

## Standards being funded corporately

No.	Standard
4	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"> <li>• other papers that are available to the public, which relate to management board or cabinet meetings</li> </ul> <p>You must comply with standard 41(b) in every circumstance, except:</p> <ul style="list-style-type: none"> <li>• other papers for meetings that are open to the public.</li> </ul>
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.
52	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.
56	You must provide the interface and menus on every page of your website 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.
84	<p>If you offer an education course that is open to the public, you must offer it in Welsh.  You must comply with standard 84 in every circumstance except:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
120	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).
128	<p>You must provide training in Welsh in the following areas, if you provide such training in English:</p> <ul style="list-style-type: none"> <li>(a) recruitment and interviewing;</li> <li>(b) performance management;</li> <li>(c) complaints and disciplinary procedures;</li> <li>(d) induction;</li> <li>(e) dealing with the public and</li> <li>(f) health and safety.</li> </ul>
129	<p>You must provide training (in Welsh) on using Welsh effectively in:</p> <ul style="list-style-type: none"> <li>(a) meetings;</li> <li>(b) interviews and</li> <li>(c) complaints and disciplinary procedures.</li> </ul>
145	<p>You must produce, and publish on your website, a 5 year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) –</p> <ul style="list-style-type: none"> <li>(a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the numbers of Welsh speakers in your area by the end of the 5 year period concerned and</li> <li>(b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).</li> </ul>