



Llangybi Fawr Community Council Welsh Language Scheme

1. OPENING STATEMENT

The Council has adopted the principle that in the conduct of public business in Wales it will, as far as possible, treat Welsh and English on a basis of equality. This scheme sets out how the Council will implement that principle in the provision of services to the public. However, the scheme needs to be seen in the context of a community council that has no Welsh speakers, and a council area where little or no Welsh is spoken. Consequently, all our business is currently conducted in English.

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 encourage the use of the Welsh language in the community
- to encourage others to use the Welsh language in the community.

2. SERVICE PLANNING AND DELIVERY

2.1 New Policies and Initiatives

2.1.1 In devising new policies and initiatives the Council will:

- assess their linguistic effect and ensure that they are consistent with the Welsh Language Scheme.
- promote and 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 the Scheme are applied to new policies and initiatives when they are implemented.

2.2 Standards of Quality

2.2.1. Services provided in English or Welsh will be of an equally high standard and, as far as possible, equally prompt.

3. DEALING WITH WELSH SPEAKING PUBLIC

3.1 Written Communication

- 3.1.1. The Council will welcome correspondence in Welsh or English.
- 3.1.2. Correspondence through the medium of Welsh will not, as far as possible, lead to any delay, beyond that necessary to get the correspondence, and the Council's response, translated.
- 3.1.3. Every correspondence received in Welsh will be answered in Welsh.
- 3.1.4 All correspondence with a member of the public will be initiated in his/her preferred language if known.
- 3.1.5 The Council will make arrangements to translate correspondence, and the Council's response, as needed in order to respond to correspondence promptly in the original language.
- 3.1.6 The Clerk of the Council will be responsible for arranging translation of correspondence received in Welsh.
- 3.1.7 The Council's official headed paper will include a statement making it clear that correspondence is welcome in either Welsh or English.

3.2 Telephone Calls

- 3.2.1 The Council cannot currently deal with telephone calls in Welsh.
- 3.2.2 Our current Clerk is not bilingual, so she will explain to any individual calling in Welsh that they are welcome to continue with the call in English or send in their enquiry in written form in Welsh.

3.4 Council Meetings

[namely the Council's regular meetings, which are open to the public, but where the public are not part of the meeting.]

- 3.4.1 The notice and agenda for the Council's meetings will be available bilingually on request.
- 3.4.2 A bilingual version of the minutes will be available to the public on request.
- 3.4.3 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.

3.5 Face-to-Face Meetings with the Public

- 3.5.1 The Council will welcome meetings with the public, but if any member of the public wishes to discuss matters in Welsh, given that none of the current elected members or clerk can speak Welsh, the situation will be explained to the individual, who will be given the opportunity to discuss the matter in English or send in their enquiry in written form in Welsh.

4. THE COUNCIL'S PUBLIC FACE

4.1 Corporate Identity

4.1.1 The Council's corporate identity will be bilingual.

5. IMPLEMENTING AND MONITORING THE SCHEME

5.1 Staffing

5.1.1 When the position of Clerk to the Council becomes vacant it will be noted in the advert that bilingual skills are desirable though not essential for the post. In the event that a suitable bilingual candidate is identified, the Council will be able to improve the service offered to Welsh speakers.

5.2 Administrative Arrangements

5.2.1 This scheme has the full support of the Council.

5.2.2 The Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council.

5.3 The Translation Service

5.3.1 As our current Clerk is not bilingual, should there be a need for the Council to provide any written translation, the Council will employ an external translator.

5.3.2 The Clerk will be responsible for arranging simultaneous translation facilities for all the Council's needs.

5.3.3 When needed, 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.

5.4 Monitoring

5.4.1 Responsibility for monitoring the Scheme will rest with the Clerk of the Council.

5.4.4. The Council will welcome suggestions from the public (by letter or telephone communication) regarding improvements to any aspect of the Scheme.

5.6 Contacting the Council

5.6.1 Any comments, complaints or suggestions regarding the Scheme should be addressed to the Clerk of the Council

Date of policy: February 2026

Approved by: Llanybi Fawr Community Council

Date of committee meeting: 2nd February 2026

Policy effective from: 2nd February 2026

Date for next review: February 2027