

HENLLYS COMMUNITY COUNCIL WELSH LANGUAGE SCHEME

Welsh Language Scheme prepared under the Welsh Language Act 1993

1. OPENING STATEMENT

Henlllys Community Council has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on the basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public in Henlllys.

The Council aims:

- to enable everyone who receives or uses the Council's services or contributes to the democratic process to do so through the medium of Welsh or English, according to personal choice.
- to encourage the use of the Welsh language in the community.

2. SERVICE PLANNING AND DELIVERY

2.1. New Policies and initiatives

2.1.1. In devising new policies and initiatives the Council will:

- assess the linguistic effect of any new policies and initiatives and ensure that they are consistent with the Welsh Language Scheme.
- promote and facilitate the use of Welsh wherever possible and will move closer to implementing the principle of equality fully at every opportunity.
- consult with the Welsh language Board in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Board's agreement.
- ensure that those involved in formulating policy will be aware of the Scheme, and of the Council's responsibilities under the Welsh Language Act 1993.
- ensure that the measures contained in the scheme are applied to new policies and initiatives when they are implemented.

2.2. Standards of Quality

2.2.1. Services provided in English or in Welsh will be of an equally high standard and aim to be equally prompt.

3. DEALING WITH WELSH SPEAKING PUBLIC

3.1 Written Communication

- 3.1.1. The Council will welcome correspondence in either English or Welsh.
- 3.1.2. The Council intends that correspondence through the medium of Welsh will not in itself lead to any delay.
- 3.1.3. All correspondence received in Welsh will be answered in Welsh.
- 3.1.4. All correspondence following a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the person, although the discussion may not have been held through the medium of Welsh, will be in Welsh.
- 3.1.5. All correspondence with a member of the public will be initiated in one of the official languages of Wales according to his/her preference.
- 3.1.6. The Council will make arrangements to translate correspondence as needed in order to respond to correspondence promptly and in whichever of the official languages of Wales it was originally received.

3.2. Telephone calls

- 3.2.1. The Council will welcome telephone calls in Welsh or English.
- 3.2.2. If the Clerk is not bilingual then the Clerk will offer to arrange for a Welsh speaker to return the call when a member of the public wishes to speak Welsh, or explain that the individual is welcome to continue with the call in English or send in their enquiry in written form in Welsh.

3.3. Public meetings organised by or on behalf of the Council

[namely meetings the Council arranges with the public, for example, road diversion, improve facilities or annual general meeting. Not the Council's regular meetings where members of the public can attend and listen, but not contribute without prior invitation – see 3.4.]

- 3.3.1. Any public meeting that is held to discuss the Welsh Language, Welsh medium education, Council Tax or any information regarding local elections/by-elections will be bi-lingual.
- 3.3.2. All publicity for public meetings will be bilingual, and will invite those attending to notify the Clerk of which of the official languages of Wales is their preferred language of choice at least 4 days in advance so that interpretation arrangements can be made for non-Welsh-speakers.

- 3.3.3. When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this should be respected by providing appropriate interpretation arrangements.
- 3.3.4 Any written materials that are used in public meetings about the Welsh language, Welsh medium education, Council tax or information about local elections/by-elections will be bilingual.

3.4 Council Meetings

[namely the Council's regular meetings, which are open to the public, but where the public are not part of the meeting.]

- 3.4.1. The council's meetings are conducted in English.
- 3.4.2. The notice and agenda for the Council's meetings will be available bilingually on request.
- 3.4.3. The Council's minutes are produced in English.
- 3.4.4. A bilingual version of the minutes will be available to the public on request.
- 3.4.5. The Council will respond to requests for information in relation to the minutes, or sections of the minutes in whichever of the preferred official languages of Wales the individual chooses.

3.5. Face-to Face meetings with the public

- 3.5.1. The Council welcomes meetings with the public in either Welsh or English, and the Clerk will ensure that appropriate arrangements are made to enable any member of the public who wishes to discuss matters in Welsh to do so.

3.6. Other Dealings with the Public

- 3.6.1. The Council contacts the public via modern technology namely the website and e-mail and these are available in Welsh and English for the public.

4. THE COUNCIL'S PUBLIC FACE

4.1. Corporate Identity

- 4.1.1. The Council's corporate identity will be bilingual.
- 4.1.2 The name and address of the Council will appear bilingually on official headed paper, fax papers, compliment slips and website and any other promotional material.

4.2. Signage

[This guideline is relevant to the Council office signs, and if an external office exists, any external public signs.]

- 4.2.1. All new information signs or those replacing previous signs on Council property will be bi-lingual, as will any other public information signs for which the Council is responsible. The two languages will appear side by side, with the English version appearing to the left. Where that is not practical the Welsh version will appear first. The size, quality, legibility and prominence of text will be equal in Welsh and English.

4.3. Publishing and Printing Material

- 4.3.1. Publications aimed at the public, such as documents and explanatory material dealing with the Welsh language, Welsh medium education, council tax, information about local elections/by-elections and grants forms will be bilingual with both language versions forming one document. The versions will be printed side-by-side where possible to facilitate easy cross-reference, distribution and offer choice of either of the official languages of Wales.
- 4.3.2. If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.
- 4.3.3. Press releases dealing with the Welsh language, Welsh medium education, council tax, information about local elections/by-elections and grants forms will be bilingual, and will specifically target papurau bro (monthly community papers)
- 4.3.4. Advertising and publicity activities dealing with the Welsh language, Welsh medium education, council tax, information about local elections/by-elections will be bilingual, Welsh first.
- 4.3.5. Council advertisements and notices dealing with the Welsh language, Welsh medium education, council tax, information about local elections/by-elections-to be placed in the press, or on notice boards or any other medium will be bilingual – Welsh first.
- 4.3.6. Job advertisements will appear bilingually in all publications,

4.4. Statutory and promotional functions

- 4.4.1. In the information that is sent to those intending to apply for financial assistance towards local activities, the council will make it clear that there is a need for the applicants to describe how they intend to reflect the bilingual nature of the community and their audience in the activity for which they require financial support. When considering applications, the Council will ensure that applications have appropriately reflected the linguistic nature of the community and their audience in their application.
- 4.4.2. In submitting proposals the bilingual element will be a matter for the applicant to consider and not for the Council to require as a condition of the grant.

- 4.4.3. The Council will also notify the applicant that Menter Iaith can provide advice and practical assistance in relation to the bilingual content of the activity, including information on grants available for this purpose.
- 4.4.4. When the Council is consulted on planning applications, the Council will encourage applicants to erect signs bilingually in locations such as offices, businesses and shops and supermarkets by referring to the linguistic nature of the area.
- 4.4.5. When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of Welsh names.

4.5. Services by other parties

- 4.5.1 Any arrangements made by the Council to use a third party to deliver services to the public on its behalf will comply with the specific requirements in the Scheme as outlined by the Council. The Council will outline which relevant measures in the Scheme the third party will have to adhere to within the tendering or contract specifications.
- 4.5.2. The Third party will need to confirm that it has complied with the relevant aspects of the Scheme by letter.

5. IMPLEMENTING AND MONITORING THE SCHEME

5.1. Staffing

- 5.1.1 When the position of the Clerk to the Council becomes vacant it will be noted in the advert that bilingual skills are desirable but not essential for the post to ensure that the Council can implement the clauses contained in this Scheme.

5.2 Administrative Arrangements.

- 5.2.1. This Scheme has the full support of the Council.
- 5.2.2. The Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council.

5.3. The Translation Service

- 5.3.1. The Clerk will be responsible for the written translation needs of the Council and will also be responsible for the standard of all Welsh text produced.
- 5.3.2. If the Clerk cannot complete the work within the timescale, the Council will employ an external translator.

5.3.3. The Clerk will be responsible for arranging simultaneous interpretation facilities for all the Council's needs.

5.4 Monitoring

5.4.1. Responsibility for monitoring the Scheme will rest with the Clerk of the Council.

5.4.2. The Council will receive a brief annual report on implementing the Scheme that will be displayed locally with a copy being sent to the Welsh Language Board. Also the Council will invite local Welsh speaking residents to offer their views on the service and how it could be improved, by making a copy of the report available.

5.4.3. The report will deal with every aspect of the Scheme.

5.4.4. The Council will welcome suggestions from the public regarding improvements to any aspect of the Scheme (via letter, email or telephone communication).

5.5. Publicity

5.5.1. The Council will publicise the Scheme regularly on its notice boards.

5.6 Contacting the Council

5.6.1. Comments complaints or suggestions regarding the Scheme should be addressed to the Clerk of the Council.

6. Timetable

The Council will implement the scheme from the date of Scheme approval.