

CREU CYMRU

Welsh Language Policy

Introduction.

Nothing makes Wales more distinctive than the Welsh Language. The language provides a means to understand and enjoy an extraordinary rich culture. The Arts thrive on this and are a key component in continuing the Welsh Language's vital role at the heart of Welsh life.

The Welsh Language Act 1993 establishes the principle that Welsh and English languages should be treated on a basis of equality in the conduct of public business and the administration of justice in Wales. To achieve this, Creu Cymru have publish a Welsh Language policy that explains how they intend to meet this commitment.

The Welsh Government has set a target of 1 million Welsh Speakers by 2050 and it is incumbent upon all public funded bodies, including Creu Cymru to contribute to the achievement of this goal.

Key areas for Creu Cymru.

1. The general working language between Creu Cymru and its membership is at present English and this will be the language of all papers exclusively sent to the whole membership and papers for the Board. Any internal sub-committees or working (*project*) groups that meet with a specific remit, particularly if they involve participants from outside Creu Cymru, will decide whether to undertake their business and present their papers bi-lingually. (*it is appropriate (for their papers to be presented bi-lingually)*).
2. In contacting individual members or outside organisations and agencies Creu Cymru will (*as far as possible*), respect their predominant language of communication and use Welsh, English or bi-lingually as appropriate.
3. Any papers for meetings, conferences or events, questionnaires or other communications involving a wider constituency than the membership will be bi-lingual.
4. The Creu Cymru website will be predominantly bi-lingual although information from companies will be held in the language supplied.
5. Office practice: The answer phone message will be bi-lingual and all correspondence will be dealt with in the language in which it is received. The use of Welsh will be encouraged wherever possible.

6. Creu Cymru will provide, on request, a Welsh version of any of its public communications that are not initially bi-lingual.
7. A staff and board skills audit of the Welsh language will be documented
8. Future Job adverts will be available in both languages
9. We actively encourage our staff to learn basic Welsh

Where possible Creu Cymru will support the Welsh Language standards and work to promote the Welsh Language through its activities: productions, performances and participation opportunities.

Compliance

On 31 March 2016, Draft Compliance Notice were sets out the proposed requirements under each of the Standards organisation. Preparations for compliance with these Standards will form the basis of much of our Welsh Language Plan for the forthcoming years.

Overall the Standards will:

- Provide greater clarity to organisations regarding their duties with regard to the Welsh Language
- Provide greater clarity to Welsh speakers about the services they can expect to receive in Welsh
- Ensure consistency of Welsh Language services across organisations and improve their quality
- Require organisations to use the Welsh Language in a reasonable and proportional manner

Promotion

Creu Cymru aim to support the Welsh Language Promotional Plan, by supporting :

- grow the number of people able to speak Welsh

- increase the use of the Welsh Language in all aspects of community and public life, and
- raise awareness of the importance of the Welsh Language as an essential part of the cultural identity and character of Wales

Monitoring and progress.

We are committed to monitoring and reporting on our progress against this plan, and will report ay updates to the Board as and when required.

We will report on the realisation of our artistic achievements in terms of Welsh Language programming to our Arts Council Officer and update our artistic plan on an annual basis in line with the terms contained in our conditions of grant letter.

Responsibility to ensure our compliance with the Standards.

Delivery Area	Subject Area	Brief Outline & Guidance	Action to Date	Actions Outstanding	Responsible Team & Timescale
Marketing and Communications	<p>Publications, Documents and forms including:</p> <ul style="list-style-type: none"> • Advertising Material • Public Facing Material • Brochures, leaflets, pamphlets and cards • Rules that apply to the public • Press Statements 	<p>You must ensure that these documents are available in Welsh and that you have not treated the Welsh Language less favourably than the English Language.</p> <p>If you produce any forms or documents which have separate versions (Welsh and English) then you must state on the English version that a Welsh version is available.</p>	All printed advertising material produced bilingually, Welsh first	Continue to produce all printed advertising material in line with the Welsh Language standards	
Marketing and Communications	Website and app	Welsh should not be treated less favourably and where appropriate should be fully functional	website is partly compliant with the standard	Continue to ensure that all aspects of the website meet the standard, especially when new content is developed	

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Marketing and Communications	Social Media	When posting via social media (Twitter and Facebook) the Welsh Language must not be treated less favourably than the English language, meaning posts are to be issued/published at the same time. If someone contacts your social media account with a question in Welsh, you must respond in Welsh.	Where possible posts made are translated prior to posting. Post to Twitter are made in Welsh and English with the Welsh posted first where appropriate Welsh Language responses are dealt with in a timely fashion	Continue to monitor	
Staffing	Workforce Welsh Language Skills	The Board must assess the Welsh Language skills of their employees (and ensure a record is kept of both number of employees and skill levels).	Contribute to wider HR surveys as required	New staff will have Basic Welsh language knowledge	Directors

Delivery Area	Subject Area	Brief Outline & Guidance	Action to Date	Actions Outstanding	Responsible Team & Timescale
Staffing	Learning Welsh	Staff must be allowed time during working hours to learn basic Welsh	Staff have been released to undertake training when requested	Respond to requests as and when they arise	
Staffing	Out of office and email signature	Employees have a responsibility for ensuring their job title and contact details on their email signature are bilingual (Welsh first)	On-going monitoring and feedback is in place	New staff are informed of their responsibilities upon starting	

Staffing	New or vacant posts	<ul style="list-style-type: none"> • All new or vacant posts must be assessed as having: Welsh desirable, must learn on appointment or not required. • All publications, documentation and information relating to job application process must be available in Welsh if there is a Welsh Language element to the job. • Must state on all advertisements that Welsh Language applications are welcome and will not be treated less favourably. This must be adhered to in the appointment process • If someone applies in Welsh, the 	<p>In line with WG policies, all new posts are assessed</p> <p>guidance in respect of all aspects of recruitment</p> <p>guidance in respect of all aspects of recruitment</p> <p>guidance in respect of all aspects of recruitment</p>	Continue to follow policies in respect of recruitment	All
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Delivery Area	Subject Area	Brief Outline & Guidance	Action to Date	Actions Outstanding	Responsible Team & Timescale
		decision SHOULD be returned in Welsh			
Record Keeping	Welsh Language Development	Services must keep a record of: <ul style="list-style-type: none"> • What you have done to comply with record keeping standards • Number of employees with Welsh Language skills and their skill level • Assessment of Welsh Language skills for each new or vacant posts as well as the numbers in each category • Service users' and employees' language choice (Welsh, bilingual or English) 	Action recorded	Continue to comply with HR procedures Continue to comply with HR procedures Continue to comply with HR procedures Ensure that all publicity material is produced bilingually	

