

## Appendix: Record of engagement and consultation

The following table is a summary of the points and questions raised in the various forums, as well as indicating the language advisors' response to the comments and the proposed changes to the Policy as a result of the comments.

We have also noted that if there are issues we will act on them in other ways, or raise them with colleagues, rather than changing the policy itself.

Language Committee, January 2021 (Presented recruitment clauses specifically and discussed some possible changes).	
Matters raised	The Language Unit's response and changes that have been made
<p>I. The importance of noting in meetings that the translation service is for non-Welsh attendees and not for Welsh speakers was reiterated.</p> <p>II. A clause is needed about awareness of place names.</p> <p>III. A reference to Welsh-only advertisements within the Council's buildings.</p> <p>IV. Influence the policies of bodies that are part of the Council's procurement.</p> <p>V. Request an opinion about the principle of producing bilingual documents so that people see the Welsh language at every possible opportunity. The committee agreed on this principle.</p>	<p>I. Relevant clauses have been adapted in the policy to highlight this principle. <b>(General Principles Section 3)</b></p> <p>II. Place names - clauses have been added - based on the old clauses of the previous Language Plan and also on the work priorities of the Place Names Project.</p> <p>III. A clause is already included in the policy about the language of signs and posters.</p> <p>IV. Joint provision and outsourcing clauses – Section 9 (9.1) – note that if a service is outsourced, there is an expectation that the same standards and language policies will be followed.</p> <p>V. Having considered this principle further it would be difficult to implement, as so many of the Council's documents are published digitally with a separate Welsh and English version (and the ability to move/toggle from one language to another) but we have included a new clause in the policy which sets out the principle and ambition in the general principles for section 4:</p>

<p>VI. An opinion was sought about the use of language in training and the practice of conducting training in Welsh and English separately. It was agreed that an attempt should be made to provide translation instead of offering sessions in English, in an attempt to reduce the number of Welsh speakers who choose an English session because of convenience of timing rather than because of language choice.</p>	<p><i>Every effort will be made to produce short documents bilingually, to ensure that the public see the Welsh language at every opportunity.</i></p> <p>VI. Clauses 11.9 and 11.10 have been adapted:</p> <p><i>11.9 ALL the training offered by the Council will be provided in Welsh.</i></p> <p><i>Every step will be taken to help staff participate in training through the medium of Welsh, and training through the medium of English will not be offered for core subjects unless absolutely necessary.</i></p> <p><i>11.10 Consideration should be given to the use of simultaneous translation in training sessions, where practicable, to enable staff who lack confidence in Welsh to participate effectively, in order to ensure that Welsh is maintained as the main internal administrative language, and to provide informal, supportive opportunities for staff to practise their Welsh language skills.</i></p>
<p><b>Equality Core Group</b> (Presented the current Policy (2016) and asked for any comments)</p>	
<p><b>Matters raised</b></p>	<p><b>The Language Unit's response and changes that have been made</b></p>
<p><b>General comments about language register and text layout.</b></p> <ul style="list-style-type: none"> <li>○ Font size can make it difficult for the visually impaired. Setting text bilingually sometimes means having to use a smaller font, with no room to enlarge it.</li> <li>○ The Easy read option is not often available –</li> <li>○ The choice is formal English or Welsh - nothing in-between.</li> <li>○ Learners like to have Welsh and English together rather than having to switch from one language to the other.</li> </ul>	<p>Consider placing more emphasis on using Cymraeg Clir - to try and ensure that we produce materials that are easy to read, and help those who lack confidence in their ability to understand Welsh.</p> <p>Discuss with colleagues whether there are opportunities for us to create more materials bilingually, rather than having Welsh and English separately.</p>

<b>Staff discussion sessions</b>	
Several discussions were held with colleagues who had an interest in or knowledge of specific fields.	
<b>Matters raised</b>	<b>The Language Unit's response and the changes that have been made</b>
<p><b>Internal administration:</b> A need to give priority to the Welsh language in terms of internal communication while also respecting people's choices, especially when receiving personal information.</p> <p>A need to distinguish between the different ways in which information is presented, e.g. personal information that is provided to staff members on the self-service system and general information on the intranet.</p>	<p>A clause has been inserted in General Principles Section 11: The Council's Internal Operations to reflect this principle:</p> <p><i>Any relevant policies relating to staff rights, disciplinary and grievance processes, will highlight the rights of individuals under the requirements of the Standards. The Council will respect the right of members of staff to exercise their choice of language, and will provide personal information in the language of their choice.</i></p> <p>The different ways of providing information and use of the Welsh language in different internal contexts have been highlighted in Section 11.</p>
<p><b>Recruiting and appointing:</b> A need to reflect the changes to the recruitment procedure due to the implementation of the Designations Project.</p> <p>A need to highlight the requirements of the Standards in relation to advertising jobs and recording language skills.</p>	<p>Recruitment and appointment clauses (Section 12) were written in consultation with the Project Board and Learning and Development officers. The Language Unit has advised and collaborated with the Human Resources service to ensure consistency with the relevant recruitment policies. The wording has been changed to highlight the need in the Standard to use the word ESSENTIAL.</p>
<b>Heads of services</b>	
Shared the consultation copy with heads for comments during May 2022	
<b>Matters raised</b>	<b>The Language Unit's response and the changes that have been made</b>
<p><b>Changes to be proposed or questions raised:</b></p> <p>It was noted that it was necessary to look at the Policy Making clauses in order to ensure that the guidance was clear to staff. A feeling that the expectation to ask a specific question when consulting on policy decisions was insufficiently clear. Several</p>	<p>Accept this comment and have adapted this section of the policy - adding the "Impact Assessment" and "Consultation and associated research work" sub-headings and new clauses that make the requirement for consultation questions clear. Also added an extract from the Code of Practice to show the definition of a policy decision.</p>

<p>references to the need to assess the impact on the Welsh language and mitigation measures, but not the question.</p>	
<p><b>Language Committee 20 June 2022</b> Presented the consultation copy in order to obtain comments and approval to proceed to present to the Cabinet.</p>	
<p><b>Matters raised</b></p>	<p><b>The Language Unit's response and the changes that have been made</b></p>
<p>It was asked whether it would be possible to add a more quantifiable element to the policy-making clauses that refer to impact assessment. There was a desire to see a clause referring to an impact that would cause a significant reduction in the percentage of Welsh speakers in the communities. Refer to Welsh speakers rather than treating the Welsh language as an independent matter.</p>	<p>These clauses have been drawn up specifically to reflect the exact requirements of the Standards, however, the consultant has adapted the wording of the clauses in question to address the matter raised. We have added to the clauses to refer specifically to people, and to having a positive impact on people's opportunities to use the Welsh language (which is the wording of the requirement in the Standard).</p> <p>We are concerned about committing in a policy clause to measure the impact of plans directly on the number and percentage of speakers, as it is not easy to make a direct link between the Council's policies, projects and strategic plans and a change in the number and percentage of speakers, therefore it will not be easy to prove the impact. This element's reliance on the census data also makes the situation vulnerable in the future.</p> <p>However, we recognise that trying to measure change in the percentage of Welsh speakers is an important part of measuring and assessing impact, and will ensure this gets proper attention in any guidance for staff relating to impact assessment, as well as in our monitoring work of impact assessments.</p> <p>The consultant will keep this comment in mind when developing their work of creating linguistic measures for projects and plans.</p>
<p>The need to continue to include a clause (12.3) which states that one question will be asked in English in interviews was queried.</p>	<p>As this is a policy specifically about the use of the Welsh language, we accept this comment and agree to remove this from the Language Policy.</p>

	This clause has also been adopted in the internal recruitment policy, which provides guidance to managers on the procedure for conducting interviews, and we will draw the attention of relevant officers to this comment for further discussion.
Questions were asked about the need to ensure Welsh language skills for subcontractors who work with the Council on various projects.	<p>Expectations on contractors are addressed in clause 9.1  <i>Any provider agreements will refer to this policy and contain clauses that will clearly set out the requirements and expectations on external providers to ensure compliance with the requirements of this Policy.</i></p> <p>We believe that this clause, as well as the guidance given to procurement officers within the Council, is sufficient. Standard clauses drawn up for use by procurement officers - no need to refer to this in the policy as it is an operational element rather than a principle.</p>
It was pointed out that elected members are bound by the Code of Conduct and therefore there is a need to consider whether the language policy recognises this.	Agree to look at the content of the Code of Conduct to ensure that the expectation is clear and consistent.
It was asked if there were any implications for members of staff who need to receive training to achieve the language designation of their job but have been unable to attend those training sessions.	It was confirmed that there are no implications if staff miss Welsh language training to achieve their language designation. This matter was discussed in the Language Committee a few years ago, when establishing the Language Designations project, and it was agreed with the guidance from the human resources service at the time that it was not practical to commit a member of staff to a specific time period.
<b>Leadership Team April 5<sup>th</sup> 2022</b>	
The Place Names Project has presented reports to discuss the specific principles of place names.	
<b>Matters raised</b>	<b>The Language Unit's response and changes that have been made</b>
The officers of the Place Names Project approached the Leadership Team to specifically ask for their political guidance on using Welsh names, and the wish to use the name Cyngor Gwynedd only (and	Clauses have been included in the policy to reflect the commitment of the place names project to protect and use Welsh names ( <b>General principle 2, Clause 1.6, General principle Section 4, Clause 6.4</b> ) and the work of implementing these clauses will become part of the work programme of the

not Gwynedd Council) and to use Welsh street and place names to the best of our ability.

Guidance was received from the Leadership Team that they agreed with the principle of using Welsh names, and using the Council's Welsh name wherever possible.

The Leadership Team supported the principle that some issues could be acted upon immediately, but recognised that it would also take some years to implement all the changes.

Guidance was given that signs (including the Council's logo) would be changed when the need arose, so that it would not involve an additional cost at this time.

Place Names Project, which due to its status as a Council priority project, will be monitored when reporting on progress through performance challenge arrangements.

*The Council's corporate image and identity reflects its commitment and the priority given to the Welsh language. This will include using the name Cyngor Gwynedd when referring to itself wherever possible.*

*1.6 It should be ensured that any correspondence sent, electronically or individually by staff, uses Welsh addresses, including Welsh street names and the forms of place names on the Council's Register of Place Names.*

**General Principles Section 4**

*The Council will refer to itself by its Welsh name, Cyngor Gwynedd, and adopt Welsh names for locations and features in all its publications and public written materials.*

*6.4 The Council will undertake to promote the use of Welsh names for locations by using only the Welsh names on signs within the county wherever this is practicable. This includes using only Welsh names on new street and road signs, and considering changes to signs as they are renewed to use only Welsh names.*