



# CAERWYS TOWN COUNCIL

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## WELSH LANGUAGE POLICY

**CAERWYS TOWN COUNCIL** - has adopted the principle that in the conduct of its Council matters in Wales it will treat the Welsh and English languages on the basis of equality so far as is both appropriate in the circumstances and reasonably practical. The Council has a responsibility to promote the Welsh language, under the Welsh Language Act (1993) & Welsh Language Measure (2011). In doing so, it plays a positive role in encouraging good practice.

### Objectives:

1. To progress, within available staffing and financial resources, to a situation which will allow greater access to the services, facilities and democratic processes of the Council in the medium of the Welsh language.
2. To monitor the policy to ensure that objectives are achieved and standards maintained.
3. **New policies and initiatives:** When the Council plans new policies or initiatives, it will consider the linguistic consequences to ensure that they meet the objectives of this policy. New policies and initiatives will facilitate the use of the Welsh Language wherever possible and reasonably practicable within the meaning of the Act (Welsh Language Act (1993) & Welsh Language Measure (2011)).
4. **Staffing:** At present the Council has no Welsh speaking Clerk. This, to-date, has not presented any difficulties. The Council will, however, encourage staff to learn Welsh and give due regard to the need to speak Welsh when recruiting. Staff will not, however, be pressurised to move post or engage in training against their will simply because of the priorities outlined in this policy.
5. **Meetings and translation:** Council and committee meetings are generally open to the public as observers. However current financial constraints curb the provision of translation facilities for the Welsh Language. In fact, no demand for such facilities has been experienced in recent times. This will be kept under review.
6. **Public and Other Meetings:** Given the current lack of staff who are fluent in the Welsh language and the severity of financial constraints, the offering of translation facilities at public and other meetings is, with regret, not seen as a viable proposition within the foreseeable future.
7. **The Council's Public Image:** The Council's name and address and other standard information used on its letter headings and notices will be bilingual.
8. **Written Communications Correspondence (Paper and Electronic):** At the moment, Caerwys Town Council writes to people in English. It acknowledges the public's freedom to correspond in Welsh and will respond to correspondence in their preferred language. We will give positive

consideration to bilingualism when sending and receiving correspondence, based on the nature and purpose of the correspondence.

**9. Telephone Communications** – There is currently no Welsh speaking officer employed by the Council who would be able to deal with Welsh language telephone enquiries. For the present, callers will be invited to either write to the Council using their chosen language, and/or continue in English. Should the caller wish to continue the call in Welsh, the Clerk will arrange an interpreter.

When the Clerk's post becomes vacant it will be advertised confirming that bilingual skills will be desirable, so that the Council can offer a bilingual service to the public.

**10. Website and Digital Services:** The Council website is maintained in English. Wherever possible certain sections will be bilingual and within the constraints of cost and expertise that is available.

**11. Publishing and Printing Materials for the Public:** Caerwys Town Council's Agenda and Minutes are currently provided in the English language. The cost of providing a Welsh Language version of agendas/minutes is considered to be prohibitive and beyond what can reasonably be imposed on the Council taxpayers. However, a bilingual agenda, upon request, will be provided where practicable.

**12. Advertising and Publicity:** Statutory notices will be published in both languages in accordance with the Act.

**13. Monitoring:** This policy will be monitored and reviewed on an annual basis by full Council.

**This Policy was adopted by Caerwys Town Council, on 19<sup>th</sup> October, 2021 - under Minute number: 7(D). 208/21 and will be reviewed in October each year; as per Council Minute book.**