



Valley Community Council

WELSH LANGUAGE POLICY

Reviewed: 21/05/2025

Approved: 21/05/2025

1. OPENING STATEMENT

Valley 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 that principle in the provision of services to the public in our area. The Council recognises that members of the public better express their views and needs in their preferred language. It is matter of good practice rather than tolerance to enable them to use their preferred language and that denial of the right to using their preferred language could put them in a disadvantageous position. The Council will therefore propose the right to choose which language to use when dealing with those expressions.

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.
- Valley Community Council will promote and encourage the use of the Welsh language in the community, and encourage others to promote and use Welsh in the community.

2. THE COMMUNITY COUNCIL

The Council consists of 11 members who have been elected, a majority of whom have English as their first language. The Clerk, who is employed part time, and works from home, is bilingual with Welsh as the first language, and can deal with the public both spoken and written bilingually. The main functions of the Council include:

- Maintain Parc Mwd Recreational Park
- Maintain Play area at Lon Spencer
- Maintain public land at Parc Branwen
- Maintain the public cemetery at Ynys Wen
- Cut grass - public footpaths;
- Provision and maintenance of bus shelters
- Provision and maintenance of public seating

- Collaborate with the County Highway Department on traffic calming measures and highway improvements.
- Consider planning issues and their impact on the Welsh Language.
- Appoint representatives to local and external bodies.
- Nominate representatives to the Primary School Governing Board
- Provide financial support to a range of local and national voluntary and charitable organisations
- Working with the police to protect the community.
- Receive, discuss, and deal with complaints from residents of the community.
- Link residents /organisations and the statutory sector to develop projects.

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 standard of life in the area.

3. SERVICE 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, encourage 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 this 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.

3.2 Standards of Quality

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

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, correspondence will be sent in Welsh.

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

- 4.1.6 All circular or standard letters to the public will be bilingual.
- 4.1.7 The Council will make arrangements to translate correspondence as needed in order to respond to correspondence promptly and in the original language.
- 4.1.8 The Council's official headed paper will be bilingual.
- 4.1.9 The Clerk of the Council will be responsible for translating correspondence.

4.2 Telephone Calls

- 4.2.1 The Clerk works from home and welcomes telephone calls in Welsh or English.
- 4.2.2 When the clerk's post becomes vacant the Council will advertise it stating that bilingual skills are essential so that the Council can offer a bilingual service to the public.

4.3 Public Meetings organised by or on behalf of the Council

- 4.3.1 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.
- 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 7 days in advance so that appropriate translation arrangements can be made for non Welsh-speakers.
- 4.3.3 The Council will provide translation facilities for non Welsh-speakers, according to need, for public meetings arranged by or on behalf of the Council.

4.4 Council Meetings

- 4.4.1 The Council's meetings are conducted bilingual.
- 4.4.2 The notice and agenda for the Council's meetings will be bilingual.
- 4.4.3 The minutes will be bilingual.
- 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.

4.5 Face-to-Face Meetings with the Public

- 4.5.1 The Council will welcome meetings with the public in either Welsh or English, and everyone has the right to discussion in their language of choice.

4.6 Other Dealings with the Public

- 4.6.1 The Council's website www.valley-community-council.wales is bilingual with Welsh appearing first.
- 4.6.2 Posts on Valley Community Council social media will be bilingual.
- 4.6.3 The Council will welcome correspondence in either English or Welsh.
- 4.6.4 Correspondence through the medium of Welsh will not in itself lead to any delay.

4.6.5 Every letter received in Welsh will be answered in Welsh.

5. THE COUNCIL'S PUBLIC FACE

5.1. Corporate Identity

5.1.1 The Council's name is "Cyngor Cymuned Y Fali / Valley Community Community Council."

5.1.2 The Council has already adopted a bilingual corporate identity.

5.1.3 The name and address of the Council will appear bilingually on official headed paper, and any other public material. With the Welsh having priority over English.

5.2. Publishing and Printing Material

5.2.1 All publications aimed at the public, such as press releases, and noticeboards aimed at the public will be in Welsh and English. The versions will be printed side-by-side where possible to facilitate easy cross reference, distribution and offer language choice. Where Welsh and English are on the notice, the Welsh will be on the left. Where it is not possible to print side by side the Welsh will always have priority.

5.2.2 Where Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.

5.2.3 Advertisements for jobs for which Welsh is essential will be monolingual in Welsh in all publications, with an explanatory sentence as a footnote included in English or bilingual publications.

5.3. Statutory and promotional functions

5.3.1 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.

5.3.2 The Council will favour applications that have appropriately reflected the linguistic nature of the community and their audience.

5.3.3 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.

5.3.4 When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of bilingual or indigenous names.

5.4. Services by Other parties

5.4.1 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 in the Scheme 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.

5.4.2 The Third party will need to confirm that it has complied with the relevant aspects of the Scheme by letter.

6 IMPLEMENTING AND MONITORING THE SCHEME

6.1. Staffing

6.1.1 The Clerk of the Council is bilingual. When that post becomes vacant a bilingual member of staff will fill it.

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.

6.3. The Translation Service

6.3.1 The Clerk will be responsible for the translation of the agenda Council minutes and any individual letters. The Council will employ external translators for any other documents, and if the Clerk cannot complete the work within the timescale, the Council will employ an external translator. Funds for translation will be earmarked in the annual budget.

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

6.3.3 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.

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 paper bro and so on]

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

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

6.5. **Publicity**

6.5.1 The Council will publicise the Scheme regularly through local press.

6.6. **Contacting the Council**

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

Clerk: Anwen Jones, 10 Gorffwysfa, Dwyran, LL61 6YJ

Email: clerk@valley-community-council.wales Mobile Phone: 07375 781090
