

# Swansea Bay City Deal

## Welsh Language Guidance

September 2021



## 1. Introduction

- 1.1 All local authorities in Wales have a statutory duty to comply with the Welsh Language (Wales) Measure 2011 and with the Welsh Language Standards imposed by the Measure through the Welsh Language Standards (No 1) Regulations. This duty extends to Joint Committees of local authorities in relation to service delivery, policy delivery, operational delivery and record keeping.
- 1.2 The Swansea Bay City Deal (SBCD) Joint Agreement also provides at clause 31 that *“the Joint Committee and Joint Scrutiny Committee shall undertake their functions in such a way as to comply with each of the Councils compliance notices issued under the Welsh Language Standards (No 1) Regulations 2015.”*
- 1.3 This guidance summarises the SBCD Portfolio’s approach to incorporating the Welsh Language Standards and outlines how communication and work prepared for public consumption with external audiences, includes the appropriate use of the Welsh language and mainly relates to the Service Delivery Standards of the Welsh Language Standards. Public bodies subject to the Welsh Language Measure must comply with the Standards wherever they exercise those functions.
- 1.4 The SBCD lead and delivery partners must, at a minimum, incorporate these guidelines into SBCD related activity in addition to considering their own Standards.
- 1.5 The SBCD Portfolio commits to treating the Welsh language no less favourably than the English language.
- 1.6 In summary, the Welsh language will not be treated less favourably in terms of:
  - presentation e.g., use of font, size, colour and format
  - position and prominence
  - when and how the material is published, made available or exhibited
  - Promotion and availability

## 2. Standards relating to SBCD’s website and on-line services

- 2.1 All media releases and information, either printed or online, must be bilingual, with the Welsh language positioned so that it may be read first, as per Welsh Language Standards.
- 2.2 The text of each page of your website is available in Welsh.
- 2.3 Every Welsh language page of SBCD website is fully functional, and the Welsh language is not treated less favourably than the English language on your website.
- 2.4 If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in

Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.

- 2.5 New and amended web pages must be published in Welsh and English at the same time.
- 2.6 The interface and menus of every page of the website will be provided in Welsh and English.

### 3. Standards relating to SBCD's use of social media

- 3.1 The Welsh language should appear first on bilingual feeds where appropriate. We encourage the use of bilingual feeds to promote the language and increase its visibility. All information should be available in both languages and the feed should allow contributions in both English and Welsh.
- 3.2 Contact and responses to social media posts must be in the same language.
- 3.3 All social media applications must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language.

### 4. Telephone calls and emails

- 4.1 When answering an external call, you must ensure that the initial greeting is in Welsh and must establish the caller's language preference.
- 4.2 In situations where the caller would like to converse in Welsh, the SBCD employee will state that a Welsh language service is available and converse in Welsh if possible or make alternative arrangements.

### 5. Standards relating to public meetings arranged by SBCD

- 5.1 People attending meetings that are open to the public are welcome to use the Welsh language at the meeting and any associated advertising material and invitations must clearly offer this. In respect of public meetings you must:
  - (a) ask each person invited to speak whether he or she wishes to use the Welsh language and
  - (b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service)
- 5.2 Invitations for public meetings with public participation must be sent out in Welsh.

- 5.3 When inviting people to a public meeting you must ask each person whether they wish to use the Welsh language at the meeting.

## 6. Standards relating to sharing SBCD material in public

6.1 The SBCD Governance Committees such as Joint Committee, Joint Scrutiny Committee, Economic Strategy Board and Programme (Portfolio) Board adhere to their own local authority compliance notices issued under the Welsh Language Standards (No 1) Regulations 2011. If you display any written material at a meeting that you arrange which is live streamed to the public, you must ensure that:

- Any written material that is displayed at a meeting must be provided in Welsh and English.
- Welsh language text must not be treated any less favourably than the English language text.
- Welsh language text must be displayed first.
- The size, colour and format of the written text must be the same for both Welsh and English language text.
- Agendas and minutes that are available to the public must be produced in both Welsh and English language.
- Written documents which accompany agenda items are not required to be translated from English to Welsh. These include:
  - item reports
  - appendices
  - supplementary papers or documents to be discussed or to be noted
  - meeting notices, or
  - information papers relating to declarations of interest



Figure 1.0 Meeting presentation

6.2 When a third party makes presentations available for public meetings, then responsibility for preparing and delivering the items to the appropriate Welsh language compliance lies with those individuals or organisations. This will be explained to the individuals / organisations when making the necessary arrangements. Noting it is the public body who will oversee items and will be subject of a WLC complaint.

- 6.3 Reference to any activity being carried out by a body, or to any service being provided by a body, are to be read as including a reference to that activity being carried out on the body's behalf or to that service being provided on the body's behalf by a third party under arrangements made between the third party and the body. Accordingly, unless a compliance notice provides to the contrary, a body will have failed to comply with a standard in respect of an activity or service it has arranged to be carried out or provided by a third party if that activity or service has not been carried out or provided in accordance with the standard.
- 6.4 Invitations to a public meeting must be sent in the Welsh and English language.

## 7. Standards relating to public events organised or funded by SBCD

- 7.1 If you organise or significantly contribute (50%) to a public event you must ensure that when promoting the event, the Welsh language is treated no less favourably than the English language.
- 7.2 Any brochure, leaflet, pamphlet or card that you produce in order to provide information to the public must be produced in Welsh.
- 7.3 Any material that you produce and display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.

## 8. Standards relating to SBCD and publishing documents, forms & Contracts

- 8.1 Opportunities for individuals to provide feedback via questionnaire feedback form etc must be available in the Welsh language.
- 8.2 Any public facing documents must be available in both Welsh and English if:
- the subject matter requires the document to be produced in Welsh, or
  - the audience expects the document to be produced in Welsh.
- 8.3 If you produce a document or a form in Welsh and in English, you must:
- not treat any Welsh language version less favourably than you treat the English language version (whether separate versions or not);
  - not differentiate between the Welsh and English version in relation to any requirements that are relevant to the document or form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the document or form); and
  - ensure that the English language version clearly states that the document or form is also available in Welsh.

- 8.4 Any invitations to tender for a contract that is published must be published in English and Welsh. You must comply with Welsh language standard 76 in the following circumstances: (a) If the subject matter of the tender for a contract suggests that it should be produced in Welsh, or (b) If the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.

## 9. The Welsh Translation Unit

- 9.1 The SBCD Portfolio uses The Welsh Language Translation Unit at Carmarthenshire County Council to ensure consistency with translating documentation from the English language to Welsh language.
- 9.2 The aim is that all correspondence with the public be available in Welsh (Web pages, letters, emails, telephone, social media, consultation face to face).
- 9.3 Requestors need to be aware of timelines of submissions and size of documents to ensure adequate time is allowed for translation. Contact should be made with the Translation Unit from the onset, to discuss requirements and timescales.

## 10. Summary

This document covers the general requirements likely to be required in the delivery of the SBCD Portfolio. As a summary any public info must be published bi-lingually as above, and all other requirements are to be adhered to. If this guidance does not cover your specific requirements further info can be obtained from:

- A [Welsh Language Standards \(compliance notice City and County of Swansea Council\).pdf](#)
- B [compliance-notice44-carmarthenshire-county-council.pdf \(gov.wales\)](#)
- C [20170925 Hysbysiad Cydymffurfio44 Cyngor Bwrdeistref Sirol Castell nedd Port Talbot \\_en \(npt.gov.uk\)](#)
- D [20161214 Hysbysiad Cydymffurfio44 Cyngor Sir Penfro \(en\) \(2\).pdf](#)

The SBCD PoMO, who will seek clarity on your behalf [citydeal@carmarthenshire.gov.uk](mailto:citydeal@carmarthenshire.gov.uk)

Your respective equality/legal/democratic support service depts

The SBCD POMO will retain a catalogue of Welsh translations and reuse where appropriate to save time and money in future translations.