



CYNGOR CYMUNED RHOSDDU COMMUNITY COUNCIL

2024 WELSH LANGUAGE POLICY

To be reviewed every 3 years or when legislation or guidance changes

ADOPTED	AMENDED	REVIEWED
26 th June 2024 Minute		

1. OPENING STATEMENT

Rhosddu 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.

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. SERVICE PLANNING AND DELIVERY

2.1 New Policies and Initiatives

2.1.1 In devising new policies and initiatives the Council will:

- assess their linguistic effect 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.

2.2 Standards of Quality

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

3. DEALING WITH WELSH SPEAKING PUBLIC

3.1 Written Communication

3.1.1. The Council will welcome correspondence in Welsh or English.

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

3.1.3. Every correspondence received in Welsh will be answered in Welsh.

- 3.1.4. 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, will be in Welsh.

3.2 Telephone Calls

- 3.2.1 The Council will welcome telephone calls in Welsh or English.
- 3.2.2 If the Clerk is not bilingual, he/she will offer to arrange for a Welsh speaking Council member to return the call when 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.

3.3 Public Meetings organised by or on behalf of the Council

[namely meetings the Council arranges with the public, for example, road diversion, improve facilities or annual general meeting. Not the Council's regular meetings where members of the public can attend and listen, but not contribute without prior invitation – see 3.4.]

- 3.3.1. 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 arrangements.

3.4 Council Meetings

[namely the Council's regular meetings, which are open to the public, but where the public are not part of the meeting.]

- 3.4.1 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.

3.5 Face-to-Face Meetings with the Public

- 3.5.1 The Council will welcome meetings with the public in either Welsh or English and the Clerk 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 member can speak Welsh, the Clerk will politely explain the situation and offer the individual the opportunity to discuss the matter in English or send in their enquiry in written form in Welsh.