

**CYNGOR CYMUNED DINAS POWYS
DINAS POWYS COMMUNITY COUNCIL**

WELSH LANGUAGE SCHEME

Welsh Language Scheme prepared under the Welsh Language Act 1993. This Scheme received the approval of the Community Council under Section 14(1) of the Act on 9th May 2014.

1. OPENING STATEMENT

Dinas Powys 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 Scheme sets out how the Council will implement that principle in the provision of services to the public in Dinas Powys.

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.

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.

2. INTRODUCTION TO DINAS POWYS COMMUNITY COUNCIL

Amongst the Council's main duties are:

- maintain public footpaths and council owned commons, playing fields and open spaces;
- consider planning matters;
- suggest improvements regarding highways;
- work with the Police to safeguard the community;
- provide Christmas lights every year;
- provide financial assistance for various voluntary organisations and charities;
- look after public seating and notice boards;
- appoint representatives to numerous local and outside bodies;
- maintain the council's Parish and Lee Halls for the use of community and commercial organisations.
- maintain the council's cemetery and allotments.

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 provide community development and social activities and respond to local needs to improve the standard of life in the area.

The Council has 16 elected Members, a Clerk and an Assistant Clerk. The Clerk works full time from the office and the Assistant Clerk part-time. The Clerk and Assistant Clerk are only able to converse orally/in writing by English. A number of the Council's elected Members are able to converse orally and in writing using the Welsh language.

The community of Dinas Powys includes many Welsh speakers and children of local residents are able to attend local Welsh language schools e.g. Ysgol Erw'r Delyn, Ysgol Gyfun Bro Morgannwg and Ysgol Pen Y Garth.

3. SERVICE AND PLANNING AND DELIVERY

3.1. New Policies and Initiatives

3.1.1 In devising new policies and initiatives the Council will:

- assess the linguistic effect of any new policies and initiatives and ensure that they are consistent with the Welsh Language Scheme.
- 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 Welsh Language 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.

Timetable: from the date of Scheme approval.

3.2 Standards of Quality

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

Timetable: from the date of Scheme approval.

4. **DEALING WITH WELSH SPEAKING PUBLIC**

4.1 **Written Communication**

- 4.1.1 The Council will welcome correspondence in either English or Welsh.
- 4.1.2 Correspondence through the medium of Welsh will not in itself lead to any delay.
- 4.1.3 Every letter received in Welsh will be answered in Welsh.
- 4.1.4 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.
- 4.1.5 The Council will make arrangements to translate correspondence as needed in order to respond to correspondence promptly and in the original language.

Timetable: from the date of Scheme approval.

4.2 **Telephone Calls**

- 4.2.1 As the Clerk is not bilingual, the Council cannot offer a bilingual greeting, nor deal with calls in Welsh from the outset. However, when a member of the public wishes to speak Welsh the Clerk will offer to arrange for a Welsh speaking Council Member to return the call within – either in two working hours, or explain that the individual is welcome to continue with the call in English or send in their enquiry in written form in Welsh.

Timetable: from the date of Scheme approval.

4.3 **Public Meetings organised by or on behalf of the Council**

- 4.3.1 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 bilingual.
- 4.3.2 All publicity for public meetings will be bilingual, and will invite those attending to notify the Clerk of their language choice at least seven days in advance so that appropriate translation arrangements can be made for non-Welsh speakers.
- 4.3.3 When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this should be respected by providing appropriate translation arrangement.
- 4.3.4 Any written materials such as leaflets or acetates that are used in public meetings about the Welsh language, Welsh medium education, Council Tax or information about local elections/by-elections will be bilingual.

4.4 **Council Meetings**

4.4.1 The Council Meetings are conducted in English.

4.4.2 The Notice and Agenda for the Council's meetings will be bilingual.

4.4.3 The Minutes will be in English.

4.4.4 The Council will respond to requests for information in relation to the Minutes, or sections of the Minutes in the preferred language of the individual.

Timetable: from date of Scheme approval.

4.5 **Face-to-Face Meetings with the Public**

4.5.1 Although the Clerk is not bilingual the Council welcomes meetings with the public in either Welsh or English, and the Clerk will ensure that appropriate arrangements are taken to enable any member of the public who wishes to discuss matters in Welsh to do so with a bilingual Member of the Council.

Timetable: from date Scheme approval.

4.6 **Other Dealings with the Public**

4.6.1 The Council contacts the public via modern technology namely computers, website, e-mail and these mediums are available in Welsh and English for the public.

Timetable: from date Scheme approval.

5. **THE COUNCIL'S PUBLIC FACE**

5.1 **Corporate Identity**

5.1.1 The Council's name is "Cyngor Cymuned Dinas Powys Community Council".

5.1.2 The Council will adopt a bilingual corporate identity by June 2010

5.1.3 The name and address of the Council will appear bilingually on official headed paper, compliment slips the Council's web-site and any other promotional material.

5.1.4 The Council's coat of arms includes a motto in English

Timetable: from the date Scheme approval.

5.2 **Signage**

- 5.2.1 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/English version appearing to the left. The size, quality, legibility and prominence of text will be equal in Welsh and English.

Timetable: from the date of Scheme approval.

5.3 **Publishing and Printing Material**

- 5.3.1 Publications aimed at the public, such as documents and explanatory material dealing with the Welsh language, Welsh medium education, Council Tax, information about local elections/by-elections and grants 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.
- 5.3.2 If Welsh and English versions are published separately then will appear simultaneously, be distributed together and be equally accessible.
- 5.3.3 Press releases dealing with the Welsh language, Welsh medium education, Council tax, information about local elections/by-elections and grant forms will be bilingual, and will specifically target papurau bro (monthly community papers).
- 5.3.4 Advertising and publicity activities dealing with the Welsh language , Welsh medium education, Council tax, information about local elections/by-elections will be bilingual.
- 5.3.5 Council advertisements and notices dealing with the Welsh Language, Welsh Medium Education, Council Tax, information about local Elections/By-Elections – to be placed in the press, on notice boards or any other medium will be bilingual.
- 5.3.6 Job advertisements where Welsh is essential will appear in Welsh in all publications with an explanatory sentence in English as a footnote in bilingual and English medium publications.
- 5.3.7 Job advertisements will appear bilingually in English/bilingual publications and in Welsh only in Welsh language publications with a footnote in English.

Timetable: from date Scheme approval.

5.4 **Statutory and Promotional Functions**

- 5.4.1 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.
- 5.4.2 The Council will favour applications that have appropriately reflected the linguistic nature of the community and their audience.
- 5.4.3 The Council will also notify the applicant that Menter Y Fro can provide advice and practical assistance in relation to the bilingual content of the activity, including information on grants available for this purpose.
- 5.4.4 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.
- 5.4.5 When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of Welsh 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.

Timetable: from date Scheme approval.

5.5 **Service by Other Parties**

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

Timetable: from date Scheme approval.

6. **IMPLEMENTING AND MONITORING THE SCHEME**

6.1 **Staffing**

None of the staff that deal with the public are bilingual, when all posts become vacant the advert(s) for some posts will note that having bilingual skills will be desirable but not essential.

6.2 **Administrative Arrangements**

6.2.1 This Scheme has the full support of the Council.

6.2.2 The Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council.

Timetable: from date Scheme approval.

6.3 **The Translation Service**

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

6.3.2 If the Clerk cannot complete the work within the timescale, the Council will employ an external translator.

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

Timetable: from date of Scheme approval.

6.4 **Monitoring**

6.4.1 Responsibility for monitoring the Scheme will rest with the Clerk of the Council.

6.4.2 The Council will receive a brief annual report on implementing the Scheme that will be displayed locally (for example, the local press, local information boards, monthly papur bro and so on) with a copy being sent to the Welsh Language Board. 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 in the local office.

6.4.3 The report will deal with every aspect of the Scheme.

6.4.4 The Council will welcome suggests from the public regarding improvements to any aspect of the Scheme (via letter or telephone communication).

Timetable: from date of Scheme approval.

6.5 **Publicity**

6.5.1 The Council will publicise the Scheme regularly on its notice boards.

Timetable: from the date of Scheme approval.

6.6 **Contacting the Council**

6.6.1 Any comments, complaints or suggestions regarding the Scheme should be addressed to:

The Clerk of the Council
Council Office, Parish Hall, Britway Road,
DINAS POWYS, Vale of Glamorgan CF64 4AF

e-mail: theclerk@dinaspowys.org

Tel: (029) 2051 3114