

Queensferry Community Council

WELSH LANGUAGE POLICY

Introduction

Welsh is a living language that is currently more prevalent in some area of Wales than others. Whilst Council business is currently conducted through the medium of English, given the lack of Welsh speakers both on the Council and in the Council offices, Queensferry Community Council is committed to encouraging and promoting the use of Welsh in its day-to-day activities and recognises that the Welsh and English languages should be treated equally in the conduct of public business in Wales.

- **Policy Statement**

- 1.1 This policy is intended to advise all involved with Queensferry Community Council of its commitment to encourage and promote the use of Welsh within our community and allow our Welsh speaking residents the opportunity to interact with the Council in their chosen language whenever possible.
- 1.2 The policy outlines ways in which Welsh may be used in the Council's day-to-day activities, subject to the Welsh speaking abilities of the members and employees at any given time.

- **Scope of the Policy**

- 2.1 All employees and members are expected to be aware of and comply with the Policy and promote the use of the Welsh language whenever possible to do so.

- **Responsibility for implementation of the Policy**

- 3.1 The Council has overall responsibility for the effective operation of the Policy.
- 3.2 The Clerk, Chair and Vice-Chair are responsible for monitoring and reviewing the operation of the Policy and making recommendations for any changes, to increase accessibility to Welsh in the day-to-day activities of the Council.
- 3.3 Training and resources will be provided when appropriate to support the objectives of the Policy.
- 3.4 A register will be kept of any Welsh speakers in the Council, so that calls and correspondence may be directed to them if need be.

- **Correspondence**

4.1 The Council will endeavour to ensure that any correspondence in Welsh that is received, either by post or by email, will be replied to in Welsh and within a reasonable length of time.

- **Contacting the Council**

5.1 When contact is made with the Council either by telephone or in person, every effort will be made to conduct the conversation and/or meeting in Welsh, if requested, subject to the Welsh speaking abilities of the persons present.

- **Council Meetings**

6.1 Are currently conducted through the medium of English.

- **Council Publications**

7.1 Notices, agendas, and minutes, together with any such document that is required to be published by the Council are available bilingually on the Council's website. These can be obtained by selecting the Welsh flag/welsh icon if viewing the website in English.

- **Social Media**

8.1 The Council will endeavour to incorporate more Welsh in its social media posts.

- **Monitoring and review of this Policy**

9.1 The Council shall be responsible for reviewing this Policy periodically to ensure it meets legal requirements and reflects best practice.