

CYNGOR CYMUNED LLANWINIO  
LLANWINIO COMMUNITY COUNCIL

CYNLLUN IAITH - WELSH LANGUAGE SCHEME

26/02/2002

A. STATEMENT OF POLICY

Llanwinio 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.

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 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 their 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 all other public bodies which have dealings with the Council to use the Welsh language in the life and work of the community;
- to support and encourage the use of the Welsh by organisations and businesses which provide services for the public in the area served by the Council.

B. INTRODUCTION TO LLANWINIO COMMUNITY COUNCIL

According to the 1991 Census figures 65% of the community's residents speak Welsh. The parish of Llanwinio is a scattered rural community which lies about 7 miles north of St. Clears and 8 miles north east of Whitland in the County of Carmarthenshire. The parish is approximately 13 miles from the county town of Carmarthen.

The parish consists of the villages of Cwmbach, Blaenwaun, and Cwmfelin Mynach together with Llanwinio and part of Gelliwen

At present there are 378 adults on the electoral roll. A primary school is situated in Cwmbach. It is a Category A school in which Welsh is the main medium of communication. The school caters for children from the age 4 to 11 years.

Within the community there is a branch of Merched y Wawr which conducts its meetings through the medium of Welsh. There is also a branch of the Women's Institute. There are four Welsh language chapels and bi-lingual services are held at the Llanwinio Parish

Church in Llanwinio.

The Community Council is the first contact between the local community and the Unitary Authority, in this case, Carmarthenshire County Council. The Community Council also has links with the Police Authority and other organisations.

The Community Council has an input in local planning decisions, public lighting, wayside seats and bus shelters etc.

There are seven council members including the Chairperson.

## **C. WELSH LANGUAGE SCHEME**

### **1. SERVICE PLANNING AND DELIVERY**

#### **1.1 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 closed to implementing the principle of equality fully at every opportunity.
- consult with the Welsh Language Board in advance regarding proposals which will affect the scheme. The scheme will not be altered without the Board's agreement.
- ensure that those involved in policy formation will be aware of the scheme, and the of the Council's responsibilities under the Welsh Language Act 1993.

#### **1.2 Delivery of Services**

The council will aim to ensure that all aspects of its service to the public in Wales will be available through the medium of Welsh by:-

- adopting procedures, that will enable the provision of services in the language chosen by the service users.
- maintaining a translation service or employing translators wherever necessary.

The measures set out in the scheme will apply to all the services delivered by the council to the public.

#### **1.3 Standards of Quality**

- i. Standards provided in English or Welsh will be of an equally high standard.
- ii. The council will refer to the equally of the standard of service delivery in both languages in its key documents.
- iii. The standards applied to the Welsh Language services and their implementation will be monitored.

## **2. DEALING WITH THE WELSH SPEAKING PUBLIC**

### **2.1 Written Communication**

- i. The Council will welcome correspondence in either English or Welsh
- ii. Correspondence through the medium of Welsh will not of itself lead to any delay.
- iii. Every letter received in Welsh will be answered in Welsh.
- iv. All correspondence following a telephone call or face-to-face conversations in Welsh will be in Welsh unless the member of the public has indicated otherwise.
- v. Correspondence ensuring from a meeting where it had been established that the person's preferred language is Welsh, although the meeting may not have been in held through the medium of welsh, shall be in Welsh.
- vi. 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 bilingual.
- vii. All circular or standard letters to the public will be bilingual.
- viii. The Clerk will be responsible for organising the translation of correspondence.

### **2.2 Telephone Calls**

The Council will welcome telephone calls in English or Welsh.  
The Clerk to the Council is a part-time appointment, and the workload is administered at the Clerk's home.

### **2.3 Public Meetings**

- i. Contributions will be welcome in English and Welsh at public meetings. This will be made clear in the literature convening or publicising the meeting.
- ii. All publicity for public meetings will be bilingual.
- iii. Translation facilities will be provided for the non-Welsh speakers at all public meetings organised by or on behalf of the Council.
- iv. All written information used at a meeting, such as leaflets or OHP transparencies will be bilingual.

## **2.4 Other Meetings with the public**

The Council will welcome meetings with the public in either Welsh or English and shall ensure that arrangements are made for any member of the public who wishes to discuss a matter in Welsh to be able to do so.

### **Council Meetings**

- ⇒ Council meetings are bilingual.
- ⇒ Notices / agenda of meetings will be bilingual.
- ⇒ Council minutes will be bilingual
- ⇒ If the council receives a request from the public to provide information arising from the minutes, the Council will provide this in the language of the original request.

## **2.5 Other Dealings with the public**

The council does not at present have contact with the public through the computerised media, but should this be the case in the future then contact will comply with measures set out under Written Communication.

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

### **3.1 Corporate Identity**

- i. The council's name is Cyngor Cymuned Llanwinio / Llanwinio Community Council.
- ii. The council will adopt a fully bilingual policy.

### **3.2 Signs**

- i. 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 it is not practical for the two languages to appear side by side, the Welsh version will appear first. The size, quality, legibility and prominence of the text will be equal in Welsh and English.
- ii. When the Council is consulted about highway and public information signs it will support the principle that the signs should be fully bilingual.
- iii. When the Council is consulted about names for new developments it will support the principle of adopting Welsh names.

### **3.3 Publishing and Printing Material.**

- i. All publications aimed at the public in Wales, 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 cross-reference.
- ii. If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be easily accessible.
- iii. Welsh is the main language used in meetings at the present time. All Agendas and Minutes of the meetings will be produced bilingually.
- iv. All press releases will be bilingual and will include a contact name for Welsh language interviews.
- v. All publicity material in the press on information boards or in any other medium will appear bilingually.
- vi. Advertising and publicity activities will be conducted bilingually in a way, which treats both languages on a basis of equality.

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

### **4.1 Staffing**

A fluent knowledge of Welsh is considered essential for the post of Clerk to the council but if no sufficiently qualified Welsh speaker applies for the post, the vacancy will be re-advertised containing a statement that any appointee will be required to learn Welsh to the required level within an agreed period specified by the Council.

### **4.2 Administrative Arrangements**

This scheme has the full support of Llanwinio Community Council.

- i. The responsibility for implementing the Scheme within the Council will rest with the Clerk, who will ensure that guidelines and instructions are available to all staff involved in the implementation of the scheme.
- ii. If or when the Council purchases new computer software it will ensure that the software will enable it to comply with commitments in this Scheme.

### **4.3 Statutory Functions**

i. When the Council receives applications for financial contributions towards local activities it will invite applicants to describe how they intend to reflect the bilingual nature of the community in the activities for which they require financial support.

ii. Grants are distributed in accordance with this, and compliance with the Council's Welsh Language Scheme monitored by requesting compliance reports.

#### **4.4 Monitoring**

i. Responsibility for monitoring the Scheme will rest with the Clerk.

ii. The Council will prepare a brief annual report on implementing the Scheme that will be sent to the Welsh Language Board and appear in the local monthly community newspaper. The report will invite the residents of the community of Llanwinio to offer their views on the service and how it could be improved.

iii. The following will be involved in the monitoring process:-

⇒ Dealing with the Welsh speaking public

- time taken to respond to correspondence in Welsh
- the implementation of the measures on telephone communication
- the use of translation

⇒ The Council's public face

- bilingual signs, forms, notices and publications
- the Council's corporate image.

⇒ Forward planning

- ensuring that new policies will be in keeping with delivery of bilingual services on a basis of equality.

Staffing

Agents and Contractors

Timetable

The Council will welcome suggestions for improvements to any aspect of the scheme.

#### **4.5 Publicity**

The Council will announce the implementation of the Scheme in the local press and on its notice boards.

#### **4.6 Timetable**

The Council will begin implementation of the Scheme from the date of its approval the Welsh Language Board with a view to its being largely operational within twelve months thereafter.

#### **4.7 Services delivered on behalf of the Council by other parties.**

If or when the Council uses third parties to provide public services through contract / arrangement or agreement on its behalf, they will need to comply with relevant aspects of this scheme.

#### **4.8 Contact with the Council**

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

Mrs Evans - Clerk  
Llanwinio Community Council  
Fronfelin  
Cwmbach  
Whitland  
Carmarthenshire  
SA34 0DR.