

# WELSH LANGUAGE POLICY

## CYNGOR CYMUNED PENTIR



### INTRODUCTION

Cyngor Cymuned Pentir (the council) has adopted the principle, when undertaking public duties within the council's operational area, that it will give the same status to the Welsh language as it would the English language. This policy outlines how the council intends to meet this principle in practice in terms of provision of services to the public, whilst regenerating and cultivating a culture within the council where the Welsh language continues to thrive. The council intends to achieve this by ensuring compliance with the following legislation:

#### The Welsh Language (Wales) Measure 2011

The Welsh Language (Wales) Measure 2011 is the legislation that created the Welsh language standards. Welsh language standards promote and facilitate the Welsh language and ensure that the Welsh language is not treated less favourably than the English language in Wales. Some organisations can be subject to comply with standards in the following areas:








- |                          |                  |
|--------------------------|------------------|
| 🌐 Service delivery       | 🌐 Operational    |
| 🌐 Policy making          | 🌐 Promotion      |
| 🌐 Formulating new policy | 🌐 Record keeping |

The Commissioner has already imposed duties on County and Borough Councils to use the Welsh Language. The rights which arise from the enforceability of those duties enable Welsh speakers to use the language when dealing with those organisations. The Commissioner also has powers to enforce standards that have been imposed on an organisation. Although Community Councils have not as yet been named in the Code of Practice for The Welsh Language Standards (No. 1) Regulations 2015, Cyngor Cymuned Pentir are committed to adopting the ethos of these Regulations to promote and develop the distinct spirit of Welsh culture within our community.

#### The Well-being of Future Generations Act (Wales) 2015

The Well-being of Future Generations Act gives us the ambition, permission and legal obligation to improve our social, cultural, environmental and economic well-being. It requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other. To make sure we are all working towards the same purpose, the Act

puts in place seven well-being goals. The Act makes it clear the listed public bodies, including community councils, must work to achieve all of the goals, not just one or two. The seven well-being goals are:

- |  |   |
|--|---|
|  A prosperous Wales |  A Wales of Cohesive Communities                                 |
|  A resilient Wales  |  <b>A Wales of Vibrant Culture &amp; Thriving Welsh Language</b> |
|  A Healthier Wales  |   |
|  A more Equal Wales |  A Globally Responsible Wales                                    |

The vibrant culture and thriving Welsh Language goal aims to create a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

## **POLICY DELIVERY**

In the context of the above legislation Cyngor Cymuned Pentir will operate as follows:

### **1.0 LANGUAGE AND CULTURE**

- 1.1 Ensure anyone contacting or dealing with the council can do so through the medium of Welsh or English.
- 1.2 Promote and facilitate the use of the Welsh language wherever possible and develop Welsh linguistic sustainability.
- 1.3 Welsh is the official Language of the council and the language of the council's internal administration.

### **2.0 DEALING WITH THE PUBLIC**

- 2.1 All members of the Community have the right to contact the council through the medium of Welsh or English.
- 2.2 Every member of the council who contacts the public directly should be able to do so in both languages i.e. through the medium of Welsh or English.
- 2.3 As the members of the public have the right to contact the council through the medium of English or Welsh, the council will reply in the language in which the correspondence was received.

### **3.0 COMMUNICATIONS AND SIGNAGE**

- 3.1 When the Clerk contacts any individual, organisation or agency for the first time, this will be done in Welsh or bilingually. Where the organisation or agency is a public body, contact will be made through the medium of Welsh.
- 3.2 The council will use Welsh only names for place names, rivers, mountains etc, in addition to Welsh names of agencies other than when the Councillors have allowed a different version to be used.
- 3.3 All adverts will be in both languages except:
- (a) an advertisement in Welsh only in Welsh language newspapers.
  - (b) job advertisements where the use of Welsh is essential – this should be in Welsh only with a note in English explaining the nature of the post.
- 3.4 The operational name of the council is “Cyngor Cymuned Pentir” and will be identifiable as such on the logo, headed paper, council documentation as well as signage (with exception of the noticeboards previously in place displaying a bilingual name). Any new noticeboards in future will be designed to display the council’s operational name in Welsh only.
- 3.5 With the exception of the logo, all other signage will be displayed bilingually.
- 3.6 In response to written requests for information (GDPR), the council will provide the information in the language that it is stored or in any other language required by law e.g. all public documents will be available bilingually. However, this also means that Welsh only correspondence (as per 2.1 and 2.3 above) will only be available in Welsh.

### **4.0 STAFF**

- 4.1 All council posts including the duties of the Clerk, Finance Officer, marketing and any other role deemed necessary will be advertised and filled ensuring that the ability to communicate through the medium of Welsh is essential. Depending on the role in question, the extent of that ability will depend on the requirements of the role – i.e. where there is a need to be able to communicate in writing, the ability to write through the medium of Welsh will therefore be essential.
- 4.2 From time to time, councillors and/or chairs will deputise for the Clerk (and any other role as required). In these circumstances, councillors will be expected to achieve the linguistic requirement of that role.

## **5.0        MARKETING**

- 5.1 All marketing, public relations including managing the content of the website and social media will be done so bilingually.
- 5.2 All contact with marketing companies, agencies, newspapers and so on will be done through the medium of Welsh unless the official language of that organisation is English e.g. non-Welsh newspapers.
- 5.3 In the event that the Clerk delegates public relations and marketing tasks to others e.g. councillors, the ability to communicate bilingually will be essential in line with the Clerk's Job Description.

## **6.0        SECRETARIAT AT MEETINGS**

- 6.1 All council meetings will be officiated through the medium of Welsh. Simultaneous translation will be made available as necessary.
- 6.2 All agendas and minutes of the council and its committees will be prepared in Welsh unless the council considers that a bilingual version is required for a particular meeting e.g. when a non-Welsh speaker is in attendance.
- 6.3 During full council meetings, a member of the public who has been invited to speak can do so in Welsh or English.
- 6.4 Simultaneous translation provision will be available at all public meetings including the council's Annual General Meeting (unless the council have good reason to believe that this provision will not be required).
- 6.5 All documents presented at such public meetings will be bilingual.

## **7.0        SERVICES TO AGENCIES**

- 7.1 The Welsh language should be used when contacting public bodies within Wales.
- 7.2 Any company, agency or organisation receiving financial assistance from the council is expected to have a language policy similar to the Cyngor Cymuned Pentir ensuring that any contact that they may have with the public uses both languages.

## **8.0 TRAINING**

- 8.1 The council will prepare an annual training plan for its members – this training plan will include Welsh Language Skills Training as a standing item.
- 8.2 The council will support all its members to improve their use of Welsh by encouraging them to attend Welsh language learner courses or courses to improve one's ability to communicate through the medium of Welsh.

## **9.0 REVIEW**

- 9.1 Normally, this policy will be reviewed every three years. However, the policy will be reviewed earlier if it is deemed necessary and a need identified.