

**Cynllun Iaith Gymraeg Cyngor Cymuned Llandybïe
Llandybïe Community Council's Welsh Language Scheme**

**Llandybïe
Community Council's
Welsh Language Scheme**



**Prepared in accordance with the Welsh Language Act 1993
in conjunction with Menter Bro Dinefwr and the Welsh Language Board**

**This scheme received the approval of the Welsh Language Board
under Section 14(1) of the Act on 1st October, 2003**

**This Scheme is a revised version which was approved by the Welsh
Language Commissioner on 24th December 2019**

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1. Opening statement

Llandybïe 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 the Llandybïe Community Area and the public of Wales.

The Council recognizes that the Welsh language has official status in Wales, as prescribed by the Welsh Language (Wales) Measure 2011.

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.

All commitments within this Scheme are currently in operation and so there isn't a separate action plan with target dates for each one.

2. Introduction to Llandybïe Community Council

The Council's main duties include the following:

- maintaining public footpaths
- considering planning matters
- suggesting improvements regarding highways
- working with the police to safeguard the community
- undertaking responsibility for public lights
- providing financial assistance to various voluntary organisations and charities
- looking after public seating and notice boards
- appointing representatives to numerous local and outside bodies

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.

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The Council has nineteen elected members and the Clerk and Administration Officer works from the office and home. The majority of members are bilingual and the Clerk can undertake his duties in both languages.

The Community Council is the tier of local government which works closest to the grass-roots and although it has limited powers it is an important body which works to improve the quality of life of the people living in the area.

Llandybïe Community Council serves an area of 42,000 hectares in the south-east of Carmarthenshire and includes the villages of Llandybïe, Derwydd, Blaenau, Caerbryn, Penygroes, Capel Hendre, Saron, Cwmgwili, Penybanc, Bonllwyn, Heol-ddu and part of Llandyfân.

According to the 2011 census, 57% of the population of the Community can speak Welsh.

The five County Councillors representing the four Wards within the Community Area attend Council meetings regularly.

3. Service Planning and Delivery

3.1 New policies and initiatives

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 its Welsh-language scheme
- promote and facilitate the use of Welsh wherever possible and will implement the principle of equality at every opportunity
- consult with the Welsh Language Commissioner in advance regarding proposals that will affect the scheme, or the scheme of any other public body.
- This scheme will not be altered without the Welsh Language Commissioner'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 and the Welsh Language (Wales) Measure 2011
- ensure that the measures contained in the scheme are applied to new policies and initiatives when they are implemented

When the Council is consulted on:

- planning applications, the Council will encourage applicants to erect

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signs – in Welsh or bilingually in locations such as offices, businesses and shops and supermarkets by referring to the linguistic nature of the area.

- the naming of streets, developments and new estates, the Council will support the use of Welsh or bilingual 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.

3.2 Standards of quality

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

4. Dealing with Welsh-speakers

4.1. Written communication (mail and email)

The Council will welcome correspondence in either Welsh or English. Correspondence through the medium of Welsh will not in itself lead to any delay.

Every letter 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 individual, although the discussion may not have been held through the medium of Welsh, will be in Welsh.

All correspondence with a member of the public will be initiated in his / her preferred language, if known. If it is not known, initial correspondence from the Council will be bilingual.

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

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

The Clerk of the Council will be responsible for and / or arranging for the translation of correspondence.

The Council's official headed paper will include a statement in both languages making it clear that correspondence is welcomed in either Welsh or English.

4.2 Telephone calls

The Clerk will provide a bilingual greeting and will welcome telephone calls to the office in Welsh or English.

When the Clerk's post becomes vacant it will be advertised confirming that

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bilingual skills will be 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

Contributions are welcomed in either Welsh or English at public meetings held by the Council. This will be stated clearly in notices that inform or publicise these meetings.

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.

A translator will be provided for all public meetings. The Council will provide translation facilities for non Welsh-speakers, as required, for public meetings arranged by or on behalf of the Council.

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

At the start of the meeting, the Chair shall draw attendees' attention to interpretation services when available.

4.4 Council meetings

All notices and agendas for Council meetings will be bilingual. The Council's meetings will be bilingual and when a contribution is made in Welsh, the Chair or Clerk will translate into English if required. If the Chair is not Welsh-speaking, the Council can appoint another member to translate or ensure that translation facilities are available. The Council accepts that the most effective way of conducting a bilingual meeting is through the use of simultaneous translation equipment.

The minutes of all Council meetings will be prepared bilingually.

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

The Council will welcome meetings with the public in either Welsh or English, and will ensure that appropriate arrangements are made to enable any member of the public to discuss matters with the Clerk in his / her preferred language.

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4.6 Other dealings with the public

If the Council contacts the public via social networks, it will do so bilingually and will respond in Welsh to messages made in Welsh.

The Council's website is bilingual with equal prominence to the Welsh and English languages.

5. The Council's public face

5.1 Corporate identity

The Council's name is Cyngor Cymuned Llandybïe - Llandybïe Community Council.

The Council has already adopted a bilingual corporate identity. The name and address of the Council will appear bilingually on official headed paper, compliment slips, web site, and any other promotional material.

5.2. 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 together, with the Welsh version appearing first. The size, quality, legibility and prominence of text will be equal in Welsh and English.

5.3 Publishing and printed material

All publications aimed at the public, such as documents, explanatory material or forms will be bilingual, with both language versions forming one document.

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 monthly community papers.

All advertising and publicity activities will be bilingual.

Council advertisements and notices to be placed in the press, on notice boards or any other medium will be bilingual.

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Job advertisements will appear bilingually in English / bilingual publications and in Welsh only in Welsh language publications with a footnote in English where necessary.

5.4 Statutory and promotional functions

In the information that is sent to those intending to apply for financial assistance for 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 activities for which they require financial support.

The grants are distributed in accordance with this and compliance with the Council's Welsh Language Scheme.

When consulted on the naming of streets, new developments or estates, the Council will support the use of Welsh or bilingual 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.

5.5 Services by other parties

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.

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

The Clerk of the Council is bilingual. When that post becomes vacant the advert(s) for the post will note that bilingual skills are essential.

6.2. Administrative arrangements

This scheme has the full support of the Council and the Clerk will be responsible for implementing the scheme on a day-to-day basis within the Council.

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6.3 Translation service

The Clerk will be responsible for arranging for the written translation needs of the Council to be undertaken, and will also be responsible for the standard of all Welsh texts produced.

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

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

Responsibility for monitoring the scheme will rest with the Clerk of the Council.

The Council will receive a brief annual report on the implementation of the scheme that will be displayed on Council's notice-boards with a copy being sent to the Welsh Language Commissioner. The Council will also invite local Welsh-speaking residents to offer their views on the service and how it could be improved, by placing a notice on the Council's notice-boards and in public libraries that the report is available from the Clerk for inspection/reading.

The report will deal with every aspect of the scheme.

The Council will welcome suggestions from the public regarding improvements to any aspect of the scheme by means of a letter.

6.5 Publicity

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

6.6 Contacting the Council

Any comments, complaints or suggestions regarding the scheme should be addressed to the officers employed by the Community Council. The Clerk, Mr Stuart Griffith, can be contacted on 01269 853834 and info@llandybiecc.cymru