

South West Wales Corporate Joint Committee

Welsh Language Standards Annual Report

30th October 2024 to 31st March 2025

Introduction

South West Wales Corporate Joint Committee (SWWCJC) received its Compliance Notice from the Welsh Language Commissioner on 24th April 2024

The Notice detailed SWWCJC's duty to meet the standards set out in the Welsh Language Standards (No. 1) Regulations 2015 relating to the Welsh language, which were determined by the Welsh Government under the Welsh Language (Wales) Measure 2011.

SWWCJC is committed to the principles enshrined in the Welsh Language (Wales) Measure 2011, that the Welsh language should be treated no less favourably in English in public life in Wales, and that people in Wales should be able to live their lives through the medium of Welsh if they choose to do so. We share and support the visions of the 4 local authorities of the South West Wales Region and Pembrokeshire National Park Authority Bannau Brycheiniog National Park Authority, whose leaders are members of the corporate joint committee, and who each have their own Welsh Language Promotional Strategies. SWWCJC's work in the fields of strategic development planning, regional transport planning, and economic well-being will assist in creating the regional infrastructure and socio- economic conditions that will contribute to the success of each authority's strategy to promote the language in their own geographic areas

This also aligns with the well-being goals of the Well-Being of Future Generations (Wales) Act 2015 which include 'a prosperous Wales', 'a more equal Wales' and 'a Wales of vibrant culture and thriving Welsh language', which emphasises the significance of economic development and prosperity to the longevity and vitality of the Welsh language and the communities (be they geographical, sectoral, or virtual) that use it.

In addition to this, SWWCJC is committed to the aims and objectives of other strategies and policies, such as 'Cymraeg 2050: Miliwn o Siaradwyr⁴' (one million Welsh speakers by 2050) and 'TAN 20: Planning and the Welsh language⁵', which are designed to strengthen the linguistic infrastructure of Wales and help the language go from strength to strength.

As a corporate joint committee, SWWCJC is a relatively young organisation, and at present has no staff engaged directly with statutory requirements being fulfilled by service level agreements between the SWWCJC and the respective constituent local authorities and accordingly utilises their standing orders and policies in respect of areas such as recruitment and policy requirements.

Overall accountability for the Welsh Language within SWWCJC rests with the Chief

Executive of the SWWCJC, which is fulfilled on a rotational basis by the Chief Executive of the constituent local authorities. The Chief Executive for the period covering this report is Wendy Walters, Chief Executive of Carmarthenshire County Council.

Reporting

This is SWWCJC's first Welsh Language Standards report in accordance with the Welsh Language (Wales) Measure 2011 since it was given its final compliance notice on 24th April 2024 and covers the period 30th October 2024 to 31st March 2025.

This report is a requirement of Standards 158 and 164 states how SWWCJC has complied with the following Supplementary Standards:

- Service Delivery Standards
- Operational Standards
- Policy Making Standards

The report also presents data on the required indicators as follows:

- The number of staff who have Welsh Language Skills (Standards 151)
- The number of staff who attended the training courses listed in Standards 128 if they were offered in Welsh (Standard 152)
- The number of new jobs and vacancies that were categorised as jobs that where (i) skills in the Welsh Language to be essential; (ii) it is necessary to learn skills in the Welsh language once someone is appointed to the post; (iii) skills in the Welsh language are desirable; or (iv) skills in the Welsh language were not necessary (Standard 154)
- The number of complaints SWWCJC received (Standard 150)

The number of staff who have Welsh Language Skills (Standards 151)	N/A The SWWCJC does not employ staff directly. All services and operational functions are delivered through Service Level Agreements with the Constituent Authorities. As such, the SWWCJC aligns its Welsh Language requirements with the standards and practices adopted by those authorities. This approach ensures that the delivery of services complies with the Welsh Language (Wales) Measure 2011 and reflects the commitments and obligations already embedded within
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	each Constituent Authority's Welsh Language Standards.
The number of staff who attended the training courses listed in Standards 128 if they were offered in Welsh (Standard 152)	N/A The SWWCJC does not employ staff directly. All services and operational functions are delivered through Service Level Agreements with the Constituent Authorities. As such, the SWWCJC aligns its Welsh Language requirements with the standards and practices adopted by those authorities. This approach ensures that the delivery of services complies with the Welsh Language (Wales) Measure 2011 and reflects the commitments and obligations already embedded within each Constituent Authority's Welsh Language Standards.
The number of new jobs and vacancies that were categorised as jobs that where (i) skills in the Welsh Language to be essential; (ii) it is necessary to learn skills in the Welsh language once someone is appointed to the post; (iii) skills in the Welsh language are desirable; or (iv) skills in the Welsh language were not necessary (Standard 154)	N/A The SWWCJC does not employ staff directly. All services and operational functions are delivered through Service Level Agreements with the Constituent Authorities. As such, the SWWCJC aligns its Welsh Language requirements with the standards and practices adopted by those authorities. This approach ensures that the delivery of services complies with the Welsh Language (Wales) Measure 2011 and reflects the commitments and obligations already embedded within each Constituent Authority's Welsh Language Standards.
The number of complaints SWWCJC received in relation to compliance with Welsh Language Standards (Standard 150)	0

Setting the Standards

This annual report covers a period of five calendar months following the implementation of the Welsh Language Standards for the SWWCJC.

Given the short timeframe, the primary focus during this initial period was the development of a comprehensive Action Plan to ensure full compliance with all notified standards.

The Action Plan sets out the steps required for the SWWCJC to meet its obligations under the Welsh Language (Wales) Measure 2011. It identifies key areas of responsibility, timelines for implementation, and mechanisms for monitoring progress. This preparatory work is essential to embed the Welsh language into the SWWCJC's operations and services, ensuring that compliance is achieved in a structured and sustainable manner.

While this report does not yet reflect the full operational delivery of the standards, it demonstrates the SWWCJC's commitment to compliance and its proactive approach in planning for the integration of the Welsh language across all functions.

Ref	Action Area	Compliance Step	Responsible Officer	Deadline	Progress
1	Governance & Oversight	Appoint Welsh Language Compliance Lead	Chief Executive	Immediate	Complete. The SWWCJC Head of Policy and Administration undertakes this role
2	Governance & Oversight	Schedule monthly progress meetings	Chief Executive	Immediate	Complete. Programme Board for the SWWCJC meets on a quarterly basis and any relevant matters are discussed at that meeting.
3	Communications	Audit/update correspondence templates to include Welsh versions	Chief Executive	30/10/2024	Complete
4	Communications	Train staff to reply in Welsh to Welsh correspondence	Chief Executive	30/10/2024	The SWWCJC does not employ staff directly. All services and operational functions are delivered through Service Level Agreements with the Constituent Authorities. As such, the SWWCJC aligns its Welsh Language requirements with the standards and practices adopted by those authorities. This approach ensures that the delivery of services complies with the Welsh Language (Wales) Measure 2011 and reflects the commitments and obligations already embedded within each Constituent Authority's Welsh Language Standards.
5	Communications	Add Welsh welcome statement to all correspondence/publications	Chief Executive	30/10/2024	Complete
6	Telephone Services	Update call scripts for Welsh greetings and service info	Chief Executive	30/10/2024	Complete
7	Telephone Services	Train staff to handle/transfer Welsh language calls	Chief Executive	30/10/2024	The SWWCJC does not employ staff directly. All services and operational functions are delivered through Service Level Agreements with the

					Constituent Authorities. As such, the SWWCJC aligns its Welsh Language requirements with the standards and practices adopted by those authorities. This approach ensures that the delivery of services complies with the Welsh Language (Wales) Measure 2011 and reflects the commitments and obligations already embedded within each Constituent Authority's Welsh Language Standards.
8	Meetings & Events	Update invitations to ask about Welsh language preference	Monitoring Officer	30/10/2024	Complete
9	Meetings & Events	Arrange translation services for meetings as required	Monitoring Officer	30/10/2024	Complete
10	Publicity & Documents	Audit all public documents/forms/materials; produce Welsh versions	Chief Executive	30/10/2024	Complete
11	Digital Services	Update website/intranet for full Welsh functionality	Chief Executive	30/10/2024	Complete
12	Reception & Grants	Display Welsh welcome signage at receptions	Chief Executive	30/10/2024	The SWWCJC has no physical premises.
13	Tenders & Contracts	Publish invitations to tender in Welsh	Chief Executive	30/10/2024	The SWWCJC does not undertake any tendering exercises and utilises Carmarthenshire County Council for these purposes and follows the Camarthenshire Welsh Language Standards.
14	Internal Policies	Develop/publish internal Welsh language policy	Chief Executive	30/10/2024	Complete and available on SWWCJC Website
15	Training & Development	Assess Welsh language skills of all staff	Chief Executive	30/10/2024	The SWWCJC does not employ staff directly. All services and operational functions are delivered through Service Level Agreements with the Constituent Authorities. As such, the SWWCJC

					aligns its Welsh Language requirements with the standards and practices adopted by those authorities. This approach ensures that the delivery of services complies with the Welsh Language (Wales) Measure 2011 and reflects the commitments and obligations already embedded within each Constituent Authority's Welsh Language Standards.
16	Recruitment	Assess Welsh language requirements for all posts	Chief Executive	30/10/2024	The SWWCJC does not employ staff directly. All services and operational functions are delivered through Service Level Agreements with the Constituent Authorities. As such, the SWWCJC aligns its Welsh Language requirements with the standards and practices adopted by those authorities. This approach ensures that the delivery of services complies with the Welsh Language (Wales) Measure 2011 and reflects the commitments and obligations already embedded within each Constituent Authority's Welsh Language Standards.
17	Record Keeping & Reporting	Set up systems to record complaints, skills, training, post categorisation	Chief Executive	30/10/2024	Complete. This register is held by the Monitoring Officer in respect of complaints.
18	Supplementary Actions	Publish compliance documents, complaints procedures, arrangements	Chief Executive	30/10/2024	Complete. Documents are available on the SWWCJC website.
19	Monitoring & Review	Conduct quarterly reviews of compliance status	Chief Executive	Quarterly	Complete. Programme Board for the SWWCJC meets on a quarterly basis and any relevant matters are discussed at that meeting where appropriate.

