**Colwinston Community Council**

**Cyngor Cymuned Tregolwyn**

**WELSH LANGUAGE SCHEME**

**Prepared under the Welsh Language Act 1993**

**Approved August 2017**

**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 and contribute to meetings of the Council during the public session. 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 be available in Welsh on request only.

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.