

Cilymaenllwyd Community Council

WELSH LANGUAGE POLICY

Prepared under the Welsh Language Act 1993

Cilymaenllwyd Community Council has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This policy sets out how the Council will implement this principle in the provision of services to the public in Cilymaenllwyd Community Council's administrative area.

The Council recognises that members of the public can express their views and needs better in their preferred language, that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that right could place members of the public at a real disadvantage. The Council will therefore offer the public the right to choose which language to use in dealings with the Council.

In relation to this policy, 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
- to encourage others to use the Welsh language in the community

Amongst the Council's main duties are:

- consider planning matters;
- suggest improvements regarding roads;
- work with the police to safeguard the community;
- responsibility for street lights;
- provide financial assistance for various voluntary organisations and charities;
- look after public seating and notice boards.

1

The Council has 9 elected members, and the Clerk works part time.

There are a number of social, cultural and community groups that play a prominent part in the life of the community. The Council is working to promote community development and social activities and respond to local needs to improve the living standards in the area.

Policies and initiatives

In devising new policies and initiatives the Council will:

- assess their linguistic effect and ensure that they are consistent with the Polisi;
- 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 Commissioner in advance regarding proposals that will affect the Policy, or the policy of any other public body;
- ensure that those involved in formulating policy will be aware of this Policy, and of the Council's responsibilities under the Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011;
- ensure that the measures contained in this Policy are applied to new policies and initiatives when they are implemented.
- 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.
- When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of indigenous names.
- Where only minor differences exist between the Welsh and English spelling of place, street, ward, or community names, the Council will support the adoption of the Welsh version.

Standards of quality

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

Dealing with the Welsh-speaking public

Written communication (mail and e-mail)

- The Council will welcome correspondence in either English or Welsh.
- Correspondence through the medium of Welsh will not in itself lead to any delay
- Every letter received in Welsh will be answered in Welsh.
- 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.
- All correspondence with a member of the public will be initiated in his/her preferred language if known.

- If language choice is not known initial correspondence from the Council will be bilingual.
- All circular or standard letters to the public will be bilingual.
- Where relevant, the Council's official headed paper will include a statement in both languages making it clear that correspondence is welcome in either Welsh or English.

Telephone calls

- The Clerk works from home and welcomes telephone calls in Welsh.
- When the Clerk's post becomes vacant it will be advertised confirming that bilingual skills will be essential so that the Council can offer a bilingual service to the public.

Public meetings organised by or on behalf of the Council

- Contributions are welcomed in either Welsh or English at public meetings held by the Council. This will be stated clearly in the notices that inform or publicise the meeting.
- 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
- The Council will welcome meetings with the public in either Welsh or English, and will ensure that appropriate arrangements are taken to enable any member of the public to discuss matters with the Clerk in Welsh should they wish to do so.

Websites and social media sites

- Announcements made on social media and the internet on behalf of the Council will be in Welsh and English.

Corporate identity

- The Council's name is to be in Welsh or Welsh and English.

Council Property - signage

- All new information signs or those replacing previous signs on Council property will be bilingual, as will any other public information signs for which the Council is responsible. The two languages will appear side by side, with the Welsh version appearing to the left or above the English. The size, quality, legibility and prominence of text will be equal in Welsh and English.

Producing and publishing public documents

- All publications aimed at the public, such as documents, explanatory material or grant 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 language choice.

- If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.
- All Advertising and publicity activities will be bilingual.
- Council advertisements and notices – to be placed in the press, on notice boards or any other medium will be bilingual.
- Job advertisements will appear bilingually in English/bilingual publications and in Welsh only in Welsh language publications with a footnote in English.

Awarding grants and financial assistance

- 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 need for applicants to describe how they intend to reflect the bilingual nature of the community and their audience in the activity(ies) for which they require financial support. When considering applications, the Council will ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application.
- The Council will also notify the applicant that the local 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.

Services provided by a third party

- 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 this Policy as outlined by the Council. The Council will outline which relevant measures in the Policy the third party will have to adhere to within the tendering or contract specifications.
- The Third party will need to confirm that it has complied with the relevant aspects of the Policy in writing.

Administrative arrangements and monitoring

- This Policy has the full support of the Council.
- The Clerk will be responsible for implementing the Policy on a day-to-day basis within the Council.
- According to need, the Clerk will ensure that guidelines and instructions will be available to all who are involved in the implementation of the Policy.
- Responsibility for monitoring the Policy will rest with the Clerk to the Council.

- The Council will receive a brief report every 2 years on implementing the Policy that will be displayed locally (for example, the local press, local information boards, monthly papur bro and so on]. Also the Council will invite local Welsh speaking residents to offer their views on the service and how it could be improved, by placing a copy of the report on the website.

Complaints

Any comments, complaints or suggestions regarding this Policy should be addressed to the Clerk to the Council – cilymaenllwydcc@gmail.com

Review

The Council shall review the contents of this Policy every 3 years.

February 2023