

Cyngor Gwynedd Plan 2023-28 – Year 2 Actions

A Prosperous Gwynedd: Strengthening the economy and supporting the people of Gwynedd to earn a worthy wage

Department and Project	What do we want to achieve during the SECOND year 2024-25 (milestones):	CONCISE update on progress against milestones to date (specify date)	Is the milestone completed/likely to be completed by the end of the financial year (Yes / No)
<p>Corporate Services Department</p> <p>Project:</p> <p>Keeping the Benefit Local</p>	<p>1. To conduct performance challenge meetings of category management identifying the Procurement forward programme and reporting on indicators (where appropriate):</p> <ul style="list-style-type: none"> • Social Value • Value for money • Local expenditure with local businesses • Environmental measurement and carbon reduction efforts 	<p>13.1.25</p> <p>We have held two performance challenge meetings of category management in May and December 2024.</p> <p>The meetings have been an opportunity to review the teams' procurement plans and understand how they have tried to gain social value, value for money, support the market and reduce the impact of environmental pollution.</p> <p>The forward programmes of the teams and barriers have also been identified.</p>	<p>Yes - there is a need to continue with the meetings during 2025.</p>

Department and Project	What do we want to achieve during the SECOND year 2024-25 (milestones):	CONCISE update on progress against milestones to date (specify date)	Is the milestone completed/likely to be completed by the end of the financial year (Yes / No)
		April 2025: Meetings to challenge performance will continue in 2025, with the first having been organised for May 2025.	
	2. To carry out an assessment of the potential opportunities arising from implementing the new Procurement Act.	13.1.25 Our current understanding is that the Welsh Government will not be able to do away with the rule for local councils not to appoint local companies directly. (Part 17 of the Local Government Act 1988). April 2025: Our contract procedure rules have been reviewed and approved during the Full Council meeting on 6 March 2025.	No
	3. To develop a Communication Plan for the aim of Keeping the Benefit Local.	13.1.25 External sites and the intranet are being updated with the intention of raising awareness of the new regulations, procurement techniques and the aim of keeping the benefit local in due course. April 2025: A procurement strategy has also been drafted, which will hopefully be	Yes

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		presented to the Cabinet during the first quarter of 2025. The strategy will enable us to communicate the Council's procurement vision.	

Gwynedd Gymraeg (A Welsh Gwynedd): Ensuring that our residents can continue to live in a naturally Welsh speaking community

Department & Project Project	What do we want to achieve during the SECOND year 2024-25 (milestones):	CONCISE update on progress against milestones to date (specify date)	Has the milestone been completed / is it likely to be completed by the end of the financial year? (Yes / No)
Corporate Services Department Project: Promoting the Use of the Welsh Language by Gwynedd Residents	1. To meet heads of department to establish the input and various milestones of the various departments as regards the Language Strategy.	13.1.25 Completed. April 2025: Work completed.	Yes
	2.To develop the Work Programme for Gwynedd's Language Strategy 2023-2033.	13.1.25 Work is ongoing on various projects including Cyfathrebu Clir (Clear Communication) and Welsh in business. April 2025: A brief work programme is in place which will be adapted as required.	Yes
	3. To complete an evaluation of the first 2 years of the 'place names' project and establish a project programme for 24/25*.	13.1.25 Completed. April 2025:	Yes

		An evaluation has been completed of the first two years of the work programme and a work programme has been established for 24/25.	
	4. To implement the place names' work programme 2024/25.	<p>13.1.25</p> <p>The Project Officer visited two primary schools and one secondary school to present the Council's Place Names Map and discuss place names in general. At the request of the Caernarfon Civic Society, the Officer consulted on signs for the town's old names, with the intention of installing plaques in different locations. A response was sent to the Council's Biodiversity Officer requesting information for interpretation boards at Eglwys Llanddeiniolen. Formal applications were made for the Highways Department to adopt some local names on streets as statutory names. As part of the 'Yr Enw a'r Hanes' (The Name and History) series, two articles were published on the intranet. The Project Officer also advised Building Control on property names along with a member of the public who had a complaint about changing the name of a historical property. The Officer also advised the Highways Department on signs.</p>	Yes

		<p>April 2025:</p> <p>A number of activities were held to promote Welsh places names including place name workshops in primary and secondary schools, taking part in a podcast, producing a place names app for staff to use and various articles about place names in Gwynedd. Arrangements were put in place to pilot street name signs in 3 different categories in Trefor, install new different signs in other places (new and missing) and adopt Welsh street names (e.g. Allt Goch, Allt Rocar and Lôn Groes). Local organisations such as Caernarfon Civic Council and Hwb Caernarfon were assisted in their efforts to use and promote Welsh names.</p>	
	<p>5. To further develop Prosiect 15 to increase the use of the Welsh language by children and young people.</p>	<p>13.1.25</p> <p>A decision was made to commission an external company to undertake the work of Prosiect 15. A project brief has been compiled ready to place on the Sell2Wales procurement system in the new year. The contract will fund the undertaking of creative work for the year and compiling a report on the project's future options so that it can be developed according to the audience's needs.</p>	<p>Yes</p>

		April 2025: Continued to develop the project and create content for social media. A company was commissioned to create content and activities for 2025/2026 as well as produce a report on future options.	
	6. To provide support to establish Menter Iaith Gwynedd as a sustainable language initiative that will support the Welsh language in communities across Gwynedd.	13.1.25 Transfer agreements have now been signed meaning that it will be possible to move towards consulting with staff and conducting a TUPE process in the new year. We are confident that it will be possible to keep to the original timetable and that staff will have transferred to the independent language initiative by 1 April 2025. April 2025: Support has been provided to establish Menter Iaith Gwynedd as a sustainable language initiative that will promote the Welsh language in communities across Gwynedd. It was possible to keep to the original timetable and complete the work before the end of the financial year, and transfer staff to the independent entity by 1 April 2025.	Yes
	7. To sustain and develop the Gwynedd Language Forum	13.1.25 The forum's young people sub-group is organising a consultation to gather	Yes

		<p>the responses of young people about their attitude and use of Welsh. A questionnaire and focus groups will be shared in January with results shared with the sub-group. The next meeting of the full Forum will be held mid-January.</p> <p>April 2025: Meetings of the Gwynedd Language Forum have been held over the year with visits conducted to different areas and organisations including Tŷ Gwyrddfai (Adra), Bangor University and Canolfan Glanllyn (Yr Urdd). A young people's sub-group has been established to gather opinions about their attitudes towards and use of the Welsh language to better understand what can be done to increase their use of Welsh. A number of Welsh-related topics were discussed including a report by the Commission for Welsh-speaking Communities.</p>	
	<p>8. To research the public's choice of language when accessing our services and understanding more about people's attitudes towards the Welsh language.</p>	<p>13.1.25 The collaboration with Bangor University on two research projects is ongoing. The first looks at people's attitudes towards the Welsh language and the use made of it via on-line questionnaires and the work of</p>	Yes

		<p>analysing the results is currently underway.</p> <p>The second project focuses on the public's choice of language when accessing front-line services provided by or on behalf of Cyngor Gwynedd. The language use of the public was observed at 'Siop Gwynedd' receptions, libraries and leisure centres in three different geographical locations in Gwynedd namely Caernarfon, Pwllheli and Dolgellau. Data about people's language choice was also collected upon contacting the Galw Gwynedd centre, which provides a front-line service to deal with phone calls from residents across the county. A data sample of over 3200 was obtained. Work to analyse the results is currently taking place with a view to formulate recommendations to be included in the Gwynedd language strategy programme of work, in an effort to promote the use of the Welsh language.</p> <p>April 2025: There has been collaboration with Bangor University on two research projects. The first looked at people's attitudes towards the Welsh language</p>	
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		<p>and use of the language through on-line questionnaires. The second research aimed to observe the language use of customers when accessing Cyngor Gwynedd services in receptions at Siop Gwynedd, Libraries, Leisure Centres in Caernarfon, Pwllheli and Dolgellau as well as the Call Centre. The sample found that the majority use Welsh in libraries and leisure centres, however, that they are more likely to use English if accessing a more formal service such as the call centre.</p>	
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Gwynedd Effeithlon (An Efficient Gwynedd): Putting the people of Gwynedd first and treating them fairly and ensuring that the Council performs effectively and efficiently

Department & Project Project	What do we want to achieve during the SECOND year 2024-25 (milestones):	CONCISE update on progress against milestones to date (specify date)	Has the milestone been completed / is it likely to be completed by the end of the financial year? (Yes / No)
<p>Corporate Services Department Corporate</p> <p><i>Also</i></p> <p>Cross-departmental Project:</p> <p>Workforce Planning</p>	<p>1. To create a 'matrix' of key jobs, assessed on the basis of risk to the continuity of key Council services (to include jobs in care and education), with action plans set out for responding to key areas.</p>	<p>13.1.25</p> <p>There has been a delay in further developing this work over the autumn term, mainly due to the team's staffing situation, much of which has now been resolved and we are currently programming work for the period from January to the end of March 2025.</p> <p>April 2025:</p> <p>The exercise has begun within the following Departments: Highways, Engineering and YGC, Corporate Services, Economy and Community, Children and Supporting Families, and Adults, Health and Well-being. Every department is at a different stage in regard to progress with the work, with</p>	<p>No</p>

		<p>some conducting the exercise across all departmental services, and others choosing to focus only on an individual service in the first place. This milestone will be carried over to milestones for 2025/26, and the new project group in this area will be central to driving the workforce planning agenda forwards in the Council's departments over the coming 12 months and beyond.</p>	
	<p>2. To run a Ffordd Gwynedd exercise on the whole process of attracting staff to the Council's workforce, to continue to improve the process for everyone involved, but particularly so for job applicants.</p>	<p>13.1.25 This milestone is combined with 3 and 6 below as one work stream. We are currently bringing the exact scope of the work together before convening a group of officers from different services who have an input into this part of the work, including from an equality perspective, human resources, communication and Ffordd Gwynedd to review, develop and facilitate how job applicants access us and the experience they have when applying for jobs with the Council.</p> <p>April 2025: This milestone will be carried over to 2025/26. The remit is broad, and a detailed scheme of work is currently being drawn up. The work concentrates on the candidate's</p>	<p>No - the scope of the work is broad, and the milestone will be carried over to 2025/26.</p>

		experience of recruitment and appointment processes and seeks to improve those processes. A clear scheme of work is currently being developed. There will be considerable emphasis on ensuring that processes are accessible and useful for all; this explains why this milestone is combined with milestone number 3 below.	
	3. To conduct an equality impact assessment on our recruitment and appointment arrangements, to improve the inclusivity of the process.	13.1.25 See milestone 2 above. April 2025: See milestone 2 above.	See milestone 2 above.
	4. To establish a work experience scheme, as another stream to try and attract people into the Council's workforce.	13.1.25 Basic arrangements are in place to support individuals who come to the Council for work experience. April 2025: Arrangements in place with individuals who contact us to express interest.	Yes
	5. To create and establish a dashboard providing information on mandatory staff training.	13.1.25 Completed April 2025: Completed.	Yes

	<p>6. To establish a specific workforce training plan for the general staff category, to complement and support existing plans for the Council's managers and leaders.</p>	<p>13.1.25 New framework created and submitted to the Management Team.</p> <p>April 2025: Work is ongoing to develop and deliver the training.</p>	
	<p>7. To review the purpose of the Person Details document, with a view to improve how we convey what the criteria are for posts and how to measure those criteria.</p>	<p>13.1.25 This milestone is combined with 2 and 3 above.</p> <p>April 2025: This milestone is combined with 2 and 3 above.</p>	See milestone 2 above.
<p>Corporate Services Department</p> <p>Project:</p> <p>Ensuring fairness for all</p>	<p>The Council's new Equality Plan for the period 2024-28 was adopted in March 2024. Work is ongoing to develop detailed milestones in conjunction with specific Departments. Some actions for 2024/25 are listed below.</p> <p>1. Establishing a staff forum(s) on equality matters.</p>	<p>13.1.25 Invitation for staff to express interest in forming a forum on equality in employment matters - invitation to be sent out w/c 13/1/25.</p> <p>April 2025: Completed. Forum established, with approx. 13 members of staff being members, and the first meeting held to agree on a remit.</p>	Yes
	<p>2. Reaching Level 2 of the 'Disability Confident' scheme.</p>	<p>13.1.25 Progress has been made to prepare an application for the accreditation.</p>	Yes

		<p>Receiving advice from an officer supporting this scheme in Wales.</p> <p>April 2025: Completed and gained Level 2 accreditation.</p>	
	<p>3. Identifying any gaps in the information about care service users and then take action to fill those gaps.</p>	<p>13.1.25 It has previously been reported that there was a delay in this work because of the fact that a new system to record the details of service users was being developed, and that it therefore made sense to wait for the introduction of the new system, rather than adapting the current system to facilitate the work. The current timetable for completing the development is December 2025.</p> <p>April 2025: Nothing to report - see update 13.1.25</p>	No
	<p>4. Continuing with the development and introduction of a training framework, to give staff resources and confidence.</p>	<p>13.1.25 An LGBTQ+ training course for managers is in place and discussions are ongoing between equality officers and the Learning and Development Service regarding other priorities.</p> <p>April 2025:</p>	No

		Training to raise awareness on Autism matters is in place. Training for elected members on 'Neurodiversity Awareness' is in place.	
	<p>5. Raising awareness amongst staff of the new system on conducting an equality impact assessment.</p>	<p>13.1.25</p> <p>The new procedure is based on the work of the equality officers of north Wales public organisations, as a result of input from the offices of the Equality and Human Rights Commissioner and the Welsh Language Commissioner. The tool, adapted for local use, is operational. Furthermore, a new version of the equality webpage will be live by 31/1/25 which will include a clearer link, as well as arrangements in place to attend management teams to raise awareness.</p> <p>April 2025: Guidelines/guidance being prepared.</p>	No - ongoing work.
	<p>6. Making our website more accessible. Developing robust commissioning plans for the Department, for the following areas:</p> <p>a) Services - ensure equality within our day-to-day work. b) To improve equality within education.</p>	<p>13.1.25</p> <p>Other departments in the Council are leading on elements of these actions, and detailed milestones have been set for all work programmes.</p> <p>April 2025: See update January 2025.</p>	Yes

<p>Corporate Services Department</p> <p>Project:</p> <p>Women in Leadership</p>	<p>1. To continue to run and develop the activities that form the basis for the project's work, such as the Developing Potential Programme, 'Sgyrsiau dros Baned' (A cuppa and chat).</p>	<p>13.1.25</p> <p>Sgyrsiau dros baned - The winter series of the popular 'Sgyrsiau dros Baned' sessions were organised with internal speakers confirmed. A talk with Sioned Williams, Head of Economy and Community Department, was held on 19.11.24. Ffion Edwards Ellis, Assistant Head of Special Educational Needs and Inclusion, will be leading the next talk on 14.1.25.</p> <p>The intention is to target a wider range of speakers to include Managers and Team Leaders with the intention of targeting young women to take the first step. This will be addressed when organising the spring series.</p> <p>Developmental Programme - The fifth series of the Developmental Programme is half-way through with 12 worthy women from various Council departments being selected to be involved in the series. Continue to monitor the figures of this programme. At present, 45% of women who attended the 4 first cohort have moved onto other posts since attending the programme.</p>	<p>Yes</p>
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		April 2025: 'Sgyrsiau dros baned' are being organised for the coming year.	
	2. To continue to promote and raise awareness of unconscious bias and self-awareness amongst managers and staff.	13.1.25 'Unconscious Bias' training sessions have been organised over the winter and spring months by the Learning and Organisational Development Service. April 2025: Courses have now been reinstated and are being held on a regular basis.	Yes
	3. To hold events/interventions to raise awareness amongst men; 4. .	13.1.25 Attended the autumn series of the 'Managers' Network' to raise awareness of the project. Some men have subsequently been in contact to ask for further information. Work is underway to create a video for the 'Chief Executive's Live Session' to raise further awareness of the project's work. The intention is to hold a specific 'Sgwrs Dros Baned' session for men with speakers from the Highways, Engineering and YGC Department explaining what they have done to	Yes

		<p>change culture within the Department.</p> <p>April 2025: Video produced and shared on the intranet for International Women's Day.</p>	
	<p>4. To continue to build on the statistical base that has already been established for the purpose of measuring the success of the project.</p>	<p>13.1.25 Data on the progress and impact of the project is regularly updated, and the figure for women in managerial positions is currently 41%, which is an increase of 11% since the project was established. There are differences between Departments and differences between job tiers.</p> <p>Data is also collected on the efficiency of interventions such as the developmental programme.</p> <p>April 2025: Data updated beginning of 2025 which will continue on a regular basis.</p>	Yes
	<p>5. To continue to ascertain what Services across the Council are doing to encourage women to apply for more senior posts to identify and share good practice and fine-tune interventions as required by Departments, where necessary.</p>	<p>13.1.25 Work is ongoing to hold discussions with every Head of Department</p> <p>April 2025:</p>	Yes

		Work is ongoing to hold discussions with every Head of Department with the intention of conducting Departmental events in some Departments.	
	6. To continue to address the composition of committees and groups to ensure that there is a balance in terms of male and female representation.	13.1.25 Milestone reached - Council guidance has been updated by the Human Resources Service to respond to the need to ensure a balance between men and women on employment panels whether those are appointment/employment appeal/capability panels etc. April 2025: See above.	Yes
	7. To use networks such as the 'Managers' Network', 'Chief Executive's Live Session' to raise further awareness of the project's work.	13.1.25 <i>See comment under milestone number 3.</i> April 2025: Request made for a slot in the next live session with the Chief Executive.	Yes
	8.To collaborate with the Communication and Engagement Service on rebranding.	13.1.25 Conversation held with the Communication and Engagement Service on potential rebranding. April 2025:	Yes

		New brand launched for the project.	
<p>Corporate Services Department</p> <p>Project:</p> <p>Strategic Review of Health and Safety Management</p>	<p>1. To introduce a new Health and Safety IT system across the Council.</p>	<p>13.1.25</p> <p>Progress discussions are ongoing with the IT department. The system dashboard has been created, and the information from the old system has been transferred successfully.</p> <p>There are ongoing developments in terms of the content of the information that will be presented to managers through the dashboard. A meeting will be held on Wednesday, 8 January, to discuss these developments, and feedback has been received from the Health, Safety and Well-being Service.</p> <p>Mapping out of the second phase of the system, including the risk register, risk assessments, audits and other functions, has been completed and presented to the IT department.</p> <p>In addition, work has been done by IT on a recording system for service requests. Following the decision to minimise the use of the 'Top Desk' system, these requests have now been integrated into the new system. Although the work fell slightly behind</p>	No

		<p>the original plan, there are good indications of progress since the last meeting.</p> <p>April 2025:</p> <p>Work is continuing with the IT Team on the system. A backup system has been completed, and initial tests are currently being carried out on the reporting forms. Specific services have been selected to conduct the pilot once the forms have been tested. A dashboard for managers needs to be established on Self-service.</p> <p>The system for recording requests for services is now live and operational. The next step will be to develop reports to present to the Forums.</p>	
	<p>2. To introduce a draft detailed action plan to the Council's Management Team on how to reach an integrated model of health and safety management</p>	<p>13.1.25</p> <p>A questionnaire has been sent to all Council managers via the Corporate Health, Safety and Well-being Forum. Presentations and explanations have been provided for some teams. The questionnaire was fully completed by 26 managers, and only partially by a number of others. A message will be sent to representatives of the Corporate Health and Safety Forum in</p>	No

		<p>relation to the above situation before the end of the week.</p> <p>April 2025:</p> <p>The Safety Models Questionnaire for the Embryonic and Operational models has been sent to every service manager. The data collected is currently being analysed for every department.</p> <p>A presentation will be made to the Corporate Management Team in June, where the findings and work programme will be shared, including discussions on improvements with each individual department.</p>	
	<p>3. To review communication and resources to assist Managers and Assistant Heads across the Council.</p>	<p>13.1.25</p> <p>Information has started to be collated to develop a dashboard for the Heads of Services. Discussions have taken place with the Research and Information Service.</p> <p>April 2025:</p> <p>Some initial work has been undertaken, however, further steps depend on related developments such as service requests and the Health & Safety system. It is vital that these systems are operational in order to</p>	No

		ensure access to core information so that this work can be completed effectively.	
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