

# Welsh Language Policy

## **Policy Statement**

Bargoed Town Council recognises that the Welsh language has official status in Wales and should be treated no less favourably than the English language. People in Wales should be able to live their lives through the medium of Welsh if they choose to.

We produce, promote and present work in English; and in Welsh on request, wherever possible.

We welcome correspondence in both English and Welsh and endeavour to meet the needs an equal standard of service in both languages.

We see this policy as forming part of a progressive and forward-looking commitment to promote a bilingual Wales.

Our policy seeks to:

- offer a service to Welsh and English speakers
- understand and acknowledge the bilingual nature of Wales
- give a wider access to our activities
- raise our Welsh profile and recognise ownership by Welsh speakers and non-Welsh speakers alike
- strengthen our ability to meet the requirements of funders and other partners

## **Written correspondence**

Bargoed Town Council welcomes written correspondence in Welsh and English and will reply in the original language of communication wherever possible.

## **Telephone communications**

An initial response will be made in English

The Town Council currently employs one part time staff member who is not a fluent Welsh speaker. This response will be reviewed should additional staff members be employed in the future.

## **Digital and social marketing and information technology**

Our social media presence will primarily be in English, however bilingual communications may be possible.

Content provided by outside sources will be posted in the language of origin.

## **Recruitment**

All external recruitment advertising will be bilingual

We will identify posts where the ability to speak Welsh is essential and those where it is desirable, to identify the level of proficiency expected in each case and to formulate job descriptions and personnel specifications as appropriate.

## **Translation Services**

We will use Welsh Language translators.

## **Meetings**

Agendas and minutes of Council meetings shall be produced in English unless otherwise requested.

## **Welsh-speaking staff**

We respect the fact that currently none of our staff are Welsh speakers however in future we will encourage staff to communicate in the language of their choice within the workplace.

## **Informing staff**

This policy is incorporated into the Town Council's policies and procedures and communicated to all staff.

## **Complaints and suggestions for improvement**

Complaints related to this policy, or suggestions for improvement, should be directed to: The Clerk, Bargoed Town Council, Bargoed Town Hall, Bargoed Police Station, Hanbury Road, Bargoed. CF818XF

Policy adopted by council on 15<sup>th</sup> July 2020

Next review due 2023