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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



**Gwasanaethau Gweithredol a Phartneriaethol /
Operational and Partnership Services**

Deialu uniongyrchol / Direct line /: 01656 643148
Gofynnwch am / Ask for: Mr Mark Anthony Galvin

Ein cyf / Our ref:
Eich cyf / Your ref:

Dyddiad/Date: 1 November 2016

Dear Councillor,

CABINET COMMITTEE EQUALITIES

A meeting of the Cabinet Committee Equalities will be held in the Council Chamber, Civic Offices, Angel Street, Bridgend, CF31 4WB on **Thursday, 10 November 2016 at 2.00 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008
3. Approval of Minutes 3 - 10
To receive for approval the Minutes of a meeting of the Cabinet Equalities Committee dated 14 July 2016
4. Aberkenfig Mosque and Bridgend County Borough's Muslim Community 11 - 12
5. Update on Implementation of the Welsh Language (Wales) Measure 2011 and Welsh Language Standards 13 - 22
6. Urgent Items
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

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Councillors:
HJ David
C Reeves

Councillors
CE Smith
HJ Townsend

Councillors
HM Williams
PJ White

Invitees:

MW Butcher
N Clarke
N Farr
CA Green
M Gregory
RC Jones
A Owen
M Reeves
D Sage
M Thomas

MINUTES OF A MEETING OF THE CABINET COMMITTEE EQUALITIES HELD IN
COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON
THURSDAY, 14 JULY 2016 AT 2.00 PM

Present

Councillor HJ Townsend – Chairperson

HJ David

CL Reeves

PJ White

HM Williams

Invitees:

MW Butcher

N Clarke

CA Green

RC Jones

M Reeves

M Thomas

Officers:

Mark Galvin

Senior Democratic Services Officer - Committees

Paul Williams

Equality Officer

Amanda Evans

Mentor Bro Ogwr

128. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members/Officers:-

Cllr CE Smith

Cllr N Farr

Cllr D Sage

Cllr MEJ Nott

Cllr M Gregory

S Kingsbury

E Blandon

129. DECLARATIONS OF INTEREST

None

130. APPROVAL OF MINUTES

RESOLVED:

That the Minutes of the meeting of the Cabinet Committee Equalities dated 28 April 2016, be approved as a true and accurate record.

131. COMMUNITY RELATIONS IN BRIDGEND COUNTY BOROUGH

The Chairperson introduced to the meeting Police Constable Rhys Gronow who, Hate Crime Officer, South Wales Police, who gave a power point Presentation on the subject of Community Relations in the Bridgend County Borough. This was supported by a report from the Corporate Director Operational and Partnership Services, and the

purpose of the report was to inform Members of current intelligence surrounding community relations within the County Borough.

PC Gronow then proceeded to give his Presentation, which covered the following themes:-

- A definition of community tensions and an explanation of what this means;
- The reasons why community tensions need to be monitored in our area;
- The types of incidents, events and occurrences that can impact community dynamics
- An overview of community cohesion in Oldham;
- A practical hypothetical example; and
- Examples of the current tensions in Bridgend County Borough

Following the Presentation, the Chairperson asked Members if they had any questions to pose on the same.

A Member felt that various types of social media communications could instigate unpleasantness or even nastiness directed from some person or organisation to another, and he asked the Police representative, what action the Police took in instances such as this.

PC Gronow encouraged people who were or had been the subject of this, to report it to the Police, especially if it was of the nature of topics such as racism, sexuality and ageism etc, or the like, as dependent upon the seriousness of this, it could be deemed as a criminal offence.

A Member asked what action the Police took, if any, with regard to a person being similarly maligned or labelled on facebook.

PC Gronow confirmed that this was a difficult area, in that libel or defamation of character were Civil offences that were normally pursued by one party against another, and this could be through the Courts. However, the Police ordinarily dealt with Criminal as opposed to Civil offences.

A Member asked if the presentation delivered to the Committee today, was also given in schools, and if the proposals that were proposed by the Police to improve community relations were hindered in any way due to cutbacks in the Police.

PC Gronow confirmed that Schools Liaison Officers gave presentations throughout schools in the County Borough on this topic, with each Presentation being slightly adapted for that particular location. He added that the Project was funded by Welsh Government as well as the Police, and therefore, there were sufficient resources at present by which to deliver the aims and objectives by which to improve tensions within communities.

The Deputy Leader added that it would be helpful if today's presentation could be supplemented by details regarding the Council's Show Racism the Red Card initiative through the School Liaison Officers.

PC Gronow reiterated that any problems of hate crime ie racism and prejudice should be reported to the Police, as they took crimes such as this very seriously. Also, it sometimes led to victimisation and bullying, so therefore it was important to nip offences such as this in the bud. It was also about helping the perpetrator as well as the victim, as

they could be educated to stop further offending, but of course if offending continued, the perpetrator could be prosecuted.

The Cabinet Member Adult Social Care and Health and Wellbeing, added that to date there had been 9 workshops for Show Racism the Red Card, and a total of 250 young people had attended these, with the last one being held tomorrow. An assessment of data and outcomes would be undertaken, to establish if these workshops had made a difference in terms of the perception of young people who had attended them, ie to what extent they had learned good practices from the sessions. It was important to educate people at a young age he added, before they went from primary onto secondary education.

A Member added that the perception of a lot of people was inaccurate when compared with reality. A considerable number of constituents within the County Borough, felt that there were a considerable number of immigrants living within the County Borough, when in fact this was not the case, as there was only 0.2% of people resident in Bridgend that were immigrants.

As this concluded debate on this item, the Chairperson thanked PC Gronow for attending the meeting and giving his submission.

RESOLVED: That the Cabinet Committee Equalities received and considered the report and accompanying Presentation.

132. **ANNUAL REPORT ON EQUALITY IN THE WORKFORCE**

The Equality Officer presented a report that provided the Cabinet Committee Equalities with data on the Council's workforce as at 31 March 2016, and an update on employment related developments.

He confirmed that Appendices 1 and 2 of the report, provided profiles of the Council's workforce as at 31 March 2016. This data provided the number of employees disclosing as LGBT, those with a disability, employees who were also carers, those from a BME background, and a breakdown of employees' Welsh speaking, reading and writing skills.

The Equality Officer added that it was not mandatory for employees to provide such data, though efforts were being made to improve the level and accuracy of the information being disclosed.

The Equality Officer then advised Members of certain ongoing developments in respect of, for example, the Council's Strategic Equality Plan 2016 – 2020. A strategic objective within the Plan, was "Our role as an employer". Actions within this objective which would be supported by accurate workforce data was exemplified in paragraph 4.2.2 of the report, while paragraph 4.2.3 of the report gave examples of e:learning modules on areas that related to Equality and Diversity, Mental Health Awareness and Disability Equality amongst others.

A Member noted from page 10 of the report, that as at 31 March 2016 he was surprised to see from data that there had been data indicating that gay men had classed themselves as lesbian in the Authority, there were 106 people in the Authority over 66 years of age and therefore, of normal retirement age.

The Equality Officer confirmed to Members, that staff in Bridgend County Borough Council are now legally able to work beyond 65 years of age if they so wished and they were fit and well enough to do so. The remainder of the data was based on what employees had given in terms of accuracy.

In terms of employees with a disability forthcoming with information regarding this, a Member felt that this could be promoted and encouraged further through the Trade Unions who could possibly put something in Union newsletters encouraging more of the workforce to complete and submit Workforce employee data.

The Equality Officer confirmed that he would look into this request.

In terms of statistical information with regard to salary pay grades within the Authority, and the split of this when comparing male and female employees, a Member asked if there was any data available in respect of this.

The Equality Officer advised Members that he could obtain this data and forward it onto them outside of the meeting. He confirmed as Members may be aware, that 75% of the Council's workforce were female.

A Member asked if there was any information available on the number of employees who held a blue badge, and if these individuals were classed as disabled.

The Equality Officer confirmed that as far as data was concerned, it was not incumbent upon the Council to categorise any of its workforce as disabled or otherwise, as it was the individual's responsibility to notify the Authority if they held a disability. He added that blue badge holders did not necessarily have to have a physical impairment to obtain a blue badge. They may also qualify if they had a cognitive impairment.

RESOLVED: That the Cabinet Committee Equalities received and considered the Workforce report.

133. WELSH LANGUAGE STANDARDS ANNUAL REPORT 2015/16

The Equalities Officer presented a report that informed Committee of the content and approach taken with the Council's Welsh Language Standards Annual Report 2015/16.

The report gave some background information, following which it advised that the Welsh Language Standards Annual Report 2015/16 (attached at Appendix 1) had been published.

The report outlined:-

- The preparations for compliance with the March 2016 standards made by the council and the ways in which the council has complied with the standards;
- the number of complaints received by the council during the period in question;
- the number of employees who had Welsh language skills at the end of the year;
- the number of employees attending training courses offered in Welsh during the period and the percentage of staff attending who attended the Welsh version;
- the number of new and vacant posts advertised during the period categorised as posts where either –
 - Welsh language skills were essential;
 - Welsh language skills needed to be learnt following appointment to the post;

- Welsh language skills were desirable and
- Welsh language skills were not necessary.

The Equalities Officer added that the report also included data relating to reception services as well as the number of Full Equality Impact Assessments undertaken.

He further added that the standards that relate to publishing an annual report do not require that the report be approved by the Council or the Welsh Language Commissioner prior to publication, as was previously required.

A Member hoped that in the future, there would be evidence that reflected outcomes arising from the financial commitment that was being made by the Authority with regard to the Welsh Language Standards, for example an increase in the number of Welsh speakers in the Council. She was hopeful that a commitment would be made to schools, so that younger people could develop their welsh speaking skills going forward as the future generation of society in the area of the BCB, especially in welsh language schools, so as to maximise pupils development in terms of speaking welsh fluently. She was aware of the extent of financial commitment that had to be made to satisfy the requirements of the Standards.

The Chairperson advised that there would be more data included in next year's Annual Report on the Welsh Language Standards, as matters would have progressed further by then, as well as outcomes of appeals made against some of the standards that are required to be introduced.

The Equalities Officer confirmed that the Authority also had to produce a 5 Year Strategy, working with other key partners so as to fully develop this, which would, in turn, assist in increasing the use of Welsh language spoken in Bridgend. A challenge would be, however how the provisions of the Strategy was measured against the communities comprising Bridgend, in terms of the use of Welsh language being developed.

The Deputy Leader reminded those present, that the Urdd National Eisteddfod would be coming to Bridgend next year, and this allowed an opportunity to conjure up enthusiasm for constituents to develop their skills in the use of welsh language, especially young people as the event itself was designed for individuals of a younger rather than an older age.

A Member asked the Officer for clarification as to what was meant in the last paragraph of paragraph 4.1 of the report.

The Equalities Officer explained, that prior to the Welsh Language Standards and the Measure being introduced, it was incumbent upon all welsh local authorities to introduce a Welsh Language Scheme, and this had to be formally approved by Cabinet and Council, before being sent to the Welsh Commissioner. This process however, did not apply under the new Welsh Language Standards.

RESOLVED: That the Cabinet Committee Equalities received and considered the report, and the Welsh Language Standards Annual Report 2015/16.

134. DEVELOPMENT OF THE STRATEGIC EQUALITY PLAN 2016-2020 ACTION PLAN

The Equalities Officer presented a report, the purpose of which, was to update Members on the development of the Strategic Equality Plan 2016-2020 (SEP) Action Plan.

He gave some background information in respect of the report, following which he confirmed that between 12 May and 22 June 2016, the Council consulted with the public on the actions that will sit under each strategic objective of the Action Plan.

Paragraph 4.1 of the report, confirmed who had been involved in the consultation process, which involved meetings and engagement with such local equality and diversity groups.

The report also subsequently confirmed in summary, that the 47 actions under the seven objectives were widely supported, and that of these objectives, transport (26%), mental health (21%), our role as an employer (19%) and children (17%) were the most popular objectives when considering any gaps in the proposed actions. These areas were expanded upon in more detail in paragraph 4.3 of the report.

Paragraph 4.4 of the report then showed qualitative data (in table format), the feedback received on all actions which was agreeable, with only five actions disputed by more than 7.5% of respondents. In response to these disputed actions, the SEP Action Plan was amended as per bullet points i) to v) in this same paragraph of the report.

The Equality Officer concluded his submission, by referring to the attachments to the report, namely the Full Consultation report (Appendix 1), the final SEP Action Plan, amended in line with the consultation proposals (Appendix 2), and the Full Equality Impact Assessment (Appendix 3).

A Member made the point that Laleston Community Council had been attempting to fund the provision of bus stops/shelters in certain locations contained within its area. However, if just one objection was received from a member of the public to such a proposal, then they would not be provided, even if these were funded by the Town/Community Council, as opposed to the local authority. This was an equality issue she argued, in that it meant that young/elderly people and possibly disabled people were getting wet in inclement weather whilst waiting for public transport. She had asked the Cabinet Member Communities to investigate this matter.

A Member asked if objections received to the above proposal, could be challenged through a Court of Law.

The Equality Officer confirmed to Members that he would also look into this issue outside of the meeting.

RESOLVED: That the Cabinet Committee Equalities Committee received and considered the report and accompanying Appendices.

135. **UPDATE REPORT ON IMPLEMENTATION OF THE WELSH LANGUAGE (WALES) MEASURE 2011 AND WELSH LANGUAGE STANDARDS**

The Equality Officer presented a report, that updated the Cabinet Equalities Committee on the implementation of the Welsh language (Wales) Measure 2011 and the Welsh Language Standards.

He confirmed that following receipt of its final compliance notice on 30 September 2015, the Council has been working to determine the implications involved in implementing all 171 standards by 30 September 2016.

The Equality Officer explained that the Council has continued to prepare for compliance with the standards, and the key updates/progress made since 28 April 2016 regarding these (the date when the Committee were last updated on this item), were summarised

in paragraph 4.1 of the report. He then gave a resume of each of these for the benefit of Members.

The report attached the following supporting information:-

- The Action Plan themes;
- The Standards under appeal (March 2016); and
- The Standards being funded corporately

A Member raised some concerns with regards to the report's financial implications, and the pressure that will be placed upon the Authority to fund all of the Standards, which would place a huge amount of pressure on its already dwindling resources. She asked if the shortfall would be met by Welsh Government to which the Equality Officer confirmed that they would not be funding any such shortfall.

The Chairperson added that some of the Standards were being appealed against, however, if the appeals failed, the Authority would still have to comply with the Standards as, if it failed to do this, it could be fined by Welsh Government.

The Equality Officer confirmed that monies had been set aside under the MTFS to fund some of the Standards.

The Chairperson further added that some services the Council had to provide bi-lingually may be reduced or possibly stopped altogether in future, dependent upon the outcome of the appeals and the resulting cost to the Authority.

The Chairperson then introduced Amanda Evans from Menter Bro Ogwr to give a submission entitled Welsh Language Profile 2016.

She confirmed that Bridgend had 13,103 welsh speakers, which amounted to 9.7% of its population. According to the Mentrau Iath's language profile, 31% of these individuals spoke welsh every day.

She confirmed that the vision of Menter Bro Ogwr, was to increase confidence and linguistic skills of welsh speakers; promote and facilitate social activities through the medium of welsh, encourage non-welsh speakers and incomers to learn the welsh language, and promote the use of welsh in business.

Menter Bro Ogwr also wished to increase the use of welsh in voluntary organisations, influence public bodies' policies, raise the profile of the language, and finally prepare opportunities for children and young people to meet and socialise through the welsh language.

Ms. Evans added that by focusing on these areas, the Menter encompasses the Welsh Government's main priorities in terms of the language, and the areas of responsibility falling to BCBC under its promotion duties, for example, families, children and young people, the community and the workplace.

She confirmed that Menter Bro Ogwr had issued a questionnaire in the South Wales area, to which 733 people responded. Of these responses, 15% (109) were from the Bridgend area.. She advised that it needed to be borne in mind, that those who responded were not necessarily representative of all welsh speakers in the area.

Ms. Evans further added that only 2 of the 109 responses noted that welsh was not part of their everyday life, with the majority, (67 or 61%) noting 'most of the time'. 49%

responded that they used the welsh language in their homes, 50% that they used welsh language at school, college or university.

She explained that awareness of the welsh language needed to be raised, as there were daily barriers that sometimes prohibited this. She felt also, that not enough people admitted that they spoke welsh, nor were there enough signs indicating that they did.

In conclusion therefore, Ms. Evans confirmed that the profile had brought together:-

- Key statistics of Welsh speakers in the area;
- The main statutory requirements relevant to the Menter's key partners;
- A number of research findings on Welsh language patterns of use by Welsh speakers in the area; and
- The results of the survey held as part of this work that highlights the experiences of Welsh speakers and learners in the area

The key messages that emerged from the experiences of welsh speakers, together with the formal data, also highlighted a number of areas that need to be addressed. For example:-

1. the need for more opportunities for young people to use Welsh outside school and after leaving school (from leisure to the workplace);
2. the need for more experiences to increase the confidence and use of the language amongst learners, and those Welsh speakers with little or no confidence to use their Welsh in new situations;
3. the need for employers to recognise the value of the language for their workplaces, ensuring support for Welsh speakers;
4. the need to ensure that the language is more prominent in the community, in order to promote wider use, both through the spoken word and visually

The Chairperson thanked Ms. Evans for her presentation, following which, the Committee

RESOLVED: That the Cabinet Equalities Committee received and considered the report, and accompanying Presentation from the representative of Menter Bro Ogwr.

136. URGENT ITEMS

None

The meeting closed at 4.35 pm

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET EQUALITIES COMMITTEE

10 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR – OPERATIONAL AND PARTNERSHIP SERVICES

ABERKENFIG MOSQUE AND BRIDGEND COUNTY BOROUGH'S MUSLIM COMMUNITY

1. Purpose of Report

The purpose of this report is to inform Cabinet Equalities Committee of the issues facing Bridgend county borough's Muslim community and to provide an overview of activities taking place at Aberkenfig Mosque.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 The Strategic Equality Plan (SEP) 2016 - 2020 is a statutory plan impacting on the whole of the council. A strategic equality objective and associated actions within the SEP Action Plan links to fostering good relations, awareness raising and community cohesion.

2.2 This report also supports corporate priority 2 - helping people to be more self-reliant.

3. Background

3.1 Members of Cabinet Equalities Committee have previously expressed an interest in better understanding community relations in Bridgend county borough and the issues facing religious groups in the borough.

4. Current situation / proposal.

4.1 The mosque at Aberkenfig has been established for over 10 years. It has become integral to the local and wider communities as its membership includes Islam worshippers from across Bridgend. Members of Aberkenfig mosque will update Cabinet Equalities Committee on:

- The history of Islam in Bridgend county borough and the development of the mosque;
- The numbers of Islam worshippers and other groups attending the mosque;
- How the Muslim community and Bridgend County Borough Council can work together;
- The links between the mosque and local Bridgend schools and the awareness raising activities that take place and
- The support the Muslim community can give the council in resettling Syrian refugee families.

5. Effect upon Policy Framework & Procedure Rules

5.1 The report has no direct effect upon the policy framework or procedure rules.

6. Equality Impact Assessment

Whilst no Equality Impact Assessment has been carried out, this report will positively support the authority in meeting its equality duties.

7. Financial Implications.

7.1 There are no financial implications within this report.

8. Recommendation.

8.1 That Cabinet Equalities Committee receives and considers this report.

Andrew Jolley

Corporate Director – Operational and Partnership Services

Date: 26 October 2016

Contact Officers:

Sarah Kingsbury

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Paul Williams

Equality Officer

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Telephone: 643606

Background papers: None.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET EQUALITIES COMMITTEE

10 NOVEMBER 2016

REPORT OF THE CORPORATE DIRECTOR – OPERATIONAL AND PARTNERSHIP SERVICES

UPDATE REPORT ON IMPLEMENTATION OF THE WELSH LANGUAGE (WALES) MEASURE 2011 AND WELSH LANGUAGE STANDARDS

1. Purpose of Report

To update Cabinet Equalities Committee on the implementation of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

The Welsh Language (Wales) Measure 2011 introduced Welsh language standards which impact upon the work of the whole council. The standards link to the equalities agenda, form a key component of the council's Customer Care Programme and link to the following corporate priorities:

- Priority 2: Helping people to be more self-reliant;
- Priority 3: Smarter use of resources.

3. Background

3.1 The council received its final compliance notice on 30 September 2015 and has since been working to determine the implications involved in implementing the 171 standards by 30 September 2016.

3.2 Progress updates were previously provided to Cabinet Equalities Committee on 28 April 2016 and 14 July 2016 and those reports are referenced as background documents to this report.

4. Current situation / proposal

4.1 The council has continued to prepare for compliance with the standards. Key progress/updates since July 2016 can be summarised as:

- Welsh Language Standards Implementation Board meetings have continued every fortnight and have considered the interpretation of the standards, compliance issues/appeals and challenges;
- information continues to be filtered through the organisation via email messages and Bridgendors. Key messages are currently issued to staff on a weekly basis. We are also currently updating the WLS intranet pages and FAQs;
- training for frontline staff in dealing with Welsh speaking customers on a daily basis has been provided by the University of South Wales.

As at 30 September 2016, 425 frontline employees had received this training. Cwrs Mynediad training is also being provided with 44 employees attending;

- a five year strategy has been produced outlining how the council will promote the use of the Welsh Language in Bridgend County Borough and to its employees. The strategy also highlights how we aim to maintain the number of Welsh speakers in the area and within our workforce. We will shortly be meeting with Menter Bro Ogwr to discuss how they can help with some of the objectives in the strategy;
- Six complaints received to date and these are as follows:-
 1. Electoral services received an email in Welsh and responded in English. Complaint closed on the basis that service falls under the remit of the Returning Officer rather than the council;
 2. A mother complained that, at a supervised contact meeting between her and her son, the social worker would not allow them to speak Welsh as he was not a Welsh speaker and he needed to understand what was being said during the contact session. A corporate apology was issued and the mother also referred her complaint to the Welsh Language Commissioner. The Commissioner's Investigation has concluded, and we are awaiting her decision regarding any sanctions to be imposed;
 3. An action group complained to the Commissioner that the council does not offer all its swimming lessons in Welsh. The Commissioner suspended the investigation to allow the council to obtain counsel's opinion.
 4. A complaint has been received about stamped addressed envelopes used in Electoral services being in English only. No formal communication received from the Commissioner yet;
 5. Complaint about a Welsh language service received from a member of the public who called 643643 that they had to wait 10 minutes to access the Welsh Service whereas English was readily available. The complainant copied in the Welsh Language Commissioner and the council is awaiting receipt of a formal complaint from Commissioner.
 6. A complaint about the lack of Welsh language swimming lessons for Welsh medium school pupils. Pupils from Welsh medium schools in Bridgend who attend swimming delivered by Halo on behalf of the county and its schools are not given language choice and must have lessons through the medium of English. The complainant copied the Welsh Language Commissioner into the complaint and the council is awaiting receipt of a formal complaint from the Commissioner.
- updated the compliance document to reflect the requirements of the September 2016 standards;
- still awaiting a final decision from the Welsh Language Commissioner on the ten March 2016 standards appealed (please see appendix 1);
- appealed eight of the September 2016 Standards (please see appendix 2);
- continued to contact neighbouring councils to establish their interpretation of certain standards and also the Welsh Language Commissioner where clarification on points of law has been required;
- continuing to work with Cardiff Council with a view to agreeing a translation contract to support the NPS Welsh Language Translation Framework. Draft SLA expected in the next couple of weeks;

- gained clarity on an additional resource that employees can use to support them with Welsh language translations called the 'Big Word'. This will be promoted to employees over the next couple of weeks;
- published a suite of bilingual template signage for use across the council;
- held four staff briefing sessions in Human Resources and Organisational Development. This presentation has now been rolled out to directorates to use if they wish;
- reviewed the council's use of radio advertising and video publicity in light of the requirement for bilingual materials;
- writing to schools' Governing Bodies with advice regarding the consultation on the forthcoming Welsh Language Standards that will impact schools;
- written to all council employees asking for confirmation of language preference. As at 3 October 2016, 34% of returns (2,119) were outstanding;
- updated CMB on appeals, complaints and legal issues.

5. Effect upon Policy Framework & Procedure Rules

There are no proposed changes to the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

This is an information report. As such, no Equality Impact Assessment is required.

7. Financial Implications

A recurrent budget pressure of £313,000 and a one-off pressure of £81,000 for 2016/17 to meet the estimated costs of implementing the majority of the Welsh Language Standards have been identified. The pressure does not take into account the financial implications of a number of standards for which the council is appealing on the basis that they are unreasonable or disproportionate. Standards which are considered to be significant in terms of financial impact will be funded corporately and these are outlined in appendix 3. The cost of implementing the Welsh Language Standards will be reviewed during 2016/17 and, if the costs are deemed to be significantly higher than budget; a decision will be made corporately as to how this shortfall will be met.

8. Recommendation

It is recommended that Cabinet Equalities Committee receives and considers this report.

Andrew Jolley

Corporate Director – Operational and Partnership Services

Date: 26 October 2016

Contact Officers:

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Head of Human Resources and Organisational Development

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Telephone: 643212

Paul Williams

Equality Officer
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Background documents: Update reports to Cabinet Equalities Committee on the Welsh Language Standards dated 28 April 2016 and 14 July 2016.

March 2016 standards under appeal

No.	Standard
17	If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.
7	You must state - (a) in correspondence, and (b) in publications and official notices that invite persons to respond to you or to correspond with you, that you welcome receiving correspondence in Welsh, that you will respond to any correspondence in Welsh <i>and that corresponding in Welsh will not lead to delay</i> . The council is appealing the part of the standard in bold italics.
29	If you invite more than one person to a meeting, and that meeting relates to the well-being of one or more of the individuals invited, you must - (a) ask that individual or each of those individuals whether he or she wishes to use the Welsh language at the meeting, and (b) inform that individual (or those individuals) that, if necessary, you will provide a translation service from Welsh to English and from English to Welsh for that purpose.
29A	You must provide a simultaneous translation service from Welsh to English and from English to Welsh at a meeting - (a) if you have invited more than one person to the meeting, (b) if the meeting relates to the well-being of one or more of the individuals invited, and (c) if at least one of those individuals has informed you that he or she wishes to use the Welsh language at the meeting; unless you conduct the meeting in Welsh without the assistance of a translation service.
41	<p>If you produce the following documents you must produce them in Welsh - (a) agendas, minutes and other papers that are available to the public, which relate to management board or cabinet meetings; (b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public.</p> <p>You must comply with standard 41(a) in every circumstance, except:</p> <ul style="list-style-type: none"> • other papers that are available to the public, which relate to management board or cabinet meetings <p>You must comply with standard 41(b) in every circumstance, except:</p> <ul style="list-style-type: none"> • other papers for meetings that are open to the public.
42	Any licence or certificate you produce must be produced in Welsh.

62	You must ensure that - (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.
66	You must provide the interface and menus on every page of your website in Welsh.
64	<p>Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service. You must comply with standard 64 in relation to the following by 30 March 2016:</p> <ul style="list-style-type: none"> • The body's main reception service. <p>You must comply with standard 64 in relation to the following by 30 September 2016:</p> <ul style="list-style-type: none"> • Every other reception service.
67	You must display a sign in your reception which states (in Welsh) that persons are welcome to use the Welsh language at the reception.

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September 2016 standards under appeal

No.	Standard
2	When you correspond with an individual ("A") for the first time, you must ask A whether A wishes to receive correspondence from you in Welsh, and if A responds to say that A wishes to receive correspondence in Welsh you must – (a) keep a record of A's wish, (b) correspond with A in Welsh when corresponding with A from then onwards, and (c) send any forms you send to A from then onwards in Welsh.
3	When you send correspondence addressed to two individuals who are members of the same household (for example, the parents of a child) for the first time, you must ask them whether they wish to receive correspondence from you in Welsh; and if - (a) both individuals respond to say that they wish to receive correspondence in Welsh, you must keep a record of that wish and correspond in Welsh from then onwards when sending correspondence addressed to both of those individuals; (b) one (but not both) of the individuals responds to say that he or she wishes to receive correspondence in Welsh, you must keep a record of that wish and provide a Welsh language version of correspondence from then onwards when sending correspondence addressed to both of those individuals.
21	When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.
58	When you use social media you must not treat the Welsh language less favourably than the English language.
60	You must ensure that any self-service machines that you have function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that machine.
76	Any invitations to tender for a contract that you publish must be published in Welsh, and you must not treat a Welsh language version of any invitation less favourably than an English language version.
128	You must provide training in Welsh in the following areas, if you provide such training in English - (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety
129	You must provide training (in Welsh) on using Welsh effectively in - (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.

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Standards being funded corporately

No.	Standard
	When you send the same correspondence to several persons, you must send a Welsh language version of the correspondence at the same time as you send any English language version.
5	If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.
37	Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.
38	Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.
41	<p>If you produce the following documents you must produce them in Welsh - (a) agendas, minutes and other papers that are available to the public, which relate to management board or cabinet meetings; (b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public.</p> <p>You must comply with standard 41(a) in every circumstance, except:</p> <ul style="list-style-type: none"> • other papers that are available to the public, which relate to management board or cabinet meetings <p>You must comply with standard 41(b) in every circumstance, except:</p> <ul style="list-style-type: none"> • other papers for meetings that are open to the public.
42	Any licence or certificate you produce must be produced in Welsh.
44	If you produce the following documents, and they are available to the public, you must produce them in Welsh - (a) policies, strategies, annual reports and corporate plans; (b) guidelines and codes of practice; (c) consultation papers.
47	If you produce a document for public use, and no other standard has required you to produce the document in Welsh, you must produce it in Welsh - (a) if the subject matter of the document suggests that it should be produced in Welsh, or (b) if the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.

Page 122	<p>You must ensure that –</p> <p>(a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.</p>
122	<p>You must provide the interface and menus on every page of your website in Welsh.</p>
84	<p>If you offer an education course that is open to the public, you must offer it in Welsh.</p> <p>You must comply with standard 84 in every circumstance except:</p> <ul style="list-style-type: none"> • when an assessment carried out in accordance with standard 86 comes to the conclusion that there is no need for that course to be offered in Welsh.
120	<p>You must provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh language interfaces for software (where an interface exists).</p>