

APPENDIX

DRAFT WELSH LANGUAGE SCHEME FOR BARRY TOWN COUNCIL

OPENING STATEMENT

The Council has adopted a principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public.

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 their dealings with the Council.

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.

SERVICE, PLANNING AND DELIVERY

New Policies and Initiatives

In devising New Policies and Initiatives the Council will:

- Assess their linguistic effect and ensure that they are consistent with the Welsh Language
- 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 Board in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Board's agreement
- Ensure that those involved in formulating policy will be aware of the scheme, and of the Council's responsibilities under the Welsh Language Act 1993
- Ensure that the measures contained in the scheme are applied to new Policies and Initiatives when they are implemented.

Standards of Policy

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

DEALING WITH THE WELSH SPEAKING PUBLIC

Written Communication

The Council will welcome correspondence in Welsh or English

Correspondence through the medium of Welsh will not lead to any delay

Every correspondence 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, will be in Welsh.

All correspondence with a member of the public will be initiated in his/her preferred language if known.

All circular or standard letters to the public will be bilingual where practical.

The Council will make arrangements to translate correspondence as needed in order to respond to correspondence promptly in the original language.

The Executive Officer will be responsible for facilitating the translation of correspondence.

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 Council will welcome telephone calls in Welsh or English and shall include a similar greeting on its answer phone.

If the Executive Officer is not bilingual he/she will offer to arrange for a Welsh speaking Council member to return the call where a member of the public wishes to speak Welsh, or explain that the individual is welcome to continue with the call in English or send in their enquiry in written form in Welsh.

When a post becomes vacant, it will be advertised confirming that bilingual skills will be desirable so that the Council can offer a bilingual service to the public and that training in the Welsh language may be available for successful applicants who do not speak Welsh.

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.

All publicity for public meetings will be bilingual and will invite those attending to notify the Executive Officer of their language choice in advance so that appropriate translation arrangements can be made.

If it is evident at the beginning of a meeting that all those present speak Welsh, the meeting will be held in Welsh.

The Council will Consider translation facilities, according to need, for public meetings arranged by or on behalf of the Council.

At least one staff member or elected member will be present at public meetings to welcome the public and to deal with enquiries, questions or comments in Welsh.

Any written materials such as leaflets or acetates that are used in public meetings will be in Welsh or bilingual dependent on the needs of the audience.

Council Meetings

The notice and agenda for the Council's meetings will be bilingual.

The Council will respond to requests for confirmation in relation to the minutes or sections of the minutes in the preferred language of the individual.

Face to Face Meetings with the Public

The Council will welcome meetings with the public in either Welsh or English and the Executive Officer will ensure that appropriate arrangements are made to enable any member of the public who wishes to discuss matters in Welsh to do so with a bilingual officer or member of the Council. If none of the officers or elected members can speak Welsh, the Executive Officer will explain the situation and offer the individual the opportunity to discuss the matter in English or to send in their enquiry in written form in Welsh.

Other Dealings with the Public

When the Council contacts the public via information technology, namely computers, website, email or touch screens, this information will be available in Welsh and English for the public.

THE COUNCIL'S PUBLIC FACE

Corporate Identity

The Council's corporate identity will be bilingual.

The name and address of the Council will appear bilingually on official headed paper, fax papers and compliment slips, and any other promotional material.

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 on the left. Where this is not practical, the Welsh version will appear first. The size, quality, legibility and prominence of text will be equal in Welsh and English.

Publishing and Printing Material

All publications aimed at the public, such as documents, explanatory materials 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 press releases will be bilingual and will include a contact name for Welsh language interviews, and will specifically target papurau bro.

All advertising and publicity activities will be bilingual. Council advertisements and notices to be placed in the press, or notice boards or any other media, will be bilingual.

Job advertisements will appear in the English language in English publications. When bilingual skills are desirable then the advert will be bilingual. Advertisements will appear in Welsh only in Welsh language publications.

IMPLEMENTING AND MONITORING THE SCHEME

Staffing

When the position of Executive Officer becomes vacant it will be noted in the advertisement that bilingual skills are desirable but not essential for the post to ensure that the Council can implement the clauses contained in this scheme and that training in the Welsh language will be provided for successful applicants who do not speak Welsh.

Administrative Arrangements

This scheme has the full support of the Council.

The Clerk will be responsible for implementing the scheme 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 involved in the implementation of the scheme.

The Translation Service

The Executive Officer will be responsible for facilitating written translation needs of the Council, and will also be responsible for the standard of all Welsh text produced.

If the Executive Officer cannot complete the work within the timescale the Council will employ an external translator.

The Executive Officer will be responsible for arranging simultaneous translation facilities for all the Council's needs.

When needed this facility will be available for all public meetings arranged by or on behalf of the Council, and in any other Council meeting if that is the decision of the Council.

Monitoring

Responsibility for monitoring the scheme will rest with the Executive Officer.

The report will deal with every aspect of the scheme.

The Council will welcome suggestions from the public (by letter or telephone communication) regarding improvements to any aspect of the scheme.

Publicity

The Council will publicise the scheme regularly on its notice boards.

Contacting the Council

Any comments, complaints or suggestions regarding the scheme should be addressed to the Executive Officer.

TIMETABLE

The Council will be expected to outline its timetable for implementing this scheme in writing to the Welsh Language Board. The timetable will be considered an integral part of the Welsh Language Scheme and implementation in accordance with the timetable will be compulsory.

4 March 2010