

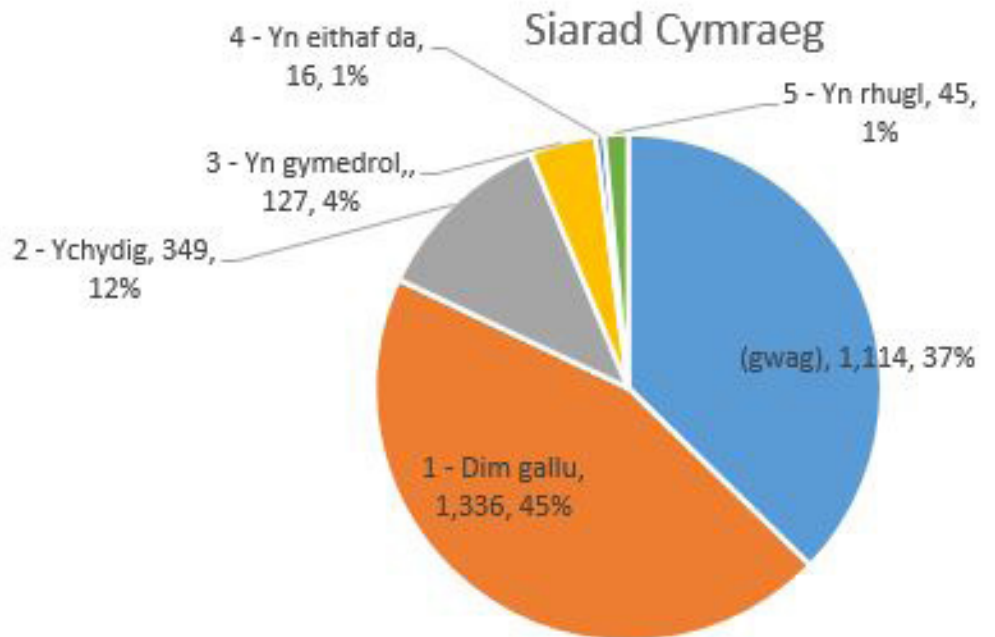
Ar 31 Mawrth 2023 mae nifer y gweithwyr sydd â sgiliau siarad Cymraeg yn amrywio o 'rhugl', 'eithaf da', 'cymedrol' i 'ychydig' yn 537. Mae hyn yn gynnydd o 67 aelod o staff o'r 470 wedi'u nodi yng nghyfnod adrodd 2021-22.

Mae nifer a chanran y staff sy'n gallu deall, siarad, ysgrifennu, a darllen Cymraeg yn amrywio ychydig rhwng pob cymharydd, a ddangosir yn y graffiau isod:



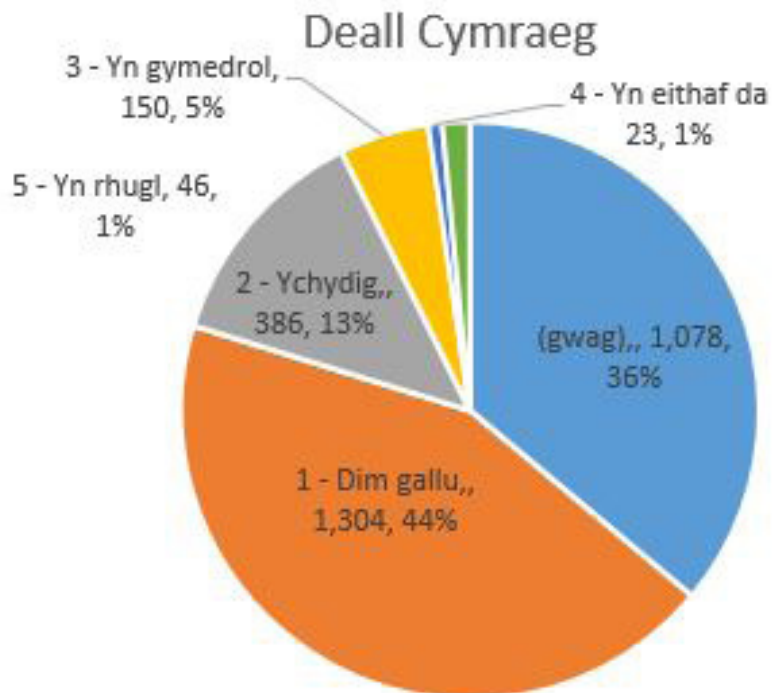
## Siart 1 – Siarad Cymraeg

Y gallu i siarad Cymraeg	Nifer y Staff
Yn rhugl	45
Yn eithaf da	16
Yn gymedrol	127
Ychydig	349
Dim gallu	1,336
Wedi'i adael yn wag	1,114



## Siart 2 – Deall Cymraeg

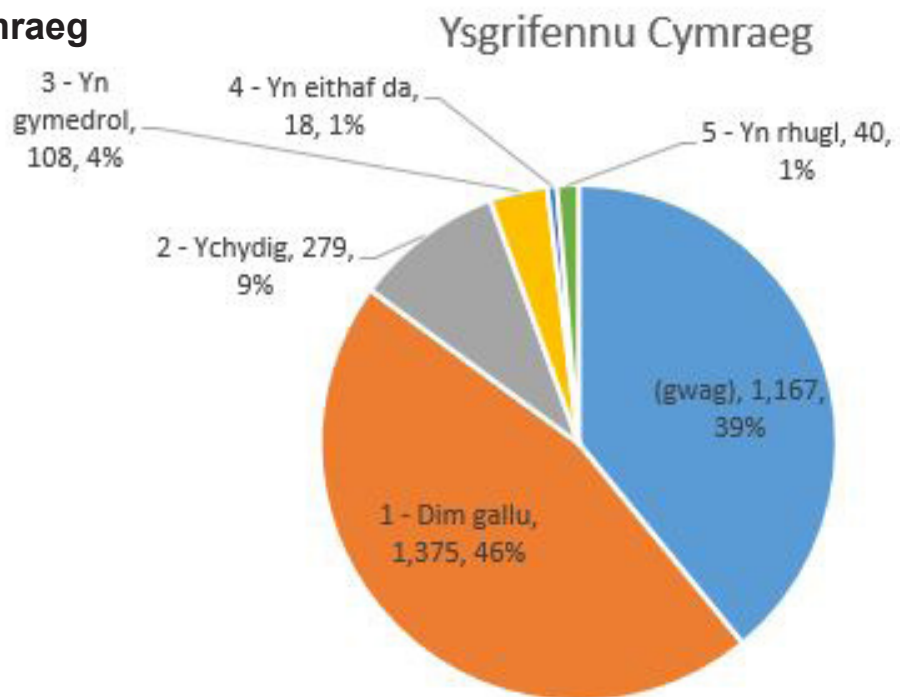
Y gallu i ddeall Cymraeg	Nifer y Staff
Yn rhugl	46
Yn eithaf da	23
Yn gymedrol	150
Ychydig	386
Dim gallu	1,304
Wedi'i adael yn wag	1,078



# Sgiliau iaith staff

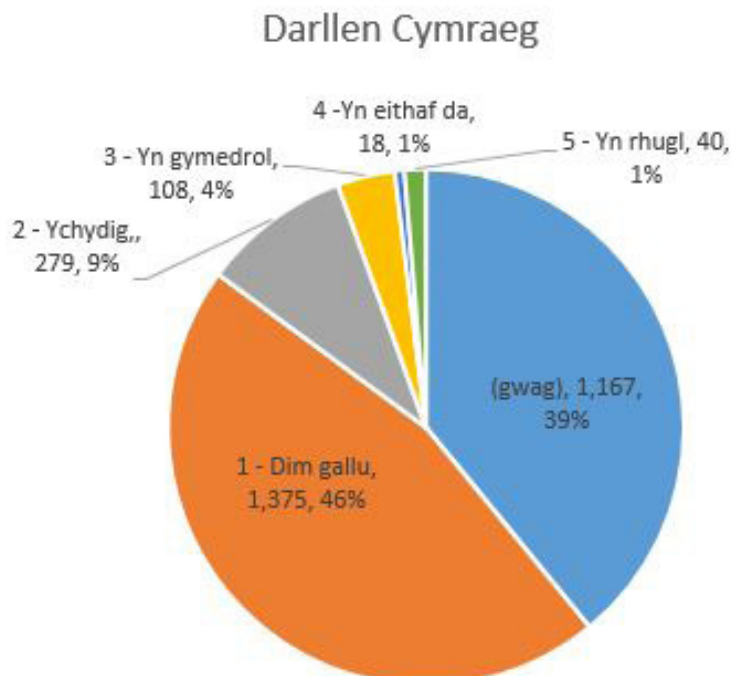
## Siart 3 – Ysgrifennu Cymraeg

Y gallu i ysgrifennu Cymraeg	Nifer y Staff
Yn rhugl	40
Yn eithaf da	18
Yn gymedrol	108
Ychydig	279
Dim Gallu	1,375
Wedi'i adael yn wag	1,167



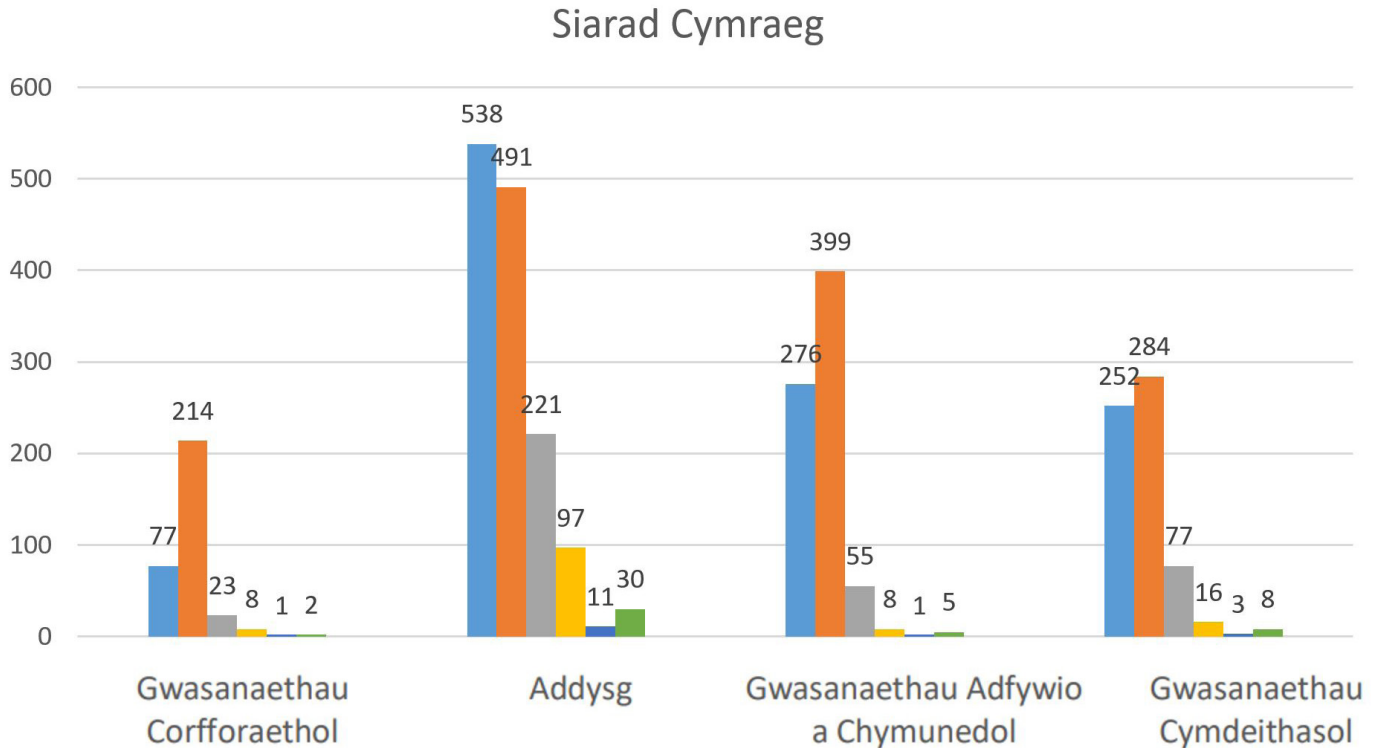
## Siart 4 – Darllen Cymraeg

Y gallu i Ddarllen Cymraeg	Nifer y Staff
Yn rhugl	40
Yn eithaf da	18
Yn gymedrol	108
Ychydig	279
Dim gallu	1,375
Wedi'i adael yn wag	1,167



## Siaradwyr Cymraeg fesul Cyfarwyddiaeth

Mae'r siart bar canlynol yn dadansoddi gallu siarad Cymraeg fesul cyfarwyddiaeth.



Mae cyfanswm o 45 aelod o staff yn datgan eu gallu fel yn rhugl yn y Gymraeg o dan sgiliau siarad Cymraeg, sef cynnydd o 11 aelod o staff o gymharu â ffigurau 2021-22. Mae'r cynnydd hwn yn gyson ar draws y Cyngor, gyda ffigurau'n codi ym mhob cyfarwyddiaeth.

Cyfarwyddiaeth	Nifer y siaradwyr rhugl a enillwyd yn erbyn Adroddiad Blynnyddol 2021-22
Gwasanaethau Corfforaethol	1
Addysg	3
Gwasanaethau Adfywio a Chymunedol	4
Gwasanaethau Cymdeithasol	3

Fel yr adroddwyd y llynedd mae gan y gyfarwyddiaeth Addysg y nifer uchaf o siaradwyr rhugl gyda 30 aelod o staff wedi ennill 3 siaradwr rhugl arall o'r 27 a adroddwyd yn 2021-22.

Safon  
130

 Siarad Cymraeg  
Speak Welsh

# Cyfle Hyfforddiant

## Mae dysgu Cymraeg yn sgil werthfawr.

Cymraeg

**Hoffech chi ddysgu Cymraeg fel rhan o'ch rôl? Neu ydych chi'n hoffi'r syniad o ddysgu ychydig o Gymraeg?**

**Mae gan holl weithwyr Blaenau Gwent hawl i dderbyn hyfforddiant am ddim yn ystod oriau gwaith.**

**Siaradwch â'ch rheolwr llinell am y cyrsiau Dysgu Cymraeg / Learn Welsh sydd ar gael heddiw.**

<https://dysgucymraeg.cymru/cymraeg-gwaith/cyrsiau-cymraeg-gwaith/cyrsiau-blasu-ar-lein/>

  
Cyngor Bwrdeistref Sirol  
**Blaenau Gwent**  
County Borough Council

## 5.0 Darpariaeth hyfforddiant cyfrwng Cymraeg

### Hyfforddiant Staff

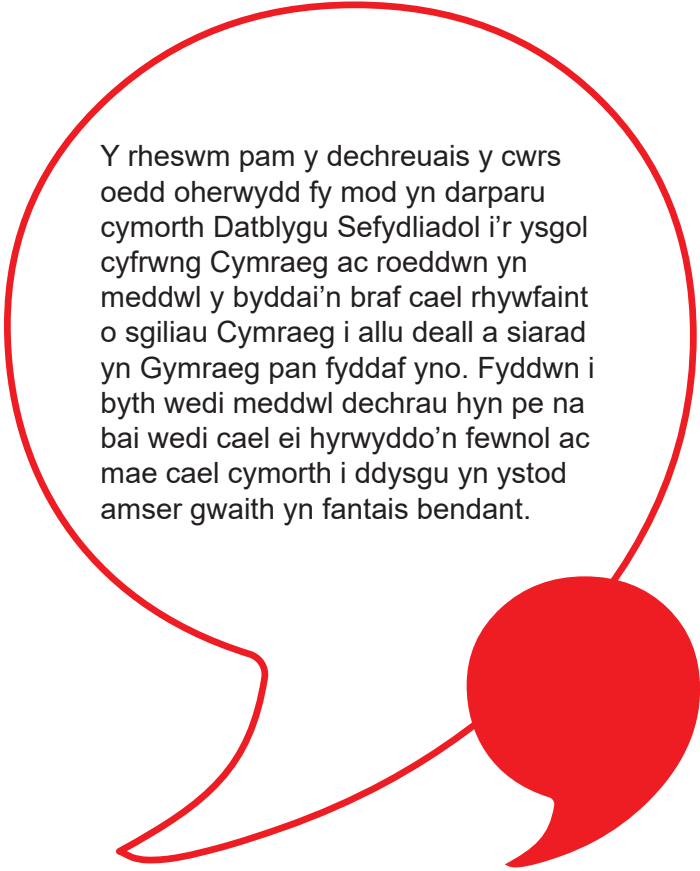
Cyflwynwyd 0 cwrs (ar gael ar-lein) trwy gyfrwng y Gymraeg, er bod yr opsiwn hwn ar gael i staff os gofynnir amdano.

### Hyfforddiant Iaith Gymraeg

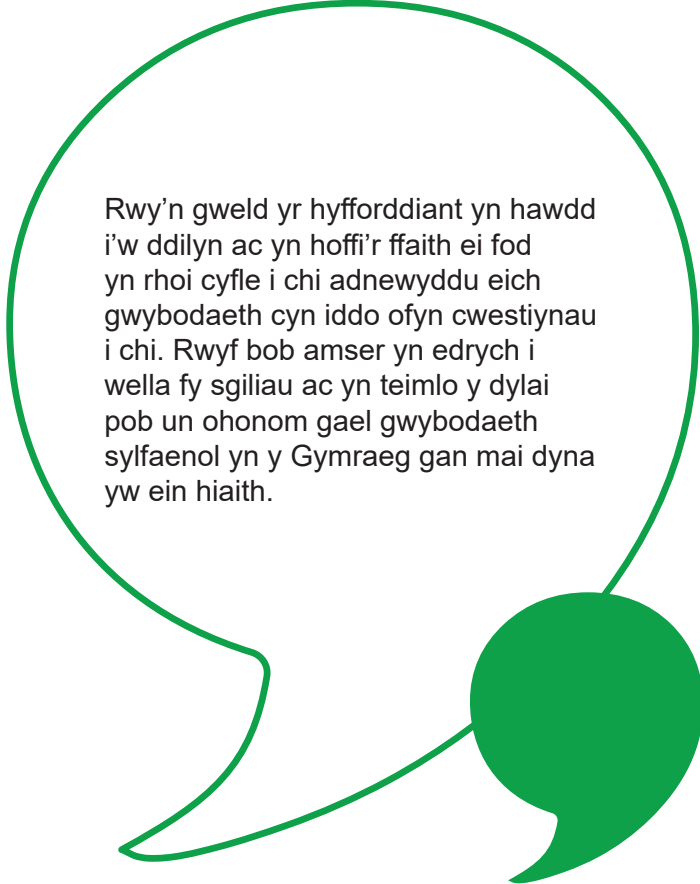
Hyrwyddir hyfforddiant yn gyson i holl staff Blaenau Gwent gan amlygu i bob maes gwasanaeth y cyfle i dderbyn hyfforddiant iaith Gymraeg yn ystod oriau gwaith yn unol â Safon 130. Isod mae enghraifft o sut rydym yn hyrwyddo'r safon hon:

Rydym wedi gweld cynnydd cadarnhaol yn yr ymgysylltu â'r adnoddau ar-lein a hyrwyddwyd gyda 31 aelod ychwanegol o staff yn defnyddio cyrsiau ar-lein Dysgu Cymraeg/Learn Welsh.

### Adborth staff:



Y rheswm pam y dechreuais y cwrs oedd oherwydd fy mod yn darparu cymorth Datblygu Sefydliadol i'r ysgol cyfrwng Cymraeg ac roeddwn yn meddwl y byddai'n braf cael rhywfaint o sgiliau Cymraeg i allu deall a siarad yn Gymraeg pan fyddaf yno. Fyddwn i byth wedi meddwl dechrau hyn pe na bai wedi cael ei hyrwyddo'n fewnol ac mae cael cymorth i ddysgu yn ystod amser gwaith yn fantais bendant.



Rwy'n gweld yr hyfforddiant yn hawdd i'w ddilyn ac yn hoffi'r ffaith ei fod yn rhoi cyfle i chi adnewyddu eich gwybodaeth cyn iddo ofyn cwestiynau i chi. Rwyf bob amser yn edrych i wella fy sgiliau ac yn teimlo y dylai pob un ohonom gael gwybodaeth sylfaenol yn y Gymraeg gan mai dyna yw ein hiaith.



# Darpariaeth hyfforddiant cyfrwng Cymraeg

## Sesiynau dan arweiniad tiwtor ar gyfer staff sy'n delio â chwsmeriaid

Er mwyn sicrhau ein bod yn darparu'r gwasanaeth ffôn gorau i'n preswylwyr sy'n siarad Cymraeg sy'n cysylltu â'r Cyngor, mae trefniadau wedi eu gwneud i 10 aelod o staff ddechrau cwrs hyfforddi. Bydd y cwrs hwn yn rhedeg o fis Mai 2023 tan Chwefror 2024, gyda chwrdd â thiwtor bron am ddwy awr yr wythnos. Mae'r aelodau staff sy'n mynychu'r sesiynau hyn yn delio gyda galwadau ffôn a wneir i wasanaeth 'Connect 2 Blaenau Gwent' a llinellau ffôn budd-daliadau, a'r rhai sy'n gweithio yn yr Hybiau Cymunedol. Mae'r cwrs hwn yn cael ei gyflwyno fel rhan o'r Cynllun Cymraeg Gwaith a ddarperir gan **Dysgu Cymraeg**. Bydd y sesiynau hyn yn rhedeg am 35 wythnos gan gronni 70 awr o hyfforddiant, gyda sesiynau personol dros dro yn eu lle ar gyfer wythnosau olaf yr amserlen hyfforddi.





## Y Cyngorydd Sue Edmunds (Aelod Cabinet dros Bobl ac Addysg) – Dysgwr Cymraeg

(Aelod Cabinet dros Bobl ac Addysg)

Wedi byw yng Nghymru ers 30 mlynedd mae'r Cyngorydd Edmunds bob amser wedi mwynhau gwrandao ar y Gymraeg ac wedi darganfod yn y blynyddoedd diwethaf ei bod wedi dod yn fwy amlwg yn ei bywyd. Roedd y Cyngorydd Edmunds yn arbennig o awyddus i ddysgu Cymraeg i allu ei defnyddio wrth ymweld ag ysgolion, yn dilyn derbyn yr e-bost a anfonwyd at staff, anogwyd y staff i roi cynnig ar ddefnyddio cyrsiau ar-lein Dysgu Cymraeg/Learn Welsh. Er, oherwydd ei hamserlen brysur, roedd Duolingo yn fwy addas ar gyfer ei hamserlen fel gweithiwr ystwyth, ac mae'n dechrau



Rwy'n gweithio yn y gymuned ac mae'r Gymraeg bob amser yn bresennol. Rwyf am fod yn rhan o hynny, rwyf am allu canu'r Anthem Genedlaethol a chyfarch pobl yn eu hiaith eu hunain er enghraifft. Mae fy mywyd yn brysur iawn felly dyw dosbarthiadau ffurfiol ddim yn siwtio, canfyddais fod Duolingo wir yn gweithio i mi, gallaf dreulio ychydig funudau sawl gwaith y dydd, efallai pan fyddaf yn aros i'r tegell ferwi neu rhwng cyfarfodydd.

## 6.0 Y camau nesaf

Bydd Cyngor Blaenau Gwent yn parhau i fod yn ymrwymedig i gyflawni'r dyletswyddau a nodir o dan Fesur y Gymraeg (Cymru) 2011 ac yn hyrwyddo a chefnogi cydymffurfiaeth â'r safonau ymhellach gyda'r nod o wella ein gwasanaethau Cymraeg yn barhaus.

Fel rhan o'n gwaith yn y flwyddyn i ddod byddwn yn parhau i fwrw ymlaen â'r camau allweddol canlynol:

- IGweithredu a monitro Strategaeth Hybu'r Gymraeg gan sicrhau ein bod yn parhau i ddefnyddio ein partneriaid a rhannu arferion gorau mewn fforymau rheolaidd Rhwydwaith Cymraeg Blaenau Gwent a rhwydweithiau allanol.
- Cyflawni Cynllun Gweithredu Ymchwiliad CS092.
- Parhau i hyrwyddo cydymffurfiaeth safonol yn fewnol er mwyn sicrhau ein bod yn darparu gwasanaethau Cymraeg o ansawdd uchel yn unol â'r Cod Ymarfer ar gyfer Safonau'r Gymraeg (Rhif 1) Rheoliadau 2015.
- Adolygu a diweddarau gweithrediadau mewnol mewn perthynas â'r Gymraeg yn gyson.
- Hyrwyddo hyfforddiant iaith Gymraeg ymhellach ymhlith staff ac Aelodau a sicrhau bod staff sy'n ymroddedig i hyfforddiant yn cael eu cefnogi'n llawn

Dros y cyfnod sydd i ddod anelwn at barhau â'n cynnydd, mewn perthynas â chyflawni ein dyletswyddau iaith Gymraeg, a gwneud unrhyw welliannau angenrheidiol i sicrhau ein bod yn darparu'r gwasanaethau gorau posibl i'n staff, preswylwyr, partneriaid a rhanddeiliaid.

**Cyngor Bwrdeistref Sirol Blaenau Gwent**

Y Swyddfeydd Cyffredinol

Heol Gwaith Dur

Glynebwy

NP23 6DN

**Ffôn:** 01495 311556

**Gwefan:** [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)



Cyngor Bwrdeistref Sirol  
**Blaenau Gwent**  
County Borough Council

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# Agenda Item 10

*Cabinet and Council only*

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

Committee: **Corporate Overview and Performance Scrutiny Committee**

Date of meeting: **22nd June 2023**

Report Subject: **Fire Safety At Work Policy**

Portfolio Holder: **Councillor Steve Thomas, Leader / Cabinet Member Corporate Overview and Performance**

Report Submitted by: **Andrea J Prosser, Head of Organisational Development**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance and Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
X	15.6.23	12.06.23			22.06.23		20.7.23	

## 1. Purpose of the Report

- 1.1 The purpose of this report is to seek approval of the implementation of the proposed Fire Safety at Work Policy (appendix 1).

## 2. Scope and Background

- 2.1 It is important that the Council can show that they are managing the risks to their employees and others while they are undertaking their duties within buildings managed by the Council. Fire Safety legislation imposes specific requirements on employers in respect of prevention of fires and precautions that should be in place to minimise the spread of fire and to ensure that staff can escape from a building should a fire start.

- 2.2 Health and Safety Executive state that most fires are preventable and those responsible for workplaces and other buildings can avoid them by taking responsibility for and adopting the right behaviours and procedures. The new policy will provide information for the council buildings concerning the fire safety prevention and precautions. These include that:

- Fire risk assessments are carried out and reviewed regularly and communicated to staff
- Fire safety information, instruction and training should be communicated
- Appropriate fire safety measures are in place and maintained
- Emergency plans are in place

- 2.3 This policy applies to all workplaces within the Council's portfolio (and buildings that are leased depending on the contractual agreements in place).

- 2.4 Employers owe the same duty of care under health and safety law to staff and members of the public that access Council buildings.

2.5 The Fire Safety Policy will provide guidance for managers to ensure that the risks to employees and others can be managed and will also provide information to employees and others should they encounter any issues while working within the Council managed buildings.

### 3. **Options for Recommendation**

#### 3.1 **Option 1**

Support Health and Safety compliance by recommending that Council approve the implementation of the Fire Safety Policy.

#### 3.2 **Option 2**

Make suggestions to further improve the Fire Safety Policy for implementation, prior to approval.

### 4. **Evidence of how this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 The proposed Fire Safety Policy has direct links with the Council's Corporate Plan, Health and Safety Policy and Workforce Strategy.

4.2 The Corporate Plan's core values include Trust and Integrity and to support and develop a workforce that has the capacity and capability to be productive and responsive to future demands.

4.3 Priority outcomes for the Council's Workforce Strategy includes "A highly motivated and engaged workforce" and a "Modern Employer of Choice"; the introduction of a Fire Safety Policy directly contributes to both priorities. Clear information and understanding of legislative requirements can have a significant impact on a person's health and well-being. It can reduce stress levels and improve motivation. Two of the aims of the strategy are:

- Safe working situations/environments and promotion of workforce health and wellbeing.
- The workforce demonstrates expected behaviours, standards and culture in line with the Council's values.

The Fire Safety Policy directly supports both of those aims by helping managers consider the risks to workers and others and providing clear expectation of behaviours.

4.4 The Blaenau Gwent Statement of Safety Policy states that Blaenau Gwent County Borough Council, together with each employee is committed to ensuring that the highest standards of Health, Safety and Welfare are maintained throughout the organisation. The Fire Safety Policy will support that aim through clarifying requirements and responsibilities.

### 5. **Implications Against Each Option**

#### 5.1 ***Impact on Budget (short- and long-term impact)***

There are no direct negative budgetary implications as a result of implementing the policy.



- 5.2 ***Risk including Mitigating Actions***  
Risk Management should be improved following implementation of the Fire Safety Policy.
- 5.3 ***Legal***  
The Fire Safety Policy will provide support and evidence of legal compliance with risk management and specific fire safety legislation.
- 5.4 ***Human Resources***  
The Fire Safety Policy will provide support and guidance to managers and employees.
6. **Supporting Evidence**
- 6.1 ***Performance Information and Data***  
N/A
- 6.2 ***Expected outcome for the public***  
N/A
- 6.3 ***Involvement (consultation, engagement, participation)***  
The Trade Unions have received the policy for review and raised no objections.
- 6.4 ***Thinking for the Long term (forward planning)***  
Directly links the Council's Plans and Strategies as detailed above.
- 6.5 ***Preventative focus***  
N/A
- 6.6 ***Collaboration / partnership working***  
N/A.
- 6.7 ***Integration (across service areas)***  
Policy applies to all Council staff only.
- 6.8 ***Decarbonisation and Reducing Carbon Emissions***  
N/A
- 6.9 ***Integrated Impact Assessment (IIA)***  
N/A
7. **Monitoring Arrangements**
- 7.1 The Policy will be reviewed and updated by Organisational Development on a regular basis.

**Background Documents /Electronic Links**

Appendix 1 –Fire Safety at Work Policy

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## Fire Safety at Work Policy



**ORGANISATIONAL DEVELOPMENT DIVISION**

Issued: March 2023

Reviewed: N/A

Next Review: March 2028

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## Version Control

This document is intended for:

- Council staff only     
  School-based staff only     
  Council & School-based staff

Version	Key Changes	Approved By

This document may be reviewed and amended at any time and without consultation in response to legal requirements, in line with best practice or in response to an organisational requirement and where the changes do not affect the spirit or intent of the document.

# 1. Introduction

---

- 1.1 Fire is a potential hazard in all Council premises. The consequences of fire in some premises can be especially serious because of difficulties and dangers associated with the emergency evacuation of children or vulnerable adults, who may be dependent or have mobility impairment.
- 1.2 The aim of the Council is to ensure, as far as possible, that outbreaks of fire do not occur. If an outbreak cannot be prevented it must be rapidly detected, effectively contained and when safe to do so quickly extinguished, with minimal risk to staff or others due to robust fire safety protection and evacuation procedures.

## 2. Scope of Guidelines

---

- 2.1 The guidelines apply to all buildings under the control of the Council. All Council places of work must comply with the guidelines.

## 3. Legislation and Guidance

---

- 3.1 The Regulatory Reform (Fire Safety) Order 2005 (RRO) together with the Management of Health and Safety at Work Regulations 1999, and other associated legislation and Codes of Practice, impose duties on all employers in respect of fire safety at work.
- 3.2 These duties extend to the Council, its employees and other persons who may be affected by the Council's work activities.
- 3.3 The RRO applies to any person or organisation that is responsible for the building e.g.
- Dutyholder for leased buildings such as **Community Asset Transfers** would usually be the leaseholder however this can vary depending on the details of the lease.
  - Dutyholder for rented buildings would be the landlord for common areas and facilities and the tenant for those areas tenants occupies.
  - Dutyholder for most schools would be Headteachers and local Council
  - Dutyholder for foundation schools would be the Headteacher and the Governors
  - Dutyholder for those in shared premises such as the General Offices, Anvil Court, Foxes Lane etc would be those managing the building.



## 4. Roles and Responsibilities

---

### 4.1 Definition of Responsible Person

The Responsible Person has the duty to implement the articles and regulations of The Regulatory Reform (Fire Safety) Order 2005 (see Appendix 2).

The main regulatory authority is the Fire and Rescue Service who have the power to inspect premises and records, investigate, serve notice or begin lawful proceedings to responsible persons. The Fire Authority will determine who in their opinion the responsible person/s is, when there is a need for them to do so. This ultimate duty will sit with the Chief Executive of the Authority.

### 4.2 The Chief Executive (Responsible Person)

The Chief Executive (Responsible Person) is responsible for ensuring that the Council complies with current fire safety legislation and the implementation of this policy in all the premises that it owns or occupies.

It will be the responsibility of the Chief Executive to ensure:

- Blaenau Gwent Count Borough Council has an effective Fire Safety Management System, an agreed programme of investments in fire safety improvements, and that they are accounted for in the Council's business plans.
- An audit and reporting system of Fire Precautions is undertaken to advise the Council's management board of the current state of fire safety within the Council premises.
- To ensure that all agreements for the provision of services by third parties include sufficient contractual arrangements to ensure compliance with the Council's fire safety guidelines.
- Championing fire safety issues at board level, which for example, would include proposing agreed programmes of investment in fire precautions are accounted for in the Council's business plan
- That Fire Safety Policies and Fire Strategies are uniformly and correctly applied across the Council
- Ensuring appropriate levels of management are always available to make decisions and give instructions regardless of the time of day;
- Provide a fit for purpose reporting system for fire incidents
- Ensure the Council has in place a clearly defined fire safety guidelines and relevant supporting protocols and procedures, and this is supported by sufficient resources and staff available to implement the Council's Fire Safety Guidelines and procedures;
- Ensure the development, delivery and audit of an effective fire safety training programme.



### **4.3 Corporate Landlord**

The Council operates a corporate landlord model for the maintenance of buildings and operationally the responsibility regarding fire sits with Technical Services and Responsible Persons (see Appendix 2 for details). This means that any repairs or statutory inspections falls under Technical Services.

### **4.4 Technical Services management (Responsible person)**

- Responsible for providing solutions for the building recommendations and premises risks identified by the Health and Safety advisor, that they are correctly dealt with, and if necessary entered on Council business plan or risk register.
- They should ensure adequate consideration and priority in the allocation of resources for the safe management of fire precautions.
- Responsible for commissioning Competent Person's (Fire) who are installers and maintainers of fire safety equipment due to their skill, knowledge and qualification.
- They are also required to:
  - Obtain expert advice on fire legislation and/or technical matters;
  - An awareness of all fire safety features in their buildings;
  
  - Fire safety risks particular to the organisation;
  - Consider precautions for mobility impaired individuals, staff and visitors with regard fire procedures;
  - comply with legislation, taking into account advice from the Health and Safety advisor or instruction from the Fire Authority;
  - Ensure co-operation between employers where two or more share the premises;
  - Monitor and the mitigate fire incidents;
  - Liaise with enforcing authorities;
  - Liaise with other managers and provide a link to Council committees;
  - Monitor the inspection and maintenance of fire safety systems and equipment to ensure it is compliant;
  - Undertake reviews of identified risks in fire risk assessments and if necessary place on the Council risk register;
  - Ensure the day to day implementation of the fire safety guidelines where applicable;

### **4.5 The Health and Safety Advisor**

The Health and Safety Advisor provides competent fire safety advice and will be responsible for:

- Recording and reporting fire risk assessments on behalf of the corporate landlord.
- Providing advice on fire legislation.
- Providing technical advice on the application and interpretation of the fire safety policy
- Review of the content of the Council's fire safety policy.
- Assisting with training, with the development of a suitable and sufficient training programme for staff, and delivery as necessary.
- Liaising with the enforcing authorities on technical issues.
- Liaising with managers and staff on fire safety issues.

Where specialist solutions are required to resolve fire safety issues the Health and Safety Advisor would not necessarily be expected to have the level of skill required but would know the limits of their capabilities and, when necessary, seek specialist advice from an Authorising Engineer (Fire).

#### **4.6 The Local Manager or Person-in-Charge (Responsible Person) e.g. Headteacher, Manager etc**

The Local Person-in-charge(s) or Manager(s) must be of a position to be able to take charge in a fire situation. They should appoint a Deputy(s) who can cover for them in their absence. Advice and guidance can be sought from the Health and Safety Advisor and technical services.

The Person in charge at a premise or part of a premise has the following responsibilities:

- Initiating and monitoring actions to ensure the day-to-day maintenance of the fire precautions provided.
- To provide induction fire training to all new staff (see Appendix 4), this includes volunteers, part time and agency staff. This familiarisation training should include;
  - i. Local fire procedures and evacuation plan,
  - ii. Means of escape
  - iii. Location of fire alarm manual call points
  - iv. Firefighting equipment
  - v. Any premise/site fire risks identified
  - vi. Evacuation meeting/muster point
- To organise and record a fire evacuation practice at least twice a year.
- Ensure that weekly alarm checks are undertaken

- Ensure records of testing and maintenance of fire alarms, emergency lighting and firefighting equipment are being maintained.
- Ensuring staff are aware of the procedures and actions required for reporting fire safety defects.
- Record number of fire activation at premises
- Familiarise themselves with the Fire Risk Assessment
- Ensuring written records are updated in the fire risk assessment action plan and the fire logbook to include:
  - All fire safety defects
  - Action taken to rectify those defects and the signing off of defects when cleared
- Contact and inform the Council's Health and Safety Advisor on the following occasions:
  - Any threat to means of escape or fire detection system.
  - In advance of major alterations/extensions
- Ensure sufficient Fire Wardens are appointed and they receive regular refresher training in their duties and responsibilities.
- Staff in the premise participates in fire safety evacuation at least twice per year.
- That on handover of responsibility to a deputy or acting person-in-charge, that person is aware of the legal duty to provide supervision of premise fire procedures in the event of a fire or false alarm situation.
- Ensuring all fire safety related records are available for inspection by the Fire Service at any reasonable time.
- Ensuring any Fire or Automatic Fire Alarm is reported to Tech Services.
- Report to Tech Services and keep progress records of any building or equipment defect/risk that has an effect on fire safety.
- Co-ordinate and direct staff in the event of a fire in accordance with the premise emergency procedures and evacuation plan.
- Ensure local emergency action plans are developed and brought to the attention of staff.
- Ensure that sufficient trained staff are available at all times to implement the local emergency plan.
- Sufficient numbers of key holders should be identified
- Report any actual fires to Health and Safety, Tech services and the insurance advisor

#### **4.7 Responsible Person in Multiple Occupancy (Building shared) e.g. GO, Schools that lease classrooms**

In a building with more than one occupier Fire Safety Legislation requires that there is in place consultation and co-operation between all occupants' management and the landlord over Fire Safety matters. A Responsible Person must be appointed for the building by the Host Organisation (e.g., this could be the Council who owns, holds the lease, or is the main occupier).

Each occupier should appoint a Responsible Person for the areas under their control (this would normally be the Person-in-charge of a department or manager). It is desired that Responsible Persons are based within the building.

The Responsible Person has a legal obligation to ensure there is a Fire Risk Assessment that covers their building or area; this document may be provided by the premise management/owner for the whole building, consultation with the building management will determine if this is provided. If not then each occupier must provide a Fire Risk Assessment for their area, and building management or the Host Authority must always provide the FRA for all common areas. Identified risks and remedy information must be shared with all occupiers and management of the premise.

The Host Authority/landlord/leaseholder has responsibility for the building. However, fire procedures and policies of all organisations within the premise must be compatible with those of the Host or they should adhere to those of the Host Authority/leaseholder/landlord.

The Host Authority/leaseholder/landlord is responsible for the testing and keeping records of:

- The fire alarm system.
- Emergency lighting.
- Firefighting equipment.
- Provide opportunity of at least an annual fire practice evacuation training for staffs working within the building.

#### **4.8 Fire Marshal/Warden**

An appropriate number of Fire Wardens should be appointed in all departments or buildings to give local leadership and direction in Fire Safety matters. They are not in an enforcing role but report to their line manager, and if necessary to the Health and Safety Advisor and/or Trade Union representatives. Fire wardens should refresh their training every 3 years.

The Fire Warden should: -

- Act as a focal point on fire safety issues for local staff
- Organise and assist in the fire safety regime within local areas
- Raise issues regarding local area fire safety with local management
- Assist with coordination of the response to an incident within the immediate vicinity
- Be responsible for the confirmation of an empty building during an incident
- Support the local managers on regular fire safety checks
- Participate in regular fire warden training and apply the information and duties to the workplace

#### **4.9 Technical Services Staff**

Technical services maintenance staff/provider should respond to requests following a Fire Risk Assessment.

All projects should consider the requirements of fire safety during the planning phase of the project and have developed fire strategies at the design stage. Projects staff must take particular care to ensure that any aspect of new, refurbishment or maintenance works where it is likely to affect the fire integrity of a premises that the Health and Safety Advisor is informed and becomes actively involved. Specific and sufficiently detailed instruction should be agreed to enable the works to be undertaken.

#### **4.10 General Duties and Responsibilities of all staff**

All Council employees have a duty to ensure that they comply with the fire safety arrangements and procedures at their workplace and that they do not commit acts which could lead to an outbreak of fire. All employees have a duty under the Health and Safety at Work Act, to take reasonable care of their own health and safety at work, and of other persons who may be affected by their acts or omissions.

All Council employees are required to complete fire safety training and to familiarise themselves with the content of the premises' fire procedures.

Staff shall take particular care to ensure that the Health and Safety Advisor is informed and becomes actively involved with any aspect of their or others work or actions that is likely to affect the fire integrity of premises.

## **5. Fire Training**

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### **5.1 Fire Awareness**

Training is an essential element of fire safety precautions.

All Council Managers must provide staff with induction fire training on or before their first day in a new workplace (this includes part-time, volunteer and agency staff).

All managers must monitor and encourage their team to attend fire awareness training.

Staff can also complete fire awareness training using the Council Fire e-module.

All staff and management should receive training as a minimum at least every 3 years. An alternative method is for a department/service manager to request the Health and Safety Advisor to provide instruction as part of a team or premise training session.

### **5.2 Fire Warden/Marsha**

Staff identified as Fire Marshals must attend an initial course and refreshed every 3 years or sooner. Both the initial and refresher course are face to face with the Health and Safety Advisor or a qualified trainer.

Additional, specialised training may be required for specific high risk activities.

All staff have a duty to be aware of safety precautions and actions to take in the event of a fire in their area of employment, and when visiting other premises in the course of their duties. All staff have responsibility to seek this knowledge from the Person-in-Charge as required by Health and Safety legislation.

### **5.3 Evac Chair Training**

In premises that have more than one floor, evacuation chairs may be used to aid those with mobility impairment reaching the building exit safely. Sufficient staff should be trained in the use of evacuation chairs to ensure that safe evacuation can be affected whenever the building is occupied. Refresher training is required every 3 years.

### **5.4 Premise Evacuation Drills**



The Council requires general buildings to have at least two fire drills each year and school buildings to have a fire drill once per term. The time and date of these evacuations should be recorded along with any salient details or issues (see Appendix 3).

The legal requirement to undertake fire evacuation is a requirement of the Regulatory Reform Order 2005 and the Health and Safety at Work Act. The law states that responsibility for completion and records of premise evacuation practice is with the person-in-charge of the occupants or building manager.

Evacuation drill co-operation should be done in conjunction with any landlord or main lease holder arrangement. Health and Safety Advisors and Fire Regulatory Authority will inspect fire records and audit compliance during fire risk assessments and other premise visits.

An evacuation practice drill can be done in consultation with the Health and Safety advisor who can provide advice and agree the method plan used. The Health and Safety Advisor may observe the fire drill, provide advice and the evacuation drill debrief.

All evacuation drills must be recorded in a premise fire logbook by the manager, fire records are required to be compliant with regulations. Details that need to be recorded include:

- Date and time that the evacuation is undertaken
- Time that is taken to fully evacuate the building
- Any issues or problems with the evacuation

## **6. Alarm Testing**

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For electrical systems a manual call point should be activated (using a different call point for each successive test) every week (see Appendix 1). Manual call points should be numbered to ensure they are sequentially tested. Date of testing of the manual points should be recorded along with the location of the point that was tested.

### **6.1 Emergency Lighting**

The following minimum inspection and tests should be carried out at the intervals recommended below.

### *6.1.1 Monthly Emergency Lighting Testing*

All emergency lighting systems should be tested monthly. This is a short functional test in accordance with BS EN 50172:2004 / BS 5266-8:2004.

The duration of the test should be sufficient to ensure that the luminaire operates correctly, whilst minimising any damage to the system components, e.g. Lamps, Battery.

It is important to note that the entire system doesn't have to be tested at the same time. The system can be tested in sections, over a testing schedule, so long as each luminaire is tested each calendar month and that the test is recorded

### *6.1.2 Annual Emergency Lighting Testing*

The annual test should be a full rated duration test to ensure that the emergency lights are still working and producing the acceptable level of light at the end of the test. For example, if a luminaire is rated for a 3 hour duration, then after 3 hours in an emergency situation the light should still be lit.

It is worth noting that this full duration test should be completed at a time of low risk of an emergency situation so that the batteries have sufficient time to recharge.

## **7. The Fire Risk Assessment (FRA)**

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**7.1** The FRA will give detailed and specific measures to minimise:

- The incidence of fire throughout the premises.
- The impact from fire on life safety, delivery of service, the environment and property.

**7.2** The FRA will give detailed and specific recommendations to ensure that the appropriate fire safety standards are being maintained and that the appropriate management systems are in place.

**7.3** Fire Risk Assessments produced will be copied to the person(s)-in-charge or in control of the premise and to any others that need to be informed or take action.

**7.4** The FRA must be subject to a regular review by the Premise Manager or Person(s)-in-Charge and they must record the progress of the identified fire risks and remedial work in the FRA Action Plan and they should add any further identified risk items.

7.5 The FRAs should be undertaken on a periodic basis as shown in Table 1 shows our minimum fire risk assessment time intervals.

Premises	Interval
<b>High risk premise e.g.</b> <ul style="list-style-type: none"> <li>• sleeping locations</li> <li>• high amounts of Gas, Chemical, Flammable or Combustible storage or use</li> <li>• any area that causes or uses anything that is a high fire or explosive risk</li> </ul>	Within each calendar year
Medium risk, e.g. <ul style="list-style-type: none"> <li>• schools</li> <li>• offices</li> </ul>	At least every 2 years
Low risk, e.g. <ul style="list-style-type: none"> <li>• empty or low risk storage unit</li> </ul>	At least every 3 years

**Table 1: FRA Intervals**

7.6 Changes to buildings and plant, or equipment, will require review of the FRA to ensure that the fire risk has been considered.

7.7 Specific fire risks must be considered when procuring new equipment.

## 8. Hot Works at Council Premises and Fully Leased Buildings

8.1 In any planned hot works on or in Council owned, or Council controlled premise, any contractor should not be permitted to start until Technical Services have agreed the contractor's safety precautions are sufficient and that this has been agreed in writing, usually in the form of a Permit to Work.

8.2 Hot works includes hot bitumen roof repair or laying, welding, gas flame metal cutting etc.

8.3 For emergency work/repairs contractors and maintenance staff should always check with the Technical Services for agreement of Hot Work precautions.

## **9. Smoking plus Electrically Charged Cigarettes**

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- 9.1** The Council has a zero-tolerance policy against smoking inside or immediately next to Council controlled buildings, it is recognised that smoking materials are a fire risk and that they are not allowed in Council owned or controlled properties other than in designated areas.
- 9.2** Electronic/Vapour Cigarettes should not be used on any sites in the Council other than in designated areas.
- 9.3** There have been a number of serious fires and injury/near misses incidents within the UK where electronic/vapour cigarettes have been connected to a computer via a charge lead. In the interest of safety for all within Council owned or controlled premise, or Council departments, the charging of electronic cigarettes via any computer is not allowed.

## **10. Kitchens and Tea Points etc**

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- 10.1** Kitchens and tea points are in premises throughout the Council. A tea point has a kettle and microwave and can be in an open plan office and has no direct heat sources. A kitchen may also have toasters and hobs and will be in an enclosed space with the relevant fire safety mitigation (e.g., fire doors, heat detection etc).
- 10.2** Fire legislation allows Fire Authorities the right to impose fines or take other action against premise that have false alarms that are not justified. The use of cooking appliances (oven, hob, toasters etc) must only be in a designated kitchen or similar fire resistant enclosure.

## **11. Electrical Extension Cables and Multi Socket Plugs**

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- 11.1** The use of extension cables and multi socket plugs is discouraged. Using these items could prevent safety devices performing correctly leading to a fire situation.

- 11.2** Multi socket plugs are easily dislodged due to their design and weight which can then give arcing sparks, so this type of device is banned from use or supply within the Council.
- 11.3** Extension cables are to be avoided whenever possible as the cable can easily be damaged leading to possible short circuit, so the design of a room should always be followed by staff who should place desks and equipment so that they can use all the available plug sockets provided in the room. It is further identified that the reason to achieve one plug to one socket, is that not all persons understand the power required by devices or equipment, and if a combination of devices/equipment is powered from one socket this could give a deterioration of the plug socket and/or supply cable.
- 11.4** At no time can a reel type extension cable be used for static office as they are known to self-heat within the reel.
- 11.5** The joining together of any extension cables by plugging into one another is banned within Council owned or controlled buildings or areas, as this can have a detrimental effect on the correct operation of safety devices.

## **12. Reporting of Fire and False Alarms**

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- 12.1** The collection of data for fire/fire alarm incidents and the requirement for investigation of incidents is important. Lessons can be learned from routine reports as well as from the comparatively few serious fires experienced.
- 12.2** Managers and staff who at the time of an incident would be deemed as the lead person of a department or building, or their job position makes them the responsible person, then they must report fire incidents, false alarms or evacuations, to Technical Services. If a building has an actual fire then an additional initial report to the Health and Safety Advisor and Insurance Risk Manager should be sent as soon as possible either by telephone message or e-mail.

## 13. Fire Alarm Actions and Calling the Fire Service

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- 13.1 A Government directive to the Fire Service is to encourage and ensure that in all nondomestic, occupied premises with a fire alarm activating, the staff should identify the zone that has the activated sensor is in and to carry out a search of the area to ascertain if a fire situation exists before calling the Fire Service.

When an emergency call is made to the Fire Services if an actual fire situation cannot be confirmed or genuinely suspected, and a premise search has not been completed, then the Fire and Rescue Service operator may carry out a 'call challenge' and give instruction to search before any response will be mobilised. The Fire Service should not be called for any false fire alarms and they are to be dealt with by the Council staff or the Council maintenance provider and reported to Technical Services.

- 13.2 Staff should first read the fire panel to gain information of the zone and location of the activation. Staff should **never place themselves in danger** when searching, if signs of fire or smoke are seen, smell, cracking sounds within a room or void space are heard, or heat can be felt on an approach to an area or on the outside of the entrance door or the door handle, then they should halt the search, ensure evacuation of all, and immediately report their findings as an emergency to the Fire Service.

## References

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1. BS 5839-6: 2019 *Fire detection and fire alarm systems for buildings*
2. Regulatory Reform (Fire Safety) Order 2005 [The Regulatory Reform \(Fire Safety\) Order 2005 \(legislation.gov.uk\)](#)



# Appendix 1 Alarm Test Procedure

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## Alarm test procedure

1. If the alarm is being monitored (i.e. has an emergency response set up if the alarm activates), the ARC (Alarm Receiving Centre) will need to be notified of this test. *(People usually call and just give a time frame of around 15 minutes so that it will give you enough time to carry it out before it automatically goes into alarm mode again.)*
2. A report from the ARC should be requested to make sure they received the signal, demonstrating that the connection between the alarm system and them is still operational.
3. Each manual call point (MCP) you test will be registered to a specific zone in your building. *(Next to your fire alarm panel should be a Zone Chart which is a floor plan of your building with all of the zones colour coded and labelled so you know which zone relates to which area.)*
4. A different call point should be tested each week. If there are 10 call points on site, all should have been tested by the end of the 10th week before rotating round again. This is to ensure that there are no faults e.g., one of them does not trigger the alarm as it should, which you would not be able to identify if you kept testing the same one each time.
5. After the MCP has been triggered, go to the panel to silence the alarm, first it must be checked that the screen on the panel displays the correct zone. E.g. if the MCP by the Entrance was triggered, Zone 1, the panel should say this.
6. If the correct zone is not displayed, then is an issue there which will need to be rectified.
7. The weekly testing must be carried out during normal working hours.
8. The fire alarm is designed to disrupt. The reason why the fire industry recommend testing at the same time on the same day each week, during working hours, is so that the building occupants know to expect it at this time and become accustomed to what their fire alarm sounds like. If the fire alarm sounds *outside* of this time-frame, they know it's not a test but potentially a real fire, and it is time to get out.
9. The date and time of the test should be recorded along with the location of the MCP and any issues found

## Appendix 2 - Activities/Checks required summary

<b>Activities/Checks</b>	<b>Frequency</b>	<b>Responsibility</b>	<b>Action by</b>	<b>Recorded</b>
Fire Evacuation Drills	Two per year	Responsible person for building	Responsible person	Yes
Fire alarm check–rotating fire points activated	Weekly	Responsible person for building	Responsible Person	Yes
Emergency Lighting Test	Monthly	Responsible person for building	Responsible person	Yes
Lift goes to ground floor on activation of alarm	Weekly	Responsible person for building	Tech Services	Yes
Fire extinguisher Checks	Monthly	Responsible person for building	Responsible person	Yes
Fire extinguisher inspections	Annually	Responsible person for building	Tech Services	Yes
Emergency Lighting inspections	Annually	Responsible person for building	Tech Services	Yes
Fire Systems inspections	Annually	Responsible person for building	Tech Services	Yes
Fire Risk Assessment for most premises	Biennially	Responsible person for building	Health and Safety	Yes
Fire Risk Assessment for those with sleeping arrangements	Annually	Responsible person for the building	Health and safety	Yes

## Appendix 3: Fire Evacuation Report Example

### Fire Evacuation Drill Report

Drill Coordinator	
Location	
Date	
Time of Drill	

### Duration and Fire Evacuation Marshals

Duration (mins and secs)	
Number of Marshalls on site at practice	
Is this sufficient?	

### Did/were the FEMs: (tick all that apply, comment where necessary)

Clearly visible?	
Well Organised?	
Prevent Re-entry?	
Maintain clear exits?	
Any other FEM comment?	

### Comments on the drill and any issues identified

Name	
Signature	
Date	

## Appendix 4: Managers Induction Check List for Staff

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- Staff should know how to report an incident, risk or near miss or safety concerns (Incident/Accident reporting system)
- That staff must always visually assess (known as a dynamic risk assessment) the availability of exit routes which should be kept clear
- Staff to understand that at no time will they place themselves in danger, it is more important that they are able to escape and raise the alarm to the emergency services
- If staff consider a client, the home of the client, or the situation, is not safe they should leave the premise, and they should always report this to their manager and onto the Incident Report system.