



***IS-BWYLLGOR TROSOLWIG A CHRAFFU CYD-  
BWYLLGOR CORFFOREDIG RHANBARTHOL DE-  
ORLLEWIN CYMRU***

***10.00 AM DYDD IAU, 16 MAI 2024, DYDD IAU, 16 MAI 2024***

O Bell Trwy Teams

**Rhaid gosod pob ffôn symudol ar y modd distaw ar gyfer parhad y cyfarfod**

Gellir ffilmio'r cyfarfod hwn i'w ddarlledu'n fyw neu'n ddiweddarach drwy wefan y cyngor. Drwy gymryd rhan, rydych yn cytuno i gael eich ffilmio ac i'r delweddau a'r recordiadau sain hynny gael eu defnyddio at ddibenion gweddarlledu a/neu hyfforddiant o bosib.

1. Cyhoeddiadau'r Cadeirydd
2. Datganiadau o fuddiannau
3. Cofnodion y cyfarfod blaenorol (*Tudalennau 5 - 14*)
  - 16 Ionawr 2024
  - 15 Chwefror 2024
4. Cynllun Corfforaethol
5. Cynllun Trafnidiaeth Rhanbarthol De-Orllewin Cymru – Y diweddaraf am y rhaglen (*Tudalennau 15 - 22*)
6. Safonau'r Gymraeg – y diweddaraf (*Tudalennau 23 - 102*)
7. Blaenraglen Waith 2024-2025 (*Tudalennau 103 - 104*)
8. Eitemau brys

Unrhyw eitemau brys yn ôl disgrisiwn y Cadeirydd yn unol ag Adran 100BA(6)(b) o Ddeddf Llywodraeth Leol 1972 (fel y'i diwygiwyd)

**W.Bramble**  
**Prif Weithredwr**

Canolfan Ddinesig  
**Port Talbot**

**10 Mai 2024**

Aelodaeth y Pwyllgor::

Cadeirydd: **Y Cynghorydd R.Sparks**

Is-gadeirydd: **Y Cynghorydd T.Bowen**

Cynghorwyr: R.Davies, S.Pursey, D.Howlett, M.John,  
M.Tierney, E.Schiavone, P.Black, W.Lewis a/ac  
D.Cundy

Aelodau Y Cynghorydd. Dr. S.Hancock  
Cyfetholedig nad  
ydynt yn  
Pleidleisio

## South West Wales Corporate Joint Committee - Overview and Scrutiny Sub-Committee

(Microsoft Teams)

**Members Present:**

**16 January 2024**

**Chairperson:** Councillor R.Sparks

**Vice Chairperson:** Councillor T.Bowen

**Councillors:** R.Davies, S.Purseley, D.Howlett, M.John, M.Tierney, E.Schiavone and P.Black

**Officers In Attendance** S.Aldred-Jones, K.Tillman and A.Thomas

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### 1. **Chair's Announcements**

The Chair welcomed everyone to the meeting.

### 2. **Declarations of Interest**

There were no declarations of interest received.

### 3. **Minutes of previous meeting**

The minutes of the meeting held on 2<sup>nd</sup> November 2023, were approved as a true and accurate record.

### 4. **Quarterly Budget Monitoring**

Members considered the report as circulated within the agenda pack.

The officer went through the report. The officer highlighted points in relation to the Joint Committee and the various sub-committees. Officers advised that the projected underspend for 2024-2025 is just over £295,000. The total underspend overall is 385,000. This

provides a surplus of over £680,000 which can be used to offset the budget for future years, to reduce the levy.

Officers advised that there had been little financial activity during quarter 2.

Following scrutiny, the report was noted.

## 5. **Draft Budget 2024/2025**

Members considered the report as circulated within the agenda pack.

The officer outlined the three funding options that are being considered by Joint Committee. Due to the financial challenges being faced by the constituent authorities, it is recommended that the continuity budget minus 10% be endorsed by the Joint Committee.

Members expressed their concern at the level of current reserves and suggested that it would be more beneficial for local authorities to utilise the reserves to offset the budget given the current financial hardships that all authorities are facing. Officers acknowledged that the CJC is still currently in its infancy and by retaining a good level of reserves this will allow the CJC to progress its work next year.

The officer advised members that it is prudent to have a minimum reserve of £200,000.

Members questioned the value for money if the 'do minimum' option is agreed. It is acknowledged that in order for the CJC to achieve its agreed objectives, a budget of £2m is required. However, this is the second budget that is proposed to be set at the 'do minimum' level. Members were concerned that, with the financial position of the local authorities unlikely to improve in the near future, and if the CJC keeps setting do minimum budgets, then very little will be achieved other than the statutory minimum. Members queried what the proposed funding looked like for future years.

Members suggested that the CJC should have been given further reduction options, perhaps 15% for members to consider.

Option 1 in the report outlined the optimal budget position and what could be achieved through this. Whilst members understood the financial difficulties facing local authorities at this current time,



members were keen to understand the pathway that the CJC has in place to be able to progress the objectives of the CJC in future years.

Members agreed that the Chair of the scrutiny should write a letter to the Chair of the CJC expressing the views of the scrutiny committee in relation to the draft budget. This should include increasing the reduction option suggested,

Following scrutiny, the report was noted.

6. **Forward Work Programme 2023-2024**

The Forward Work Programme was noted.

7. **Urgent Items**

There were no urgent items.

**CHAIRPERSON**

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**South West Wales Corporate Joint Committee - Overview and Scrutiny Sub-Committee**

**(Microsoft Teams)**

**Members Present:**

**15 February 2024**

**Chairperson:** Councillor R.Sparks

**Vice Chairperson:** Councillor T.Bowen

**Councillors:** D.Howlett, M.John, M.Tierney and P.Black

**Officers In Attendance** S.Aldred-Jones, K.Tillman, D.Griffiths and T.Rees

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1. **Chair's Announcements**

The Chair welcomed everyone to the meeting.

2. **Declarations of Interest**

There were no declarations of interest.

3. **Regional Transport Plan - Case for Change**

Officers gave a brief overview to the report contained within the agenda pack.

Members asked for clarification regarding the timescale for the budget spend, and an indication of a final cost to develop the plan.

Officers confirmed that some of the budget had already been spent and there is flexibility on how the money is utilised. Work has already been undertaken around the Metro proposals, it may be appropriate to replace the Metro spend with RTP funding and carry the Metro spend over for development next year. It is ambitious to commission and complete within the current timescale. The outline indicative cost is estimated to be less than £400k.

Members questioned the reference in the report to the use of electric vehicles (EV's) to tackle pollution and noted the difficulties in this approach in urban areas, due to the high cost of vehicles and the limited charging infrastructure. Members asked how ambitions for a pollution free transport system could be achieved taking into account these factors.

Officers confirmed that the principle of the RTP hinged around a transport hierarchy, with priority given to cycling, walking and public transport. How the infrastructure will be provided is challenging and will be included in work undertaken in relation to the development of the metro proposals, and considered as part of the wider RTP. The RTP will be used as a bid document for leveraging funding for delivering transport interventions.

Officers confirmed that a Low Emission Vehicle Strategy has already been produced which will feed into the RTP work. Current focus has included work on converting the council's fleet and identifying any implications. Work is on-going in relation to investigating the use of technology and proposals for on street charging. It was noted that Transport for Wales will be able to help with some of the supporting work related to the plan.

Members questioned if consideration had been given to overnight charging for fleet vehicles to make use of lower cost tariffs.

Officers confirmed that this was not the case in Pembrokeshire and the production of the Fleet Transition Strategy was currently ongoing. Pembrokeshire Council have looked at hydrogen vehicles rather than electric but EV's may still be considered. Officers confirmed that an EV Strategic Plan was available for the region. Welsh Government and Transport for Wales (TFW) are carrying out pilots in other local authorities in relation to options for on street charging; more information will be available following the pilot. The Welsh Government Energy Service have carried out studies with a view to setting out high level strategic infrastructure requirements to support transition. Public Bodies can support their employees with salary sacrifice schemes for EV purchase. Officers from Neath Port Talbot Council, confirmed that EV's will predominantly be charged overnight, but some vehicles may also require daytime charges. There are benefits in having a solar infrastructure alongside charging facilities that can offset to supply power to buildings by day and charge vehicles at night.

Members commented on gaps in the report, there is no reference to the A477, A487, the Traws Cymru bus service or the rail freight service to Milford Haven. In relation to the mention of economic wellbeing on page 16 of the report, members suggested reference should be made to tackling poverty and the difficulties in accessing employment opportunities without transport. Consideration needs to be given in how the night time economy can be developed, particularly in relation to tourism. Members commented that there has been a huge reduction in freight travel since Brexit which has impacted on the ports of Fishguard and Pembroke. In relation to Fishguard, there has been no ferry service in operation since the beginning of January with a limited passenger service operating from Pembroke Dock. It was noted that ports are particularly vulnerable following multi million euro investment into Rosslare. Members questioned why there was no mention in the report of a potential re-opening of the rail line between Carmarthen and Aberystwyth.

Officers thanked members for the useful points raised and noted that the Case for Change is a high level strategic document, it does not cover full details and further development is required. It is important that adequate time is given to carry out effective consultation and identify gaps to enable economic viability. The points raised today have been noted and will feed into the future development of the plan. In relation to the possibility of re-opening the Carmarthen to Aberystwyth rail line, a number of studies have been undertaken which will form part of the evidence base for the transport plan. Officers noted that the trunk road and Traws Cymru bus network are driven and controlled by Welsh Government who will be key in inputting to the regional transport plan. From April 1st a new bus contract arrangement will be in place; there will be opportunities through franchising arrangements to expand services and close gaps, especially in late morning and late evening services. The intention is to develop a balanced transport plan, which looks at social, economic and environmental factors. The plan will need to be used as a means of focusing future funding decisions and used as a means to potentially influence revenue decisions which are made in terms of future bus support grants. It was noted that the operation and funding of rail is carried out at a national level.

Members referred to page nine of the report contained within the agenda pack and expressed concern at the difference across the region in terms of private vehicle ownership. It was acknowledged that the public should be encouraged to use public transport, but this is difficult in rural areas without confidence in the availability and

reliability of public transport. It was noted that train services to West Wales are often cancelled.

Officers confirmed that motor vehicles were included in the plan as the lowest priority to reflect Welsh Governments strategic priorities but acknowledged that the use of private motor vehicles in rural areas was still of importance. The point made by members in relation to train transport, particularly in West Wales is an immediate issue rather than a strategic issue and needs to form part of the strategic case in terms of rail improvement. Work has been undertaken with local transport user groups and with Transport for Wales to raise concerns regarding the number of train cancellations and rail replacements, and on times, the lack of rail replacements. Feedback has been received stating that cancellations are linked to development of the new train fleet. It was noted that availability of trains was important to people not just reliability, this is a strategic issue in increasing the frequency of trains which feeds into the regional transport planning process. Officers noted that transport solutions were different across the region due to the mix of urban and rural areas, in some areas, private car ownership will be the only viable option for transport. Alternative methods are not available or are too costly for consideration. The plan is a mechanism to seek appropriate investment relating to the required interventions but keeping in mind the challenges faced by rural areas, here there will still be a dependency on private car ownership with the financial challenges that brings to individuals. The plan will need to focus on sustainability in addition to addressing significant economic challenges

Members commented that the data contained in the report was based on the bus service prior to the recent change and did not reflect the current situation. There is a gap in services in some areas, hindering residents in accessing employment opportunities, particularly, shift workers. Members commented that service frequency is not sufficiently ambitious, to change people's travel arrangements.

Officers agreed with members comments and acknowledged it was important to identify gaps and opportunities to grow and expand services. A benefit of the work undertaken with Transport for Wales is the rich bus data gained. Effective consultation is needed with the Community through the RTP process and through developing the bus strategies, there is an opportunity to work towards improving networks.

Members made an observation in relation to the Carmarthen to Aberystwyth bus link, which is using electric buses and working effectively which demonstrates how services can evolve.

Members commented that there were various committees working towards the development of the EV Charging infrastructure but there were challenges in relation to on street charging for private vehicles.

Officers responded, that as battery technology improves there may be more range and less frequent charging required. There are some specific social challenges in relation to on-street charging and ownership of on street parking spaces. Officers commented that there are opportunities to use electric vehicles as power banks from a reverse charging perspective. It was noted that an extensive off street parking network of EV chargers has been developed in Pembrokeshire, giving residents with no private off street parking the ability to charge vehicles overnight, however, it was acknowledged that some residents may not wish to park away from their home for security reasons. Consideration has been given to developing charging points on housing estates but this is in the early stages of development. Officers noted that some EV fleet vehicles were not the correct specification to carry out the required task due to the payload of the vehicle and battery capacity and this could be an issue going forward. Officers noted that hydrogen is likely to feature in the strategy going forward, there are projects ongoing in the Swansea Bay area and three major producers of hydrogen are expected to come online from approximately 2027. Once hydrogen is more widely available, the cost should be favourable. Another alternative is HBO, replacement diesel which is currently being used on the fleet in Pembrokeshire.

Members agreed with the point made in relation to the potential future use of hydrogen vehicles.

Officers commented that the supply of hydrogen vehicles needs to be taken into account. A hydrogen refuse freighter has been trialled in Neath Port Talbot but the vehicles are not readily available and the technology is still under development. There will be a reliance on a secure source of hydrogen which could take upto 2030.

Members were pleased that the railway data was wider than Swansea and commented that consideration of the Velindre Parkway was important in terms of improving journey times. Members raised concern over investment as traditionally, investment models were

based on population density which negatively impacts less populous areas. Members asked for reassurance that investments would benefit the wider region to address some of the issues raised. Members referred to page 10 of the agenda report pack and the current transport network in the region, it was noted that there is a need for safe pedestrian/cycling routes in rural areas, not just urban areas, which will need investment.

Officers agreed with members comments that investment in walking/cycling routes was needed in rural as well as urban areas. Active travel needs to be normalised. The plan is a regional plan and there is high level representation to ensure interests are spread out and understood across the whole region. Welsh Government may have involvement in relation to the priorities of spend, but this will be addressed on a regional level. Currently, there is an opportunity to bid for funding. Transport demand will need to be managed, as if the plan is successful there will be a shifting mode.

Officers commented that investment in rural communities was important to tackle transport poverty and that members support in lobbying Welsh Government for a bigger sector share to local authorities to undertake investment, was needed.

This item was noted.

#### 4. **Urgent Items**

There were no urgent items.

### **CHAIRPERSON**



## SOUTH WEST WALES CORPORATE JOINT COMMITTEE

### Overview and Scrutiny Committee

16<sup>th</sup> May 2024

### Report of the Chief Executive

**Report Title: South West Wales Regional Transport Plan – Programme Update**

<b>Purpose of Report</b>	To inform and seek endorsement of an amendment to the programme of works for the SWW Regional Transport Plan – initial draft stage and that it be commended to the Corporate Joint Committee for approval.
<b>Recommendation(s)</b>	It is recommended that members endorse an amendment to the programme of works for the SWW Regional Transport Plan – initial draft stage as identified in this report and that it be commended to the Corporate Joint Committee for approval.
<b>Report Author</b>	Stuart Davies Head of Highways & Transportation, City & County of Swansea Council  Mark Wade Director of Place, City & County of Swansea Council
<b>Finance Officer</b>	Chris Moore
<b>Legal Officer</b>	Craig Griffiths

#### 1. Introduction / Background

The Southwest Wales team have worked effectively to date, delivering the Implementation Plan and Case for Change stages of the project in a timely manner. This has recently been commended by Ken Skates, the new Cabinet Secretary for North Wales and Transport.

*'The South West must be congratulated for producing this Case for Change efficiently and moving forward swiftly in the RTP development.'* (**Appendix 1**)

Prior to submitting the draft Regional Transport Plan by the 31<sup>st</sup> of October 2024 deadline, it has been suggested by Welsh Government that we should undertake an additional early public consultation during May and June to verify our proposed direction of travel.

The timeline for this consultation is further challenged by the pre-election period for the Police and Crime Commissioner elections. This will delay the proposed submission of the initial draft to Welsh Government which was originally intended for the 29<sup>th</sup> May 2024.

## 2. Timescales

### Next Phase

The proposed amendment to the programme indicates that we will continue with the full draft submission by 31<sup>st</sup> October 2024. The intention is to submit a 'policy only' update to Welsh Government in late July, following the May/June consultation. The team have been told this is acceptable by Welsh Government.

### Proposed Draft RTP timeline:

Initial Timeline	May	July	October
Draft RTP	Submit first draft 29 <sup>th</sup> May		Submit final draft 31 <sup>st</sup> October
Proposed Timeline	May/June	July	October
Draft RTP	Technical stakeholder, community councils and public consultation	Submit policy update to Welsh Government	Submit final draft 31 <sup>st</sup> October

## 3. Remaining Programme Delivery

To note, whilst the region has expressed concern regarding both finance and the final completion timeline to Welsh Government, response indicates there remains no change to either. **(See Appendix 1)**

The working group continues to be concerned about the inadequate amount of budget allocated and the completion of a meaningful final plan by 29<sup>th</sup> March 2025. A possible general election in the Autumn could impact significantly on full consultation of the draft plan in Oct, November and December 2024 as currently planned, leading to further delays. The overall programme for RTP development remains extremely challenging.

## 4. Financial Impacts

The CJC has allocated funding to assist with the development of the RTP and Welsh Government has made £125k of funding available for 2023-24 work, and £100k available for this new financial year towards the development of the RTP.

The full cost of the RTP is yet to be determined but further funding will be required. The funding will need to be provided to enable the plan to be progressed and this will need to be identified and allocated through discussion with Welsh Government.

## 5. Integrated Impact Assessment

The CJC is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

In recognition of the above duties, the CJC has adopted an Integrated Impact Assessment (IIA) Tool which allows for a two stage approach to be undertaken to measure any potential impact of its decisions. It is not considered that an Integrated Impact Assessment (IIA) is required for this report as it does not seek a substantive policy decision from Members.

The CJC approved its Corporate Plan 2023-2028 in March 2023. The Corporate Plan includes the CJC's Equality Objective which is set out below for ease of reference:

*“To deliver a more equal South West Wales by 2035 by contributing towards:*

- (a) The achievement of the [Welsh Government's long-term equality aim](#) of eliminating inequality caused by poverty;*
- (b) The achievement of the [Equality statement set out in Llwybr Newydd](#) which is to make our transport services and infrastructure accessible and inclusive by aiming to remove the physical, attitudinal, environmental, systemic, linguistic and economic barriers that prevent people from using sustainable transport, and*

- (c) *The achievement of the Welsh Government’s long-term equality aims of cohesive communities that are resilient, fair and equal and where everyone is able to participate in political, public and everyday life. There will be no room for racism and / or discrimination of any kind.*

## **Well-being of Future Generations (Wales) Act 2015**

### Alignment with CJC Corporate Plan 2023-2028 and the identified CJC Well-being objectives:

The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the ‘well-being goals’.

The CJC approved its Corporate Plan 2023-2028 in March 2023. The Corporate Plan contains the CJC’s well-being objectives and frames the corporate direction of travel. To this end, it is considered that the recommendation(s) contained within this report align(s) to the corporate policy framework of the CJC as set out within its Corporate Plan, most notably in terms of Well-being Objective 2 as outlined below for ease of reference:

#### ***Well-Being Objective 2***

*“To produce a Regional Transport Plan for South West Wales that is founded on collaboration and enables the delivery of a transport system which is good for our current and future generations of people and communities, good for our environment and good for our economy and places (rural and urban).”*

## **6. Workforce Impacts**

The CJC has approved resources to support the development of the RTP and hence recruitment processes are continuing to be followed to secure support. In addition, the region will procure specialist support as necessary to develop the RTP.

## **7. Legal Impacts**

The draft phase of developing a Regional Transport Plan is a duty placed on the CJC by Welsh Government pursuant to the Local Government and Elections (Wales) Act 2021. The South West Wales Corporate Joint Committee Regulations came into force on 1<sup>st</sup> April 2021 which contains the timeframes for the discharging of specific functions.

## **8. Risk Management Impacts**

None.

## **9. Consultation**

No formal consultation required for the purpose of this report.

## **10. Reasons for Proposed Decision:**

To meet the duty placed on the CJC.

## **11. Implementation of Decision:**

Following the 3-day call in period.

## **12. Appendices**

Appendix 1 – WG Letter 09.04.2024

## **13. List of Background Papers**

[Agenda for South West Wales Corporate Joint Committee - Regional Transport Sub-Committee on Tuesday, 7th May, 2024, 8.30 am: NPT CBC](#)

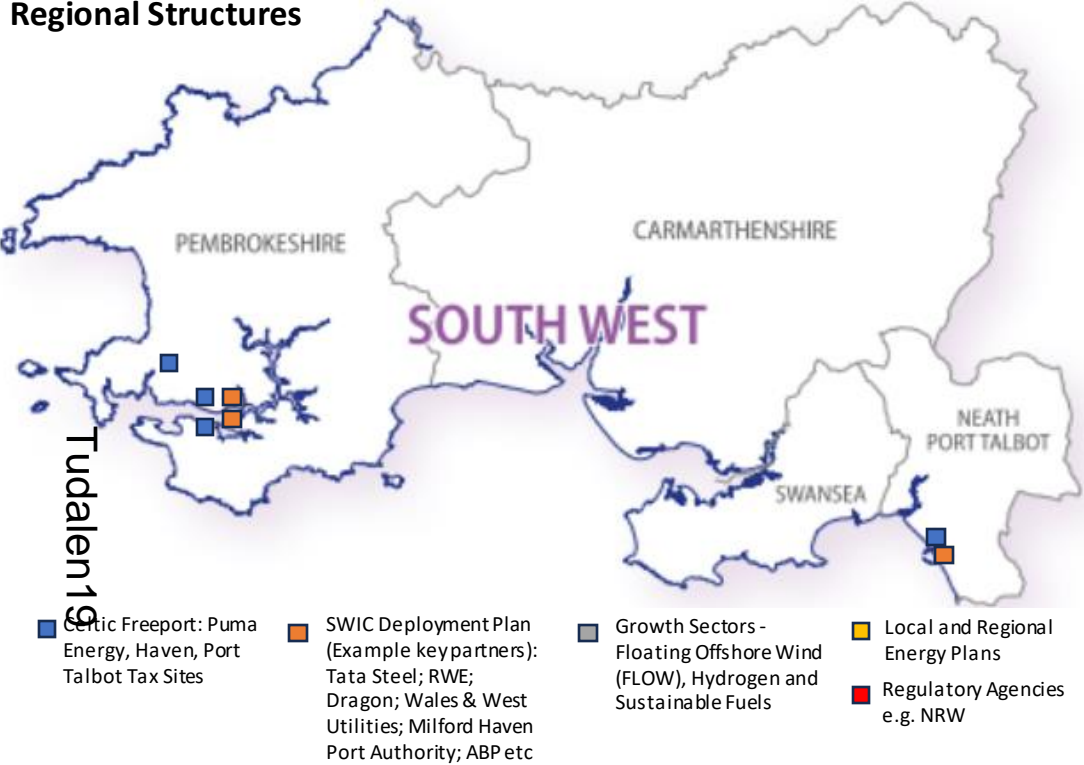
[Agenda for South West Wales Corporate Joint Committee on Wednesday, 21st February, 2024, 9.00 am: NPT CBC](#)

Mae'r dudalen hon yn fwriadol wag

# Overview – Inward Investment Prospectus

## Sprint 1 – Creating an initial, structured, list of projects (MVP) in support of a number of potential future pathways

### Regional Structures



### Project attributes to be collected

1. Definition, purpose, target market	2. Location, Timeframe: Online, Decommission	3. Project Developer and partners	4. Stage e.g. Concept, Feasibility, FEED, FID
5. Theme (Generation, Decarb, Infra etc)	6. Capacity Measure e.g. GWh, CO2/yr	7. Project Value and investment requirement	8. Features - Standalone or enabling

**Key Input Requirements:** Stakeholder access/participation; data input

### Context and Requirements:

1. NZIW is playing a **convening role across several Welsh Regional Structures**, with the purpose of accelerating delivery of decarbonisation and renewable energy projects
2. **Example organisations NZIW is engaged with:** SWIC Deployment Plan, Dolphyn - FLOW & Hydrogen Demonstrator; IUK Launchpad – South West Wales; MUST Project (Dragon/RWE); NRW
3. South West Wales CJC is looking to drive a **campaign to secure inbound investment** to drive projects within its region, building on planning work undertaken by the listed Regional Structures. It is looking to create a structured list of in-flight projects as a pre-cursor to creating an investment prospectus and marketing for external investment
4. NZIW is well placed to support this, building on existing work e.g. SWIC Exploitation plan

### Sprint 1: Build the network and creating an initial list of projects

1. Working with CJC, NZIW will initiate the foundations of investment prospectus across the following:
  - a) Focus on SW CJC region
  - b) Identify and engage with a contact point within each Regional Structure - this network will support Sprint 1 and be further utilised in future sprints
  - c) Generate a structured list of regional projects contained within Regional Structures (use of online forms to collect basic data, interview follow up)
  - d) Overlaying an initial narrative that integrates elements, advocates regional vision, culture, policy and regulation and timeframe and serves as an input to i) formal investment prospectus and ii) supports building the investment marketing campaign (NB - i) and ii) the focus of future sprints)
2. SW Wales CJC can support development of this work through its connections to Local and Regional Energy Plan initiatives as well as the Celtic Freeport
3. A similar method to build a project pipeline was followed by Net Zero North West in building the overall cluster investment case [investment case](#)
4. Sprint 1 will provide a data set to support a number of potential future pathways for Sprint 2 and beyond e.g. to support GIS mapping of projects, focus for skills investment, an investment campaign

### Activities, Timeframes, Costs

1. Preparatory Desktop Research (3 days Snr Consultant)
2. Identify, document, communicate stakeholder (1-2 per structure) (1 day)
3. Design form to collect Project Attributes (2 day)
4. Stakeholder introductory meetings & issue form (3 days)
5. Receive/analyse data, as req'd, follow up stakeholder discussions (3 days)
6. Create overlay narrative (2 days)

**Total Cost:** £20,500

**Total Days: 14**

6 – 8 weeks elapsed executed alongside other NZIW in-flight initiatives

**Start:** for discussion

Mae'r dudalen hon yn fwiadol wag



## SOUTH WEST WALES CORPORATE JOINT COMMITTEE

### Overview and Scrutiny Committee

16<sup>th</sup> May 2024

### Report of the Chief Executive

**Report Title:** Welsh Language Standards – Compliance Notice 24<sup>th</sup> April 2024

<b>Purpose of Report</b>	To advise the members of South West Wales Corporate Joint Committee Overview and Scrutiny Committee (SWWCJC) that the Welsh Language Standards Compliance Notice was received on 24 <sup>th</sup> April 2024, therefore, the SWWCJC will need to implement the standards within the timescales (imposition date).
<b>Recommendation(s)</b>	It is recommended that Members endorse the Welsh Language Standards Compliance Notice for onward approval by the South West Wales Corporate Joint Committee and note that the South West Wales Corporate Joint Committee will request the Chief Executive to review and implement the Compliance Notice to demonstrate the Committee's acceptance of the Welsh Language Standards applicable to the South West Wales Corporate Joint Committee (SWWCJC).
<b>Report Author</b>	Will Bramble, Corporate Joint Committee Chief Executive
<b>Finance Officer</b>	Chris Moore
<b>Legal Officer</b>	Craig Griffiths

#### 1. Introduction / Background

A report was presented to Members on 24<sup>th</sup> October 2022 detailing contact with the Welsh Language Commissioner's Office regarding the application of Welsh Language Standards and the issuing of a compliance notice.

The Welsh Government have confirmed that CJC's are required to comply with the same Welsh Language Standards duties as local authorities - The Welsh Language Standards (No. 1) Regulations 2015 ("the No. 1 Regulations"). The No. 1 Regulations also authorise the Welsh Language Commissioner to issue compliance notices, which set out the duties that each individual body must comply with.

In accordance with the recommendations of Item 9 Welsh Language Standards of the meeting held on 5<sup>th</sup> December 2023, it was resolved the Chief Executive would confirm acceptance of the standards with the Welsh Language Commissioner, noting that there

are no standards which the Committee considers unfavourable and/or disproportionate and that the Committee is content to proceed to the next stage of the process.

## **2. Compliance Notice**

On the 24<sup>th</sup> April 2024, the compliance notice in accordance with section 44 Welsh Language (Wales) Measure 2011 was received. The implementation date is within six months. Ongoing discussions will be maintained with officers of Carmarthenshire County Council and Standards Setting and Compliance Officer Catrin Gough on behalf of the Welsh Language Commissioner, to ensure a pragmatic approach to discharge duties and promote the Welsh language so far as is reasonably practicable as part of the SWWCJC activities.

## **3. Standards Not Imposed (draft compliance notice WLS145 and WLS146)**

The Welsh Language Commissioner will not impose the following standards that were referenced within the draft compliance notice;

WLS 145 Promotion –

To produce, and publish on the organisation website (SWWCJC), a 5-year strategy that sets out how you (SWWCJC) propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your (SWWCJC) area.

WLS 146 Promotion –

Five years after publishing a strategy in accordance with WLS 145 assess and publish the assessment findings on your website (SWWCJC).

Justification (Appendix 1 – Standards 145 & 146 Not Imposed (Bilingual))

Extract.

*These standards are not to be imposed on any of the four CBC's for the following reasons:*

*The geographical area of the CBC includes an area served by 4 local authorities who have already adopted promotion strategies and have already set a target for increasing Welsh speakers in their areas.*

*Imposing these standards on the CBC would duplicate much of the work already being done by the local authorities. There is a risk that any target set by the CBC would be an artificial one and would conflict with local authority targets.*

*The full extent of the joint committees' responsibilities is currently unknown. It is unclear whether the role and responsibilities of the joint committees extends to issues that would enable them to address issues that contribute to the creation of Welsh speakers, and towards promoting and facilitating the use of Welsh. It will be possible to re-visit this issue in the future if there appeared to be a role for the joint committees in that regard.*

#### **4. Financial Impacts**

It is considered that the cost of meeting the Welsh Language Standards can be met within the existing budget set for the CJC where provision for translation costs is already made.

#### **5. Integrated Impact Assessment**

The CJC is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.

Advance equality of opportunity between people who share a protected characteristic and those who do not.

In recognition of the above duties, the CJC has adopted an Integrated Impact Assessment (IIA) Tool which allows for a two stage approach to be undertaken to measure any potential impact of its decisions. It is not considered that an Integrated Impact Assessment (IIA) is required for this report as it does not seek a substantive policy decision from Members.

The CJC approved its Corporate Plan 2023-2028 in March 2023. The Corporate Plan includes the CJC's Equality Objective which is set out below for ease of reference:

“To deliver a more equal South West Wales by 2035 by contributing towards:

- (a) The achievement of the Welsh Government's long-term equality aim of eliminating inequality caused by poverty;
- (b) The achievement of the Equality statement set out in Llwybr Newydd which is to make our transport services and infrastructure accessible and inclusive by aiming to remove the physical, attitudinal, environmental, systemic, linguistic and economic barriers that prevent people from using sustainable transport, and
- (c) The achievement of the Welsh Government's long-term equality aims of cohesive communities that are resilient, fair and equal and where everyone is able to participate in political, public and everyday life. There will be no room for racism and / or discrimination of any kind.”

Well-being of Future Generations (Wales) Act 2015

Alignment with CJC Corporate Plan 2023-2028 and the identified CJC Well-being objectives:

The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'. Members will note that in respect of the Wellbeing of Future Generations (Wales) Act 2015 one of the seven Well-being Goals is "A Wales of vibrant culture and thriving Welsh language".

## **6. Workforce Impacts**

There are minimal workforce impacts for the CJC to be concerned with in relation to this report.

## **7. Legal Impacts**

The Compliance Notice is the means by which the Welsh Language Commissioner sets the Welsh Language Standards that will be legally applied to corporate joint committees and other relevant bodies.

## **8. Risk Management Impacts**

The Committee voluntarily adopted the standards applied to Carmarthenshire County Council at an early stage in its work – those standards being the most stringent across South West Wales. There have been no material problems in applying those standards in practice.

There are very low risks anticipated from agreeing to the same standards being legally applied by the Welsh Language Commissioner.

A review of the draft compliance notice is ongoing, with the support and guidance from Carmarthenshire County Council, working to satisfy the imposition dates (six months). This work will continue striving to satisfy the new imposition date/s for October 2024.

## **9. Consultation**

No formal consultation required for the purpose of this report.

## **10. Reason for Decision**

To advise the members of South West Wales Corporate Joint Committee (SWWCJC) that the Welsh Language Standards Compliance Notice was received 24<sup>th</sup> April 2024, therefore, the SWWCJC will need to implement the standards within the timescales (imposition date). This will demonstrate Committee's acceptance of the Welsh Language Standards applicable to South West Wales CJC.

## **11. Recommendation**

It is recommended that Members endorse the Welsh Language Standards Compliance Notice for onward approval by the South West Wales Corporate Joint Committee and note that the South West Wales Corporate Joint Committee will request the Chief Executive to review and implement the Compliance Notice to demonstrate the Committee's acceptance of the Welsh Language Standards applicable to the South West Wales Corporate Joint Committee (SWWCJC).

## **12. Implementation of Decision:**

This report will be subject to onward referral to the South West Wales Corporate Joint Committee and subject to approval by them will be implemented following the conclusion of the 3 day call in period.

## **13. Appendices:**

Appendix 1 – Standards 145 & 146 Not Imposed (Bilingual)  
Appendix A WLS Commissioner Correspondence (Bilingual)  
Appendix B WLS S44 Compliance Notice (Welsh)  
Appendix C WLS S44 Compliance Notice (English)

## **14. List of Background Papers:**

[Welsh Government Statutory Guidance on CJsCs](#)

[Carmarthenshire County Council – Welsh Language Standards](#)

[Welsh Language Standards, Interim Policy Position, Corporate Joint Committee - 11th October 2022](#)

[Agenda for South West Wales Corporate Joint Committee on Tuesday, 5th December, 2023, 10.00 am: NPT CBC](#)

Mae'r dudalen hon yn fwriadol wag

## Atodiad 1

### Cyd-bwyllgor Corfforedig De-Orllewin Cymru

Hysbysiad cydymffurfio drafft	Hysbysiad cydymffurfio terfynol
<p>Safon 145 &amp; 146</p> <p>Diwrnod gosod : 12 mis</p>	<p><b>Peidio gosod y safonau.</b></p> <p>Nid yw'r safonau hyn yn cael eu gosod ar unrhyw un o'r pedwar CBC. Mae hynny am rhesymau canlynol:</p> <p>Mae ardal ddaearyddol y CBC yn cynnwys ardal sy'n cael ei wasanaethu gan 4 awdurdod lleol sydd eisoes wedi mabwysiadu strategaethau hybu ac sydd eisoes wedi gosod targed ar gyfer cynyddu siaradwyr Cymraeg yn eu hardaloedd.</p> <p>Byddai gosod y safonau hyn ar y CBC yn dyblygu llawer o'r gwaith sy'n cael ei wneud eisoes gan yr awdurdodau lleol.</p> <p>Mae risg y byddai unrhyw darged a osodir gan y CBC yn un artiffisial, ac y byddai'n gwrthdaro â thargedau yr awdurdodau lleol.</p> <p>Nid yw hyd a lled cyfrifoldebau'r cyd-bwyllgorau yn hysbys ar hyn o bryd. Nid yw'n eglur a yw rôl a chyfrifoldebau'r cyd-bwyllgorau yn ymestyn i faterion fyddai'n eu galluogi i fynd i'r afael â materion sydd yn cyfrannu at greu siaradwyr Cymraeg, a thuag at hybu a hwyluso defnyddio'r Gymraeg. Bydd yn bosib ail ymweld â'r mater hwn yn y dyfodol pe bai'n ymddangos fod rôl i'r cyd-bwyllgorau yn hynny o beth.</p>

## Appendix 1

### South West Wales Corporate Joint Committee

<b>Draft compliance notice</b>	<b>Final compliance notice</b>
<p>Standard 145 &amp; 146</p> <p>Imposition date: 12 months</p>	<p><b>Standards not to be imposed.</b></p> <p>These standards are not to be imposed on any of the four CBC's for the following reasons:</p> <p>The geographical area of the CBC includes an area served by 4 local authorities who have already adopted promotion strategies and have already set a target for increasing Welsh speakers in their areas.</p> <p>Imposing these standards on the CBC would duplicate much of the work already being done by the local authorities.</p> <p>There is a risk that any target set by the CBC would be an artificial one and would conflict with local authority targets.</p> <p>The full extent of the joint committees' responsibilities is currently unknown. It is unclear whether the role and responsibilities of the joint committees extends to issues that would enable them to address issues that contribute to the creation of Welsh speakers, and towards promoting and facilitating the use of Welsh. It will be possible to re-visit this issue in the future if there appeared to be a role for the joint committees in that regard.</p>





Will Bramble  
Prif Weithredwr  
Cydbwyllgor Corfforedig De-orllewin Cymru  
[william.bramble@pembrokeshire.gov.uk](mailto:william.bramble@pembrokeshire.gov.uk)

24/04/2024

Annwyl Brif Weithredwr,

## SAFONAU'R GYMRAEG - HYSBYSIAD CYDYMFFURFIO

Yn unol ag adran 44 Mesur y Gymraeg (Cymru) 2011, atodaf hysbysiad cydymffurfio eich sefydliad.

Mae'r hysbysiad cydymffurfio yn nodi pa safonau o fewn Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015 sy'n rhaid i chi gydymffurfio â nhw ac erbyn pryd. Bydd copi o'r hysbysiad yn ymddangos ar fy ngwefan.

Fel y gwyydych, ymgynghorwyd â chi ar hysbysiad cydymffurfio drafft rhwng 4 Hydref 2023 a 5 Ionawr 2024. Amlinellir yn atodiad 1 y newidiadau a wnaed i'r hysbysiad cydymffurfio a roddir yn dilyn yr ymgynghoriad hwn. Mae'r atodiad hefyd yn cynnwys nodiadau ychwanegol i egluro'r rhesymau dros y newid.

Rwyf wedi rhoi ystyriaeth lawn i unrhyw dystiolaeth yr ydych wedi ei gyflwyno mewn ymateb i'r ymgynghoriad wrth benderfynu pa ddyletswyddau sydd yn rhesymol a chymesur i'w gosod arnoch chi.

Daw hysbysiad cydymffurfio i rym o'r diwrnod y rhoddir yr hysbysiad, sef 24 Ebrill 2024. Mae hysbysiad cydymffurfio yn aros mewn grym oni chaiff, a hyd oni chaiff, ei ddirymu.

Dylid ystyried cynnwys yr hysbysiad cydymffurfio ochr yn ochr â Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015 sydd ar gael drwy glicio ar y ddolen [yma](#). Yn ogystal, ceir canllawiau ymarferol yn y cod ymarfer rwyf wedi ei gyhoeddi [yma](#).

Yn unol ag adran 54(2) y Mesur, gallwch herio'r gofyniad i gydymffurfio â safon drwy wneud cais i'r Comisiynydd. Dylid cyfeirio at [Weithdrefn Herio ac Apelio Comisiynydd y Gymraeg](#) am rhagor o wybodaeth.

Comisiynydd y Gymraeg  
Siambrau'r Farchnad  
5-7 Heol Eglwys Fair  
Caerdydd CF10 1AT

0345 6033 221  
post@comisiynyddygyymraeg.cymru  
Croesewir gohebiaeth yn y Gymraeg a'r Saesneg

comisiynyddygyymraeg.cymru

Welsh Language Commissioner  
Market Chambers  
5-7 St Mary Street  
Cardiff CF10 1AT

0345 6033 221  
post@welshlanguagecommissioner.wales  
Correspondence welcomed in Welsh and English

welshlanguagecommissioner.wales



Comisiynydd y  
Gymraeg  
Welsh Language  
Commissioner

Mae croeso i chi gysylltu â Catrin Gough ([catrin.gough@cyg-wlc.cymru](mailto:catrin.gough@cyg-wlc.cymru)) os oes gennych gwestiynau pellach ar gynnwys yr hysbysiad cydymffurfio neu i drafod ymhellach.

Hoffwn ddiolch i chi a'ch swyddogion am eich cydweithrediad ar hyd y broses hyd yma.

Yr eiddoch yn gywir,

**Efa Gruffudd Jones**  
Comisiynydd y Gymraeg



Will Bramble  
Chief Executive  
South West Wales Corporate Join Committee  
[william.bramble@pembrokeshire.gov.uk](mailto:william.bramble@pembrokeshire.gov.uk)

24/04/2024

Dear Chief Executive

## WELSH LANGUAGE STANDARDS – COMPLIANCE NOTICE

In accordance with section 44 of the Welsh Language (Wales) Measure 2011, I attach your organisation's compliance notice.

The compliance notice notes which standards within the Welsh Language Standards (No. 1) 2015 Regulations you have to comply with and by when. A copy of the notice will be published on my website.

As you will be aware, a consultation period was carried out on the draft compliance notice between 4 October 2023 and 5 January 2024. The changes made to the compliance notice following the consultation are outlined in appendix 1, along with some additional notes to further explain the requirements.

I have given full consideration to any evidence you have submitted in response to the consultation when deciding what duties are reasonable and proportionate to place on you.

A compliance notice is in force from the day when the Commissioner gives the notice, which is 24 April 2024. A compliance notice remains in force unless, and until, it is revoked.

You should refer to the Welsh Language Standards (No. 1) 2015 Regulations by clicking on this [link](#). In addition, there are practical guidelines in the code of practice I have published [here](#).

In accordance with section 54(2) of the Measure, you may challenge the requirement to comply with a standard by application to the Commissioner. You should refer to the [Welsh Language Commissioner's Challenges and Appeals Procedure](#) for further information.

Comisiynydd y Gymraeg  
Siambrau'r Farchnad  
5-7 Heol Eglwys Fair  
Caerdydd CF10 1AT

Welsh Language Commissioner  
Market Chambers  
5-7 St Mary Street  
Cardiff CF10 1AT

0345 6033 221  
[post@comisiynyddygyymraeg.cymru](mailto:post@comisiynyddygyymraeg.cymru)  
Croesewir gohebiaeth yn y Gymraeg a'r Saesneg

0345 6033 221  
[post@welshlanguagecommissioner.wales](mailto:post@welshlanguagecommissioner.wales)  
Correspondence welcomed in Welsh and English



Comisiynydd y  
Gymraeg  
Welsh Language  
Commissioner

You are welcome to contact Catrin Gough ([catrin.gough@cyg-wlc.cymru](mailto:catrin.gough@cyg-wlc.cymru)) if you have any queries regarding the content of your compliance notice, or if you wish to discuss further.

I would like to thank you and your officers for your cooperation during the process so far.

Yours sincerely,

**Efa Gruffudd Jones**  
Welsh Language Commissioner



Comisiynydd y  
Gymraeg  
Welsh Language  
Commissioner

## HYSBYSIAD CYDYMFFURFIO – ADRAN 44 MESUR Y GYMRAEG (CYMRU) 2011

Cyd-bwyllgor Corfforedig De-Orllewin Cymru – Dyddiad Dyroddi: 24/04/2024

Tudalen 33

Rhif Safon	Dosbarth o Safon	Safon	Diwrnod Gosod
1	Cyflenwi Gwasanaethau	Os byddwch yn cael unrhyw ohebiaeth yn Gymraeg oddi wrth berson, rhaid ichi ateb yn Gymraeg (os oes angen ateb), oni bai bod y person wedi dweud nad oes angen ateb yn Gymraeg.	30/10/2024
4	Cyflenwi Gwasanaethau	Pan fyddwch yn anfon yr un ohebiaeth at nifer o bersonau, rhaid ichi anfon fersiwn Gymraeg o'r ohebiaeth ar yr un pryd ag y byddwch yn anfon unrhyw fersiwn Saesneg ohoni.	30/10/2024
5	Cyflenwi Gwasanaethau	Os nad ydych yn gwybod a yw person yn dymuno cael gohebiaeth oddi wrthy ch yn Gymraeg rhaid ichi ddarparu fersiwn Gymraeg o'r ohebiaeth pan fyddwch yn gohebu â'r person hwnnw.	30/10/2024
6	Cyflenwi Gwasanaethau	Os byddwch yn llunio fersiwn Gymraeg a fersiwn Saesneg gyfatebol o ohebiaeth, rhaid ichi beidio â thrin y fersiwn Gymraeg yn llai ffafriol na'r fersiwn Saesneg (er enghraifft, os yw'r fersiwn Saesneg wedi ei llofnodi, neu os oes manylion cyswllt wedi eu darparu ar y fersiwn Saesneg, rhaid i'r fersiwn Gymraeg gael ei thrin yn yr un modd).	30/10/2024
7	Cyflenwi Gwasanaethau	Rhaid ichi ddatgan - (a) mewn gohebiaeth, a (b) mewn cyhoeddiadau a hysbysiadau swyddogol sy'n gwahodd	30/10/2024

		personau i anfon ymateb neu i anfon gohebiaeth atoch, eich bod yn croesawu cael gohebiaeth yn Gymraeg, y byddwch yn ateb gohebiaeth yn Gymraeg, ac na fydd gohebu yn Gymraeg yn arwain at oedi.	
8	Cyflenwi Gwasanaethau	Pan fydd person yn cysylltu â chi ar eich prif rif ffôn (neu ar un o'ch prif rifau ffôn), neu ar unrhyw rifau llinell gymorth neu rifau canolfan alwadau, rhaid ichi gyfarch y person yn Gymraeg.	30/10/2024
9	Cyflenwi Gwasanaethau	Pan fydd person yn cysylltu â chi ar eich prif rif ffôn (neu ar un o'ch prif rifau ffôn), neu ar unrhyw rifau llinell gymorth neu rifau canolfan alwadau, rhaid ichi roi gwybod i'r person bod gwasanaeth Cymraeg ar gael.	30/10/2024
10	Cyflenwi Gwasanaethau	Pan fo person yn cysylltu â chi ar eich prif rif ffôn (neu ar un o'ch prif rifau ffôn), neu ar unrhyw rifau llinell gymorth neu rifau canolfan alwadau, rhaid ichi ddelio â'r alwad yn Gymraeg yn ei chyfanrwydd os yw'r person yn dymuno hynny (gan drosglwyddo'r alwad i aelod o staff sy'n gallu delio â'r alwad yn Gymraeg os yw hynny'n angenrheidiol).	30/10/2024
12	Cyflenwi Gwasanaethau	Pan fyddwch yn hysbysebu rhifau ffôn, llinellau cymorth neu wasanaethau canolfannau galwadau, rhaid ichi beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	30/10/2024
13	Cyflenwi Gwasanaethau	Os byddwch yn cynnig gwasanaeth Cymraeg ar eich prif rif ffôn (neu ar un o'ch prif rifau ffôn), ar unrhyw rifau llinell gymorth neu rifau canolfan alwadau, rhaid i rif ffôn y gwasanaeth Cymraeg fod yr un peth â rhif ffôn y gwasanaeth Saesneg cyfatebol.	30/10/2024
14	Cyflenwi Gwasanaethau	Pan fyddwch yn cyhoeddi eich prif rif ffôn, neu unrhyw rifau sydd gennych ar gyfer llinellau cymorth neu wasanaethau canolfannau galwadau, rhaid ichi nodi (yn Gymraeg) eich bod yn croesawu galwadau yn Gymraeg.	30/10/2024

15	Cyflenwi Gwasanaethau	Os oes gennych ddangosyddion perfformiad ar gyfer delio â galwadau ffôn, rhaid ichi sicrhau nad yw'r dangosyddion perfformiad hynny yn trin galwadau ffôn a wneir yn Gymraeg yn llai ffafriol na galwadau a wneir yn Saesneg.	30/10/2024
16	Cyflenwi Gwasanaethau	Rhaid i'ch prif wasanaeth (neu wasanaethau) ateb galwadau ffôn roi gwybod i bersonau sy'n galw, yn Gymraeg, fod modd gadael neges yn Gymraeg.	30/10/2024
17	Cyflenwi Gwasanaethau	Pan na fo gwasanaeth Cymraeg ar gael ar eich prif rif ffôn (neu ar un o'ch prif rifau ffôn), ar unrhyw rifau llinell gymorth neu rifau canolfan alwadau, rhaid ichi roi gwybod i'r personau sy'n galw (pa un ai drwy gyfrwng neges wedi ei hawtomeiddio neu fel arall) pryd y bydd gwasanaeth Cymraeg ar gael.	30/10/2024
18	Cyflenwi Gwasanaethau	Os bydd person yn cysylltu ag un o'ch adrannau ar rif ffôn llinell uniongyrchol (gan gynnwys ar rifau llinell uniongyrchol aelodau staff), a bod y person hwnnw'n dymuno cael gwasanaeth Cymraeg, rhaid ichi ddarparu'r gwasanaeth hwnnw yn Gymraeg yn ei gyfanrwydd (os yw'n angenrheidiol drwy drosglwyddo'r alwad i aelod o staff sy'n gallu delio â'r alwad yn Gymraeg).	30/10/2024
20	Cyflenwi Gwasanaethau	Pan fydd person yn cysylltu â chi ar rif llinell uniongyrchol (pa un ai ar rif llinell uniongyrchol adran neu ar rif llinell uniongyrchol aelod o staff), rhaid ichi sicrhau nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg wrth gyfarch y person.	30/10/2024
21	Cyflenwi Gwasanaethau	Pan fyddwch yn ffonio unigolyn ("A") am y tro cyntaf, rhaid ichi ofyn i A a yw'n dymuno cael galwadau ffôn oddi wrthyh yn Gymraeg; ac os yw A yn ymateb i ddweud ei fod yn dymuno hynny, rhaid ichi gadw cofnod o'i ddymuniad, a chynnal galwadau ffôn a wneir i A o hynny ymlaen yn Gymraeg.	30/10/2024

22	Cyflenwi Gwasanaethau	Rhaid i unrhyw system ffôn wedi ei hawtomeiddio sydd gennych ddarparu'r gwasanaeth cyfan wedi ei awtomeiddio yn Gymraeg.	30/10/2024
24	Cyflenwi Gwasanaethau	Os byddwch yn gwahodd un person ("P") yn unig i gyfarfod, rhaid ichi ofyn i P a fyddai'n dymuno defnyddio'r Gymraeg yn y cyfarfod, a hysbysu P y byddwch, os oes angen, yn darparu gwasanaeth cyfieithu o'r Gymraeg i'r Saesneg at y diben hwnnw.	30/10/2024
24A	Cyflenwi Gwasanaethau	Os byddwch wedi gwahodd un person ("P") yn unig i gyfarfod, a bod P wedi eich hysbysu ei fod yn dymuno defnyddio'r Gymraeg yn y cyfarfod, rhaid ichi drefnu bod gwasanaeth cyfieithu ar y pryd o'r Gymraeg i'r Saesneg ar gael yn y cyfarfod (os nad ydych yn cynnal y cyfarfod yn Gymraeg heb gymorth gwasanaeth cyfieithu).	30/10/2024
26	Cyflenwi Gwasanaethau	Os byddwch yn gwahodd unigolyn ("A") i gyfarfod, a bod y cyfarfod yn ymwneud â llesiant A, rhaid ichi ofyn i A a yw'n dymuno defnyddio'r Gymraeg yn y cyfarfod, a hysbysu A y byddwch, os oes angen, yn darparu gwasanaeth cyfieithu o'r Gymraeg i'r Saesneg ac o'r Saesneg i'r Gymraeg at y diben hwnnw.	30/10/2024
26A	Cyflenwi Gwasanaethau	Rhaid ichi drefnu bod gwasanaeth cyfieithu ar y pryd o'r Gymraeg i'r Saesneg ac o'r Saesneg i'r Gymraeg ar gael mewn cyfarfod- (a) os yw'r cyfarfod yn ymwneud â llesiant unigolyn ("A") a wahoddiwyd, a (b) os yw A wedi eich hysbysu ei fod yn dymuno defnyddio'r Gymraeg yn y cyfarfod; os nad ydych yn cynnal y cyfarfod yn Gymraeg heb gymorth gwasanaeth cyfieithu.	30/10/2024
27	Cyflenwi Gwasanaethau	Os byddwch yn gwahodd mwy nag un person i gyfarfod (nad yw'n ymwneud â llesiant un neu ragor o'r unigolion a wahoddir), rhaid ichi ofyn i bob person a yw'n dymuno defnyddio'r Gymraeg yn y cyfarfod.	30/10/2024
27A	Cyflenwi Gwasanaethau	Os byddwch wedi gwahodd mwy nag un person i gyfarfod (nad yw'n ymwneud â llesiant un neu ragor o'r unigolion a wahoddir), a bod o	30/10/2024



		leiaf 10% (ond llai na 100%) o'r gwahoddedigion wedi eich hysbysu eu bod yn dymuno defnyddio'r Gymraeg yn y cyfarfod, rhaid ichi drefnu bod gwasanaeth cyfieithu ar y pryd o'r Gymraeg i'r Saesneg ar gael yn y cyfarfod.	
27D	Cyflenwi Gwasanaethau	Os byddwch wedi gwahodd mwy nag un person i gyfarfod (nad yw'n ymwneud â llesiant un neu ragor o'r unigolion a wahoddir), a bod pawb a gafodd wahoddiad wedi eich hysbysu eu bod yn dymuno defnyddio'r Gymraeg yn y cyfarfod, rhaid ichi drefnu bod gwasanaeth cyfieithu ar y pryd o'r Gymraeg i'r Saesneg ar gael yn y cyfarfod (os nad ydych yn cynnal y cyfarfod yn Gymraeg heb gymorth gwasanaeth cyfieithu).	30/10/2024
29	Cyflenwi Gwasanaethau	Os byddwch yn gwahodd mwy nag un person i gyfarfod, a bod y cyfarfod hwnnw yn ymwneud â llesiant un neu ragor o'r unigolion a wahodddwyd, rhaid ichi - (a) gofyn i'r unigolyn hwnnw neu i bob un o'r unigolion hynny a yw'n dymuno defnyddio'r Gymraeg yn y cyfarfod, a (b) hysbysu'r unigolyn (neu'r unigolion hynny) y byddwch, os oes angen, yn darparu gwasanaeth cyfieithu o'r Gymraeg i'r Saesneg ac o'r Saesneg i'r Gymraeg at y diben hwnnw.	30/10/2024
29A	Cyflenwi Gwasanaethau	Rhaid ichi ddarparu gwasanaeth cyfieithu ar y pryd o'r Gymraeg i'r Saesneg ac o'r Saesneg i'r Gymraeg mewn cyfarfod - (a) os ydych wedi gwahodd mwy nag un person i'r cyfarfod, (b) os yw'r cyfarfod yn ymwneud â llesiant un neu ragor o'r unigolion a wahodddwyd, ac (c) os oes o leiaf un o'r unigolion hynny wedi eich hysbysu ei fod yn dymuno defnyddio'r Gymraeg yn y cyfarfod; os nad ydych yn cynnal y cyfarfod yn Gymraeg heb gymorth gwasanaeth cyfieithu.	30/10/2024

30	Cyflenwi Gwasanaethau	Os byddwch yn trefnu cyfarfod sy'n agored i'r cyhoedd rhaid ichi ddatgan ar unrhyw ddeunydd sy'n ei hysbysebu, ac ar unrhyw wahoddiad iddo, fod croeso i unrhyw un sy'n bresennol ddefnyddio'r Gymraeg yn y cyfarfod.	30/10/2024
31	Cyflenwi Gwasanaethau	Pan fyddwch yn anfon gwahoddiadau i gyfarfod yr ydych yn ei drefnu sy'n agored i'r cyhoedd rhaid ichi eu hanfon yn Gymraeg.	30/10/2024
32	Cyflenwi Gwasanaethau	Os byddwch yn gwahodd personau i siarad mewn cyfarfod yr ydych yn ei drefnu sy'n agored i'r cyhoedd rhaid ichi - (a) gofyn i bob person a wahoddir i siarad a yw'n dymuno defnyddio'r Gymraeg, a (b) os yw'r person hwnnw (neu o leiaf un o'r personau hynny) yn eich hysbysu ei fod yn dymuno defnyddio'r Gymraeg, darparu gwasanaeth cyfieithu ar y pryd o'r Gymraeg i'r Saesneg at y diben hwnnw (os nad ydych yn cynnal y cyfarfod yn Gymraeg heb wasanaeth cyfieithu).	30/10/2024
33	Cyflenwi Gwasanaethau	Os byddwch yn trefnu cyfarfod sy'n agored i'r cyhoedd, rhaid ichi sicrhau bod gwasanaeth cyfieithu ar y pryd o'r Gymraeg i'r Saesneg ar gael yn y cyfarfod, a rhaid ichi hysbysu'r rheini sy'n bresennol ar lafar yn Gymraeg - (a) bod croeso iddynt ddefnyddio'r Gymraeg, a (b) bod gwasanaeth cyfieithu ar y pryd ar gael.	30/10/2024
34	Cyflenwi Gwasanaethau	Os byddwch yn arddangos unrhyw ddeunydd ysgrifenedig mewn cyfarfod yr ydych yn ei drefnu sy'n agored i'r cyhoedd, rhaid ichi sicrhau bod y deunydd hwnnw'n cael ei arddangos yn Gymraeg, a rhaid ichi beidio â thrin unrhyw destun Cymraeg yn llai ffafriol na'r testun Saesneg.	30/10/2024
35	Cyflenwi Gwasanaethau	Os byddwch yn trefnu digwyddiad cyhoeddus, neu'n ariannu o leiaf 50% o ddigwyddiad cyhoeddus, rhaid ichi sicrhau nad yw'r Gymraeg	30/10/2024

		yn cael ei thrin yn llai ffafriol na'r Saesneg wrth hybu'r digwyddiad (er enghraifft, o ran y ffordd y mae'r digwyddiad yn cael ei hysbysebu neu y rhoddir cyhoedduswydd i'r digwyddiad).	
36	Cyflenwi Gwasanaethau	Os byddwch yn trefnu digwyddiad cyhoeddus, neu'n ariannu o leiaf 50% o ddigwyddiad cyhoeddus, rhaid ichi sicrhau nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg yn y digwyddiad (er enghraifft, mewn perthynas â gwasanaethau a gynigir i bersonau sy'n bresennol yn y digwyddiad, mewn perthynas ag arwyddion a arddangosir yn y digwyddiad, ac mewn perthynas â chyhoeddiadau sain a wneir ynddo).	30/10/2024
37	Cyflenwi Gwasanaethau	Rhaid i unrhyw ddeunydd cyhoedduswydd neu ddeunydd hysbysebu yr ydych yn ei lunio gael ei lunio yn Gymraeg, ac os byddwch yn llunio'r deunydd hysbysebu yn Gymraeg ac yn Saesneg, rhaid ichi beidio â thrin y fersiwn Gymraeg yn llai ffafriol na'r fersiwn Saesneg.	30/10/2024
38	Cyflenwi Gwasanaethau	Rhaid i unrhyw ddeunydd yr ydych yn ei arddangos yn gyhoeddus gael ei arddangos yn Gymraeg, a rhaid ichi beidio â thrin unrhyw fersiwn Gymraeg o'r deunydd yn llai ffafriol na'r fersiwn Saesneg.	30/10/2024
41	Cyflenwi Gwasanaethau	Os byddwch yn llunio'r dogfennau a ganlyn rhaid ichi eu llunio yn Gymraeg - (a) agendâu, cofnodion a phapurau eraill sydd ar gael i'r cyhoedd, sy'n ymwneud â chyfarfod o fwrdd rheoli neu gabinet; (b) agendâu, cofnodion a phapurau eraill ar gyfer cyfarfodydd, cynadleddau neu seminarau sy'n agored i'r cyhoedd.  <b>Rhaid cydymffurfio â safon 41 (a) ymhob amgylchiad, ac eithrio:</b>  <ul style="list-style-type: none"> <li>○ papurau eraill sydd ar gael i'r cyhoedd yn ymwneud â chyfarfod o fwrdd rheoli neu gabinet.</li> </ul>	30/10/2024

		<p><b>Rhaid cydymffurfio â safon 41 (b) ymhob amgylchiad, ac eithrio:</b></p> <ul style="list-style-type: none"> <li>○ papurau eraill ar gyfer cyfarfodydd sy'n agored i'r cyhoedd.</li> </ul>	
42	Cyflenwi Gwasanaethau	Rhaid i unrhyw drwydded neu dystysgrif yr ydych yn ei llunio gael ei llunio yn Gymraeg.	30/10/2024
43	Cyflenwi Gwasanaethau	Rhaid i unrhyw lyfryn, taflen, pamffled neu gerdyn yr ydych yn ei lunio neu ei llunio er mwyn darparu gwybodaeth i'r cyhoedd gael ei lunio neu ei llunio yn Gymraeg.	30/10/2024
44	Cyflenwi Gwasanaethau	Os byddwch yn llunio'r dogfennau a ganlyn, a'u bod ar gael i'r cyhoedd, rhaid ichi eu llunio yn Gymraeg - (a) polisiau, strategaethau, adroddiadau blynyddol a chynlluniau corfforaethol; (b) canllawiau a chodau ymarfer; (c) papurau ymgynghori.	30/10/2024
45	Cyflenwi Gwasanaethau	Rhaid i unrhyw reolau yr ydych yn eu cyhoeddi sy'n gymwys i'r cyhoedd gael eu cyhoeddi yn Gymraeg.	30/10/2024
46	Cyflenwi Gwasanaethau	Pan fyddwch yn rhyddhau unrhyw ddatganiad i'r wasg, rhaid ichi ei ryddhau yn Gymraeg, ac os oes fersiwn Gymraeg a fersiwn Saesneg o ddatganiad, rhaid ichi ryddhau'r ddwy fersiwn ar yr un pryd.	30/10/2024
47	Cyflenwi Gwasanaethau	Os byddwch yn llunio dogfen at ddefnydd y cyhoedd, a phan nad oes safon arall wedi ei gwneud yn ofynnol ichi ei llunio yn Gymraeg, rhaid ichi ei llunio yn Gymraeg - (a) os yw pwnc y ddogfen yn awgrymu y dylid ei llunio yn Gymraeg, neu (b) os yw'r gynulleidfa a ragwelir, a'u disgwyliadau, yn awgrymu y dylid llunio'r ddogfen yn Gymraeg.	30/10/2024

48	Cyflenwi Gwasanaethau	Os byddwch yn llunio dogfen yn Gymraeg ac yn Saesneg (pa un ai ydynt yn fersiynau ar wahân ai peidio), rhaid ichi beidio â thrin unrhyw fersiwn Gymraeg yn llai ffafriol na'r fersiwn Saesneg.	30/10/2024
49	Cyflenwi Gwasanaethau	Os byddwch yn llunio fersiwn Gymraeg a fersiwn Saesneg o ddogfen ar wahân, rhaid ichi sicrhau bod y fersiwn Saesneg yn datgan yn glir bod y ddogfen hefyd ar gael yn Gymraeg.	30/10/2024
50	Cyflenwi Gwasanaethau	Rhaid i unrhyw ffurflen yr ydych yn ei llunio at ddefnydd y cyhoedd gael ei llunio yn Gymraeg.	30/10/2024
50A	Cyflenwi Gwasanaethau	Os byddwch yn llunio fersiwn Gymraeg a fersiwn Saesneg o ffurflen ar wahân, rhaid ichi sicrhau bod y fersiwn Saesneg yn datgan yn glir bod y ffurflen hefyd ar gael yn Gymraeg.	30/10/2024
50B	Cyflenwi Gwasanaethau	Os byddwch yn llunio ffurflen yn Gymraeg ac yn Saesneg (pa un ai ydynt yn fersiynau ar wahân ai peidio), rhaid ichi sicrhau nad yw'r fersiwn Gymraeg yn cael ei thrin yn llai ffafriol na'r fersiwn Saesneg, a rhaid ichi beidio â gwahaniaethu rhyngddynt o ran unrhyw ofynion sy'n berthnasol i'r ffurflen (er enghraifft mewn perthynas ag unrhyw ddyddiad cau ar gyfer cyflwyno'r ffurflen neu mewn perthynas â'r amser a ganiateir ar gyfer ymateb i gynnwys y ffurflen).	30/10/2024
51	Cyflenwi Gwasanaethau	Os byddwch yn mewnosod gwybodaeth ar fersiwn Gymraeg o ffurflen (er enghraifft, cyn ei hanfon at aelod o'r cyhoedd er mwyn iddo wirio'r cynnwys neu er mwyn iddo lenwi gweddill y ffurflen), rhaid ichi sicrhau bod yr wybodaeth yr ydych yn ei mewnosod yn cael ei mewnosod yn Gymraeg.	30/10/2024
52	Cyflenwi Gwasanaethau	Rhaid ichi sicrhau - (a) bod testun pob tudalen ar eich gwefan ar gael yn Gymraeg, (b) bod pob tudalen Gymraeg ar eich gwefan yn gweithredu'n llawn, ac	30/10/2024

		(c) nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg ar eich gwefan.	
55	Cyflenwi Gwasanaethau	Os oes gennych dudalen Gymraeg ar eich gwefan sy'n cyfateb i dudalen Saesneg, rhaid ichi nodi'n glir ar y dudalen Saesneg bod y dudalen hefyd ar gael yn Gymraeg, a darparu dolen uniongyrchol at y dudalen Gymraeg ar y dudalen Saesneg gyfatebol.	30/10/2024
56	Cyflenwi Gwasanaethau	Rhaid ichi ddarparu'r rhyngwyneb a'r dewislenni ar bob tudalen ar eich gwefan yn Gymraeg.	30/10/2024
57	Cyflenwi Gwasanaethau	Rhaid i bob ap yr ydych yn ei gyhoeddi weithredu'n llawn yn Gymraeg, a rhaid ichi beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg o ran yr ap hwnnw.	30/10/2024
58	Cyflenwi Gwasanaethau	Pan fyddwch yn defnyddio'r cyfryngau cymdeithasol, rhaid ichi beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	30/10/2024
59	Cyflenwi Gwasanaethau	Os bydd person yn cysylltu â chi drwy'r cyfryngau cymdeithasol yn Gymraeg, rhaid ichi ateb yn Gymraeg (os oes angen ateb).	30/10/2024
60	Cyflenwi Gwasanaethau	Rhaid ichi sicrhau bod unrhyw beiriannau hunanwasanaeth sydd gennych yn gweithio'n llawn yn Gymraeg, a rhaid peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg mewn perthynas â'r peiriant hwnnw.	30/10/2024
61	Cyflenwi Gwasanaethau	Pan fyddwch yn gosod arwydd newydd neu'n adnewyddu arwydd (gan gynnwys arwyddion dros dro) rhaid i unrhyw destun sy'n cael ei arddangos ar yr arwydd gael ei arddangos yn Gymraeg (pa un ai ar yr un arwydd sy'n arddangos y testun cyfatebol yn Saesneg neu ar arwydd ar wahân); ac os yw'r un testun yn cael ei arddangos yn Gymraeg ac yn Saesneg, rhaid ichi beidio â thrin y testun Cymraeg yn llai ffafriol na'r testun Saesneg.	30/10/2024

62	Cyflenwi Gwasanaethau	Pan fyddwch yn gosod arwydd newydd neu'n adnewyddu arwydd (gan gynnwys arwyddion dros dro), a bod yr arwydd hwnnw'n cyfleu yr un wybodaeth yn y Gymraeg a'r Saesneg, rhaid i'r testun Cymraeg gael ei roi mewn safle fel mai hwnnw sy'n debygol o gael ei ddarllen yn gyntaf.	30/10/2024
63	Cyflenwi Gwasanaethau	Rhaid ichi sicrhau bod y testun Cymraeg ar arwyddion yn gywir o ran ystyr a mynegiant.	30/10/2024
64	Cyflenwi Gwasanaethau	Rhaid i unrhyw wasanaeth derbynfa yr ydych yn ei roi ar gael yn Saesneg hefyd fod ar gael yn Gymraeg, a rhaid i unrhyw berson sydd am gael gwasanaeth derbynfa Cymraeg beidio â chael ei drin yn llai ffafriol na pherson sydd am gael gwasanaeth derbynfa Saesneg.	30/10/2024
67	Cyflenwi Gwasanaethau	Rhaid ichi arddangos arwydd yn eich derbynfa sy'n datgan (yn Gymraeg) fod croeso i bersonau ddefnyddio'r Gymraeg yn y dderbynfa.	30/10/2024
68	Cyflenwi Gwasanaethau	Rhaid ichi sicrhau bod staff yn y dderbynfa sy'n gallu darparu gwasanaeth derbynfa Cymraeg yn gwisgo bathodyn sy'n cyfleu hynny.	30/10/2024
69	Cyflenwi Gwasanaethau	Rhaid i unrhyw hysbysiad swyddogol yr ydych yn ei gyhoeddi neu ei arddangos gael ei gyhoeddi neu ei arddangos yn Gymraeg, a rhaid ichi beidio â thrin unrhyw fersiwn Gymraeg o'r hysbysiad yn llai ffafriol na fersiwn Saesneg ohono.	30/10/2024
70	Cyflenwi Gwasanaethau	Pan fyddwch yn cyhoeddi neu'n arddangos hysbysiad swyddogol sy'n cynnwys y testun Cymraeg yn ogystal â'r testun Saesneg, rhaid i'r testun Cymraeg gael ei roi mewn safle fel mai hwnnw sy'n debygol o gael ei ddarllen yn gyntaf.	30/10/2024
71	Cyflenwi Gwasanaethau	Rhaid i unrhyw ddogfennau yr ydych yn eu cyhoeddi sy'n ymwneud â cheisiadau am grant gael eu cyhoeddi yn Gymraeg, a rhaid ichi	30/10/2024

		beidio â thrin fersiwn Gymraeg o'r dogfennau hynny yn llai ffafriol na fersiwn Saesneg ohonynt.	
72	Cyflenwi Gwasanaethau	Pan fyddwch yn gwahodd ceisiadau am grant, rhaid ichi ddatgan yn y gwahoddiad y caniateir i geisiadau gael eu cyflwyno yn Gymraeg ac na fydd unrhyw gais a gyflwynir yn Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.	30/10/2024
72A	Cyflenwi Gwasanaethau	Rhaid ichi beidio â thrin ceisiadau am grant a gyflwynir yn Gymraeg yn llai ffafriol na cheisiadau a gyflwynir yn Saesneg (gan gynnwys, ymysg pethau eraill, mewn perthynas â'r dyddiad cau ar gyfer cael ceisiadau, ac mewn perthynas ag amseriad rhoi gwybod i ymgeiswyr am benderfyniadau).	30/10/2024
74	Cyflenwi Gwasanaethau	Os byddwch yn cael cais am grant yn Gymraeg, a bod angen cyf-weld ag ymgeisydd fel rhan o'ch asesiad o'r cais rhaid ichi - (a) cynnig darparu gwasanaeth cyfieithu o'r Gymraeg i'r Saesneg er mwyn i'r ymgeisydd allu defnyddio'r Gymraeg yn y cyfweiliad, a (b) os yw'r ymgeisydd yn dymuno defnyddio'r Gymraeg yn y cyfweiliad, darparu gwasanaeth cyfieithu ar y pryd at y diben hwnnw (os nad ydych yn cynnal y cyfweiliad yn Gymraeg heb wasanaeth cyfieithu).	30/10/2024
75	Cyflenwi Gwasanaethau	Pan fyddwch yn rhoi gwybod i ymgeisydd beth yw'ch penderfyniad mewn perthynas â chais am grant, rhaid ichi wneud hynny yn Gymraeg os cyflwynwyd y cais yn Gymraeg.	30/10/2024
76	Cyflenwi Gwasanaethau	Rhaid i unrhyw wahoddiadau i dendro am gontract yr ydych yn eu cyhoeddi gael eu cyhoeddi yn Gymraeg, a rhaid ichi beidio â thrin fersiwn Gymraeg o unrhyw wahoddiad yn llai ffafriol na fersiwn Saesneg ohono.	30/10/2024
77	Cyflenwi Gwasanaethau	Pan fyddwch yn cyhoeddi gwahoddiadau i dendro am gontract, rhaid ichi ddatgan yn y gwahoddiad y caniateir i dendrau gael eu cyflwyno	30/10/2024



		yn Gymraeg, ac na fydd tendr a gyflwynir yn Gymraeg yn cael ei drin yn llai ffafriol na thendr a gyflwynir yn Saesneg.	
77A	Cyflenwi Gwasanaethau	Rhaid ichi beidio â thrin tendr a gyflwynir yn Gymraeg yn llai ffafriol na thendr a gyflwynir yn Saesneg (gan gynnwys, ymysg pethau eraill, mewn perthynas â'r dyddiad cau ar gyfer cael tendrau, ac mewn perthynas ag amseriad rhoi gwybod i dendrwr am benderfyniadau).	30/10/2024
79	Cyflenwi Gwasanaethau	Os byddwch yn cael tendr yn Gymraeg, a bod angen cyf-weld â thendrwr fel rhan o'ch asesiad o'r tendr rhaid ichi - (a) cynnig darparu gwasanaeth cyfieithu o'r Gymraeg i'r Saesneg fel bod modd i'r tendrwr ddefnyddio'r Gymraeg yn y cyfweiliad, a (b) os yw'r tendrwr yn dymuno defnyddio'r Gymraeg yn y cyfweiliad, darparu gwasanaeth cyfieithu ar y pryd at y diben hwnnw (os nad ydych yn cynnal y cyfweiliad yn Gymraeg heb wasanaeth cyfieithu).	30/10/2024
80	Cyflenwi Gwasanaethau	Pan fyddwch yn rhoi gwybod i dendrwr beth yw'ch penderfyniad mewn perthynas â thendr, rhaid ichi wneud hynny yn Gymraeg os cyflwynwyd y tendr yn Gymraeg.	30/10/2024
81	Cyflenwi Gwasanaethau	Rhaid ichi hybu unrhyw wasanaeth Cymraeg a ddarperir gennych, a hysbysebu'r gwasanaeth hwnnw yn Gymraeg.	30/10/2024
82	Cyflenwi Gwasanaethau	Os byddwch yn darparu gwasanaeth yn Gymraeg sy'n cyfateb i wasanaeth yr ydych yn ei ddarparu yn Saesneg, rhaid i unrhyw gyhoeddusrwydd neu ddogfen yr ydych yn ei llunio, neu wefan yr ydych yn ei chyhoeddi, sy'n cyfeirio at y gwasanaeth Saesneg nodi bod gwasanaeth cyfatebol ar gael yn Gymraeg.	30/10/2024
83	Cyflenwi Gwasanaethau	Pan fyddwch yn llunio, yn diwygio neu'n cyflwyno eich hunaniaeth gorfforaethol, rhaid ichi beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	30/10/2024
84	Cyflenwi Gwasanaethau	Os byddwch yn cynnig cwrs addysg sy'n agored i'r cyhoedd, rhaid ichi ei gynnig yn Gymraeg.	30/10/2024

		<p><b>Rhaid cydymffurfio â safon 84 ymhob amgylchiad, ac eithrio:</b></p> <ul style="list-style-type: none"> <li>○ pan fo asesiad a gynhaliwyd yn unol â safon 86 yn dod i'r casgliad nad oes angen i'r cwrs hwnnw gael ei gynnig yn Gymraeg.</li> </ul>	
86	Cyflenwi Gwasanaethau	Os byddwch yn datblygu cwrs addysg sydd i'w gynnig i'r cyhoedd, rhaid ichi asesu'r angen i'r cwrs hwnnw gael ei gynnig yn Gymraeg; a rhaid ichi sicrhau bod yr asesiad wedi ei gyhoeddi ar eich gwefan.	30/10/2024
87	Cyflenwi Gwasanaethau	Pan fyddwch yn cyhoeddi neges dros system annerch gyhoeddus, rhaid ichi wneud y cyhoeddiad hwnnw yn Gymraeg, ac os yw'r cyhoeddiad yn cael ei wneud yn Gymraeg ac yn Saesneg, rhaid i'r cyhoeddiad gael ei wneud yn Gymraeg yn gyntaf.	30/10/2024
88	Llunio Polisi	Pan fyddwch yn llunio polisi newydd, neu'n adolygu neu'n addasu polisi sydd eisoes yn bodoli, rhaid ichi ystyried pa effeithiau, os o gwbl (pa un ai yw'r rheini'n bositif neu'n andwyol) y byddai'r penderfyniad polisi yn eu cael ar - (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	30/10/2024
89	Llunio Polisi	Pan fyddwch yn llunio polisi newydd, neu'n adolygu neu'n addasu polisi sydd eisoes yn bodoli, rhaid ichi ystyried sut y gellid llunio'r polisi (neu sut y gellid newid polisi sydd eisoes yn bodoli) fel y byddai'r penderfyniad polisi'n cael effeithiau positif, neu effeithiau mwy positif, ar - (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	30/10/2024
90	Llunio Polisi	Pan fyddwch yn llunio polisi newydd, neu'n adolygu neu'n addasu polisi sydd eisoes yn bodoli, rhaid ichi ystyried sut y gellid llunio'r polisi (neu sut y gellid newid polisi sydd eisoes yn bodoli) fel na	30/10/2024

		fyddai'r penderfyniad polisi'n cael effeithiau andwyol, neu fel y byddai'n cael effeithiau llai andwyol, ar - (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	
91	Llunio Polisi	Pan fyddwch yn cyhoeddi dogfen ymgynghori sy'n ymwneud â phenderfyniad polisi, rhaid i'r ddogfen honno ystyried a cheisio barn ynghylch yr effeithiau (pa un ai yw'r rheini'n bositif neu'n andwyol) y byddai'r penderfyniad polisi o dan ystyriaeth yn eu cael ar - (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	30/10/2024
92	Llunio Polisi	Pan fyddwch yn cyhoeddi dogfen ymgynghori sy'n ymwneud â phenderfyniad polisi, rhaid i'r ddogfen honno ystyried a cheisio barn ynghylch sut y gellid llunio neu addasu'r polisi o dan ystyriaeth fel y byddai'n cael effeithiau positif, neu effeithiau mwy positif, ar - (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	30/10/2024
93	Llunio Polisi	Pan fyddwch yn cyhoeddi dogfen ymgynghori sy'n ymwneud â phenderfyniad polisi, rhaid i'r ddogfen honno ystyried a cheisio barn ynghylch sut y gellid llunio neu addasu'r polisi o dan ystyriaeth fel na fyddai'n cael effeithiau andwyol, neu fel y byddai'n cael effeithiau llai andwyol, ar - (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	30/10/2024
94	Llunio Polisi	Rhaid ichi lunio a chyhoeddi polisi dyfarnu grantiau (neu, pan fo'n briodol, ddiwygio polisi sydd eisoes yn bodoli) sy'n ei gwneud yn ofynnol ichi ystyried y materion a ganlyn pan fyddwch yn gwneud penderfyniadau ynghylch dyfarnu grant - (a) pa effeithiau, os o gwbl (a pha un ai yw'r rheini'n bositif neu'n	30/10/2024

		<p>andwyol), y byddai dyfarnu grant yn eu cael ar -</p> <p>(i) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a</p> <p>(ii) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg;</p> <p>(b) sut y gellid gwneud neu weithredu penderfyniad (er enghraifft, drwy osod amodau grant) fel y byddai'n cael effeithiau positif, neu effeithiau mwy positif, ar -</p> <p>(i) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a</p> <p>(ii) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg;</p> <p>(c) sut y gellid gwneud neu weithredu penderfyniad (er enghraifft, drwy osod amodau grant) fel na fyddai'n cael effeithiau andwyol, neu fel y byddai'n cael effeithiau llai andwyol ar -</p> <p>(i) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a</p> <p>(ii) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg;</p> <p>(ch) a oes angen ichi ofyn i'r ymgeisydd am grant am unrhyw wybodaeth ychwanegol er mwyn eich cynorthwyo i asesu effaith dyfarnu grant ar -</p> <p>(i) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a</p> <p>(ii) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.</p>	
95	Llunio Polisi	<p>Pan fyddwch yn comisiynu neu'n gwneud gwaith ymchwil y bwriedir i'ch cynorthwyo i wneud penderfyniad polisi, rhaid ichi sicrhau bod yr ymchwil yn ystyried pa effeithiau, os o gwbl (a pha un ai ydynt yn rhai positif neu'n rhai andwyol), y byddai'r penderfyniad polisi sydd o dan ystyriaeth yn eu cael ar -</p> <p>(a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a</p> <p>(b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.</p>	30/10/2024
96	Llunio Polisi	<p>Pan fyddwch yn comisiynu neu'n gwneud gwaith ymchwil y bwriedir i'ch cynorthwyo i wneud penderfyniad polisi, rhaid ichi sicrhau bod yr ymchwil yn ystyried sut y gellid gwneud y penderfyniad polisi sydd o</p>	30/10/2024

		dan ystyriaeth fel y byddai'n cael effeithiau positif, neu effeithiau mwy positif, ar - (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	
97	Llunio Polisi	Pan fyddwch yn comisiynu neu'n gwneud gwaith ymchwil y bwriedir i'ch cynorthwyo i wneud penderfyniad polisi, rhaid ichi sicrhau bod yr ymchwil yn ystyried sut y gellid gwneud y penderfyniad polisi sydd o dan ystyriaeth fel na fyddai'n cael effeithiau andwyol, neu fel y byddai'n cael effeithiau llai andwyol, ar - (a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a (b) peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.	30/10/2024
98	Gweithredu	Rhaid ichi ddatblygu polisi ar ddefnyddio'r Gymraeg yn fewnol, gyda'r bwriad o hybu a hwyluso defnyddio'r Gymraeg, a rhaid ichi gyhoeddi'r polisi hwnnw ar eich mewnwyd.	30/10/2024
99	Gweithredu	Pan fyddwch yn cynnig swydd newydd i unigolyn, rhaid ichi ofyn i'r unigolyn hwnnw a yw'n dymuno i'r contract cyflogaeth neu gontract am wasanaethau gael ei ddarparu yn Gymraeg; ac os yw'r unigolyn yn dymuno hynny rhaid ichi ddarparu'r contract yn Gymraeg.	30/10/2024
100	Gweithredu	Rhaid ichi - (a) gofyn i bob cyflogai a fyddai'n dymuno cael unrhyw ohebiaeth bapur sy'n ymwneud â'i gyflogaeth, ac sydd wedi ei chyfeirio ato'n bersonol, yn Gymraeg, a (b) os yw cyflogai yn dymuno hynny, ddarparu unrhyw ohebiaeth o'r fath iddo yn Gymraeg.	30/10/2024
101	Gweithredu	Rhaid ichi ofyn i bob cyflogai a fyddai'n dymuno cael unrhyw ddogfennau sy'n amlinellu anghenion neu ofynion ei hyfforddiant yn Gymraeg; ac os yw'n dymuno hynny rhaid ichi ddarparu unrhyw ddogfennau o'r fath iddo yn Gymraeg.	30/10/2024

102	Gweithredu	Rhaid ichi ofyn i bob cyflogai a fyddai'n dymuno cael unrhyw ddogfennau sy'n amlinellu ei amcanion perfformiad yn Gymraeg; ac os yw'n dymuno hynny rhaid ichi ddarparu unrhyw ddogfennau o'r fath iddo yn Gymraeg.	30/10/2024
103	Gweithredu	Rhaid ichi ofyn i bob cyflogai a fyddai'n dymuno cael unrhyw ddogfennau sy'n amlinellu neu'n cofnodi ei gynllun gyrfa yn Gymraeg; ac os yw'n dymuno hynny rhaid ichi ddarparu unrhyw ddogfennau o'r fath iddo yn Gymraeg.	30/10/2024
104	Gweithredu	Rhaid ichi ofyn i bob cyflogai a fyddai'n dymuno cael unrhyw ffurflenni sy'n cofnodi ac yn awdurdodi - (a) gwyliau, (b) absenoldebau o'r gwaith, ac (c) oriau gwaith hyblyg, yn Gymraeg; ac os yw'n dymuno hynny rhaid ichi ddarparu unrhyw ffurflenni o'r fath iddo yn Gymraeg.	30/10/2024
105	Gweithredu	Os byddwch yn cyhoeddi polisi ynghylch ymddygiad yn y gweithle, rhaid ichi ei gyhoeddi yn Gymraeg.	30/10/2024
106	Gweithredu	Os byddwch yn cyhoeddi polisi ynghylch iechyd a lles yn y gweithle, rhaid ichi ei gyhoeddi yn Gymraeg.	30/10/2024
107	Gweithredu	Os byddwch yn cyhoeddi polisi ynghylch cyflogau neu fuddion yn y gweithle, rhaid ichi ei gyhoeddi yn Gymraeg.	30/10/2024
108	Gweithredu	Os byddwch yn cyhoeddi polisi ynghylch rheoli perfformiad, rhaid ichi ei gyhoeddi yn Gymraeg.	30/10/2024
109	Gweithredu	Os byddwch yn cyhoeddi polisi ynghylch absenoldeb o'r gwaith, rhaid ichi ei gyhoeddi yn Gymraeg.	30/10/2024
110	Gweithredu	Os byddwch yn cyhoeddi polisi ynghylch amodau gwaith, rhaid ichi ei gyhoeddi yn Gymraeg.	30/10/2024

111	Gweithredu	Os byddwch yn cyhoeddi polisi ynghylch patrymau gwaith, rhaid ichi ei gyhoeddi yn Gymraeg.	30/10/2024
112	Gweithredu	Rhaid ichi ganiatáu i bob aelod o'ch staff - (a) gwneud cwynion ichi yn Gymraeg, a (b) ymateb i unrhyw gŵyn a wnaed amdano ef yn Gymraeg.	30/10/2024
112A	Gweithredu	Rhaid ichi ddatgan mewn unrhyw ddogfen sydd gennych sy'n nodi eich gweithdrefnau ar gyfer gwneud cwynion y caiff pob aelod o staff - (a) gwneud cwyn ichi yn Gymraeg, a (b) ymateb i gŵyn a wnaed amdano ef yn Gymraeg; a rhaid ichi hefyd roi gwybod i bob aelod o staff am yr hawl honno.	30/10/2024
114	Gweithredu	Os byddwch yn cael cwyn gan aelod o staff neu'n cael cwyn ynghylch aelod o staff, a bod angen cyfarfod â'r aelod hwnnw o staff, rhaid ichi - (a) gofyn i'r aelod o staff a yw'n dymuno defnyddio'r Gymraeg yn y cyfarfod; (b) esbonio y byddwch yn darparu gwasanaeth cyfieithu o'r Gymraeg i'r Saesneg at y diben hwnnw os yw'n ofynnol; ac os yw'r aelod o staff yn dymuno defnyddio'r Gymraeg, rhaid ichi ddarparu gwasanaeth cyfieithu ar y pryd o'r Gymraeg i'r Saesneg yn y cyfarfod (os nad ydych yn cynnal y cyfarfod yn Gymraeg heb wasanaeth cyfieithu).	30/10/2024
115	Gweithredu	Pan fyddwch yn rhoi gwybod i aelod o staff beth yw'ch penderfyniad mewn perthynas â chŵyn a wneir gan yr aelod hwnnw, neu mewn perthynas â chŵyn a wneir amdano ef, rhaid ichi wneud hynny yn Gymraeg os yw'r aelod hwnnw o staff - (a) wedi gwneud y gŵyn yn Gymraeg, (b) wedi ymateb yn Gymraeg i gŵyn amdano ef,	30/10/2024

		(c) wedi gofyn bod cyfarfod ynglŷn â'r gŵyn yn cael ei gynnal yn Gymraeg, neu (ch) wedi gofyn am gael defnyddio'r Gymraeg mewn cyfarfod ynglŷn â'r gŵyn.	
116	Gweithredu	Rhaid ichi ganiatáu i bob aelod o staff ymateb yn Gymraeg i honiadau a wneir yn ei erbyn mewn unrhyw broses ddisgyblu fewnol.	30/10/2024
116A	Gweithredu	Rhaid ichi - (a) datgan mewn unrhyw ddogfen sydd gennych sy'n nodi eich trefniadau ar gyfer disgyblu staff y caiff unrhyw aelod o staff ymateb yn Gymraeg i unrhyw honiadau a wneir yn ei erbyn, a (b) os byddwch yn dechrau gweithdrefn ddisgyblu mewn perthynas ag aelod o staff, rhoi gwybod i'r aelod hwnnw o staff am yr hawl honno.	30/10/2024
118	Gweithredu	Os byddwch yn trefnu cyfarfod ag aelod o staff ynghylch achos disgyblu mewn perthynas â'i ymddygiad, rhaid ichi - (a) gofyn i'r aelod o staff a yw'n dymuno defnyddio'r Gymraeg yn y cyfarfod, a (b) esbonio y byddwch yn darparu gwasanaeth cyfieithu at y diben hwnnw os yw'n ofynnol; ac, os yw'r aelod o staff yn dymuno defnyddio'r Gymraeg, rhaid ichi ddarparu gwasanaeth cyfieithu ar y pryd o'r Gymraeg i Saesneg yn y cyfarfod (os nad ydych yn cynnal y cyfarfod yn Gymraeg heb wasanaeth cyfieithu).	30/10/2024
119	Gweithredu	Pan fyddwch yn rhoi gwybod i aelod o staff beth yw'ch penderfyniad yn dilyn proses ddisgyblu, rhaid ichi wneud hynny yn Gymraeg os yw'r aelod hwnnw o staff - (a) wedi ymateb i honiadau yn ei erbyn yn Gymraeg, (b) wedi gofyn bod cyfarfod ynglŷn â'r broses ddisgyblu yn cael ei gynnal yn Gymraeg, neu	30/10/2024



		(c) wedi gofyn am gael defnyddio'r Gymraeg mewn cyfarfod ynglŷn â'r broses ddisgyblu.	
120	Gweithredu	Rhaid ichi ddarparu meddalwedd gyfrifiadurol ar gyfer gwirio sillafu a gramadeg y Gymraeg i'ch staff, a darparu rhyngwynebau Cymraeg ar gyfer meddalwedd (pan fo rhyngwyneb ar gael).	30/10/2024
121	Gweithredu	Rhaid ichi sicrhau - (a) bod testun pob tudalen ar eich mewnwyd ar gael yn Gymraeg, (b) bod pob tudalen Gymraeg ar eich mewnwyd yn gweithredu'n llawn, ac (c) nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg ar eich mewnwyd.	30/10/2024
122	Gweithredu	Rhaid ichi sicrhau - (a) bod testun hafan eich mewnwyd ar gael yn Gymraeg, (b) bod unrhyw destun Cymraeg ar hafan eich mewnwyd (neu, pan fo'n berthnasol, bod hafan Gymraeg eich mewnwyd) yn gweithredu'n llawn, ac (c) nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg mewn perthynas â hafan eich mewnwyd.	30/10/2024
123	Gweithredu	Bob tro y byddwch yn cyhoeddi tudalen newydd neu'n diwygio tudalen ar eich mewnwyd, rhaid ichi sicrhau - (a) bod testun y dudalen honno ar gael yn Gymraeg, (b) bod unrhyw fersiwn Gymraeg o'r dudalen yn gweithredu'n llawn, ac (c) nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg mewn perthynas â thestun y dudalen honno.	30/10/2024
124	Gweithredu	Os oes gennych dudalen Gymraeg ar eich mewnwyd sy'n cyfateb i dudalen Saesneg, rhaid ichi nodi'n glir ar y dudalen Saesneg bod y	30/10/2024

		dudalen hefyd ar gael yn Gymraeg, a rhaid darparu dolen uniongyrchol i'r dudalen Gymraeg ar y dudalen Saesneg gyfatebol.	
125	Gweithredu	Rhaid ichi neilltuo a chynnal tudalen (neu dudalennau) ar eich mewnwyd sy'n darparu gwasanaethau a deunydd cymorth i hybu'r Gymraeg ac i gynorthwyo eich staff i ddefnyddio'r Gymraeg.	30/10/2024
126	Gweithredu	Rhaid ichi ddarparu'r rhyngwyneb a'r dewislenni ar eich tudalennau mewnwyd yn Gymraeg.	30/10/2024
127	Gweithredu	Rhaid ichi asesu sgiliau Cymraeg eich cyflogeion.	30/10/2024
128	Gweithredu	Rhaid ichi ddarparu hyfforddiant yn Gymraeg yn y meysydd a ganlyn, os ydych yn darparu hyfforddiant o'r fath yn Saesneg - (a) recriwtio a chyf-weld; (b) rheoli perfformiad; (c) gweithdrefnau cwyno a disgyblu; (ch) ymsefydlu; (d) delio â'r cyhoedd; ac (dd) iechyd a diogelwch.	30/10/2024
129	Gweithredu	Rhaid ichi ddarparu hyfforddiant (yn Gymraeg) ar ddefnyddio'r Gymraeg yn effeithiol mewn - (a) cyfarfodydd; (b) cyfweiliadau; ac (c) gweithdrefnau cwyno a disgyblu.	30/10/2024
130	Gweithredu	Rhaid ichi ddarparu cyfleoedd yn ystod oriau gwaith - (a) i'ch cyflogeion gael gwersi Cymraeg sylfaenol, a (b) i gyflogeion sy'n rheoli pobl eraill gael hyfforddiant ar ddefnyddio'r Gymraeg yn eu rôl fel rheolwyr.	30/10/2024
131	Gweithredu	Rhaid ichi ddarparu cyfleoedd i'ch cyflogeion sydd wedi cwblhau hyfforddiant Cymraeg sylfaenol gael hyfforddiant pellach yn rhad ac am ddim er mwyn datblygu eu sgiliau yn yr iaith.	30/10/2024

132	Gweithredu	Rhaid ichi ddarparu cyrsiau hyfforddi er mwyn i'ch cyflogeion ddatblygu - (a) ymwybyddiaeth o'r Gymraeg (gan gynnwys ymwybyddiaeth am hanes yr iaith a'i lle yn niwylliant Cymru); (b) dealltwriaeth o'r ddyletswydd i weithredu yn unol â safonau'r Gymraeg; (c) dealltwriaeth am y modd y gellir defnyddio'r Gymraeg yn y gweithle.	30/10/2024
133	Gweithredu	Pan fyddwch yn darparu gwybodaeth i gyflogeion newydd (er enghraifft, fel rhan o broses ymsefydlu), rhaid ichi ddarparu gwybodaeth er mwyn codi eu hymwybyddiaeth o'r Gymraeg.	30/10/2024
134	Gweithredu	Rhaid ichi ddarparu geiriad neu logo ar gyfer llofnodion e-bost eich staff sy'n eu galluogi i ddynodi a ydynt yn siarad Cymraeg yn rhugl neu'n dysgu'r iaith.	30/10/2024
135	Gweithredu	Rhaid ichi ddarparu geiriad ar gyfer eich cyflogeion fydd yn eu galluogi i gynnwys fersiwn Gymraeg o'u manylion cyswllt mewn negeseuon e-byst, ac i ddarparu fersiwn Gymraeg o unrhyw neges sy'n hysbysu pobl eraill nad ydynt ar gael i ateb negeseuon ebost.	30/10/2024
136	Gweithredu	Pan fyddwch yn asesu'r anghenion ar gyfer swydd newydd neu swydd wag, rhaid ichi asesu'r angen am sgiliau yn y Gymraeg, a'i chategoreiddio fel swydd pan fo un neu ragor o'r canlynol yn gymwys- (a) bod sgiliau yn y Gymraeg yn hanfodol; (b) bod angen dysgu sgiliau yn y Gymraeg pan benodir rhywun i'r swydd; (c) bod sgiliau yn y Gymraeg yn ddymunol; neu (ch) nad yw sgiliau yn y Gymraeg yn angenrheidiol.	30/10/2024

136A	Gweithredu	Os byddwch wedi categorio swydd fel un sy'n gofyn bod sgiliau yn y Gymraeg yn hanfodol, yn ddymunol neu fod angen eu dysgu, rhaid ichi - (a) pennu hynny wrth hysbysebu'r swydd, a (b) hysbysebu'r swydd yn Gymraeg.	30/10/2024
137	Gweithredu	Pan fyddwch yn hysbysebu swydd, rhaid ichi ddatgan y caniateir i geisiadau gael eu cyflwyno yn Gymraeg, ac na fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.	30/10/2024
137A	Gweithredu	Os byddwch yn cyhoeddi - (a) ffurflenni cais am swyddi; (b) deunydd esboniadol ynghylch eich proses ar gyfer ymgeisio am swyddi; (c) gwybodaeth am eich proses gyf-weld, neu am unrhyw ddulliau asesu eraill wrth ymgeisio am swyddi; (ch) swydd-ddisgrifiadau; rhaid ichi eu cyhoeddi yn Gymraeg a rhaid ichi sicrhau nad ydych yn trin unrhyw fersiynau Cymraeg o'r dogfennau yn llai ffafriol na fersiynau Saesneg ohonynt.	30/10/2024
137B	Gweithredu	Rhaid ichi beidio â thrin cais am swydd a wneir yn Gymraeg yn llai ffafriol na chais a wneir yn Saesneg (gan gynnwys, ymysg pethau eraill, o ran y dyddiad cau yr ydych yn ei osod ar gyfer cael ceisiadau, ac o ran amseriad rhoi gwybod i unigolion ynghylch penderfyniadau).	30/10/2024
139	Gweithredu	Rhaid ichi sicrhau bod eich ffurflenni cais am swyddi - (a) yn rhoi lle i unigolion nodi eu bod yn dymuno defnyddio'r Gymraeg mewn cyfweiliad neu ddull arall o asesiad, a (b) yn esbonio y byddwch yn darparu gwasanaeth cyfieithu o'r	30/10/2024

		Gymraeg i'r Saesneg at y diben hwnnw os oes angen; ac, os yw'r unigolyn yn dymuno defnyddio'r Gymraeg yn y cyfweiliad neu'r asesiad, rhaid ichi ddarparu gwasanaeth cyfieithu ar y pryd yn y cyfweiliad neu asesiad (os nad ydych yn cynnal y cyfweiliad neu'r asesiad yn Gymraeg heb y gwasanaeth cyfieithu hwnnw).	
140	Gweithredu	Pan fyddwch yn rhoi gwybod i unigolyn beth yw'ch penderfyniad mewn perthynas â chais am swydd, rhaid ichi wneud hynny yn Gymraeg os gwnaed y cais yn Gymraeg.	30/10/2024
141	Gweithredu	Pan fyddwch yn gosod arwydd newydd neu'n adnewyddu arwydd yn eich gweithle (gan gynnwys arwyddion dros dro), rhaid i unrhyw destun sy'n cael ei arddangos ar yr arwydd gael ei arddangos yn Gymraeg (pa un ai ar yr un arwydd sy'n arddangos y testun Saesneg cyfatebol neu ar arwydd ar wahân), ac os yw'r un testun yn cael ei arddangos yn Gymraeg ac yn Saesneg, rhaid ichi beidio â thrin y testun Cymraeg yn llai ffafriol na'r testun Saesneg.	30/10/2024
142	Gweithredu	Pan fyddwch yn gosod arwydd newydd neu'n adnewyddu arwydd yn eich gweithle (gan gynnwys arwyddion dros dro), a bod yr arwydd hwnnw'n cyfleu yr un wybodaeth yn Gymraeg ac yn Saesneg, rhaid i'r testun Cymraeg gael ei roi mewn safle fel mai hwnnw sy'n debygol o gael ei ddarllen yn gyntaf.	30/10/2024
143	Gweithredu	Rhaid ichi sicrhau bod y testun Cymraeg ar arwyddion a arddangosir yn eich gweithle yn gywir o ran ystyr a mynegiant.	30/10/2024
144	Gweithredu	Pan fyddwch yn gwneud cyhoeddiadau dros offer sain yn eich gweithle, rhaid i'r cyhoeddiad hwnnw gael ei wneud yn Gymraeg, ac os gwneir y cyhoeddiad yn Gymraeg ac yn Saesneg, rhaid i'r cyhoeddiad gael ei wneud yn Gymraeg yn gyntaf.	30/10/2024

147	Cadw Cofnodion	Rhaid ichi gadw cofnod, mewn perthynas â phob blwyddyn ariannol, o nifer y cwynion yr ydych yn eu cael sy'n ymwneud â'ch cydymffurfedd â'r safonau.	30/10/2024
148	Cadw Cofnodion	Rhaid ichi gadw copi o unrhyw gŵyn ysgrifenedig yr ydych yn ei chael sy'n ymwneud â'ch cydymffurfedd â'r safonau yr ydych o dan ddyletswydd i gydymffurfio â hwy.	30/10/2024
149	Cadw Cofnodion	Rhaid ichi gadw copi o unrhyw gŵyn ysgrifenedig yr ydych yn ei chael sy'n ymwneud â'r Gymraeg (pa un ai yw'r gŵyn yn ymwneud â'r safonau yr ydych o dan ddyletswydd i gydymffurfio â hwy ai peidio).	30/10/2024
150	Cadw Cofnodion	Rhaid ichi gadw cofnod o'r camau yr ydych wedi eu cymryd i sicrhau y cydymffurfir â'r safonau llunio polisi yr ydych o dan ddyletswydd i gydymffurfio â hwy.	30/10/2024
151	Cadw Cofnodion	Rhaid ichi gadw cofnod (yn dilyn asesiadau o sgiliau iaith Gymraeg eich cyflogeion a wnaed gennych yn unol â safon 127), o nifer y cyflogeion sy'n meddu ar sgiliau yn y Gymraeg ar ddiwedd pob blwyddyn ariannol a, phan fo hynny'n wybyddus ichi, rhaid ichi gadw cofnod o lefel sgiliau'r cyflogeion hynny.	30/10/2024
152	Cadw Cofnodion	Rhaid ichi gadw cofnod, ar gyfer pob blwyddyn ariannol, o - (a) nifer yr aelodau o staff a fynychodd gyrsiau hyfforddi a gynigiwyd gennych yn Gymraeg (yn unol â safon 128), a (b) os cynigiwyd fersiwn Gymraeg o gwrs gennych yn unol â safon 128, y ganran o gyfanswm nifer y staff a fynychodd y fersiwn honno o'r cwrs.	30/10/2024
153	Cadw Cofnodion	Rhaid ichi gadw cofnod o bob asesiad a gynhaliwch (yn unol â safon 136) mewn cysylltiad â'r sgiliau Cymraeg y gallai fod eu hangen mewn perthynas â swydd newydd neu swydd wag.	30/10/2024

154	Cadw Cofnodion	Rhaid ichi gadw cofnod, mewn perthynas â phob blwyddyn ariannol o nifer y swyddi newydd a'r swyddi gwag a gategoreiddiwyd (yn unol â safon 136) fel swyddi sy'n gofyn (a) bod sgiliau yn y Gymraeg yn hanfodol; (b) bod angen dysgu sgiliau yn y Gymraeg unwaith y penodir rhywun i'r swydd; (c) bod sgiliau yn y Gymraeg yn ddymunol; neu (ch) nad oedd sgiliau yn y Gymraeg yn angenrheidiol.	30/10/2024
155	Atodol - Cyflenwi Gwasanaethau	Rhaid ichi sicrhau bod dogfen sy'n cofnodi'r safonau cyflenwi gwasanaethau yr ydych o dan ddyletswydd i gydymffurfio â hwy, a'r graddau yr ydych o dan ddyletswydd i gydymffurfio â'r safonau hynny, ar gael - (a) ar eich gwefan, a (b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	30/10/2024
156	Atodol - Cyflenwi Gwasanaethau	Rhaid ichi - (a) sicrhau bod gennych weithdrefn gwyno sy'n delio â'r materion a ganlyn - (i) sut yr ydych yn bwriadu delio â chwynion ynglŷn â'ch cydymffurfedd â'r safonau cyflenwi gwasanaethau yr ydych o dan ddyletswydd i gydymffurfio â hwy, a (ii) sut y byddwch yn darparu hyfforddiant i'ch staff ynglŷn â delio â'r cwynion hynny, (b) cyhoeddi dogfen sy'n cofnodi'r weithdrefn honno ar eich gwefan, ac (c) sicrhau bod copi o'r ddogfen honno ar gael ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	30/10/2024
157	Atodol - Cyflenwi Gwasanaethau	Rhaid ichi - (a) sicrhau bod gennych drefniadau ar gyfer	30/10/2024

		<p>(i) goruchwyllo'r modd yr ydych yn cydymffurfio â'r safonau cyflenwi gwasanaethau yr ydych o dan ddyletswydd i gydymffurfio â hwy,</p> <p>(ii) hybu'r gwasanaethau a gynigir gennych yn unol â'r safonau hynny, a</p> <p>(iii) hwyluso defnyddio'r gwasanaethau hynny,</p> <p>(b) cyhoeddi dogfen sy'n cofnodi'r trefniadau hynny ar eich gwefan, ac</p> <p>(c) sicrhau bod copi o'r ddogfen honno ar gael ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.</p>	
158	Atodol - Cyflenwi Gwasanaethau	<p>(1) Rhaid ichi lunio adroddiad ("adroddiad blynyddol"), yn Gymraeg, mewn perthynas â phob blwyddyn ariannol, sy'n delio â'r modd y bu ichi gydymffurfio â'r safonau cyflenwi gwasanaethau yr oeddech o dan ddyletswydd i gydymffurfio â hwy yn ystod y flwyddyn honno.</p> <p>(2) Rhaid i'r adroddiad blynyddol gynnwys nifer y cwynion a gawsoch yn ystod y flwyddyn honno a oedd yn ymwneud â'ch cydymffurfedd â'r safonau cyflenwi gwasanaethau yr oeddech o dan ddyletswydd i gydymffurfio â hwy.</p> <p>(3) Rhaid ichi gyhoeddi'r adroddiad blynyddol heb fod yn hwyrach na 30 Mehefin yn dilyn y flwyddyn ariannol y mae'r adroddiad yn ymwneud â hi.</p> <p>(4) Rhaid ichi roi cyhoeddusrwydd i'r ffaith eich bod wedi cyhoeddi adroddiad blynyddol.</p> <p>(5) Rhaid ichi sicrhau bod copi cyfredol o'ch adroddiad blynyddol ar gael -</p> <p>(a) ar eich gwefan, a</p> <p>(b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.</p>	30/10/2024



159	Atodol - Cyflenwi Gwasanaethau	Rhaid ichi gyhoeddi dogfen ar eich gwefan sy'n esbonio sut yr ydych yn bwriadu cydymffurfio â'r safonau cyflenwi gwasanaethau yr ydych o dan ddyletswydd i gydymffurfio â hwy.	30/10/2024
160	Atodol - Cyflenwi Gwasanaethau	Rhaid ichi ddarparu unrhyw wybodaeth y bydd Comisiynydd y Gymraeg yn gofyn amdani sy'n ymwneud â'ch cydymffurfedd â'r safonau cyflenwi gwasanaethau yr ydych o dan ddyletswydd i gydymffurfio â hwy.	30/10/2024
161	Atodol - Llundio Polisi	Rhaid ichi sicrhau bod dogfen sy'n cofnodi'r safonau llunio polisi yr ydych o dan ddyletswydd i gydymffurfio â hwy, a'r graddau yr ydych o dan ddyletswydd i gydymffurfio â'r safonau hynny, ar gael - (a) ar eich gwefan, a (b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	30/10/2024
162	Atodol - Llundio Polisi	Rhaid ichi - (a) sicrhau bod gennych weithdrefn gwyno sy'n delio â'r materion a ganlyn - (i) sut yr ydych yn bwriadu delio â chwynion ynglŷn â'ch cydymffurfedd â'r safonau llunio polisi yr ydych o dan ddyletswydd i gydymffurfio â hwy, a (ii) sut y byddwch yn darparu hyfforddiant i'ch staff ynglŷn â delio â'r cwynion hynny, (b) cyhoeddi dogfen sy'n cofnodi'r weithdrefn honno ar eich gwefan, ac (c) sicrhau bod copi o'r ddogfen honno ar gael, ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	30/10/2024
163	Atodol - Llundio Polisi	Rhaid ichi - (a) sicrhau bod gennych drefniadau ar gyfer goruchwyllo'r modd yr ydych yn cydymffurfio â'r safonau llunio polisi yr ydych o dan ddyletswydd i gydymffurfio â hwy,	30/10/2024

		(b) cyhoeddi dogfen sy'n cofnodi'r trefniadau hynny ar eich gwefan, ac (c) sicrhau bod copi o'r ddogfen honno ar gael ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	
164	Atodol - Llunio Polisi	(1) Rhaid ichi lunio adroddiad, ("adroddiad blynyddol"), yn Gymraeg, mewn perthynas â phob blwyddyn ariannol, sy'n delio â'r modd y bu ichi gydymffurfio â'r safonau llunio polisi yr oeddech o dan ddyletswydd i gydymffurfio â hwy yn ystod y flwyddyn honno. (2) Rhaid i'r adroddiad blynyddol gynnwys nifer y cwynion a gawsoch yn ystod y flwyddyn a oedd yn ymwneud â'ch cydymffurfedd â'r safonau llunio polisi yr oeddech o dan ddyletswydd i gydymffurfio â hwy. (3) Rhaid ichi gyhoeddi'r adroddiad blynyddol heb fod yn hwyrach na 30 Mehefin yn dilyn y flwyddyn ariannol y mae'r adroddiad yn ymwneud â hi. (4) Rhaid ichi roi cyhoeddusrwydd i'r ffaith eich bod wedi cyhoeddi adroddiad blynyddol. (5) Rhaid ichi sicrhau bod copi cyfredol o'ch adroddiad blynyddol ar gael - (a) ar eich gwefan, a (b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	30/10/2024
165	Atodol - Llunio Polisi	Rhaid ichi gyhoeddi dogfen ar eich gwefan sy'n esbonio sut yr ydych yn bwriadu cydymffurfio â'r safonau llunio polisi yr ydych o dan ddyletswydd i gydymffurfio â hwy.	30/10/2024
166	Atodol - Llunio Polisi	Rhaid ichi ddarparu unrhyw wybodaeth y bydd Comisiynydd y Gymraeg yn gofyn amdani sy'n ymwneud â'ch cydymffurfedd â'r safonau llunio polisi yr ydych o dan ddyletswydd i gydymffurfio â hwy.	30/10/2024

167	Atodol - Gweithredu	Rhaid ichi sicrhau bod dogfen sy'n cofnodi'r safonau gweithredu yr ydych o dan ddyletswydd i gydymffurfio â hwy, a'r graddau yr ydych o dan ddyletswydd i gydymffurfio â'r safonau hynny, ar gael - (a) ar eich gwefan, a (b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	30/10/2024
168	Atodol - Gweithredu	Rhaid ichi - (a) sicrhau bod gennych weithdrefn gwyno sy'n delio â'r materion a ganlyn - (i) sut yr ydych yn bwriadu delio â chwynion ynglŷn â'ch cydymffurfedd â'r safonau gweithredu yr ydych o dan ddyletswydd i gydymffurfio â hwy, a (ii) sut y byddwch yn darparu hyfforddiant i'ch staff ynglŷn â delio â'r cwynion hynny, a (b) cyhoeddi dogfen sy'n cofnodi'r weithdrefn honno ar eich mewnwyd.	30/10/2024
169	Atodol - Gweithredu	Rhaid ichi - (a) sicrhau bod gennych drefniadau ar gyfer (i) goruchwylio'r modd yr ydych yn cydymffurfio â'r safonau gweithredu yr ydych o dan ddyletswydd i gydymffurfio â hwy, (ii) hybu'r gwasanaethau a gynigir gennych yn unol â'r safonau hynny, a (iii) hwyluso defnyddio'r gwasanaethau hynny, a (b) cyhoeddi dogfen sy'n cofnodi'r trefniadau hynny ar eich mewnwyd.	30/10/2024
170	Atodol - Gweithredu	(1) Rhaid ichi lunio adroddiad ("adroddiad blynyddol"), yn Gymraeg, mewn perthynas â phob blwyddyn ariannol, sy'n delio â'r modd y bu ichi gydymffurfio â'r safonau gweithredu yr oeddech o dan ddyletswydd i gydymffurfio â hwy yn ystod y flwyddyn honno.	30/10/2024

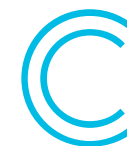
		<p>(2) Rhaid i'r adroddiad blynyddol gynnwys yr wybodaeth a ganlyn (pan fo'n berthnasol, i'r graddau yr ydych o dan ddyletswydd i gydymffurfio â'r safonau y cyfeirir atynt) -</p> <p>(a) nifer y cyflogeion sy'n meddu ar sgiliau yn y Gymraeg ar ddiwedd y flwyddyn o dan sylw (ar sail cofnodion a gadwasoch yn unol â safon 151);</p> <p>(b) nifer yr aelodau o staff a fynychodd gyrsiau hyfforddi a gynigiwyd gennych yn y Gymraeg yn ystod y flwyddyn (ar sail cofnodion a gadwasoch yn unol â safon 152);</p> <p>(c) os cynigiwyd fersiwn Gymraeg o gwrs gennych yn ystod y flwyddyn, y ganran o gyfanswm nifer y staff a fynychodd y cwrs a fynychodd y fersiwn Gymraeg (ar sail cofnodion a gadwasoch yn unol â safon 152);</p> <p>(ch) nifer y swyddi newydd a'r swyddi gwag a hysbysebwyd gennych yn ystod y flwyddyn a gategoreiddiwyd fel swyddi sy'n gofyn -</p> <p>(i) bod sgiliau yn y Gymraeg yn hanfodol</p> <p>(ii) bod angen dysgu sgiliau yn y Gymraeg pan benodir i'r swydd,</p> <p>(iii) bod sgiliau yn y Gymraeg yn ddymunol, neu</p> <p>(iv) nad oedd sgiliau yn y Gymraeg yn angenrheidiol, (ar sail y cofnodion a gadwasoch yn unol â safon 154);</p> <p>(d) nifer y cwynion a gawsoch yn ystod y flwyddyn a oedd yn ymwneud â'ch cydymffurfedd â'r safonau gweithredu yr oeddech o dan ddyletswydd i gydymffurfio â hwy.</p> <p>(3) Rhaid ichi gyhoeddi'r adroddiad blynyddol heb fod yn hwyrach na 30 Mehefin yn dilyn y flwyddyn ariannol y mae'r adroddiad yn ymwneud â hi.</p> <p>(4) Rhaid ichi roi cyhoeddusrwydd i'r ffaith eich bod wedi cyhoeddi adroddiad blynyddol.</p> <p>(5) Rhaid ichi sicrhau bod copi cyfredol o'ch adroddiad blynyddol ar</p>	
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		gael - (a) ar eich gwefan, a (b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	
171	Atodol - Gweithredu	Rhaid ichi gyhoeddi dogfen ar eich gwefan sy'n esbonio sut yr ydych yn bwriadu cydymffurfio â'r safonau gweithredu yr ydych o dan ddyletswydd i gydymffurfio â hwy.	30/10/2024
172	Atodol - Gweithredu	Rhaid ichi ddarparu unrhyw wybodaeth y bydd Comisiynydd y Gymraeg yn gofyn amdani sy'n ymwneud â'ch cydymffurfedd â'r safonau gweithredu yr ydych o dan ddyletswydd i gydymffurfio â hwy.	30/10/2024
173	Atodol - Hybu	Rhaid ichi sicrhau bod dogfen sy'n cofnodi'r safonau hybu yr ydych o dan ddyletswydd i gydymffurfio â hwy, a'r graddau yr ydych o dan ddyletswydd i gydymffurfio â'r safonau hynny, ar gael - (a) ar eich gwefan, a (b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	30/10/2024
174	Atodol - Hybu	Rhaid ichi ddarparu unrhyw wybodaeth y bydd Comisiynydd y Gymraeg yn gofyn amdani sy'n ymwneud â'ch cydymffurfedd â'r safonau hybu yr ydych o dan ddyletswydd i gydymffurfio â hwy.	30/10/2024
175	Atodol - Cadw Cofnodion	Rhaid ichi sicrhau bod dogfen sy'n cofnodi'r safonau cadw cofnodion yr ydych o dan ddyletswydd i gydymffurfio â hwy, a'r graddau yr ydych o dan ddyletswydd i gydymffurfio â'r safonau hynny, ar gael - (a) ar eich gwefan, a (b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.	30/10/2024
176	Atodol - Cadw Cofnodion	Rhaid ichi ddarparu unrhyw gofnodion a gadwasoch yn unol â'r safonau cadw cofnodion yr ydych o dan ddyletswydd i gydymffurfio â hwy i Gomisiynydd y Gymraeg, os bydd y Comisiynydd yn gofyn am y cofnodion hynny.	30/10/2024

*Efa Gruffudd Jones.*

**Efa Gruffudd Jones**  
Comisiynydd y Gymraeg

Dyddiad: 24/04/2024



## COMPLIANCE NOTICE – SECTION 44 WELSH LANGUAGE (WALES) MEASURE 2011

South West Wales Corporate Joint Committee – Issue Date: 24/04/2024

Tudalen 67

Standard Number	Class of Standard	Standard	Imposition Date
1	Service Delivery	If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.	30/10/2024
4	Service Delivery	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.	30/10/2024
5	Service Delivery	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.	30/10/2024
6	Service Delivery	If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).	30/10/2024
7	Service Delivery	You must state – (a) in correspondence, and (b) in publications and official notices that invite persons to respond	30/10/2024

		to you or to correspond with you, that you welcome receiving correspondence in Welsh, that you will respond to any correspondence in Welsh, and that corresponding in Welsh will not lead to delay.	
8	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must greet the person in Welsh.	30/10/2024
9	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.	30/10/2024
10	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh in its entirety if that is the person's wish (where necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	30/10/2024
12	Service Delivery	When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	30/10/2024
13	Service Delivery	If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	30/10/2024
14	Service Delivery	When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.	30/10/2024
15	Service Delivery	If you have performance indicators for dealing with telephone calls,	30/10/2024



		you must ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English.	
16	Service Delivery	Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh.	30/10/2024
17	Service Delivery	When there is no Welsh language service available on your main telephone number (or numbers), or any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language service will be available.	30/10/2024
18	Service Delivery	If a person contacts one of your departments on a direct line telephone numbers (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must provide that service in Welsh in its entirety (if necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	30/10/2024
20	Service Delivery	When a person contacts you on a direct line number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.	30/10/2024
21	Service Delivery	When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.	30/10/2024
22	Service Delivery	Any automated telephone systems that you have must provide the complete automated service in Welsh.	30/10/2024

24	Service Delivery	If you invite one person only ("P") to a meeting you must ask P whether P wishes to use the Welsh language at the meeting, and inform P that you will, if necessary, provide a translation service from Welsh to English for that purpose.	30/10/2024
24A	Service Delivery	If you have invited one person only ("P") to a meeting and P has informed you that P wishes to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	30/10/2024
26	Service Delivery	If you invite an individual ("A") to a meeting, and the meeting relates to the well-being of A, you must ask A whether A wishes to use the Welsh language at the meeting, and inform A that you will, if necessary, provide a translation service from Welsh to English and from English to Welsh for that purpose.	30/10/2024
26A	Service Delivery	You must arrange for a simultaneous translation service from Welsh to English and from English to Welsh to be available at a meeting - (a) if the meeting relates to the well-being of an invited individual ("A"), and (b) if A has informed you that A wishes to use the Welsh language at the meeting; unless you conduct the meeting in Welsh without the assistance of a translation service.	30/10/2024
27	Service Delivery	If you invite more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), you must ask each person whether they wish to use the Welsh language at the meeting.	30/10/2024
27A	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited),	30/10/2024

		and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	
27D	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	30/10/2024
29	Service Delivery	If you invite more than one person to a meeting, and that meeting relates to the well-being of one or more of the individuals invited, you must - (a) ask that individual or each of those individuals whether he or she wishes to use the Welsh language at the meeting, and (b) inform that individual (or those individuals) that, if necessary, you will provide a translation service from Welsh to English and from English to Welsh for that purpose.	30/10/2024
29A	Service Delivery	You must provide a simultaneous translation service from Welsh to English and from English to Welsh at a meeting - (a) if you have invited more than one person to the meeting, (b) if the meeting relates to the well-being of one or more of the individuals invited, and (c) if at least one of those individuals has informed you that he or she wishes to use the Welsh language at the meeting; unless you conduct the meeting in Welsh without the assistance of a translation service.	30/10/2024

30	Service Delivery	If you arrange a meeting that is open to the public you must state on any material advertising it, and on any invitation to it, that anyone attending is welcome to use the Welsh language at the meeting.	30/10/2024
31	Service Delivery	When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.	30/10/2024
32	Service Delivery	If you invite persons to speak at a meeting that you arrange which is open to the public you must - (a) ask each person invited to speak whether he or she wishes to use the Welsh language, and (b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).	30/10/2024
33	Service Delivery	If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in Welsh - (a) that they are welcome to use the Welsh language, and (b) that a simultaneous translation service is available.	30/10/2024
34	Service Delivery	If you display any written material at a meeting that you arrange which is open to the public, you must ensure that that material is displayed in Welsh, and you must not treat any Welsh language text less favourably than the English language text.	30/10/2024
35	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	30/10/2024

36	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that the Welsh language is treated no less favourably than the English language at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event).	30/10/2024
37	Service Delivery	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.	30/10/2024
38	Service Delivery	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.	30/10/2024
41	Service Delivery	<p>If you produce the following documents you must produce them in Welsh -</p> <p>(a) agendas, minutes and other papers that are available to the public, which relate to management board or cabinet meetings;</p> <p>(b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public.</p> <p><b>You must comply with standard 41(a) in every circumstance, except:</b></p> <ul style="list-style-type: none"> <li><b>○ other papers that are available to the public, which relate to management board or cabinet meetings.</b></li> </ul> <p><b>You must comply with standard 41(b) in every circumstance, except:</b></p> <ul style="list-style-type: none"> <li><b>○ other papers for meetings that are open to the public.</b></li> </ul>	30/10/2024

42	Service Delivery	Any licence or certificate you produce must be produced in Welsh.	30/10/2024
43	Service Delivery	Any brochure, leaflet, pamphlet or card that you produce in order to provide information to the public must be produced in Welsh.	30/10/2024
44	Service Delivery	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.	30/10/2024
45	Service Delivery	Any rules that you publish that apply to the public must be published in Welsh.	30/10/2024
46	Service Delivery	When you issue any statement to the press you must issue it in Welsh and, if there is a Welsh language version and an English language version of a statement, you must issue both versions at the same time.	30/10/2024
47	Service Delivery	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.	30/10/2024
48	Service Delivery	If you produce a document in Welsh and in English (whether separate versions or not), you must not treat any Welsh language version less favourably than you treat the English language version.	30/10/2024
49	Service Delivery	If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.	30/10/2024

50	Service Delivery	Any form that you produce for public use must be produced in Welsh.	30/10/2024
50A	Service Delivery	If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English language version clearly states that the form is also available in Welsh.	30/10/2024
50B	Service Delivery	If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	30/10/2024
51	Service Delivery	If you pre-enter information on a Welsh language version of a form (for example, before sending it to a member of the public in order for him or her to check the content or to fill in the remainder of the form), you must ensure that the information that you pre-enter is in Welsh.	30/10/2024
52	Service Delivery	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.	30/10/2024
55	Service Delivery	If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.	30/10/2024
56	Service Delivery	You must provide the interface and menus on every page of your	30/10/2024



		website in Welsh.	
57	Service Delivery	All apps that you publish must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that app.	30/10/2024
58	Service Delivery	When you use social media you must not treat the Welsh language less favourably than the English language.	30/10/2024
59	Service Delivery	If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	30/10/2024
60	Service Delivery	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.	30/10/2024
61	Service Delivery	When you erect a new sign or renew a sign (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign); and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	30/10/2024
62	Service Delivery	When you erect a new sign or renew a sign (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	30/10/2024
63	Service Delivery	You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.	30/10/2024
64	Service Delivery	Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service.	30/10/2024



67	Service Delivery	You must display a sign in your reception which states (in Welsh) that persons are welcome to use the Welsh language at the reception.	30/10/2024
68	Service Delivery	You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	30/10/2024
69	Service Delivery	Any official notice that you publish or display must be published or displayed in Welsh, and you must not treat any Welsh language version of a notice less favourably than an English language version.	30/10/2024
70	Service Delivery	When you publish or display an official notice that contains Welsh language text as well as English language text, the Welsh language text must be positioned so that it is likely to be read first.	30/10/2024
71	Service Delivery	Any documents that you publish which relate to applications for a grant, must be published in Welsh, and you must not treat a Welsh language version of such documents less favourably than an English language version.	30/10/2024
72	Service Delivery	When you invite applications for a grant, you must state in the invitation that applications may be submitted in Welsh and that any application submitted in Welsh will be treated no less favourably than an application submitted in English.	30/10/2024
72A	Service Delivery	You must not treat applications for a grant submitted in Welsh less favourably than applications submitted in English (including, amongst other matters, in relation to the closing date for receiving applications and in relation to the time-scale for informing applicants of decisions).	30/10/2024
74	Service Delivery	If you receive an application for a grant in Welsh and it is necessary to interview the applicant as part of your assessment of the application you must - (a) offer to provide a translation service from Welsh to English to enable the applicant to use the Welsh language at the interview, and (b) if the applicant wishes to use the Welsh language at the interview,	30/10/2024

		provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	
75	Service Delivery	When you inform an applicant of your decision in relation to an application for a grant, you must do so in Welsh if the application was submitted in Welsh.	30/10/2024
76	Service Delivery	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.	30/10/2024
77	Service Delivery	When you publish invitations to tender for a contract, you must state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.	30/10/2024
77A	Service Delivery	You must not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions).	30/10/2024
79	Service Delivery	If you receive a tender in Welsh and it is necessary to interview the tenderer as part of your assessment of the tender you must - (a) offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview, and (b) if the tenderer wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	30/10/2024
80	Service Delivery	When you inform a tenderer of your decision in relation to a tender, you must do so in Welsh if the tender was submitted in Welsh.	30/10/2024
81	Service Delivery	You must promote any Welsh language service that you provide, and advertise that service in Welsh.	30/10/2024

82	Service Delivery	If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.	30/10/2024
83	Service Delivery	When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	30/10/2024
84	Service Delivery	If you offer an education course that is open to the public, you must offer it in Welsh.  <b>You must comply with standard 84 in every circumstance, except:</b>  <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>	30/10/2024
86	Service Delivery	If you develop an education course that is to be offered to the public, you must assess the need for that course to be offered in Welsh; and you must ensure that the assessment is published on your website.	30/10/2024
87	Service Delivery	When you announce a message over a public address system, you must make that announcement in Welsh and, if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	30/10/2024
88	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/10/2024

89	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/10/2024
90	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/10/2024
91	Policy Making	When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	30/10/2024
92	Policy Making	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would have positive effects, or increased positive effects, on (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English	30/10/2024

		language.	
93	Policy Making	<p>When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would not have adverse effects, or so that it would have decreased adverse effects, on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	30/10/2024
94	Policy Making	<p>You must produce and publish a policy on awarding grants (or, where appropriate, amend an existing policy) which requires you to take the following matters into account when you make decisions in relation to the awarding of a grant -</p> <p>(a) what effects, if any (and whether positive or negative), the awarding of a grant would have on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language;</p> <p>(b) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would have positive effects, or increased positive effects, on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language;</p> <p>(c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse effects, or so that it would have decreased adverse effects on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p>	30/10/2024

		<p>(ii) treating the Welsh language no less favourably than the English language;</p> <p>(ch) whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language.</p>	
95	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers what effects, if any (and whether positive or adverse), the policy decision under consideration would have on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	30/10/2024
96	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would have a positive effects, or so that it would have increased positive effects, on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	30/10/2024
97	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would not have adverse effects, or so that it would have decreased adverse effects, on -</p>	30/10/2024

		(a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	
98	Operational	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.	30/10/2024
99	Operational	When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.	30/10/2024
100	Operational	You must - (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.	30/10/2024
101	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	30/10/2024
102	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	30/10/2024
103	Operational	You must ask each employee whether he or she wishes to receive any documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	30/10/2024



104	Operational	You must ask each employee whether he or she wishes to receive any forms that record and authorise - (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	30/10/2024
105	Operational	If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	30/10/2024
106	Operational	If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	30/10/2024
107	Operational	If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	30/10/2024
108	Operational	If you publish a policy relating to performance management, you must publish it in Welsh.	30/10/2024
109	Operational	If you publish a policy about absence from work, you must publish it in Welsh.	30/10/2024
110	Operational	If you publish a policy relating to working conditions, you must publish it in Welsh.	30/10/2024
111	Operational	If you publish a policy regarding work patterns, you must publish it in Welsh.	30/10/2024
112	Operational	You must allow each member of staff - (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or about her.	30/10/2024
112A	Operational	You must state in any document that you have that sets out your procedures for making complaints that each member of staff may -	30/10/2024



		(a) make a complaint to you in Welsh, and (b) respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	
114	Operational	If you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting; (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without translation services).	30/10/2024
115	Operational	When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff - (a) made the complaint in Welsh, (b) responded in Welsh to a complaint about him or about her, (c) asked for a meeting about the complaint to be conducted in Welsh, or (ch) asked to use the Welsh language at a meeting about the complaint.	30/10/2024
116	Operational	You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.	30/10/2024
116A	Operational	You must – (a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may	30/10/2024

		respond in Welsh to any allegations made against him or against her, and (b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.	
118	Operational	If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or her conduct you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and (b) explain that you will provide a translation service for that purpose if it is required; and, if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without a translation service).	30/10/2024
119	Operational	When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff - (a) responded to allegations made against him or her in Welsh, (b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or (c) asked to use the Welsh language at a meeting regarding the disciplinary process.	30/10/2024
120	Operational	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).	30/10/2024
121	Operational	You must ensure that - (a) the text of each page of your intranet is available in Welsh, (b) every Welsh language page on your intranet is fully functional, and	30/10/2024

		(c) the Welsh language is treated no less favourably than the English language on your intranet.	
122	Operational	You must ensure that - (a) the text of the homepage of your intranet is available in Welsh, (b) any Welsh language text on your intranet's homepage (or, where relevant, your Welsh language intranet homepage) is fully functional, and (c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your intranet.	30/10/2024
123	Operational	You must ensure that each time you publish a new intranet page or amend a page - (a) the text of that page is available in Welsh, (b) any Welsh language version of that page is fully functional, And (c) the Welsh language is treated no less favourably than the English language in relation to the text of that page.	30/10/2024
124	Operational	If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.	30/10/2024
125	Operational	You must designate and maintain a page (or pages) on your intranet which provides services and support material to promote the Welsh language and to assist your staff to use the Welsh language.	30/10/2024
126	Operational	You must provide the interface and menus on your intranet pages in Welsh.	30/10/2024
127	Operational	You must assess the Welsh languages skills of your employees.	30/10/2024
128	Operational	You must provide training in Welsh in the following areas, if you provide such training in English -	30/10/2024

		(a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety.	
129	Operational	You must provide training (in Welsh) on using Welsh effectively in— (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.	30/10/2024
130	Operational	You must provide opportunities during working hours - (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers.	30/10/2024
131	Operational	You must provide opportunities for employees who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	30/10/2024
132	Operational	You must provide training courses so that your employees can develop - (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture); (b) an understanding of the duty to operate in accordance with the Welsh language standards; (c) an understanding of how the Welsh language can be used in the workplace.	30/10/2024
133	Operational	When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.	30/10/2024

134	Operational	You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	30/10/2024
135	Operational	You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unavailable to respond to e-mail messages.	30/10/2024
136	Operational	When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	30/10/2024
136A	Operational	If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must - (a) specify that when advertising the post, and (b) advertise the post in Welsh.	30/10/2024
137	Operational	When you advertise a post, you must state that applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.	30/10/2024
137A	Operational	If you publish - (a) application forms for posts; (b) material that explains your procedure for applying for posts; (c) information about your interview process, or about other	30/10/2024

		assessment methods when applying for posts; (ch) job descriptions; you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.	
137B	Operational	You must not treat an application for a post made in Welsh less favourably than you treat an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing individuals of decisions).	30/10/2024
139	Operational	You must ensure that your application forms for posts - (a) provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment, and (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and, if the individual wishes to use the Welsh language at the interview or assessment, you must provide a simultaneous translation service at the interview or assessment (unless you conduct the interview or assessment in Welsh without that translation service).	30/10/2024
140	Operational	When you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh.	30/10/2024
141	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as the corresponding English language text or on a separate sign), and if the same text is	30/10/2024

		displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	
142	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	30/10/2024
143	Operational	You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	30/10/2024
144	Operational	When you make announcements in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	30/10/2024
147	Record Keeping	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.	30/10/2024
148	Record Keeping	You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.	30/10/2024
149	Record Keeping	You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).	30/10/2024
150	Record Keeping	You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply.	30/10/2024
151	Record Keeping	You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of	30/10/2024

		each financial year and, where you have that information, you must keep a record of the skill level of those employees.	
152	Record Keeping	You must keep a record, for each financial year of - (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 128), and (b) if a Welsh version of a course was offered by you in accordance with standard 128, the percentage of the total number of staff attending the course who attended that version.	30/10/2024
153	Record Keeping	You must keep a copy of every assessment that you carry out (in accordance with standard 136) in respect of the Welsh language skills that may be needed in relation to a new or vacant post..	30/10/2024
154	Record Keeping	You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 136) as posts where - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	30/10/2024
155	Supplementary - Service Delivery	You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	30/10/2024
156	Supplementary - Service Delivery	You must - (a) ensure that you have a complaints procedure that deals with the following matters -	30/10/2024



		<p>(i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and</p> <p>(ii) how you will provide training for your staff in relation to dealing with those complaints,</p> <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	
157	Supplementary - Service Delivery	<p>You must -</p> <p>(a) ensure that you have arrangements for</p> <p>(i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply,</p> <p>(ii) promoting the services that you offer in accordance with those standards, and</p> <p>(iii) facilitating the use of those services,</p> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	30/10/2024
158	Supplementary - Service Delivery	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints that you received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply.</p>	30/10/2024

		<p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	
159	Supplementary - Service Delivery	You must publish a document on your website which explains how you intend to comply with the service delivery standards with which you are under a duty to comply.	30/10/2024
160	Supplementary - Service Delivery	You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the service delivery standards with which you are under a duty to comply.	30/10/2024
161	Supplementary – Policy Making	<p>You must ensure that a document which records the policy making standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	30/10/2024
162	Supplementary – Policy Making	<p>You must -</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters -</p> <p>(i) how you intend to deal with complaints relating to your compliance with the policy making standards with which you are under a duty to comply, and</p> <p>(ii) how you will provide training for your staff in relation to dealing with those complaints,</p>	30/10/2024

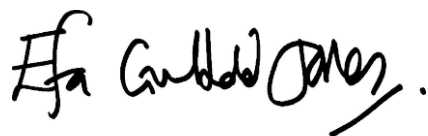
		<p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	
163	Supplementary – Policy Making	<p>You must –</p> <p>(a) ensure that you have arrangements for overseeing the way you comply with the policy making standards with which you are under a duty to comply,</p> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	30/10/2024
164	Supplementary – Policy Making	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the policy making standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints you received during the year which related to your compliance with the policy making standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	30/10/2024

165	Supplementary – Policy Making	You must publish a document on your website which explains how you intend to comply with the policy making standards with which you are under a duty to comply.	30/10/2024
166	Supplementary – Policy Making	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the policy making standards with which you are under a duty to comply.	30/10/2024
167	Supplementary – Operational	You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	30/10/2024
168	Supplementary – Operational	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the operational standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, and (b) publish a document that records that procedure on your intranet.	30/10/2024
169	Supplementary – Operational	You must - (a) ensure that you have arrangements for (i) overseeing the way you comply with the operational standards with which you are under a duty to comply, (ii) promoting the services that you offer in accordance with those standards, and (iii) facilitate the use of those services, and	30/10/2024

		(b) publish document that records that procedure on your intranet.	
170	Supplementary – Operational	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the operational standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to) -</p> <p>(a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with standard 151);</p> <p>(b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 152);</p> <p>(c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 152);</p> <p>(ch) the number of new and vacant posts that you advertised during the year which were categorised as posts where -</p> <p>(i) Welsh language skills were essential,</p> <p>(ii) Welsh language skills needed to be learnt when appointed to the post,</p> <p>(iii) Welsh language skills were desirable, or</p> <p>(iv) Welsh language skills were not necessary, (on the basis of the records you kept in accordance with standard 154);</p>	30/10/2024

		<p>(d) the number of complaints that you received during that year which related to your compliance with the operational standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	
171	Supplementary – Operational	You must publish a document on your website which explains how you intend to comply with the operational standards with which you are under a duty to comply.	30/10/2024
172	Supplementary – Operational	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with which you are under a duty to comply.	30/10/2024
173	Supplementary – Promotion	You must ensure that a document which records the promotion standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available -	30/10/2024
		<p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	
174	Supplementary – Promotion	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the promotion standards with which you are under a duty to comply.	30/10/2024
175	Supplementary - Record Keeping	You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent	30/10/2024

		to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	
176	Supplementary - Record Keeping	You must provide any records you kept in accordance with the record keeping standards with which you are under a duty to comply to the Welsh Language Commissioner, if the Commissioner asks for those records.	30/10/2024



**Efa Gruffudd Jones**  
Welsh Language Commissioner

Date: 24/04/2024

Mae'r dudalen hon yn fwiadol wag



**South West Wales Corporate Joint Committee – Overview and Scrutiny Sub-Committee**  
**Forward Work Programme 2024-2025**

Meeting Date	Agenda Item	Contact Officer
<b>2024</b>		
16 July		
3 September		
14 October		
November		
<b>2025</b>		
January		
11 March		

Mae'r dudalen hon yn fwiadol wag