

## **KERRY COMMUNITY COUNCIL (Cyngor Cymuned Ceri) - WELSH LANGUAGE SCHEME**

Welsh Language Scheme prepared under the Welsh Language Act 1993 and the Welsh Language (Wales) measure 2011.

### 1. OPENING STATEMENT

Kerry Community Council has adopted the principle that in the conduct of public business in Wales it will treat the Welsh and English languages in line with both legislation and using the principles set out by the Welsh Language Commissioner, namely.

- The Welsh language should not be treated less favourably than the English language in Wales
- People should be able to live their lives in Wales through the medium of Welsh if they so wish

This scheme sets out how the Council will implement that principle in the provision of services to the public in the Kerry Ward

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 facilitate the use of the Welsh language in the community.
- To facilitate others to use the Welsh language in the community.

### 2. ABOUT THE COUNCIL

The Council has 13 elected members, when at full complement, and the Clerk work part time from home. The current Clerk is not a Welsh-speaker and most of the Council members are either non-Welsh speakers or Welsh learners. The areas linguistic profile includes a very small percentage of Welsh speakers – less than 10% in the Kerry Ward - <https://www.gov.wales/welsh-language-wales-census-2021-html#section-111199>

The Council falls within the Welsh Language Scheme level A (Blue) less than 30% Welsh Language Speakers.

### 3. SERVICE PLANNING AND DELIVERY

#### 3.1. NEW POLICIES AND INITIATIVES

3.1.1. In devising new policies and initiative, the Council will

- Access the linguistic effect of any new policies and initiatives and ensure that they are consistent with this Welsh Language Scheme.
- Facilitate the use of Welsh wherever possible and will move closer to implementing the principle of equality fully at every opportunity.
- 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 this Scheme are applied to the new policies and initiatives when they are implemented.

Timetable: from the date of Scheme approval

#### 3.2. STANDARDS OF QUALITY

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

Timetable: from the date of Scheme approval

#### 4. DEALING WITH the 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, although the discussion may not have been held through the medium of Welsh, will be in Welsh.

4.1.5. 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 in English.

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

Timetable: from the date of Scheme approval

##### 4.2. TELEPHONE CALLS

4.2.1. As the Clerk is not bilingual, the Council cannot offer a bilingual greeting, nor deal with calls in Welsh from the outset. However, when a member of the public wishes to speak Welsh the Clerk will offer to arrange for a Welsh speaking council member or an interpreter to return the call within 3 days or offer the individual the opportunity to continue with the call in English or send their enquiry in written form in Welsh or English.

Timetable: from the date of Scheme approval

##### 4.3. PUBLIC MEETINGS organised by or on behalf of the Council

4.3.1. Any public meeting that is held to discuss the Welsh Language, Welsh medium education, information regarding local elections/by elections will be bilingual if a request is made prior to the event. In order to make any such arrangements, 10 days' notice will be required prior to the event.

4.3.2. All publicity for public meetings will be bilingual if requested and will invite those attending to notify the Clerk of their language of choice at least 10 days in advance so that appropriate translation arrangements are made.

4.3.3. 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. Where insufficient notice has been given, this may include informal translation via a councillor or other community member.

4.3.4. Any written materials such as leaflets or slides 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 if requested.

Timetable: from the date of Scheme approval

##### 4.4. COUNCIL MEETINGS

4.4.1. The Council's meetings are conducted in English.

4.4.2. The notice and agenda for the Council's meetings will be in English. Those members requiring the notice and agenda through the medium of Welsh, should inform the clerk within 10 working days of the meeting so that suitable arrangements can be made the minutes will be in English (minutes will be translated into Welsh when requested) within seven working days.

4.4.3. 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, Welsh or English.

Timetable: from the date of Scheme approval

##### 4.5. FACE TO FACE Meetings with the Public

4.5.1. Although the Clerk is not bilingual the Council welcomes meetings with the public in either Welsh or English, 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 Member of the Council or a Councillor with an interpreter.

#### 4.6. OTHER Dealings with the Public

The Council's Website and Facebook page is published in English however if a member of the public expresses a requirement for items to be published in Welsh the Council will arrange for bi-lingual pages/ posts in line with written communication 4.1 (above).

### 5. THE COUNCIL'S PUBLIC FACE

#### Corporate Identity

5.1.1. The Council's name is "KERRY COMMUNITY COUNCIL".  
"Cyngor Cymuned Ceri".

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 promotional material.

Timetable: current practice and continuing

#### 5.2. Signage

5.2.1. All new information signs or those replacing previous signs on Council property for which the Council is responsible will be bilingual. 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. Where signs are not currently bilingual, they will be made bilingual when replaced during the normal course of maintenance.

Timetable: current practice and continuing

#### 5.3. Publishing and Printing Material

5.3.1. Publications aimed at the public, such as documents and explanatory material dealing with the Welsh language, Welsh medium education, information about local elections/by-elections and grant forms will always be available in both Welsh and English Versions will be printed side-by-side where possible to facilitate easy cross-reference, distribution and offer language choice.

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

5.3.3. Press releases dealing with the Welsh language, Welsh medium education, information about local election/by-elections will always be bilingual.

5.3.4. Advertising and publicity activities dealing with the Welsh language, Welsh medium education, information about election/by-elections will always be bilingual

5.3.5. Council advertisements and notices dealing with the Welsh language, Welsh medium education information about local elections/by-elections – to be placed in the press, on notice boards or any other medium will always be bilingual

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

Timetable: from the date of Scheme approval

#### 5.4. Statutory and promotional functions

5.4.1. In the information that is sent to those intending to apply for S137 Grants 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 activity(ies) for which they require financial support, as appropriate. When

considering applications, the Council will ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application, as appropriate.

5.4.2. In submitting proposals, the linguistic element will be a matter for the applicant to consider and not for the Council to require as a condition of the grant.

5.4.3. When the Council is consulted on planning applications, the Council will encourage applicants to erect signs in locations such as offices, businesses and shops and supermarkets that reflect the linguistic nature of the area.

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

Timetable: from the date of Scheme approval

## 5.5. Services by Other Parties

5.5.1. 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 this 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.

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

Timetable: from the date of Scheme approval

## 6. Implementing and Monitoring the Scheme

### 6.1. STAFFING

6.1.1. The Clerk to the Council is not bilingual. When that post becomes vacant the advert(s) for the post will note that having bilingual skills will be desirable but not essential.

Timetable: current practice and continuing.

### 6.2. Administrative Arrangements

6.2.1. This scheme has 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.

Timetable: from the date of Scheme approval

### 6.3. The Translation Service

6.3.1. The Clerk will be responsible for the written translation needs of the Council and will also be responsible for ensuring that all Welsh text produced is produced by a competent person.

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

6.3.3. The Clerk will be responsible for commissioning translation facilities for all the Council's needs.

6.3.4. On request, 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 to the Council.

Timetable: from the date of the Scheme approval

### 6.5. Publicity

6.5.1. The Council will publicise the Scheme regularly on its website

Timetable: from the date of scheme approval

### 6.6. Contacting the Council

6.6.1. Any comments, complaints or suggestions regarding the Scheme should be addressed to: [clerk@kerrycommunitycouncil.gov.uk](mailto:clerk@kerrycommunitycouncil.gov.uk)