

## Welsh language action plan

### Objectives:

- To address general compliance, monitoring and communication around/of the standards
- To put/update the relevant policies, documentation and communications in place as a result of final determination
- To address areas of development, namely the five year strategy and policy-making standards
- To plan actions required as a result of the code of practice.

General compliance				
Objective	Actions	Deadline	Who	Notes
Re-establish the WLS board to keep momentum going around compliance, monitoring and general communications.	<input checked="" type="checkbox"/> Raise with PoB	Jan 19	EB	Completed
	<input checked="" type="checkbox"/> Raise with board members	April 19	EB	
	<input checked="" type="checkbox"/> Set up quarterly meetings	April 19	EB	
	<input checked="" type="checkbox"/> Develop agenda etc	April 19	EB	
Raise the profile and use amongst staff of the meeting toolkit.	<input checked="" type="checkbox"/> Issue quarterly Bridgenders	Dec 18 onwards	EB/LR	To be added to 2019 Bridgenders schedule
	<input type="checkbox"/> Quarterly reports to check progress	April 19 onwards	NB/ICT	
Develop understanding in CME team re council's position on awarding grants	<input type="checkbox"/> Link in with Gary Ennis on list of areas who award grants	Jan 19	EB/NB	Pick this back up with GE.  Actions may be possible to follow up with services.
Develop list for website of what services are available in Welsh	<input type="checkbox"/> Develop a web page to pro-actively promote our Welsh language services, via WLS pages	June 19	NB	Link back in with the board for input/to finalise
Incorporate actions from final code of practice into this plan.	TBC Awaiting confirmation of final code from WLC.	TBC Awaiting confirmation of	NB in liaison with services	Awaiting confirmation of final code from WLC.

		final code from WLC.		
Final determination				
Objective	Actions	Deadline	Who	Notes
Inform staff of final determination.	<input checked="" type="checkbox"/> Issue Bridgenders email on standards that effect most/all employees	Sept 18	EB	Completed
Inform specific services/WLS board members on key updates from final determination.	<input checked="" type="checkbox"/> Targeted emails re GIS system, reception areas, parking machines and archived planning system	Sept 18	EB	JB asked about logistics on providing translation over the phone – EB fed back with info from customer services.
Update Cabinet and elected members on progress.	<input checked="" type="checkbox"/> CEC report	Nov 18 March 19	EB	Reports accepted and progress/issues noted.
Update and review WLS intranet pages.	<input type="checkbox"/> Review and update WLS section of the intranet including compliance documentation and links.	July 19	NB and team	Consider linking internal 'resources' page to public-facing services page?
	<input type="checkbox"/> Review and update the dedicated Welsh resource page.	July 19		
Update and review compliance documentation and policies.	<input type="checkbox"/> Using Welsh in the workplace policy	September 19	EB/NB and DB	Work has started on Welsh in the workplace policy.
	<input type="checkbox"/> How we will comply with the standards document	September 19	NB	
	<input type="checkbox"/> Possible update of awarding grants policy	September 19	NB and TBC	Liaise with CB to see

	<input type="checkbox"/> Possible update of complaints policy (156,162,168)	September 19	NB and CB	if complaints policy needs updating now we are no longer under appeal?
<b>Five-year strategy</b>				
<b>Objective</b>	<b>Actions</b>	<b>Deadline</b>	<b>Who</b>	<b>Notes</b>
Develop mechanisms for verifying our own performance/compliance against the standards	<input type="checkbox"/> Link in with Welsh-speaking CP members and Welsh medium comps (16yrs+) re: mystery shopper option to scope interest.	June 19	NB	Depending on whether we are able to progress with CP members or schools, there will be series of actions to get this up and running which can be added in at a later date.
	<input type="checkbox"/> Develop a public survey for Welsh-speakers to gauge feedback on accessing council services through the medium of Welsh.	June 19	NB	
Raise the profile further of WME/WESP	<input type="checkbox"/> Work with education on a campaign, linking in to five year strategy	TBC	NB and team	Waiting on information for campaign from Sue Roberts  Team now attending cluster meetings.
	<input checked="" type="checkbox"/> Attend school cluster meeting for comms/engagement agenda item			
Develop our collection of and reporting of statistics that can highlight the impact of our public-facing activities across the five-year period.	<input checked="" type="checkbox"/> Ensure school population figures are used consistently in annual reporting going forward	Dec 18	NB	

	<input type="checkbox"/> Gain clarity on figures and services carrying out Welsh language services			
	<input type="checkbox"/> Put a process in place for sharing of information to be used in the strategy's annual report/five year report			
Update and review the strategy in line with WLC guidance document	<input type="checkbox"/> Review guidance document	August 19	NB	Following review of guidance document, there will be a series of actions to add into this section.

### Policy-making standards

Objective	Actions	Deadline	Who	Notes
Develop our ability to capture and report on the positive/adverse effects on the Welsh language as part of policy-making decisions.	<input checked="" type="checkbox"/> Review and update current processes for the EIA central database	April 2019	NB with BSMs	
	<input type="checkbox"/> Add into EIA database a column on Welsh language impact	July 2019	NB	
	<input type="checkbox"/> Ensure relevant wording in relation to adverse and positive effects on the language exists consistently in every policy-making consultation/CP survey that includes policy-related questions	July 2019	NB	
	<input type="checkbox"/> Ensure the outcomes of the adverse/positive impact is	September 2019	NB	

	recorded in the consultation report			
	<input type="checkbox"/> Investigate if adverse/positive impact can be recorded in Cabinet report under EIA section as well	September 2019	NB	
	<input type="checkbox"/> Add in section specifically on adverse/positive impacts into the EIA annual report that goes to CEC	CEC schedule	NB	

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