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**A BILINGUAL CARDIFF – A BILINGUAL COUNCIL: PROMOTING  
& USING WELSH WITHIN THE COUNCIL**

**LEADER (COUNCILLOR HUW THOMAS)**

**AGENDA ITEM: 4**

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**Reason for this Report**

1. To agree and approve the content of the ‘A Bilingual Cardiff – A Bilingual Council’ policy prior to publication in accordance with the Welsh Language Standards (No.1) Regulations 2015 under the Welsh Language (Wales) Measure 2011.

**Background**

2. Local authorities in Wales have a statutory duty to comply with the Welsh Language Standards regulation that explains how they as organisations should use the Welsh language in different situations. 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 (No.1) Standards 2015). The standards issued to Cardiff Council are listed in ‘The Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011’. A copy of the standards is available from [www.cardiff.gov.uk/bilinguallcardiff](http://www.cardiff.gov.uk/bilinguallcardiff)
3. Standard 98 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language. A draft guidance for staff based on existing actions only was available on the Council intranet from March 2016 in order to comply with the statutory deadline.

Welsh Language Standard 98 states:

**You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language and you must publish that policy on your intranet.**

4. The Council is committed to promoting and facilitating the use of Welsh within its internal administration, and as Wales’s capital city, Cardiff Council believes in a bilingual workplace environment where using Welsh

language skills in work is both valued and actively encouraged.

The aims of this policy are to:

- Develop the formal and social use of Welsh amongst our workforce through regular learning and social opportunities, and greater participation in a variety of formal and informal language networks and events.
- Increase the opportunities for staff to develop their Welsh language skills, increase their confidence, and improve the bilingual services we provide
- Promote and project a bilingual workplace ethos externally with a view to attracting more bilingual staff.

### **Staff Perception Survey**

5. A staff perception survey aimed at Welsh speakers and Welsh learners was sent to all staff on the 25 January in connection with St Dwynwen Day. A total of 214 responses were received, collated and analysed by Cardiff Research Centre. The survey found

- A third (**34.4%**) of respondents reported to be fluent Welsh speakers whilst almost half (**47.8%**) were Welsh learners.
- Three quarters (**74.0%**) of respondents were interested in attending a course to develop their Welsh skills.
- Three quarters (**75.2%**) of respondents would be happy to join Cardiff Council's new network of Welsh speakers/Learners.
- A quarter (**25.4%**) 'strongly agreed' and a further third 'agreed' that their department/service is very supportive of the Welsh language and offer many opportunities to support Welsh speakers. In contrast, **13.2%** disagreed with the statement.

When asked "***What would you like to see happen with regards to the use of Welsh internally within your department/within Cardiff Council***", of the 143 respondents

- **42%** would like to see the Welsh language encouraged within their department, and increased awareness throughout the whole Council.
- Just over a quarter (**25.9%**) of respondents wanted the opportunity for more training courses to be available for people who want to learn the language.

When asked, '***What actions do you think the Council could take to contribute to the vision of a 'Bilingual' Council?***' Of the 118 comments,

- **37%** said provisions are needed such as giving more people the opportunity to learn Welsh as well as promoting it positively.
- Just over a quarter (**25.4%**) thought there should be better internal coordination throughout the council.

- With just under a quarter (**19.5%**) of respondents commenting the need to make the Welsh language a more normal part of day to day proceedings.
6. The policy sets out the Council's vision to create a bilingual organisation that promotes the Welsh language and sets an example to other employers in the city. We will provide opportunities to see hear and use the language when conducting our business and delivering our services, remove any barriers to bilingualism and promote the benefits of the Welsh language amongst staff. Cardiff Council's mission statement – 'A Bilingual Cardiff – A Bilingual Council' mission statement is included in appendix A1.
  7. Cardiff Council has made tremendous strides in recent years on the road to creating a bilingual city. With the Bilingual Cardiff Strategy 2017-2022, we are firmly on the journey to becoming a truly bilingual Capital City. As a major employer in the city, the Council also needs to reflect this ambition within its workforce. As an organisation, we want to lead by example and encourage the use of Welsh internally, and to increase opportunities to see, hear and use the language when conducting our business.
  8. This policy brings together existing practices, policies and resources relating to Welsh training, the Welsh language standards and our corporate approach to using Welsh in the workplace. Through this policy, we will work towards becoming an increasingly bilingual organisation where both languages are valued and used naturally, both formally and informally. Not only will this improve our capacity to provide high quality bilingual public services, but it will also help us realise our vision of a truly bilingual capital city, as well as ensuring that we play our part in achieving the Welsh Government's vision of a million Welsh speakers by 2050.
  9. Welsh speakers are currently under-represented in the workforce compared with the general population of Cardiff. As of 31st March 2018, of the non-school based employees who have indicated their skills, 9.8% have stated they have a level of Welsh language skills, against a general population in Cardiff of 16.2% (2011 Census). By normalising bilingualism within the organisation and supporting staff to use their Welsh language skills, we will also improve the bilingual services that we provide to the public. Our aim is for staff to feel confident to use Welsh within the workplace; to support and value the use of Welsh internally, and to increase the visibility of the language within the Council through effective promotion and support. This in turn will help us to project a bilingual workplace ethos that values and attracts more bilingual staff.
  10. The [Bilingual Cardiff Strategy 2017-2022](#) was approved by the Cabinet on the 23<sup>rd</sup> of March 2017. One of the priorities of the strategy is to:

**Increase the number/percentage of Welsh speakers within the City of Cardiff Council and enable and support fluent staff as well as staff who are learning to use the Welsh language in the workplace**

**and encourage Bilingual Cardiff partner organisations to adopt the same approach.**

The strategy also includes an action to increase the number of Cardiff Council staff with Welsh language skills by 50% from 2017 to 2022.

### **Consultation**

11. The draft policy has been considered by SMT, the Bilingual Cardiff Members Group, Welsh Language Coordinators & Champions network, HR, Trade Unions, and employee networks, prior to Cabinet consideration.

### **Reason for Recommendations**

12. Standard 98 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language.

### **Financial Implications**

13. This Policy sets out the practices and resources in order for the objectives to be delivered. Whilst it is anticipated that most of the Policy can be contained within existing resources it remains essential that funding is identified before the respective works are commissioned.

### **Legal Implications**

14. Standard 98 of the Welsh Language Standards (1) requires the Council to 'develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, the policy is required to be published on the Council's intranet.

### **HR Implications**

15. The promotion and use of the Welsh Language within the Council will require the continued development of Welsh Language skills across the workforce in line with the Council's proposed Workforce Strategy.

### **RECOMMENDATIONS**

The Cabinet is recommended approve the policy on promoting and using Welsh within the Council (attached as **Appendix A**) in accordance with the Welsh Language Standards (Welsh Language (Wales) Measure 2011).

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>CHRISTINE SALTER</b> CORPORATE DIRECTOR RESOURCES
	<b>7 June 2018</b>

*The following appendices are attached:*

Appendix A: A Bilingual Cardiff – A Bilingual Council Draft Policy

Appendix A1 Mission Statement: A Bilingual Cardiff - A Bilingual Council

Appendix A2: Welsh Language Training – Staff Guidance

Appendix A3: Equality Impact Assessment