

Welsh Language Scheme prepared under the Welsh Language Act 1993

This Scheme received the approval of the Board under section 14 (1) of the Act on 13 January 2006.

## **OPENING STATEMENT**

Llanfair yn Neubwll 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 Llanfair yn Neubwll.

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

## **INTRODUCTION TO LLANFAIR YN NEUBWLL COMMUNITY COUNCIL**

Amongst the Council's main duties are:

- maintain public footpaths;
- consider planning matters;
- suggest improvements regarding highways;
- work with the police to safeguard the community;
- responsibility for street lights;
- provide financial assistance for various voluntary organisations and charities;
- look after public seating and notice boards;
- appoint 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.

The Council has 11 elected members, and the Clerk works part time from her home. There are 8 elected members and the Clerk who are bilingual. Two Chapels in the community offer services in Welsh.

## **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 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 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**

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

**Timetable: Current practice and continuing.**

## **4. DEALING WITH WELSH SPEAKING PUBLIC**

### **4.1 Written Communication**

The Council will welcome correspondence in either English or Welsh.

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 person, 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.

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 translating correspondence.

**Timetable: From the date of Scheme approval.**

#### **4.2. Telephone Calls**

The Clerk works from home and welcomes telephone calls in Welsh or English.

**Timetable: Current practice and continuing.**

#### **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 the notices that inform or publicise the meeting.

**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.

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

The Council will provide translation facilities for non Welsh-speakers, according to need, for public meetings arranged by or on behalf of the Council.

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.

**Timetable: Current practice and continuing.**

#### **4.4. Council Meetings**

The Council's meetings are conducted bilingual.

The notice and agenda for the Council's meetings will be bilingual.

The minutes will be bilingual.

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 the date of Scheme approval.**

#### **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 taken to enable any member of the public to discuss matters with the Clerk in Welsh should they wish to do so.

**Timetable: Current practice and continuing.**

#### **4.6. Other Dealings with the Public**

The Council does not at present have contact with the public via modern technology [computers, website, e-mail or touch screens], but should this be the case in the future then that contact will comply with measures set out under Written Communication and Corporate Identity.

**Timetable: From the date of Scheme approval.**

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

#### **5.1. Corporate Identity**

The Council's name is "Cyngor Cymuned Llanfair yn Neubwll 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, fax papers and compliment slips, [web site – if relevant], and any other promotional material.

**Timetable: Current practice and continuing.**

#### **5.2. Publishing and Printing Material**

All publications aimed at the public, such as documents, explanatory material or grant 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.

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 papurau bro (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.

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

**Timetable: From the date of Scheme approval.**

### **5.3. Statutory and promotional functions**

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.

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

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.

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.

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 the date of Scheme approval.**

### **5.4. 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 – submit evidence.

**Timetable: From the date of Scheme approval.**

## **6. IMPLEMENTING AND MONITORING THE SCHEME**

### **6.1. Staffing**

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

**Timetable: Current practice and continuing.**

### **6.2. Administrative Arrangements**

This scheme has the full support of the Council.

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

**Timetable: From the date of Scheme approval.**

### **6.3. The Translation Service**

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.

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.

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.

**Timetable: Current practice and continuing.**

### **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 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 obtaining a copy from the Clerk.

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 (via letter or telephone communication).

**Timetable: From the date of Scheme approval.**

### **6.5. Publicity**

The Council will publicise the Scheme regularly through local press.

**Timetable: From the date of Scheme approval.**

### **6.6. Contacting the Council**

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

Mrs Mai Owen, Clerk to the Council, Bodawen, Four Mile Bridge, Holyhead, Anglesey. LL65 2PJ. (Tel No: 01407 740739.) Llanfairnb@hotmail.co.uk