Cyd-bwyllgor Corfforedig
De-orllewin Cymru
South West Wales
Corporate Joint Committee

South West Wales Corporate Joint Committee (SWWCJC)

Policy for the Internal Use of the Welsh Language (Version 002)

Cyngor Abertawe Swansea Council
Cyngor Sir Gâr Carmarthenshire County Council
Cyngor Castell-nedd Port Talbot Neath Port Talbot Council
Parc Cenedlaethol Arfordir Penfro Pembrokeshire Coast National Park
Bannau Brycheiniog

Mae'r ddogfen hon hefyd ar gael yn Cymraeg
This document is also available in Welsh

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1. Introduction

1.1 South West Wales Corporate Joint Committee (SWWCJC) is committed to ensuring all learners, any future members of staff (though there are none at present with officers appointed by way of service level agreements with constituent local authorities) and members of the public have access to Welsh Language services and to actively encouraging the use of those services.

1.2 This Policy outlines how the SWWCJC will embed and sustain the Welsh Language Standards and language across the SWWCJC in line with the requirements imposed on the SWWCJC under the Language Standards of the Welsh Language Measure 2011.

1.3 The Welsh language standards impose a duty on the SWWCJC to set out how they will promote and facilitate the internal use of Welsh.

1.4 This is outlined in Operational 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.

1.5 The purpose of the policy is to note how the SWWCJC will promote and facilitate the use of Welsh.

1.6 This internal Welsh language guidance has been developed on the understanding that the South West Wales Corporate Joint Committee (SWWCJC) does not currently have its own staffing structure. The implementation of Welsh language standards will therefore be delivered in collaboration with the constituent local authority partners. As the SWWCJC matures and develops, this guidance will be subject to ongoing review and refinement to ensure it remains fit for purpose and reflects any changes in governance, resources, or operational arrangements.

2. Objective

The objective of this Policy is to provide guidance to elected members and officers on the use of the Welsh Language internally and by operating in accordance with this policy, therefore, the SWWCJC will seek to ensure that:

2.1 The SWWCJC's entire workforce operates in accordance with the basic principle set out in the Welsh Language (Wales) Measure 2011, that the Welsh language should be treated no less favourably than the English language.

2.2 Elected members and officers will take advantage of every opportunity to encourage and promote the use of Welsh among service users.

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2.3 A responsibility is placed on all SWWCJC Officers and Members to promote the Welsh language in all aspects of their work.

2.4 The SWWCJC remains committed to communicate with and provide information in Welsh to elected members and officers who have this preference.

2.5 SWWCJC officers will follow thorough impact assessment processes, that will assess the possible effects of the SWWCJC's policies, and strategic decision and plans, on the Welsh language and its users. This includes the impact on people's ability to use the Welsh language within the communities of the SWWCJC, and opportunities to see and hear the language in the public sphere. It is expected that everyone will use the integrated impact assessment framework to assess impact on equality, language and socio-economic disadvantage in order to ensure that all of the SWWCJC's plans contribute to the aims noted in the SWWCJC's Welsh language strategy with the long-term ambition to see the number of Welsh speakers in the county borough increase.

3. Legal Framework

3.1 In creating this policy, the SWWCJC has given due regard to the Welsh Language (Wales) Measures, 2011, which replaced the Welsh Language Act 1993

3.2 As part of the legislation, in Wales, the Welsh language has equal legal status with English and must not be treated any less favourably.

3.3 Public bodies were no longer required to develop and implement a Welsh Language Scheme but must comply with a set of Welsh Language Standards instead. The Standards explain how organisations are expected to use the Welsh language in different situations.

3.4 This policy sets out how SWWCJC will meet Standard 98 (Operational Standards) which places a duty on the SWWCJC to develop and publish a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language.

4. Policy Statement and Related Policies

4.1 The administrative language of the SWWCJC is primarily English. The SWWCJC will administrate in Welsh where this is requested or required in line with the Welsh Language Standards. Bilingual services and approaches will be continually developed.

4.2 It is the SWWCJC's policy to ensure that all elected members and officers are aware of their responsibilities in relation to the use of the Welsh language internally.

4.3 The purpose of this policy is to outline their responsibilities in using Welsh internally. It is designed to ensure everyone supports the development of the ethos and culture, as well as remain compliant with legal obligations outlined in the Welsh Language Standards.

4.4 The SWWCJC is under a statutory duty to demonstrate its commitment to promoting the use of the Welsh language in the SWWCJC. Elected members and officers are and will continue to be made aware of opportunities to use and develop their Welsh skills in the SWWCJC.

4.5 The SWWCJC Corporate Plan is available on the SWWCJC Website

4.6 There are a range of SWWCJC policies that also support the Welsh language, which can also be found on the intranet and SWWCJC Website as appropriate.

4.7 In setting and monitoring our standards, the SWWCJC will comply with the individual rights of all.

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5. Principles for promoting and facilitating the use of Welsh amongst officers

Section 1: Creating an ethos and culture

Vision

Elected Members and officers should engage with, and impart the vision for the Welsh language which has been shared across the SWWCJC, and with partners, through the Welsh Language Strategy.

SWWCJC: #Shwmaeronment – a region where the Welsh language is heard, spoken and celebrated through all walks of life.

This vision is underpinned by 3 key principles

- **Ardal/Area**: We will celebrate our area, its culture, heritage and the commercial activities that make us prosperous, aspirational and healthy.

- **Budd/Benefit**: We will celebrate the benefits of our language, history, heritage and culture. We will enable people to grow their skills through the economy, the workforce and as an opportunity as a social hub!

- **Cynefin**: We will celebrate the place where we belong, our strong, diverse, vibrant community, our people, and our collective identity, championing our local landscape.

- Through celebrating where we are, who we are, where we have come from and how we have got here, we will celebrate the South West Wales region as a place in Wales, the UK and the World.

#camaubach #gyda'ngilydd #gallu;
#smallsteps #together, #wecan

Section 2: Information, Guidance and Support

The following allow the implementation of Operational Standards 121-126

In order to promote and facilitate the implementation of the standards and general use of the language, the SWWCJC has created a specific area of the intranet, providing a range of resources and guidance for officers to access. These include;

- Welsh Hints and tips
- Out of Office Email
- Interview Templates
- Guidance for internal events
- Telephone answering training sheet
- Publications guidance
- Office Desk Standards
- Translated job titles
- SWWCJC logo
- Screen backgrounds

Website

- The text on the website (home page and the text of each page) should be available in both languages and the Welsh language treated no less favourably than the English language.

- Any information, guidance, policies placed on the website should be available in the Welsh language.

Teams Background

A range of Teams backgrounds are available to elected members and officers which include links to the locality, have the #Shwmaeronment logo or have the Working Welsh logo on them. These will aid the promotion of the language internally and externally. These are available on the intranet.

Public Meetings

Everyone is encouraged to start internal and public meetings bilingually with basic greetings, for example Bore da; Croeso; Prynhawn Da. Resources to support are available on the intranet.

Translation is arranged for all SWWCJC meetings.

Community Events

Everyone is actively encouraged to engage in and contribute to community events that take place with partner organisations.

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Section 3: Language choice

The following allow the implementation of Operational Standards 98-104

- Elected members and officers have the freedom to use Welsh amongst themselves as provided by the Welsh Language measure

- The SWWCJC welcomes correspondence from elected members officers in both Welsh and English

- Elected members and officers will be asked for their language choice with regard to correspondence from the SWWCJC. Elected members and officers may receive Welsh, English or bilingual correspondence. The People Services and Transformation team will send all correspondence in the desired language.

- All elected members and officers have the right to correspond in Welsh.

- The SWWCJC is committed to ensuring that correspondence through the medium of Welsh will not lead to delay in receiving a reply. A translation service is available to all and can be accessed on the intranet.

Section 4: Policy Making

The following allows the implementation of the policy making standards 88- 93

An Integrated Impact Assessment should be completed for the following

- Any SWWCJC / Cabinet report where you are implementing significant change i.e. service redesign, service changes, policy changes, budget proposals etc.
- Any strategic decisions being taken where due regard is required to reduce inequalities of outcome resulting from socio-economic disadvantage.
- Any project (i.e. something that has a start and end date and is different from day-to-day business), where change is occurring and has an impact on service delivery and/or service users.

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Section 5: Policy Documents

The following allow the implementation of Operational Standards 104-111

- It is expected that all policies should be available bilingually, ensuring that the Welsh language is not treated any less favourably than English

- The phrase **'this policy is available in Welsh'** or '**this policy is available in English'** should be used in the footer of all policies.

Section 6: Meetings

The following allow the implementation of delivery Standards 23-26B

These are standards relating to a body holding meetings that are **not open to the general public. (There are different standards for meetings open to the general public)**

With individuals

- Officers should actively ask a person whether they wish to use the Welsh Language in a meeting. If the person does, you must inform the person that you will make relevant provision.

- Should the officers member wish to use the Welsh language at the meeting, then:

You must conduct the meeting in Welsh without the assistance of a translation service (standards 23 and 27CH),
or
allow the officers member to use the Welsh language via a translation service at the meeting, if it is not possible to conduct the meeting in Welsh without a translation service

- If the meeting relates to wellbeing of the officers member, it has to be provided in Welsh if the officers member requests it.

- Officers have the right to use Welsh in meetings in relation to the following, and the SWWCJC will make the appropriate arrangements throughout the process should this be requested

- If the persons responsible for holding the meetings above cannot do so in Welsh, then arrangements will be made so that another appropriate Welsh speaking member of officers can do so. Where this is impossible or in situations where it would be inappropriate, a simultaneous translation service will be provided.

Group meetings (not open to the general public)

- If an invitation is issued to all employees to attend a particular meeting or a special meeting, employees will have the right to use Welsh in that meeting. Simultaneous translation will be provided to facilitate this.

Public Meetings (open to the public)

- Simultaneous translation services from Welsh to English are available where appropriate and in line with the Welsh Language Standards. Guidance on how to determine the use is given to all officers and is outlined in the standards.

Section 7: Recruitment (once applicable)

The following allows the implementation of operational standards 136-140

- All documentation related to the recruitment process will be fully bilingual and includes the following: job adverts; job descriptions; person specifications; applications forms.
- Candidates have the right to use Welsh in their interview. If the interview cannot be conducted in Welsh, an appropriate translation service will be provided.

Section 8: Language Skills

The following allows the implementation of operational standards 127-130

- All new officers are asked to identify their Welsh skills during the application process.

- All of these activities enable the SWWCJC to update its linguistic skills needs, co-ordinate and target training and recruitment activities.

Section 9: Welsh Language Training (Link to Training Policy)

The following allows the implementation of operational standards 128-33

- All elected members and officers will be supported to use their Welsh language skills when communicating with each other or with the public.
- As its workforce commences and grows, the SWWCJC will provide a range of formal and informal opportunities to learn and develop Welsh skills, based upon the needs of the workforce i.e. level and linguistic ability; job role and schedules and preferred methods of learning.
- A range of opportunities for officers to learn informally will be available. Phrase of the week', Welsh corner and awareness of apps to support learning.
- Elected members and officers also have the opportunity to engage in a range of community events which take place across the region
- The SWWCJC will offer training through the medium of Welsh or bilingually
- Training will be provided in Welsh on using Welsh effectively in meetings, interviews and complaints/disciplinary procedures.

Section 10: Displaying ability to speak Welsh

The following allows the implementation of operational standard 134

- All elected members and officers will be provided with text or a logo to include in their email signature which will enable them to indicate their level of Welsh.

- All elected members and officers are encouraged to show their ability to speak Welsh, either as a proficient speaker or as a learner, by wearing a badge or lanyard.

Section 11: Communication

The following allows the implementation of operational standard 120, 135 and service delivery standards 8-11, 58

E-mail

- All elected members and officers must have bilingual email signatures and out of office messages.
- All elected members and officers are encouraged to start and end internal emails, presentations and other forms of communication in Welsh.
- Welsh text should be written first in bilingual correspondence
- Translation support is available for non-Welsh speaking officers to be able to respond to Welsh language correspondence.

Phone Calls

- Officers should use the main telephone number in their contact information to ensure all calls are answered with a bilingual greeting. If the caller wishes to continue with the call in Welsh but the member of officers is unable to speak Welsh, the call will be transferred to a Welsh speaker.
- Officers who answer the phone on behalf of a department or service will do so with a bilingual greeting.

Signage

- All signs, posters, leaflets placed on internal walls should be bilingual.
- Welsh text should be written first in bilingual signage.