MANORBIER COMMUNITY COUNCIL

The Council's Welsh Language Scheme was prepared under the Welsh Language Act 1993.

By signing below, the Council has agreed to conform to this Scheme and to operate in accordance with all the clauses outlined in the body of the Scheme.

Council name: Manorbier Community Council

Signature:

OPENING STATEMENT

The 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 acknowledges that 10.2% of the population of the community speak Welsh according to the 2001 census.

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.

SERVICE PLANNING AND DELIVERY

New Policies and Initiatives

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.
- 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.

Standards of Quality

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

DEALING WITH WELSH SPEAKING PUBLIC

Written Communication

The Council will welcome correspondence in Welsh or English.

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

Every correspondence 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, 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 in the original language.

The Clerk of the Council will be responsible for translating correspondence and the Council will engage the services of a qualified Welsh translator.

The Council's official headed paper will include a statement in both languages making it clear that correspondence is welcome in either Welsh or English. Letters will be written in Welsh if requested by the public.

Telephone Calls

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.

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.]

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 on request.

All publicity for public meetings will be bilingual, and will invite those attending to notify the Clerk of their language choice in advance so that appropriate translation arrangements can be made.

The Council will provide translation facilities, 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.

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.

Council Meetings

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

The notice and agenda for the Council's meetings will be available bilingually on request.
A bilingual version of the minutes will be available to the public on request.

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. Minutes will be provided in Welsh within 7 days of receiving a request.

Face-to-Face Meetings with the Public

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.

Other Dealings with the Public

When the Council contacts the public Via information technology, namely computers, website, e-mail or touch screens, this information will be available in Welsh and English for the public.

THE COUNCIL'S PUBLIC FACE

Corporate Identity

The Council's corporate identity will be bilingual.
The name and address of the Council will appear bilingually on official headed paper, fax papers and compliment slips, and any other promotional material.

Signage

[This guideline is relevant to Council office signs, if an office exists, and any external public signs]

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 version appearing to the left. Where this is not practical, the Welsh version will appear first. The size, quality, legibility and prominence of text will be equal in Welsh and English.

Publishing and Printing Material

All 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 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.

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).

All Advertising and publicity activities will be in English or bilingual on request.
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.

Job advertisements will appear in the English language in English publications, apart from when bilingual skills are desirable then the advert will be bilingual. Advertisements will appear in Welsh only in Welsh language publications.

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 linguistic nature of the community and their audience in the activities 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.
When the Council is consulted on planning applications, the Council will encourage applicants to erect bilingual signs 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 standard or indigenous names when appropriate. The Councilwill ask the opinion of the Welsh Place Names Standardisation Panel in any cases of uncertainty.

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.

IMPLEMENTING AND MONITORING THE SCHEME

Staffing

When the position of Clerk to the Council becomes vacant it will be noted in the advert that bilingual skills are desirable for the post to ensure that the Council can implement the clauses contained in this Scheme.

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.

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. The Council will engage the services of a suitably qualified translator under the guidance of the Clerk.

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.

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 (the local press, local information boards, papurau bro etc) with a copy being sent to the Welsh Language Board. Also the Council will invite local residents to offer their

views on the service and how it could be improved, by placing a copy of the Report in a public place.

The Report will deal with every aspect of the Scheme.

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

Publicity

The Council will publicise the Scheme regularly through the local press and/or on its notice boards.

Contacting the Council

Any comments, complaints or suggestions regarding the Scheme should be addressed to the Clerk of the Council.

TIMETABLE

The Council will be expected to outline its timetable for implementing this Scheme in writing to the Welsh Language Board. The timetable will be considered as an integral part of the Welsh Language Scheme and implementation in accordance with the timetable will be compulsory.

Monitoring: This policy will be monitored and reviewed on a regular basis by full Council.

Adopted by the Manorbier Community Council : _____

Date: _____

Chair of Manorbier Community Council: _____