



Fy Ref/My Ref: CM34503

Eich Ref/Your Ref: T: Scrutiny/PRAP/Comm Papers/Correspondence

Dyddiad/Date: 12 May 2016

Councillor Nigel Howells,
Chair, Policy Review and Performance Scrutiny Committee,
Cardiff Council,
County Hall
Cardiff
CF10 4UW

Annwyl/Dear Nigel,

RE:- Policy Review & Performance Scrutiny Committee: 12 April 2016

Thank you for your letter of 27 April. I appreciate and thank the Committee for providing feedback on the Governance and Legal Services Directorate Delivery Plan and note the Committee's intention to monitor the following areas:

- Corporate ownership of the Welsh Language Standards;
- Benchmarking activity within the Governance & Legal Services Directorate;
- Future re –consideration of the scrutiny Performance Indicator.

Corporate ownership of the Welsh Language Standards

The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Regulation Standards). The Standards issued to the City of Cardiff Council are listed in '*The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011*' available to view at www.cardiff.gov.uk/bilingualcardiff

The Standards, which are regulated by the Welsh Language Commissioner, have recently replaced the Council's Welsh Language Scheme which was created as a requirement of the Welsh Language Act 1993 and was operational until 30th March 2016.



Under the new legislation the Cardiff Improvement System (CIS) will continue to be the Authority's main tool for monitoring compliance with the new Welsh Language Standards. All 174 standards will be grouped and entered as improvement actions into the required database on CIS. Each action will appear against each of the Directorates in order to ensure that all Directorates are aware of every measure, as well as responsibility and target date. More specific standards will be allocated to the relevant Manager within the relevant Directorate.

Directorate Welsh Language Coordinators and Champions who observe instances of non-compliance with the Standards in the course of their work will log them as required Improvement Actions (IACs) on CIS. They will work to ensure that the Standards allocated to their Directorate are achieved within the timescale and will update the CIS system by entering comments on which IACs are progressing, on target, or completed. Bilingual Cardiff will have corporate access to the CIS database and will oversee Directorate progress intervening as and when instances of non-compliance are recorded on the system.

Overdue actions as reported by the Coordinators and Champions and/or Bilingual Cardiff will be discussed at Management Team meetings where appropriate actions will then be updated accordingly. This ensures that Managers and Senior Officers will become aware of instances of non-compliance as well as areas for improvement within their Directorate.

All instances of non-compliance or any areas of significant concern, as well as examples of best practice, will be reported on a quarterly basis to the Bilingual Cardiff Member Working Group whose role includes monitoring the Council's performance against Welsh language legislation including investigating breaches of policy. One of the Group's main objectives is to review and contribute to the Council's final response to the Annual Monitoring Report to the Welsh Language Commissioner prior to consideration by Cabinet and Council.

The Council is expected to prepare an annual monitoring report to demonstrate compliance with the Welsh Language Standards and this report is presented to full Council in June of each year in order to ensure that all Members are aware of any issues as well as best practice.

This work is already underway and this method worked incredibly well with the actions in the timetable for implementation in the Welsh Language Scheme. Therefore it is a tried and tested method with a proven track record of success. I also attach the Terms of Reference of the Bilingual Cardiff Member Group which may be of assistance in reassuring the Committee of the monitoring arrangements already in place.

Benchmarking activity within the Governance & Legal Services Directorate

The Directorate's Management Team met on 20th April 2016 and discussed the value of benchmarking across the Directorate's functions. Directorate section heads have been asked to consider what opportunities there might be for benchmarking their services, and the Directorate will continue to report on this through its quarterly performance reports.

Consideration of the scrutiny Performance Indicator

I understand the point made about the performance indicator on the percentage of scrutiny recommendations agreed. As shared at the meeting, during Quarter 1 Scrutiny Services will be undertaking a range of evaluation activities marking the end of the 2015/16 Municipal Year. I hope that when you come to consider performance through the year, you will see a helpful picture of scrutiny outputs and outcomes emerging from the intelligence gained through these activities.

Once again, thank you for your time, and for allowing the Committee to offer its observations on the Directorate's Delivery Plan.

Yn gwyir/Yours sincerely



Y Cynghorydd/Councillor Daniel De'Ath
Aelod Cabinet Dros Diogelwch, Ymgysylltu a Democratiaeth
Cabinet Member for Safety, Engagement & Democracy
Cynghorydd Plasnewydd/
Councillor for Plasnewydd

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn sicrhau ein bod yn cyfathrebu â chi yn eich dewis iaith boed yn Gymraeg, yn Saesneg neu'n ddwyieithog dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

The Council welcomes correspondence in English and Welsh and we will ensure that we communicate with you in the language of your choice, whether that's English, Welsh or bilingual as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

cc Elizabeth Weale, Legal Manager
Paul Keeping, Operational Manager, Scrutiny & Equality Manager
Christine Salter, Corporate Director Resources
Gareth Newell, Head of Cabinet Office

BILINGUAL CARDIFF WORKING GROUP

TERMS OF REFERENCE

AIM

To take a lead role in developing a truly bilingual Cardiff where citizens and staff of the City of Cardiff Council can access services and support in either language equally through improved partnership working.

OBJECTIVES AND ROLES

- To ensure compliance with the Council's Welsh Language Standards set by the Welsh Language Commissioner.
- To monitor the Council's performance against Welsh language legislation including investigating breaches of policy.
- To request evidence and/or presentations from officers within their respective areas in relation to specific Welsh language matters.
- To feed back on any issues relating to the Welsh language from Service Users or Service Providers to the forum, and vice versa if necessary.
- To review and contribute to the Council's final response for the Annual Monitoring Report with Bilingual Cardiff team prior to consideration by Cabinet/Council.
- To receive feedback from the Welsh Language Coordinators Meeting and work with Welsh Language Champions (O.M level and above) to further embed the awareness of Welsh within the Council's corporate culture.
- To contribute to responses on behalf of the Council on Welsh language consultation issues e.g. to the Welsh Language Commissioner
- To act as a reference group for Welsh language related issues and provide a voice for service users and providers.
- To have an advisory role and report to Cabinet every six months.

MEMBERSHIP

- Cabinet Member responsible for Welsh language.
- An invitation to each party group to identify at least one Member representative. (Max number of attendees – 12). Members would represent the political balance of the Council and be appointed on a proportional basis.
- The Group would be supported by the Head of Bilingual Cardiff/Democratic Services.
- Other members/officers as deemed necessary.
- External guests as invited e.g. Welsh Language Commissioner

ADMINISTRATION

The Chair would be appointed at the first meeting of the Working Group. Democratic Services shall be responsible for taking minutes in meetings, arranging a suitable meeting space and any other secretarial duties necessary.

RECORD OF MEETINGS

Minutes and Agenda will be prepared by Democratic Services and the Bilingual Cardiff team respectively and distributed by the Head of Bilingual Cardiff to all Welsh Language Coordinators and Champions. A brief will also be prepared and this will be disseminated by the Head of Bilingual Cardiff to the Coordinators who will in turn send on to teams within their service areas.

FREQUENCY OF MEETINGS

The meetings will be held quarterly.