

Welsh Language Policy

Agreed by Rhuddlan Town Council on the 13/1/22 and reviewed 8/5/25

	RHUDDLAN TOWN COUNCIL WELSH LANGUAGE POLICY
1	Rhuddlan Town 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. This scheme sets out how the Council will implement that principle in the provision of services to the public in Rhuddlan.
2	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.
3	In relation to this Scheme, 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
4	The Council has various responsibilities and services, including: • Bus shelters • Vicarage Lane car park • Rhuddlan War Memorial • Play Areas – Admirals Fields / Multi Use Games Area and Vicarage Lane. • Litter bins • Distribute grants • Consultation on planning applications • Providing Christmas lights • Notice Boards: Community Board and Town Council Board • Knights Wooden Sculpture • Seating Benches. It also supports a range of other services, events and activities in the Town. These include the operation of the Library, the Dementia Group, the annual Gwledd-Food Fest and the Community

	Group. More information is available on the Council's website at rhuddlantowncouncil.gov.uk
5	The Council has 11 elected members and has 2 employees, namely a Town Clerk and an Assistant Clerk/Minutes Officer. Four members of the Council are Welsh speakers. There are a number of social, cultural and community groups that play a prominent part in the life of the community. The Council is working to promote community development and social activities and respond to local needs to improve the living standards in the area. The 2011 Census shows that 18-25% of the people in Rhuddlan are Welsh speakers.
6	Policies and initiatives 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; • consult with the Welsh Language Commissioner in advance regarding proposals that will affect the scheme, or the scheme of any other public body. The scheme will not be altered without the Commissioner's agreement; • 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 and the Welsh Language (Wales) Measure 2011, as and when required; • ensure that the measures contained in the Scheme are applied to new policies and initiatives when they are implemented. • When the Council is consulted on planning applications, the Council will encourage applicants to erect signs bilingually in locations such as offices, businesses and shops and supermarkets by referring to the linguistic nature of the area. • When the Council is consulted on the naming of streets, developments and new estates, the Council will support the use of Welsh names and will encourage the use of bilingual names on existing streets.
7	Standards of quality • Services provided in English or Welsh will be of an equally high standard and equally prompt.
8	Dealing with the Welsh-speaking public • Written communication (mail and e-mail)

	• The Council will welcome correspondence in either English or Welsh. • Correspondence through the medium of Welsh will not in itself lead to any unnecessary delay • Every correspondence received in Welsh will be answered in Welsh. • All correspondence following a telephone or face-to-face conversation in Welsh or a meeting where it was established that Welsh is the preferred language of the person, although the discussion may not have been held through the medium of Welsh, will be in Welsh. • All correspondence with a member of the public will be initiated in his/her preferred language if known. • Where relevant, the Council's official headed paper will include a statement in both languages making it clear that correspondence is welcome in either Welsh or English.
9	Telephone calls • The Town Clerk works from home and welcomes telephone calls in Welsh. Whilst the Clerk does not speak Welsh he can answer a call in Welsh and take appropriate action. • When the Clerk's post becomes vacant it will continue to be advertised on the basis that that bilingual skills are desirable.
10	Public meetings organised by or on behalf of the Council • Contributions are welcomed in either Welsh or English at public meetings held by the Council. This will be stated clearly in the notices that inform or publicise the meeting. • Any public meeting that is held to discuss the Welsh Language, Welsh medium education, Council Tax or any information regarding local elections/by-elections will be bilingual. • All publicity for public meetings will be bilingual. • If it is evident at the beginning of a meeting that all those present speak Welsh, the meeting will be held in Welsh. • The Council will provide translation facilities for non Welsh-speakers, according to need, for public meetings arranged by or on behalf of the Council. • When the Council is aware that a member of the public wishes to speak Welsh in a public meeting that would otherwise be conducted in English, this should be respected by providing appropriate translation arrangements. • At the start of the meeting, the Chair shall draw attendees' attention to interpretation services when available. • At least – one officer or elected member will attend public meetings to welcome the public and deal with queries, questions or comments in Welsh. • Any written materials such as leaflets or slides that are used in public meetings will be

	bilingual.
11	Town Council meetings • The Council's business language will be conducted in English but given prior notice of Welsh being requested by either the public or an elected member, translation will be provided. • The notice and Agenda for the Council's meetings will be bilingual. • The reports for the meeting and any draft minutes will be in English. • The approved version of minutes will be translated to Welsh for public availability.
12	Face-to-Face meetings with the public • When the Clerk and Members are bilingual, the Council will welcome meetings with the public in either Welsh or English, and will ensure that appropriate arrangements are taken to enable any member of the public to discuss matters with the Clerk in Welsh should they wish to do so. • When the Clerk does not speak Welsh, but at least some Members are bilingual and are willing to meet with members of the public who wish to discuss matters in Welsh, the Council welcomes meetings with the public in either Welsh or English, and the Clerk will ensure that appropriate arrangements are taken to enable any member of the public who wishes to discuss matters in Welsh to do so with a bilingual Member of the Council. • When the Clerk and Members don't speak Welsh, the Council cannot provide face-to-face meetings with members of the public in Welsh. However when a member of the public contacts the Council wishing to speak Welsh, the Clerk will politely explain the situation and offer the individual the opportunity to discuss the matter in English or send in their enquiry in written form in Welsh.
13	Websites and social media sites • The Council's aim is for announcements made on the internet on behalf of the Council to be in Welsh and English.
14	Corporate identity • The Council's name is to be in Welsh and English.
15	Producing and publishing public documents • All publications aimed at the public, 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 easy cross-reference, distribution and offer language choice. • If Welsh and English versions are published separately they will appear simultaneously, be distributed together and be equally accessible.

	• All Advertising and publicity activities will be bilingual. • Council advertisements and notices – to be placed in the press, on notice boards or any other medium will be bilingual. • Job advertisements will appear bilingually in English/bilingual publications and in Welsh only in Welsh language publications with a footnote in English.
16	Awarding grants and financial assistance • In the information that is sent to those intending to apply for financial assistance towards local activities, the Council will make it clear that there is need for applicants to describe how they intend to reflect the bilingual nature of the community and their audience in the activity(ies) for which they require financial support. When considering applications, the Council will ensure that applicants have appropriately reflected the linguistic nature of the community and their audience in their application. • The Council will also notify the applicant that the local Menter Iaith can provide advice and practical assistance in relation to the bilingual content of the activity, including information on grants available for this purpose.
17	Administrative arrangements and monitoring • This scheme has the full support of the Council. • The Town Clerk will be responsible for implementing the Scheme on a day-to-day basis within the Council; with the support of the Welsh Language Steering Group. • According to need, the Town Clerk will ensure that guidelines and instructions will be available to all who are involved in the implementation of the scheme. • Responsibility for monitoring the Scheme will rest with the Town Clerk; with the support of the Welsh Language Steering Group. • The Council will receive a brief annual report on implementing the Scheme that will be displayed locally (for example, the local press, local information boards, monthly papur bro and so on] with a copy being sent to the Welsh Commissioner. Also the Council will invite local Welsh speaking residents to offer their views on the service and how it could be improved, by placing a copy of the Report in the local library and on the Council's website. • The Council will publicise the Scheme regularly
18	Complaints • Any comments, complaints or suggestions regarding the Scheme should be addressed to the Town Clerk, Rhuddlan Town Council, Hwb Rhuddlan, Clos David Owen, Rhuddlan, Denbighshire LL18 2UJ.

	• Telephone 07775 673706. • Email clerk@ruddlancouncil.gov.uk
19	Review • The Council shall review the contents of this policy at least every 3 years.