

**RADYR & MORGANSTOWN COMMUNITY COUNCIL  
CYNGOR CYMUNED RADUR A THREFORGAN**

**WELSH LANGUAGE SCHEME**

**Prepared under the Welsh Language Act 1993**

**21.11.02**

### **Aims and Objectives of the Scheme**

- a) To progress purposefully and within available human and financial resources to a situation which will allow access to the services and democratic processes of the Council in the medium of the Welsh language. The Council will, in the execution of this aim however, take full advantage of the provisions regarding circumstances and practicability contained in Section 5(2) of the Welsh Language Act 1993.
- b) To ensure that no member of the public is denied the right to use their preferred language particularly with respect to written communications.
- c) The Council will monitor the Scheme to ensure that these aims and objectives are achieved and standards maintained.
- d) All administrative aspects of the implementation of this scheme will also be monitored.

### **Service Planning and Delivery**

When the Council plans and formulates new policies or initiatives, it will assess the linguistic consequences to ensure that they meet the commitments given in this Scheme. In addition, new policies and initiatives will facilitate the use of the Welsh Language wherever possible and reasonably practicable within the meaning of the Act.

### **Delivery of Services**

Council and Committee meetings are, in general, open to the public as observers. Current financial constraints do not permit the routine deployment of translation facilities for the Welsh Language and no need for such facilities have been experienced in recent times. This, however, will be kept under review.

### **Standards of Service in Welsh**

The Council aims to apply the same high quality to all aspects of the administration and execution of the services that it delivers. Any reference to these standards in publications, posters, press statements or any other publicity material which might be used from time to time will adopt the same standards with respect to the use of the English and Welsh languages.

The Council will monitor these standards and their administration.

### **Dealing with the Welsh Speaking Public**

#### **Written Communications**

The public are welcome to deal with the Council in writing in either English or Welsh. Every letter received in Welsh will receive a signed reply in Welsh whenever a reply is required.

#### **Telephone Communications**

Unfortunately, there is currently no Welsh speaking officer employed by the Council who would be able to deal with technical or complex telephone enquiries in the medium of the

Welsh language. Suitable opportunities to remedy this situation will be taken in the future. For the present, therefore, callers will be invited to write to the Council using their chosen language. Alternatively, the caller will be invited to continue in English.

### **Meetings of the Council and its Committees**

The public may attend but do not contribute to meetings of the Council unless invited to do so. The financial implications with respect to the provision of translation facilities at meetings are considerable and possibly outside the scope of the Council's very limited financial resources.

### **Public and Other Meetings**

Given the current lack of staff who are fluent in the Welsh language and the severity of financial constraints, the offering of translation facilities at public and other meetings is not seen as a viable proposition within the foreseeable future.

### **The Council's Public Image**

#### **Public Image**

The Council's name and address and other standard information used on its letter headings will be bilingual.

### **Publishing and Printing Materials for the Public**

Any publications which the Council might consider in the future, such as newsletters or information sheets, will include a bilingual content which respects the principle of equality.

Minutes of Council and Committee meetings are currently provided in the English language. The cost of providing a Welsh Language version of minutes is considered to be prohibitive and beyond what can reasonably be imposed on the Council Tax payers.

### **Advertising and Publicity**

Statutory notices will be published in both languages in accordance with the Act.

### **Implementing and Monitoring the Scheme**

#### **Staffing**

At present the Council has no Welsh speaking staff. This, to date, has not presented any difficulties. The Council will ensure that workplaces which have contact with the public seek appropriate access to Welsh speakers as is determined necessary in the light of evidenced demand. The Council will, however, give encouragement to staff to learn Welsh and will give due regard to the need to speak Welsh when recruiting.

Staff will not, however, be pressurised to move post or engage in training in the Welsh language against their will simply because of any priorities reflected by this scheme.

#### **Monitoring**

The Council will, from time to time, review the range and quality of services provided in English and Welsh as part of its quest for good services generally.

This policy will be reviewed on an annual basis.