



***SOUTH WEST WALES CORPORATE JOINT  
COMMITTEE - OVERVIEW AND SCRUTINY SUB-  
COMMITTEE***

***10.00 AM MONDAY, 14 OCTOBER 2024***

***VIA MICROSOFT TEAMS***

**All mobile telephones to be switched to silent for the duration of the meeting**

**Webcasting/Hybrid Meetings**

This meeting will be recorded for broadcast via the Council's Internet Site. By participating you are consenting to being filmed and the possible use of those images and sound recordings for training purposes.

1. Chair's Announcements
2. Declarations of Interest
3. South West Wales Corporate Joint Committee General Progress Update 2023/2024 (*Pages 3 - 16*)
4. Welsh Language Compliance Notice (*Pages 17 - 96*)
5. Workshop Priorities 2025/2026 (to follow)
6. Forward Work Programme 2024-2025 (*Pages 97 - 102*)
  - South West Wales Corporate Joint Committee Forward Work Programme 2024-2025
  - South West Wales Corporate Joint Committee Overview and Scrutiny Committee 2024-2025 Forward Work Programme
7. Urgent Items

Any urgent items at the discretion of the Chairperson pursuant to Section 100BA(6)(b) of the Local Government Act 1972 (as amended).

**W.Bramble**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**8 October 2024**

**Committee Membership:**

**Chairperson:**       **Councillor R.Sparks**

**Vice**  
**Chairperson:**       **Councillor T.Bowen**

**Councillors:**       R.Davies, S.Pursey, D.Howlett, M.John,  
M.Tierney, E.Schiavone, P.Black, W.Lewis and  
D.Cundy

**Co-Opted non-**  
**voting**  
**Members:**       Councillor Dr. Simon Hancock

## SOUTH WEST WALES CORPORATE JOINT COMMITTEE

### Overview and Scrutiny Committee

14<sup>th</sup> October 2024

### Report of the Chief Executive

**Report Title:** General Progress of the South West Wales Corporate Joint Committee 2023/24

|                          |   |
|--------------------------|---|
| <b>Purpose of Report</b> | To provide Members of South West Wales Corporate Joint Committee Overview and Scrutiny Committee (SWWCJC) on the General Progress of the South West Wales Corporate Joint Committee 2023/24   |
| <b>Recommendation(s)</b> | That Members of South West Wales Corporate Joint Committee Overview and Scrutiny Committee (SWWCJC) comment on the note and endorse General Progress of the South West Wales Corporate Joint Committee 2023/24 ahead of South West Wales Corporate Joint Committee 22 <sup>nd</sup> October 2024. |
| <b>Report Author</b>     | Kristy Tillman  |
| <b>Finance Officer</b>   | Chris Moore   |
| <b>Legal Officer</b>     | Craig Griffiths   |

#### 1. Introduction / Background

To provide an overview of the of the governance and functions of the South West Wales Corporate Joint Committee (SWWCJC) for the period of 2023/24.

#### 2. Financial Impacts

None

### 3. 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”.

Not required for this report.

#### **4. Workforce Impacts**

None

#### **5. Legal Impacts**

None

#### **6. Risk Management Impacts**

None

#### **7. Consultation**

No formal consultation required for the purpose of this report.

#### **8. Reason for Decision**

To provide Members of South West Wales Corporate Joint Committee Overview and Scrutiny Committee (SWWCJC) on the General Progress of the South West Wales Corporate Joint Committee 2023/24

#### **9. Recommendation**

That Members of South West Wales Corporate Joint Committee Overview and Scrutiny Committee (SWWCJC) comment on the note and endorse General Progress of the South West Wales Corporate Joint Committee 2023/24 ahead of South West Wales Corporate Joint Committee 22<sup>nd</sup> October 2024.

#### **10. 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.

**11. Appendices:**

General Progress of the South West Wales Corporate Joint Committee 2023/24

**12. List of Background Papers:**

None

## South West Wales Corporate Joint Committee (SWWCJC)

General Progress of the South West Wales Corporate Joint  
Committee 2023/24

Head of Policy and Business Administration

17.09.2024



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## 1. Purpose

To provide an overview of the of the governance and functions of the South West Wales Corporate Joint Committee (SWWCJC) for the period of 2023/24.

## 2. Previous Year's Update (March 2022 – September 2023)

### **South West Wales Corporate Joint Committee (SWWCJC)**

South West Wales Corporate Joint Committee (SWWCJC) had met on two occasions between March 2022 and the end of the September 2023.

The main focus of the committee's work during this period was the committee's corporate plan and finalising governance arrangements. A key focus was the development of Regional Transport Planning to develop the Implementation Plan for Developing a Regional Transport Plan for South West Wales.

The Forecast Outturn and Pre-Audit Annual Return 2022/23, together with the Reconstitution of the South West Wales Corporate Joint Committee (SWWCJC) was noted and approved.

At the meeting held on 6th June 2023 it was resolved that the Chief Executive of Pembrokeshire County Council was appointed as the next Chief Executive for the SWWCJC from 1st November 2023. It was also noted at this meeting, that this date was most appropriate to ensure that existing governance arrangements were in place, prior to the budget setting process for 2024-25 and the identification of priorities for the forthcoming year.

Further arrangements were set out which outlined the administrative and governance matters for the forthcoming year;

- the re-establishment of the four sub committees of the South West Wales Corporate Joint Committee (Regional Transport Planning, Economic Well Being – Regional Economic Development, Strategic Development Planning and Economic Well Being – Regional Energy Strategy),
- the re-establishment of the Governance and Audit Sub-Committee which would continue to be facilitated by Pembrokeshire County Council,
- the re-confirmation that the Neath Port Talbot County Borough Council Standards Committee as the designated Standards Committee for the South West Wales Corporate Joint Committee,

- the re-establishment of the Overview and Scrutiny Sub-Committee for the South West Wales Corporate Joint Committee

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

The Overview and Scrutiny Sub Committee is facilitated by Neath Port Talbot Council.

**South West Wales Corporate Joint Committee – Governance and Audit Sub Committee.**

The Governance and Audit Sub Committee is facilitated by Pembrokeshire County Council.

It was suggested that its terms of reference are structured in line with recent Chartered Institute of Public Finance and Accountancy (CIPFA) guidance on Audit Committees.

**South West Wales Corporate Joint Committee – Standards Sub Committee.**

The Standards Sub Committee is facilitated by Neath Port Talbot Council.

### **3. Update for the Period of October 2023 – September 2024**

**South West Wales Corporate Joint Committee (SWWCJC)**

South West Wales Corporate Joint Committee (SWWCJC) has met on seven occasions between October 2023 and the end of the September 2024.

Consultation was undertaken on the proposed actions for 24/25 to deliver the Well-Being Objectives as outlined within the SWWCJC Corporate Plan 2023-2028. The revised plan was approved at SWWCJC on 30<sup>th</sup> July 2024.

The main focus of the committee's work during this period was to review compliance of the associated legislative duties of the CJC Functions, whilst reviewing the governance arrangements.

The SWWCJC acknowledged the receipt of correspondence with recommendations from the Auditor General for Wales, together with the requirements to comply with the Welsh Language Standards and Public Sector Equality Duty. Work is ongoing to develop suitable and sufficient strategies and plans.

A key priority is to support the Regional Transport Planning. To initiate an Implementation Plan for Developing a Regional Transport Plan for South West Wales, that was approved at SWWCJC 24<sup>th</sup> October 2024 for submission to Welsh Government. In accordance with the programme. The Case for Change for the Regional Transport Plan for South West Wales was approved at SWWCJC on 21<sup>st</sup> February 2024 for submission to Welsh Government. Work is ongoing, whilst ensuring

consultation and collaboration to aid the development of the Draft Regional Transport Plan that will be considered by SWWCJC later this year.

The Reconstitution of the South West Wales Corporate Joint Committee (SWWCJC) was approved at the SWWCJC held on 23<sup>rd</sup> May 2024.

Further arrangements were set out which outlined the administrative and governance matters for the forthcoming year;

- the re-establishment of the four sub committees of the South West Wales Corporate Joint Committee (Regional Transport Planning, Economic Well Being – Regional Economic Development, Strategic Development Planning and Economic Well Being – Regional Energy Strategy),
- the re-establishment of the Governance and Audit Sub-Committee which would continue to be facilitated by Pembrokeshire County Council,
- the re-confirmation that the Neath Port Talbot County Borough Council Standards Committee as the designated Standards Committee for the South West Wales Corporate Joint Committee,
- the re-establishment of the Overview and Scrutiny Sub-Committee for the South West Wales Corporate Joint Committee,
- the cycle of meetings 2024/25

At the meeting held on 30<sup>th</sup> July 2024 it was resolved that the Chief Executive of Carmarthenshire County Council would be appointed as the next Chief Executive for the SWWCJC from 1st November 2024 taking over from William Bramble of Pembrokeshire County Council.

The Joint Equality, Diversity and Inclusion Strategy was approved at SWWCJC on 12<sup>th</sup> September 2024 allowing the implementation of the action plan to inform the Regional Strategic Equality Plan.

The South West Wales Corporate Joint Committee Annual Return 2023/24 was presented and approved at SWWCJC on 12<sup>th</sup> September 2024.

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

The Overview and Scrutiny Sub Committee is facilitated by Neath Port Talbot Council.

The Sub-Committee has met on five occasions during the period of October 2023 – September 2024 with focus on the; functions of the SWWCJC and associated budget constraints, regional transport planning (Implementation Plan for Developing a Regional Transport Plan for South West Wales and The Case for Change for the Regional Transport Plan for South West Wales), Auditor General for Wales report, budget setting for 2023/24 and associated monitoring, proposed revisions to the SWWCJC Corporate Plan 2023 – 2023, Welsh Language Standards, Joint Equality, Diversity and Inclusion Strategy, together with the SWWCJC Forward Work Programme.

### **South West Wales Corporate Joint Committee – Governance and Audit Sub-Committee.**

The Governance and Audit Sub Committee is facilitated by Pembrokeshire County Council.

The Sub-Committee has met on two occasions during the period of October 2023 – September 2024 with focus on electing the Chair and Vice Chair, governance and financial reporting.

### **South West Wales Corporate Joint Committee – Standards Sub-Committee.**

The Standards Sub Committee is facilitated by Neath Port Talbot Council.

The Sub-Committee has met on one occasion to cover SWWCJC matters during the period of October 2023 – September 2024 with focus on CJC Documentation in respect of Ethical Standards.



## 4. Governance

4.1 Formally constituted January 2022 and Reconstituted at the SWWCJC AGM 23<sup>rd</sup> May 2024

Chair Cllr Rob Stewart (Swansea) and Vice Chair Cllr Darren Price (Carmarthenshire)

Chief Executive Will Bramble (Pembrokeshire)

Four Constituent Local Authorities (Pembrokeshire, Carmarthenshire, Swansea and Neath Port Talbot)

Two National Park Associations (Pembrokeshire Coast and Bryncheiniog Bannau National Parks)

4.2 Seven Subcommittees established and active.

Regional Energy

Regional Economic Wellbeing and Development

Regional Transport

Strategic Development Planning

Overview and Scrutiny

Audit and Governance

Standards

4.3 SWWCJC Programme Board and Steering Group

Chief Executive of SWWCJC, Partners (Four Constituent Local Authorities and Two National Park Associations), Statutory Officers (Monitoring Officer and Section Officer) Regional Directors of the Regeneration Directors Group, Head of Policy and Business Administration.

#### 4.4 Corporate Plan

Further to consultation on the proposed actions to deliver the Well-being Objectives the Plan has been reviewed and approved at SWWCJC 30<sup>th</sup> July 2024.

#### 4.5 Joint Equality, Diversity and Inclusion Strategy

The Joint Equality, Diversity and Inclusion Strategy was approved at SWWCJC on 12<sup>th</sup> September 2024 allowing the implementation of the Regional Strategic Equality Plan.

### 5. Stakeholder Engagement

#### 5.1 Co-opted Members

- Regional Learning and Skills Partnership (RLSP)
- University of Trinity St David
- Swansea University
- Hywel Dda Health Board
- Swansea Bay Health Board
- Members of the Economic Strategy Board (ESB)
- Private Sector Advisory Board

### 6. Regional Leads

| <b>Sub Committee</b>                                | <b>Lead Chief Executive</b> | <b>Political Lead</b> |
|---|-----------------------------|-----------------------|
| Regional Transport Planning                         | Swansea                     | Carmarthenshire       |
| Economic Well Being – regional economic development | Carmarthenshire             | Swansea               |
| Strategic Development Planning                      | Pembrokeshire               | Neath Port Talbot     |
| Economic Well Being- regional energy strategy       | Neath Port Talbot           | Pembrokeshire         |

## **Regional Transport**

### **Activity**

- Implementation Plan Status **Approved**
- Case for Change Status **Approved**
- Policy Framework – Status **Approved**
- Consultation – Undertaken July – August 2024
- Draft RTP to be submitted to Welsh Government Status **Pending**

## **Regional Energy**

### **Activity**

- Local Area Energy Plans - Status **Complete**

## **Economic Wellbeing and Development**

### **Activity**

- Shared Prosperity and Transforming Towns funding supporting the missions under the Regional Economic Delivery Plan – Status **Active**

## **Strategic Development**

### **Activity**

- Regional Officers engaged with the development sessions for regional energy, transport and economic development
- Consultation – Status **Pending**

## **7. All Wales Approach & Shared Learning**

- All Wales CJC PM Meetings four regions (Monthly) with Welsh Local Government Association (WLGA) and Welsh Government Officers
- Welsh Government - Chief Executive and Leaders meeting the Director General of the Covid Recovery and Local Government Directorate
- Welsh Government – Ministers and Cabinet Secretaries – Corporate Joint Committee (CJC) Leads
- Organisation for Economic Co-operation and Development (OECD)- Action Plan
- Auditor General for Wales
- Equality and Human Rights Commission
- Welsh Language Commission - Standards Setting and Compliance Officer
- Welsh Government - Local Government: Performance and Partnerships

## 8. Continuous Improvement

- Work with Regional Director Forums and Core Groups to promote the SWWCJC
- Share good practice from regional groups, together with the Organisation for Economic Cooperation and Development (OECD)
- Share good practice from All Wales Corporate Joint Committee CJC PM Group

## 9. Priorities

Autumn 2024

- Private Sector Advisory Board – Selection Process and Appointment
- Joint Equality, Diversity and Inclusion Strategy  
Implementing the Regional Strategic Equality Plan
- Welsh Language Standards Compliance Notice
- Workshop Planning - Priorities and Budget Setting for 2025/26
- Risk Management
- Audit Wales – Recommendations
  - Participation strategy
  - Child poverty action plan

## SOUTH WEST WALES CORPORATE JOINT COMMITTEE

### Overview and Scrutiny Committee

14<sup>th</sup> October 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 24th April 2024, thereafter the SWWCJC adopted on 23 <sup>rd</sup> May 2024. Measures have been taken to review and implement the Compliance Notice to demonstrate the acceptance of the Welsh Language Standards applicable to the South West Wales Corporate Joint Committee (SWWCJC).   |
| <b>Recommendation(s)</b> | <p>It is recommended that Members note the requirements of the Welsh Language Standards Compliance Notice as outlined within the appendices of this report, recognising that measures have been taken to review and implement the Compliance Notice to demonstrate the acceptance of the Welsh Language Standards applicable to the South West Wales Corporate Joint Committee (SWWCJC).</p> <p>It is recommended that Members endorse the ongoing monitoring and the necessary resources to ensure compliance with the Welsh Language Standards (WLS).</p> |
| <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 CJs 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. Implementation**

Since the receipt of the Compliance Notice each standard has been considered and a pragmatic approach has been adopted to satisfy the standards. Whilst all standards within the notice are applicable to the SWWCJC, there are limitations to implementing these given that the SWWCJC is still within its infancy. Therefore, measures have been proposed so far as is reasonably practicable to satisfy or mitigate each standard applicable to the SWWCJC.

The Head of Policy and Business Administration for the SWWCJC will continue to support the Chief Executive for the SWWCJC to implement and monitor proposed measures, seeking opportunities for continuous improvement.

The Head of Policy and Business Administration for the SWWCJC will continue to engage with partners and the Welsh Language Commissioner to share good practice.

#### **5. 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.

#### **6. 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”.

## **7. Workforce Impacts**



There are minimal workforce impacts for the CJC to be concerned with in relation to this report. However, there is a greater emphasis for promoting the Welsh Language within the workplace and associated operations of the SWWCJC.

## **8. 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.

## **9. 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.

Whilst all standards within the notice are applicable to the SWWCJC, there are limitations to implementing these given that the SWWCJC is still within its infancy. Therefore, measures have been proposed so far as is reasonably practicable to satisfy or mitigate each standard applicable to the SWWCJC.

There are minimal workforce impacts for the CJC to be concerned with in relation to this report. However, there is a greater emphasis for promoting the Welsh Language within the workplace and associated operations of the SWWCJC

## **10. Consultation**

No formal consultation required for the purpose of this report.

## **11. Reason for Decision**

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 24th April 2024, thereafter the SWWCJC adopted on 23rd May 2024. Measures have been taken to review and implement the Compliance Notice to demonstrate the acceptance of the Welsh Language Standards applicable to the South West Wales Corporate Joint Committee (SWWCJC).

## **12. Recommendation**

It is recommended that Members note the requirements of the Welsh Language Standards Compliance Notice as outlined within the appendices of this report, recognising that measures have been taken review and implement the Compliance Notice to demonstrate the acceptance of the Welsh Language Standards applicable to the South West Wales Corporate Joint Committee (SWWCJC).

It is recommended that Members endorse the ongoing monitoring and the necessary resources to ensure compliance with the with the Welsh Language Standards (WLS).

**13. 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.

**14. 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)

**15. 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](#)

[Agenda for South West Wales Corporate Joint Committee on Thursday, 23rd May, 2024, 10.00 am: NPT CBC](#)

[Agenda for South West Wales Corporate Joint Committee - Overview and Scrutiny Sub-Committee on Tuesday, 16th July, 2024, 2.00 pm: NPT CBC](#)

## 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> |



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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 gwyddoch, 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  
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Croesewir gohebiaeth yn y Gymraeg a'r Saesneg

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

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Correspondence welcomed in Welsh and English



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.

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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





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

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

| 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 -<br>(a) mewn gohebiaeth, a<br>(b) mewn cyhoeddiadau a hysbysiadau swyddogol sy'n gwahodd  | 30/10/2024    |

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|    |                       | 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 |

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| 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 wrthyhch 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 |

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| 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-<br>(a) os yw'r cyfarfod yn ymwneud â llesiant unigolyn ("A") a wahoddiwyd, a<br>(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 |

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|     |                       | 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 -<br>(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<br>(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 -<br>(a) os ydych wedi gwahodd mwy nag un person i'r cyfarfod,<br>(b) os yw'r cyfarfod yn ymwneud â llesiant un neu ragor o'r unigolion a wahodddwyd, ac<br>(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 |

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| 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 -<br>(a) gofyn i bob person a wahoddir i siarad a yw'n dymuno defnyddio'r Gymraeg, a<br>(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 -<br>(a) bod croeso iddynt ddefnyddio'r Gymraeg, a<br>(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 |

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|    |                       | 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 -<br>(a) agendâu, cofnodion a phapurau eraill sydd ar gael i'r cyhoedd, sy'n ymwneud â chyfarfod o fwrdd rheoli neu gabinet;<br>(b) agendâu, cofnodion a phapurau eraill ar gyfer cyfarfodydd, cynadleddau neu seminarau sy'n agored i'r cyhoedd.<br><br><b>Rhaid cydymffurfio â safon 41 (a) ymhob amgylchiad, ac eithrio:</b><br><br><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 |

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|    |                       | <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 -<br>(a) polisiau, strategaethau, adroddiadau blynyddol a chynlluniau corfforaethol;<br>(b) canllawiau a chodau ymarfer;<br>(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 -<br>(a) os yw pwnc y ddogfen yn awgrymu y dylid ei llunio yn Gymraeg, neu<br>(b) os yw'r gynulleidfa a ragwelir, a'u disgwyliadau, yn awgrymu y dylid llunio'r ddogfen yn Gymraeg. | 30/10/2024 |



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| 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 -<br>(a) bod testun pob tudalen ar eich gwefan ar gael yn Gymraeg,<br>(b) bod pob tudalen Gymraeg ar eich gwefan yn gweithredu'n llawn, ac  | 30/10/2024 |

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|    |                       | (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 |

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| 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 |

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|     |                       | 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 -<br>(a) cynnig darparu gwasanaeth cyfieithu o'r Gymraeg i'r Saesneg er mwyn i'r ymgeisydd allu defnyddio'r Gymraeg yn y cyfweiliad, a<br>(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 |

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|     |                       | 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 -<br>(a) cynnig darparu gwasanaeth cyfieithu o'r Gymraeg i'r Saesneg fel bod modd i'r tendrwr ddefnyddio'r Gymraeg yn y cyfweiliad, a<br>(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 |

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|    |                       | <p><b>Rhaid cydymffurfio â safon 84 ymhob amgylchiad, ac eithrio:</b></p> <ul style="list-style-type: none"> <li>○ <b>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.</b></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 -<br>(a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a<br>(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 -<br>(a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a<br>(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 |

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|    |               | fyddai'r penderfyniad polisi'n cael effeithiau andwyol, neu fel y byddai'n cael effeithiau llai andwyol, ar -<br>(a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a<br>(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 -<br>(a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a<br>(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 -<br>(a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a<br>(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 -<br>(a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a<br>(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 -<br>(a) pa effeithiau, os o gwbl (a pha un ai yw'r rheini'n bositif neu'n   | 30/10/2024 |

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|    |               | <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 |



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|     |               | dan ystyriaeth fel y byddai'n cael effeithiau positif, neu effeithiau mwy positif, ar -<br>(a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a<br>(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 -<br>(a) cyfleoedd i bersonau ddefnyddio'r Gymraeg, a<br>(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 -<br>(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<br>(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 |

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| 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 -<br>(a) gwyliau,<br>(b) absenoldebau o'r gwaith, ac<br>(c) oriau gwaith hyblyg,<br>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 |

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| 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 -<br>(a) gwneud cwynion ichi yn Gymraeg, a<br>(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 -<br>(a) gwneud cwyn ichi yn Gymraeg, a<br>(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 -<br>(a) gofyn i'r aelod o staff a yw'n dymuno defnyddio'r Gymraeg yn y cyfarfod;<br>(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 -<br>(a) wedi gwneud y gŵyn yn Gymraeg,<br>(b) wedi ymateb yn Gymraeg i gŵyn amdano ef,  | 30/10/2024 |

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|      |            | (c) wedi gofyn bod cyfarfod ynglŷn â'r gŵyn yn cael ei gynnal yn Gymraeg, neu<br>(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 -<br>(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<br>(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 -<br>(a) gofyn i'r aelod o staff a yw'n dymuno defnyddio'r Gymraeg yn y cyfarfod, a<br>(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 -<br>(a) wedi ymateb i honiadau yn ei erbyn yn Gymraeg,<br>(b) wedi gofyn bod cyfarfod ynglŷn â'r broses ddisgyblu yn cael ei gynnal yn Gymraeg, neu   | 30/10/2024 |

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|     |            | (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 -<br>(a) bod testun pob tudalen ar eich mewnwyd ar gael yn Gymraeg,<br>(b) bod pob tudalen Gymraeg ar eich mewnwyd yn gweithredu'n llawn, ac<br>(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 -<br>(a) bod testun hafan eich mewnwyd ar gael yn Gymraeg,<br>(b) bod unrhyw destun Cymraeg ar hafan eich mewnwyd (neu, pan fo'n berthnasol, bod hafan Gymraeg eich mewnwyd) yn gweithredu'n llawn, ac<br>(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 -<br>(a) bod testun y dudalen honno ar gael yn Gymraeg,<br>(b) bod unrhyw fersiwn Gymraeg o'r dudalen yn gweithredu'n llawn, ac<br>(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 |

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|     |            | 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 -<br>(a) recriwtio a chyf-weld;<br>(b) rheoli perfformiad;<br>(c) gweithdrefnau cwyno a disgyblu;<br>(ch) ymsefydlu;<br>(d) delio â'r cyhoedd; ac<br>(dd) iechyd a diogelwch. | 30/10/2024 |
| 129 | Gweithredu | Rhaid ichi ddarparu hyfforddiant (yn Gymraeg) ar ddefnyddio'r Gymraeg yn effeithiol mewn -<br>(a) cyfarfodydd;<br>(b) cyfweiliadau; ac<br>(c) gweithdrefnau cwyno a disgyblu.   | 30/10/2024 |
| 130 | Gweithredu | Rhaid ichi ddarparu cyfleoedd yn ystod oriau gwaith -<br>(a) i'ch cyflogeion gael gwersi Cymraeg sylfaenol, a<br>(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 |

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| 132 | Gweithredu | Rhaid ichi ddarparu cyrsiau hyfforddi er mwyn i'ch cyflogeion ddatblygu -<br>(a) ymwybyddiaeth o'r Gymraeg (gan gynnwys ymwybyddiaeth am hanes yr iaith a'i lle yn niwylliant Cymru);<br>(b) dealltwriaeth o'r ddyletswydd i weithredu yn unol â safonau'r Gymraeg;<br>(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-<br>(a) bod sgiliau yn y Gymraeg yn hanfodol;<br>(b) bod angen dysgu sgiliau yn y Gymraeg pan benodir rhywun i'r swydd;<br>(c) bod sgiliau yn y Gymraeg yn ddymunol; neu<br>(ch) nad yw sgiliau yn y Gymraeg yn angenrheidiol. | 30/10/2024 |

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| 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 -<br>(a) pennu hynny wrth hysbysebu'r swydd, a<br>(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 -<br>(a) ffurflenni cais am swyddi;<br>(b) deunydd esboniadol ynghylch eich proses ar gyfer ymgeisio am swyddi;<br>(c) gwybodaeth am eich proses gyf-weld, neu am unrhyw ddulliau asesu eraill wrth ymgeisio am swyddi;<br>(ch) swydd-ddisgrifiadau;<br>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 -<br>(a) yn rhoi lle i unigolion nodi eu bod yn dymuno defnyddio'r Gymraeg mewn cyfweiliad neu ddull arall o asesiad, a<br>(b) yn esbonio y byddwch yn darparu gwasanaeth cyfieithu o'r   | 30/10/2024 |



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|     |            | 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 |

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| 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 -<br>(a) nifer yr aelodau o staff a fynychodd gyrsiau hyfforddi a gynigiwyd gennych yn Gymraeg (yn unol â safon 128), a<br>(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 |

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| 154 | Cadw Cofnodion                 | <p>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</p> <p>(a) bod sgiliau yn y Gymraeg yn hanfodol;</p> <p>(b) bod angen dysgu sgiliau yn y Gymraeg unwaith y penodir rhywun i'r swydd;</p> <p>(c) bod sgiliau yn y Gymraeg yn ddymunol; neu</p> <p>(ch) nad oedd sgiliau yn y Gymraeg yn angenrheidiol.</p>   | 30/10/2024 |
| 155 | Atodol - Cyflenwi Gwasanaethau | <p>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 -</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 |
| 156 | Atodol - Cyflenwi Gwasanaethau | <p>Rhaid ichi -</p> <p>(a) sicrhau bod gennych weithdrefn gwyno sy'n delio â'r materion a ganlyn -</p> <p>(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</p> <p>(ii) sut y byddwch yn darparu hyfforddiant i'ch staff ynglŷn â delio â'r cwynion hynny,</p> <p>(b) cyhoeddi dogfen sy'n cofnodi'r weithdrefn honno 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> | 30/10/2024 |
| 157 | Atodol - Cyflenwi Gwasanaethau | <p>Rhaid ichi -</p> <p>(a) sicrhau bod gennych drefniadau ar gyfer</p>   | 30/10/2024 |

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|     |                                | <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 |

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| 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 -<br>(a) ar eich gwefan, a<br>(b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.   | 30/10/2024 |
| 162 | Atodol - Llundio Polisi        | Rhaid ichi -<br>(a) sicrhau bod gennych weithdrefn gwyno sy'n delio â'r materion a ganlyn -<br>(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<br>(ii) sut y byddwch yn darparu hyfforddiant i'ch staff ynglŷn â delio â'r cwynion hynny,<br>(b) cyhoeddi dogfen sy'n cofnodi'r weithdrefn honno ar eich gwefan, ac<br>(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 -<br>(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 |

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|     |                        | (b) cyhoeddi dogfen sy'n cofnodi'r trefniadau hynny ar eich gwefan, ac<br>(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.<br>(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.<br>(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.<br>(4) Rhaid ichi roi cyhoeddusrwydd i'r ffaith eich bod wedi cyhoeddi adroddiad blynyddol.<br>(5) Rhaid ichi sicrhau bod copi cyfredol o'ch adroddiad blynyddol ar gael -<br>(a) ar eich gwefan, a<br>(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 |

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| 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 -<br>(a) ar eich gwefan, a<br>(b) ym mhob un o'ch swyddfeydd sy'n agored i'r cyhoedd.  | 30/10/2024 |
| 168 | Atodol - Gweithredu | Rhaid ichi -<br>(a) sicrhau bod gennych weithdrefn gwyno sy'n delio â'r materion a ganlyn -<br>(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<br>(ii) sut y byddwch yn darparu hyfforddiant i'ch staff ynglŷn â delio â'r cwynion hynny, a<br>(b) cyhoeddi dogfen sy'n cofnodi'r weithdrefn honno ar eich mewnwyd. | 30/10/2024 |
| 169 | Atodol - Gweithredu | Rhaid ichi -<br>(a) sicrhau bod gennych drefniadau ar gyfer<br>(i) goruchwylio'r modd yr ydych yn cydymffurfio â'r safonau gweithredu yr ydych o dan ddyletswydd i gydymffurfio â hwy,<br>(ii) hybu'r gwasanaethau a gynigir gennych yn unol â'r safonau hynny, a<br>(iii) hwyluso defnyddio'r gwasanaethau hynny, a<br>(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 |

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|  |  | <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 -<br>(a) ar eich gwefan, a<br>(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 -<br>(a) ar eich gwefan, a<br>(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 -<br>(a) ar eich gwefan, a<br>(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

| 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 –<br>(a) in correspondence, and<br>(b) in publications and official notices that invite persons to respond   | 30/10/2024      |

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|    |                  | 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 |

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|    |                  | 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 |

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| 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 -<br>(a) if the meeting relates to the well-being of an invited individual ("A"), and<br>(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 |

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|     |                  | 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 -<br>(a) ask that individual or each of those individuals whether he or she wishes to use the Welsh language at the meeting, and<br>(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 -<br>(a) if you have invited more than one person to the meeting,<br>(b) if the meeting relates to the well-being of one or more of the individuals invited, and<br>(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 |

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| 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 -<br>(a) ask each person invited to speak whether he or she wishes to use the Welsh language, and<br>(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 -<br>(a) that they are welcome to use the Welsh language, and<br>(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 |



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| 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 |

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| 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 -<br>(a) policies, strategies, annual reports and corporate plans;<br>(b) guidelines and codes of practice;<br>(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 -<br>(a) if the subject matter of the document suggests that it should be produced in Welsh, or<br>(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 |

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| 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 -<br>(a) the text of each page of your website is available in Welsh,<br>(b) every Welsh language page on your website is fully functional, and<br>(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 |

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|    |                  | 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 |

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| 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 -<br>(a) offer to provide a translation service from Welsh to English to enable the applicant to use the Welsh language at the interview, and<br>(b) if the applicant wishes to use the Welsh language at the interview, | 30/10/2024 |

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|     |                  | 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 -<br>(a) offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview, and<br>(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 |

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| 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.<br><br><b>You must comply with standard 84 in every circumstance, except:</b><br><br><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 -<br>(a) opportunities for persons to use the Welsh language, and<br>(b) treating the Welsh language no less favourably than the English language.   | 30/10/2024 |



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| 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 -<br>(a) opportunities for persons to use the Welsh language, and<br>(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 -<br>(a) opportunities for persons to use the Welsh language, and<br>(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 -<br>(a) opportunities for persons to use the Welsh language, and<br>(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<br>(a) opportunities for persons to use the Welsh language, and<br>(b) treating the Welsh language no less favourably than the English                                    | 30/10/2024 |



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|    |               | 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 |

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|    |               | (ii) treating the Welsh language no less favourably than the English language;<br>(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 -<br>(i) opportunities for persons to use the Welsh language, and<br>(ii) treating the Welsh language no less favourably than the English language.   |            |
| 95 | Policy Making | 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 -<br>(a) opportunities for persons to use the Welsh language, and<br>(b) treating the Welsh language no less favourably than the English language.   | 30/10/2024 |
| 96 | Policy Making | 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 -<br>(a) opportunities for persons to use the Welsh language, and<br>(b) treating the Welsh language no less favourably than the English language. | 30/10/2024 |
| 97 | Policy Making | 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 -  | 30/10/2024 |

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|     |             | (a) opportunities for persons to use the Welsh language, and<br>(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 -<br>(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<br>(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 |

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| 104  | Operational | You must ask each employee whether he or she wishes to receive any forms that record and authorise -<br>(a) annual leave,<br>(b) absences from work, and<br>(c) flexible working hours,<br>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 -<br>(a) to make complaints to you in Welsh, and<br>(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 |

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|      |             | (a) make a complaint to you in Welsh, and<br>(b) respond to a complaint made about him or about her in Welsh;<br>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 -<br>(a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting;<br>(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 -<br>(a) made the complaint in Welsh,<br>(b) responded in Welsh to a complaint about him or about her,<br>(c) asked for a meeting about the complaint to be conducted in Welsh, or<br>(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 –<br>(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 |

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|     |             | respond in Welsh to any allegations made against him or against her, and<br>(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 -<br>(a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and<br>(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 -<br>(a) responded to allegations made against him or her in Welsh,<br>(b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or<br>(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 -<br>(a) the text of each page of your intranet is available in Welsh,<br>(b) every Welsh language page on your intranet is fully functional, and  | 30/10/2024 |

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|     |             | (c) the Welsh language is treated no less favourably than the English language on your intranet.   |            |
| 122 | Operational | You must ensure that -<br>(a) the text of the homepage of your intranet is available in Welsh,<br>(b) any Welsh language text on your intranet's homepage (or, where relevant, your Welsh language intranet homepage) is fully functional, and<br>(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 -<br>(a) the text of that page is available in Welsh,<br>(b) any Welsh language version of that page is fully functional, And<br>(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 |

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|     |             | (a) recruitment and interviewing;<br>(b) performance management;<br>(c) complaints and disciplinary procedures;<br>(ch) induction;<br>(d) dealing with the public; and<br>(dd) health and safety.   |            |
| 129 | Operational | You must provide training (in Welsh) on using Welsh effectively in—<br>(a) meetings;<br>(b) interviews; and<br>(c) complaints and disciplinary procedures.  | 30/10/2024 |
| 130 | Operational | You must provide opportunities during working hours -<br>(a) for your employees to receive basic Welsh language lessons, and<br>(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 -<br>(a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture);<br>(b) an understanding of the duty to operate in accordance with the Welsh language standards;<br>(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 |



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| 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 -<br>(a) Welsh language skills are essential;<br>(b) Welsh language skills need to be learnt when appointed to the post;<br>(c) Welsh language skills are desirable; or<br>(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 -<br>(a) specify that when advertising the post, and<br>(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 -<br>(a) application forms for posts;<br>(b) material that explains your procedure for applying for posts;<br>(c) information about your interview process, or about other  | 30/10/2024 |

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|      |             | assessment methods when applying for posts;<br>(ch) job descriptions;<br>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 -<br>(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<br>(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 |

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|     |                | 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 -<br>(a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 128), and<br>(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 -<br>(a) Welsh language skills are essential;<br>(b) Welsh language skills need to be learnt when appointed to the post;<br>(c) Welsh language skills are desirable; or<br>(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 -<br>(a) on your website, and<br>(b) in each of your offices that are open to the public.   | 30/10/2024 |
| 156 | Supplementary - Service Delivery | You must -<br>(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 |

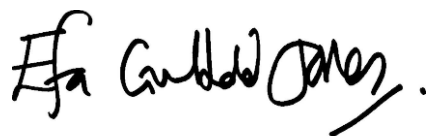
|     |                               |  |            |
|-----|-------------------------------|--|------------|
| 165 | Supplementary – Policy Making | You must publish a document on your website which explains how you intend to comply with the policy making standards with which you are under a duty 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 -<br>(a) on your website, and<br>(b) in each of your offices that are open to the public.   | 30/10/2024 |
| 168 | Supplementary – Operational   | You must -<br>(a) ensure that you have a complaints procedure that deals with the following matters -<br>(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<br>(ii) how you will provide training for your staff in relation to dealing with those complaints, and<br>(b) publish a document that records that procedure on your intranet. | 30/10/2024 |
| 169 | Supplementary – Operational   | You must -<br>(a) ensure that you have arrangements for<br>(i) overseeing the way you comply with the operational standards with which you are under a duty to comply,<br>(ii) promoting the services that you offer in accordance with those standards, and<br>(iii) facilitate the use of those services, and  | 30/10/2024 |



|     |                                |   |            |
|-----|--------------------------------|---|------------|
|     |                                | (b) publish document that records that procedure on your intranet.  |            |
| 170 | Supplementary –<br>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 -<br>(a) on your website, and<br>(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

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# SOUTH WEST WALES CORPORATE JOINT COMMITTEE (SWWCJC)

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## FORWARD WORK PROGRAMME 2024-2025



| Meeting Date<br>2024                            | Agenda Item   | Type        | Contact Officer               |
|---|---|-------------|-------------------------------|
| <b>12 September<br/>2024<br/>(9.30am)</b>       | Regional Transport Plan (RTP) Policy Framework (Draft) & Consultation Update                        | Decision    | Mark Wade & Stuart Davies     |
|   | Joint Equality, Diversity and Inclusion Strategy and Regional Strategic Equality Plan               | Decision    | Will Bramble & Kristy Tillman |
|   | South West Wales Corporate Joint Committee Annual Return 2023/24                                    | Decision    | Chris Moore                   |
| Meeting Date<br>2024                            | Agenda Item   | Type        | Contact Officer               |
| <b>22 October<br/>2024 (Special)<br/>(10am)</b> | Welsh Language Standards – Compliance Update  | Decision    | Will Bramble / Kristy Tillman |
|   | General Progress of the South West Wales Corporate Joint Committee 2023/24                          | Information | Will Bramble / Kristy Tillman |
|   | Private Sector Advisory Board – Appointments  | Decision    | Will Bramble                  |
| Meeting Date<br>2024                            | Agenda Item   | Type        | Contact Officer               |
| <b>3 December<br/>2024<br/>(10am)</b>           | Corporate Plan 2023 – 2028 – Priorities 2025/26 – Authority to Consult                              | Decision    | Kristy Tillman                |
|   | Sub Committee Update - Strategic Planning (Consultation)  | Information | Nicola Pearce                 |
|   | Draft Priorities and Budget Options for 2025/26   | Decision    | Wendy Walters & Chris Moore   |
|   | Draft Regional Transport Plan, Integrated Well-being Appraisal and Regional Transport Delivery Plan | Decision    | Stuart Davies                 |



|  |             |              |
|--|-------------|--------------|
| Quarter 2 Financial Monitoring 2024/25                                       | Information | Chris Moore  |
| Audit Wales Letter - Commentary of Corporate Joint Committee Progress – TBC* | Information | Chris Moore  |
| Energy Funding Request   | Decision    | Rachel Moxey |

| Meeting Date 2025           | Agenda Item   | Type        | Contact Officer                       |
|-----------------------------|---|-------------|---------------------------------------|
| <b>21 January (10am)</b>    | Quarter 3 Financial Monitoring 2024/25  | Information | Chris Moore                           |
|                             | Budget for financial year 2025/26   | Decision    | Chris Moore                           |
|                             | Energy – Programme Update   | Information | Richard Brown / Rachel Moxey          |
|                             | Sub-Committee Update – Economic Wellbeing and Economic Development                                  | Information | Ainsley Davies/Simon Davies/Paul Relf |
| <b>Meeting Date 2025</b>    | <b>Agenda Item</b>  | <b>Type</b> | <b>Contact Officer</b>                |
| <b>18 March 2025 (10am)</b> | Corporate Plan 2023 – 2028 version 3 – Corporate Priorities 2025/26                                 | Decision    | Kristy Tillman                        |
|                             | Annual Report 2024/25   | Information | Kristy Tillman                        |
|                             | Final Regional Transport Plan, Integrated Well-being Appraisal and Regional Transport Delivery Plan | Decision    | Mark Wade / Stuart Davies             |





Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council



Parc Cenedlaethol  
Arfordir Penfro  
Pembrokeshire Coast  
National Park





**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>  |  |                               |
| 3 September  | Quarter 1 Financial Monitoring 24/25   | Chris Moore                   |
|              | RTP Policy (Draft) & Consultation Update   | Stuart Davies                 |
|              | Joint Equality, Diversity and Inclusion Strategy – Strategic Equality Plan         | Will Bramble/Kristy Tillman   |
| 14 October   | Welsh Language Standards – Compliance Update                                       | Will Bramble/Kristy Tillman   |
|              | Priorities Update 2025/2026  | Kristy Tillman                |
|              | General Progress Update 2023/2024  | Will Bramble / Kristy Tillman |
| 21 November  | Draft RTP, IWBA and RTDP   | Stuart Davies                 |
|              | Budget Update Pre Audit Return   | Chris Moore                   |
|              | Quarter 2 Financial Monitoring 2024/25   | Chris Moore                   |
|              | South West Wales Regional Energy Policy and Scene Setting - Energy Funding Request | Rachel Moxey                  |
| <b>2025</b>  |  |                               |
| 9 January    |  |                               |
| 11 March     |  |                               |

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