



POLICY AND RESOURCES CABINET BOARD

SPECIAL

Immediately Following Scrutiny Committee

THURSDAY, 23RD JULY, 2015

COMMITTEE ROOMS 1/2 PORT TALBOT CIVIC CENTRE

PART 1

1. To agree the Chairman for this Meeting.
2. To receive any declarations of interest from Members.

To receive the Reports of the Head of Corporate Strategy and Democratic Services

3. Policy Review - Third Sector Grants (*Pages 3 - 40*)
4. Welsh Standards - Compliance Notice Consultation Response (*Pages 41 - 90*)
5. Grant Funding - End of Year Report 2014/15 (*Pages 91 - 98*)
6. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Statutory Instrument 2001 No 2290 (as amended).

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Thursday 16th July, 2015

Cabinet Board Members:

Councillors: A.H.Thomas and A.N.Woolcock

Notes:

- (1) If any Cabinet Board Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Committee. Members are asked to make these arrangements direct and then to advise the committee Section.*
- (2) The views of the earlier Scrutiny Committee are to be taken into account in arriving at decisions (pre decision scrutiny process).*

POLICY & RESOURCES CABINET BOARD

JOINT REPORT OF

THE DIRECTOR OF FINANCE & CORPORATE SERVICES

&

THE HEAD OF CORPORATE STRATEGY & DEMOCRATIC SERVICES

23rd JULY 2015

SECTION A - MATTER FOR DECISION

WARDS AFFECTED - ALL

REVIEW OF POLICY CONCERNING GRANTS TO THE 3RD SECTOR

Purposed of Report:

1. To seek Members approval on a revised Scheme which will improve the value for money and governance arrangements applied to the provision of grant funding to the 3rd Sector.

Background:

During 2013/2014, as part of the Forward Financial Plan, a review of funding to third sector organisations was undertaken. The final recommendations from the Steering Group set up by Policy & Resources Cabinet Board to oversee the review were approved in December 2013.

In addition to identifying where the savings could be allocated, the Steering Group made a number of recommendations aimed at further improving the value for money and governance arrangements for third sector funding. Those recommendations (see Appendix 1) were approved by the Policy & Resources Cabinet Board in December 2013.

Initially, it was proposed the work to implement these recommendations would be completed by the end of March 2014 to inform grant allocations in 2015/2016. However, due to the extensive budget consultation activities undertaken during the autumn and to avoid confusion with the savings

proposals identified as part of that process a revised timetable was agreed by Policy & Resources Cabinet Board on 16th October 2014. This revised timetable required the work to be completed by end of July 2015 to inform grant allocations in 2016/2017.

Implementation of Recommendations:

An internal officer Implementation Steering Group, chaired by the Director of Finance & Corporate Services was established to take forward a number of the recommendations listed in Appendix 1 (Recommendation no's 2, 3, 4, 5, 6 and 12).

The scope of the work covered base budget grants and a list of those organisations who are currently receiving this funding during 2015/2016 is attached at Appendix 2.

To address the recommendations, the Implementation Steering Group facilitated the development of the following documents:

- 1. Scheme** –containing the objectives, accountabilities and decision making arrangements
- 2. Standard application forms and guidance** –ensuring openness, transparency and equity
- 3. Standard Agreements** – ensuring consistency
- 4. Standard Monitoring Forms** – ensuring a consistent approach to performance management

Representatives of the Voluntary Sector Liaison Committee have been involved in developing the Scheme and the above associated documentation and a communications and engagement plan was developed at the outset to ensure the 3rd Sector had opportunity to input into this process.

Consultation:

The development process included a 12 week consultation period (14th April – 7th July) during which those organisations currently receiving grants were invited to participate. In addition, the consultation was also advertised on the Neath Port Talbot Council for Voluntary Service website to ensure the wider 3rd sector had an opportunity to input into the process.

Engagement

During the consultation period, feedback on the draft Scheme and associated documentation was received from:

- Representatives of the Voluntary Sector Liaison Committee (30th April 2015)
- Representatives from across the 3rd sector at a meeting facilitated by NPT CVS (8th July 2015)
- 4 no. - 3rd sector organisations via the Objective consultation portal (14th April – 7th July) – a summary is attached at Appendix 3.

Scheme:

The Scheme is attached at Appendix 4 which is aligned with the Welsh Government's 3rd Sector Scheme. The aims of the Scheme are to:

- Make the grant funding process clear, transparent and equitable;
- Ensure the administrative arrangements that support grant funding are efficient and effective; and
- Foster genuine partnership working between the Council and the 3rd Sector to promote the wellbeing of local people and communities.

The Scheme contains 17 key principles that will govern the Council's approach to grant funding the 3rd Sector which will ensure we have a more robust system around the provision of grants to the 3rd Sector and will enable us to clearly identify where the Council's money is going and what we are receiving in return e.g.

- Funding aligned to the Council's priorities

- Decisions on funding set within the Council's budget and corporate planning timetable
- Two-way effective dialogue with the 3rd Sector
- Outcomes to be clearly demonstrated
- Suitable / appropriate performance management to obtain assurances money is being used for the relevant purpose

Governance Arrangements:

To ensure the revised Scheme is implemented it is proposed for the Director of Finance and Corporate Services to be given delegated authority to make decisions on the awarding of grants in line with the revised Scheme. The decision on the awarding of grants will be informed by an assessment of applications undertaken by a 3rd Sector Grant Funding Co-ordinating Group chaired by the Director of Finance and Corporate Services. The membership of the group is made up of Directorate representatives involved in the grant funding process. The group will be responsible for:

- Applying the Scheme
- Assessing applications
- Advising the Director of Finance and Corporate Services on those applications that meet the criteria contained within the Scheme
- Providing advice to applicants on alternative income sources
- Ensuring accountability for the performance management of the Scheme
- Advising on any changes required to the Scheme (in consultation with the Voluntary Sector Liaison Committee)
- Preparation of an annual report to the Policy & Resources Cabinet Board informing Members of those organisations who have been successful in applying for a grant and a monitoring report on what the Council has received for the grants awarded in the previous year.

Equality Impact Assessment:

An Equality Impact Assessment (EIA) has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. An overview of the EIA has been included in this report in summary form only and

it is essential that Members read the Equality Impact Assessment, which is attached to the report at Appendix 4, for the purposes of the meeting.

Recommendations:

Having given due regard to the EIA it is recommended that:

1. Members approve the Neath Port Talbot Third Sector Grant Funding Scheme.
2. Delegate authority to the Director of Finance and Corporate Services to take the necessary steps to implement the Scheme, including making decisions as to whether applications received under the Scheme should be supported or not.
3. That the Director of Finance and Corporate Services be required to furnish the Policy & Resources Cabinet Board with a report, at least annually, on the operation of the Scheme, including a summary of bids received, bids supported or not supported, a description of outputs and outcomes secured by grant recipients and advise as to whether the Scheme requires amendment or not.

Reasons for the Proposed Decision:

To improve the value for money and governance arrangements of the provision of grant funding to the 3rd Sector.

Appendices:

Appendix 1 – Recommendations from review of funding to 3rd Sector
(2013/2014)

Appendix 2 – Funding to 3rd Sector organisations - 2015/2016

Appendix 3 – Consultation results

Appendix 4 – Neath Port Talbot Third Sector Grant Funding Scheme

Appendix 5 – Equalities Impact Assessment

Officer Reporting:

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COMPLIANCE STATEMENT

REVIEW OF POLICY CONCERNING GRANTS TO THE 3RD SECTOR

(a) Implementation of Decision

The decision is proposed for implementation following the three day call in period

(b) Sustainability Appraisal

Economic Prosperity	-	Positive
Education & Lifelong Learning	-	Positive
Better Health & Wellbeing	-	Positive
Environment & Transport	-	Positive
Crime & Disorder	-	Positive

Other Impacts

Welsh Language	-	Positive
Sustainable Development	-	Neutral
Equalities	-	Positive
Social Inclusion	-	Positive

(c) Consultation

Informed consultation has been undertaken with representatives of the 3rd sector from the outset of the review and there has been a 12 week formal public consultation period with this item.

Recommendations from review of funding to 3rd Sector (2013/2014)

- 1.** No change to the Discretionary Rate Relief Scheme affecting third sector organisations and is protected from cuts in 2014/2015.
- 2.** The Council considers adopting a corporate commissioning framework.
- 3.** The Council gives consideration to issuing its officers with clear guidance as to when the procurement framework should be used and when a grant making agreement should be used and these arrangements are also clearly communicated to the third sector.
- 4.** The Council considers replacing its existing grant making policy with one that differentiates between strategic partners and other grant recipients.
- 5.** The Council brings together its small grant funding pots into one general pot with the criteria for awarding the grant to be established annually by the Council and communicated to the third sector (overall pot is to be reduced by 5.1% in 2014/2015).
- 6.** The Council provides clearer guidance in its contracts and grant agreements to ensure that the costs supported by funding are clearly accounted for and the risk of double funding is minimised. This should include provision for 3rd sector organisations to be required to provide details of any other public funding that it receives additional to that subject of any individual agreement with the Council.
- 7.** The Director of CVS gives consideration as to how understanding amongst third sector organisations of Charity Commission guidelines on reserve balances might be improved.

- 8.** The Council should consider initiating a review of benefits advice provision, jobs search support and transport services provided by the third sector with a view to ensuring that services are well targeted and the arrangements offer the best use of available funding across the county borough.
- 9.** The Council proposes to the Local Service Board that more integrated planning and working be developed between the third sector and local public sector organisations.
- 10.** Funding of “facing the challenge” service to be reviewed by Children and Young People Services re: NHS funded component of service.
- 11.** Payments to the FAW and WRU not to be cut.
(Match funding for Development Officer no longer in place)
- 12.** The Council clarifies its policy on the provision of “benefits in kind” so as to ensure there is value for money, equity and transparency in the provision of such “benefits in kind”.

Appendix 2

Directorate	Type of Funding	Source of Funding	Organisation	2015/16 Budget
ELLL	Core Funding	NPT Funded	Glyncorwg Ponds	8,767
ELLL	Core Funding	NPT Funded	Glynneath Training Centre	48,497
ELLL	Core Funding	NPT Funded	Canolfan Maerdy	18,682
ELLL	Core Funding	NPT Funded	DOVE Workshops	35,335
ELLL	Core Funding	NPT Funded	Ystalyfera Development Trust	15,668
ELLL	Core Funding	NPT Funded	Neuadd Cwmllynfell	27,000
ENVT	Core Funding	NPT Funded	DANSA Transport	33,013
ENVT	Core Funding	NPT Funded	NPT Shop Mobility	37,150
FCS	Core Funding	NPT Funded	Citizens Advice Bureau	82,680
FCS	Core Funding	NPT Funded	NPT CVS - Core Funding Contribution	45,494
FCS	Core Funding	NPT Funded	Swansea Bay Racial Equality Council	15,900
SSHH	Core Funding	NPT Funded	Age Concern Neath Port Talbot	21,084
SSHH	Core Funding	NPT Funded	Care & Repair NPT Ltd	4,930
SSHH	Core Funding	NPT Funded	Cruse	4,640
SSHH	Core Funding	NPT Funded	Epilepsy Support	1,470
SSHH	Core Funding	NPT Funded	NPT CVS - Volunteering Project	12,420
SSHH	Core Funding	NPT Funded	NPT CVS - Working with volunteers	31,270
SSHH	Core Funding	NPT Funded	Port Talbot Stroke Group	460
SSHH	Core Funding	NPT Funded	Stroke Association	4,340
SSHH	Core Funding	NPT Funded	Vision Wales(was Wales Council for Blind)	1,930
				450,730
ELLL	Grant	NPT Funded	Community Safety Grant	12,000
ELLL	Grant	NPT Funded	Miscellaneous	3,515
ELLL	Grant	NPT Funded	Collaborative Communities	6,125
FCS	Grant	NPT Funded	One-off grants	3,850
				25,490
Grant payable	2015/2016		(discontinuing in 2016/2017)	
ELLL	Core Funding	NPT Funded	Gwynfi Miners Community Hall	25,000

Summary of Responses

Q1

Do you agree with the principles set out in the draft Scheme?

Yes – 3 No - 1

If no, please tell us which one's you don't agree with:

“There are concerns over the definitions of sustainability as applied to organisations serving essential needs in rural areas with additional deprivation and low population density and those in more urban, densely populated areas. The former may need ongoing support in order to survive and provide those services as the latter can become more easily sustainable due to greater footfall. There is not an event playfields unless this is recognised.”

Response:

It will be made clear in the Council's priorities if the Council wishes to encourage service development in particular areas of the county borough.

Q2

Are there any principles missing from the draft Scheme?

Yes – 1 No - 3

Please list what is missing:

“The Council will work collaboratively in ensuring its resources are used in the most effective manner to meet needs. It will not support the establishment or development of provision that is in competition with services already available through third sector organisations in the same catchment area”.

Response:

Collaborative working is implicit throughout the principles within the draft Scheme.

Q3

Please add any further comments you would like to make on the draft Scheme

“17 key principles is rather a lot. Could some be key and others more an explanation of them e.g. Timely Decisions could be one principle – this could include fair funding levels i.e. when WG settlement changes , Council funding will be adjusted but within the principle of timely notification or further consultation. Full cost recovery and value for money are also two that could be conjoined perhaps. Organisations should ensure that other funding should reflect as far as possible full cost recovery to work alongside council funding. The Council should be clear that they are not stepping into subsidise another funder’s activity unless this is specifically part of a jointly worked on application”.

Response:

The draft Scheme includes 17 key principles to ensure it reflects the Welsh Government’s 3rd Sector Scheme. To overcome any concerns over the complexity of the principles, both the Council and representatives from the across the 3rd sector will offer briefings / workshop sessions to anyone interested in making an application under the Scheme.

“There are some principles where the language used could be more “co-operative” in its phrasing. On occasions the current way it is phrased appears to indicate that the third sector has to be coerced into dialogue as opposed to being a willing and equal partner in meeting local need and the provision of essential services”.

Response:

Respondent contacted to provide specific examples but no further detail available. Voluntary sector representatives involved in developing the Scheme do not consider changes are needed.

Q4

*It is proposed that the Scheme will be applied to existing grant recipients **only** for the financial year 2016/2017 as a transition measure.*

Do you agree with this?

Yes – 3 No – 1

“Further clarification is required as to how some of the principles will be applied from the start i.e. When will the three year funding period be calculated, from the new year or back dated? Will organisations that have received funding be judged retrospectively in relation to the schemes sustainability requirements”?

Response:

Any three year funding period will be calculated from the new financial year. Organisations will not be judged retrospectively in relation to sustainability requirements.

Q5

i) Grant Applications Form – activities under £1,000

Are the questions easy to understand and to complete?

Yes – 2 No – 0 No response - 2

Are there any questions you think should be included on the application form?

Yes – 0 No – 2 No response - 2

Please add any further comments you would like to make on the draft application form

“The form is already a lot to fill in for relatively small amounts of resources. It should be kept as simple as possible whilst remaining rigorous in acquiring sufficient information to account for allocation of public funds”.

Response:

The content of the application form has been designed to ensure the Council receives adequate information to enable a transparent decision to be made on the allocation of funding. All forms were piloted by third sector organisations before being finalised and the feedback from those involved suggest the forms are straightforward to complete. Officers will also be available to provide assistance if required.

ii) Grant Applications Form – to support core funding over £1,000

Are the questions easy to understand and to complete?

Yes – 4 No – 0

Are there any questions you think should be included on the application form?

Yes – 1 No – 2 No response - 1

If yes, please let us know what they are:

“The form does not explicitly ask how the funding will be used to meet the Council’s expressed priorities. As this is one of the funding scheme principles the form should be explicit in seeking information related to these principles”.

Response:

The Council's priorities are likely to change on annual basis. When applications are received, an assessment will be undertaken as to whether or not the proposed activities in the application form will contribute to achieving the agreed priorities. The emphasis is on obtaining clarity as to what bidders expect to deliver so that the Council can make fair and informed decisions.

Please add any further comments you would like to make on the draft application form:

"The form should be explicit in seeking information related to the scheme principles"

Response:

The application form has been designed to ensure it seeks information relating to the draft Scheme

iii) Grant Applications Form – to for activities over £1,000 that relate to costs other than core funding (e.g. projects)

Are the questions easy to understand and to complete?

Yes – 3 No – 0 No response - 1

Are there any questions you think should be included on the application form?

Yes – 1 No – 1 No response - 2

"The form does not explicitly ask how the funding will be used to meet the Council's expressed priorities. As this is one of the funding scheme principles the form should be explicit in seeking information related to these principles".

Response:

The Council's priorities are likely to change on annual basis. When applications are received, an assessment will be undertaken as to whether or not the proposed activities in the application form will contribute to achieving the priorities.

Q6

Do you agree with the content of the draft legal agreements?

Yes – 3 No - 1

If no, please tell us why:

“Overall yes, would add the simple proviso that I am indicating agreement as a non-legal expert and cannot comment on the legal regularity which may come into question when applied”.

Response:

No response required.

DRAFT

Neath Port Talbot Third Sector Grant Funding Scheme

Introduction

During 2013, the Council undertook a review of existing grants to third sector and community sector organisations in Neath Port Talbot. As well as making recommendations as to where funding could be reduced in order to achieve Council savings targets, the review identified a number of recommendations to improve the way in which grants are administered. These were approved by the Council's Policy & Resources Scrutiny Committee on 13th December 2014.

In January 2014, the Welsh Government published their revised Third Sector Scheme. The Welsh Government Scheme underpins the relationship between Welsh Government and the Third Sector in Wales and discharges duties under section 74¹ of the Government of Wales Act 2006.

This Neath Port Talbot Scheme has been developed to take forward the recommendations in the 2013 Council review. It has been developed using the principles set out in the Welsh Government's Scheme reflecting Welsh Government's expectation that councils will embrace good practice in their relationships with the Third Sector.

Aims

Neath Port Council has had a long and productive relationship with the Third Sector. The Council has grant funded Third Sector organisations to support our communities in a wide range of ways. The Council recognises and values the contribution of the many volunteers and third sector organisations that play an important role in supporting the wellbeing of local people and communities.

¹ In this Section, Welsh Ministers are required to make or review a voluntary sector scheme which sets out how they propose to promote the interests of relevant voluntary organisations'

However, times have and continue to change. The severe and enduring cuts to local authority budgets mean we must target available funds in a manner that supports the Council's priorities. Indications are that austerity measures will continue at least into the medium term. Grant assistance arrangements must reflect this.

This Scheme aims to:

- Make the grant funding process clear, transparent and equitable;
- Ensure the administrative arrangements that support grant funding efficient and effective; and
- Foster genuine partnership working between the Council and the Third Sector to promote the wellbeing of local people and communities.

Scope

This Scheme covers:

- Grant funding provided from the Council's own revenue resources
- Grants of benefits "in kind" e.g. rent-free periods granted to organisations in the Council's property portfolio

Grants distributed from Welsh Government directly to the third sector by way of specific grant are governed by the Welsh Government Third Sector Scheme, the principles of which are reflected in this Scheme.

This scheme does not cover grants provided to the Council by other parties as the specific conditions of those grants would need to be applied.

Definition of the Third Sector:

The Council has adapted the definition provided in Section 74 of the Government of Wales Act for the purpose of this Scheme:

"...bodies other than local authorities (or other public bodies) whose activities:

- are carried on otherwise than for profit; and

- directly or indirectly benefit the whole area or any part of Neath Port Talbot

The Council acknowledges that this definition covers a very diverse range of organisations that share a set of values and characteristics which include:

- Independent, non-governmental bodies;
- Bodies established voluntarily by people who choose to organise themselves;
- Bodies which are “value driven” and motivated by social, cultural or environmental objectives, rather than simply to make a profit; and
- Bodies committed to reinvesting their surpluses to further their social aims and for the benefit of people and communities.

Third Sector organisations include community associations, self-help groups, voluntary organisations, charities, faith-based organisations, social enterprises, community businesses, housing associations, development trusts, co-operatives and mutual organisations.

Grant Funding – Commissioning Arrangements

The Council wishes to adopt an outcomes-based approach to the way in which it determines its grant funding arrangements. It will be the intended results of activity to be grant funded, not the activity itself that will be the key consideration in determining whether the Council will provide grant assistance, subject to the Council being provided with sufficient assurance on associated governance arrangements.

Grants can provide financial support to third sector organisations to enable them to undertake activities the Council wish to support. They may be aimed at assisting with the core costs of running and developing an organisation or more specifically to help it carry out a particular project or service. Generally, the Council will consider awarding a grant where organisations undertake activities that support the Council’s policies and priorities. Where the Council wishes to obtain goods or services for direct benefit or use then the Council would expect those arrangements to operate under the Council’s procurement policies and procedures.

The Council will set out its priorities on an annual basis as part of its corporate planning cycle. Grant assistance will be administered in accordance with the principles set out in this Scheme. Grants may be awarded for up to three years

Applications for grant assistance will need to be made via a standard form that will be publicly available and published on the Council's website. Any timetable for submitting and agreeing grants will also be set out on the website. The Council will provide the contact details of officers who can offer support and advice to organisations who may be considering making a grant application. Where a funding bid is complex, organisations are encouraged to discuss their proposed bid prior to submitting an application. The Council will formalise grant assistance through a legally binding grant agreement. The agreements will contain standard grant conditions to promote consistency and fairness and to minimise administrative costs for all parties. Where the Council decides not to award grant assistance, the Council will provide written feedback to the applicant, summarising the reasons why the grant application has been refused. There will be no right of appeal against the Council's decisions.

Review and Monitoring

The Leader of the Council is the portfolio holder for relationships with the Third Sector and ultimately responsible for this Scheme. The Senior Officer responsible for the Scheme is the Director of Finance and Corporate Services. This Scheme will be used by all departments of the Council. Its operation will be monitored by the Voluntary Sector Liaison Committee and reviewed no less frequently than every three years.

Neath Port Talbot Third Sector Grant funding Scheme

Principles

The key principles that will govern our approach to grant funding the Third Sector and what is expected from the Third Sector in return are set out in this section.

Principle 1 – Supporting Council policies and priorities

i) Demonstrate contribution to the delivery of key priorities

Grant applications will need to demonstrate how proposals will support the delivery of the Council's policies and priorities. These are summarised in Council's Corporate Improvement Plan.

ii) Leverage in additional resources (multiplier effect)

Applications that demonstrate how Council funding will be used to leverage in additional financial resources in support of Council policies and priorities are particularly welcomed.

iii) Sustainable organisations

Applicants will need to demonstrate financial sustainability. The Council will wish to be satisfied that the applicant is not dependent on continuing Council funding to achieve financial sustainability.

Principle 2 – Respect for the Sector's independence
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The Council recognises Third Sector organisations are value driven, motivated by social, cultural or environmental objectives and committed to reinvesting their surpluses to further their social aims and for the benefit of people and communities. The Council respects the sector's independence.

The Council acknowledges and encourages the Third Sector's ability to raise funding through non-statutory routes and deliver services that complement or are additional to those provided by statutory agencies and which, in particular, operate to prevent or reduce demand on public services.

Principle 3 – Early and constructive dialogue

The Council is committed to early discussions with the Third Sector to support a strategic approach to delivering key priorities and to allow for better planning of services. The Council will seek to provide opportunities to discuss applications well in advance of the formal application deadline.

It is expected that in return, the Third Sector will engage constructively in this dialogue and respect the limitations on dialogue imposed by the need to ensure fairness and transparency in respect of grant funding decisions.

Principle 4 – Timely decisions

The Council recognises that early decision making in respect of funding can support better business and workforce planning. The Council's commitment is the notification of decisions about future funding at least three months prior to the expiry of an existing funding agreement or the start of a new agreement. Where funding has been granted for more than one year, a review will be completed 3 months before the commencement of the second or third year to confirm funding will continue. If an offer in principle has been made, this must also be confirmed three months prior to the expiry of the current funding.

Principle 5 – Security of funding

In a climate of reducing resources and escalating need, security of funding is an issue felt across all sectors. The Council acknowledges that sometimes short term funding can cost more administratively and will be prepared to consider longer term funding commitments wherever possible to minimise administration costs. The Council will be prepared to provide funding for up to 3 years which will provide Third Sector organisations with the security to apply for funding from other sources and enable a longer term approach to planning and securing sustainability.

Principle 6 – Fair funding levels

It is reasonable to expect that funding pressures placed upon local authorities will be reflected in the level of grant funding available to the Third Sector. Therefore, where the Council has granted funding for more than one year, the amount of grant available in each year of the agreement will vary to reflect the financial settlement the Council receives from the Welsh Government. The Council will generally seek to notify organisations of the uplift or reduction to be applied by 31st December each year.

Principle 7 – Value for money

1. Tax payers' money must be used economically, efficiently and effectively. The Council aims to achieve the best possible level of outputs and outcomes of acceptable quality at the lowest cost. Third sector organisations who receive grant assistance are expected to ensure the economic, efficient and effective use of public money. Applications and associated monitoring arrangements will need to demonstrate:

- i. The need for intervention
- ii. The purpose to which funding will be put
- iii. The outputs and outcomes to be achieved
- iv. Other sources of funding accessed
- v. How activities will be evaluated
- vi. Financial probity and sustainability

Principle 8 – Full Cost Recovery

The Council acknowledges the principle of full cost recovery. The Council recognises that other funders sometimes render certain expenditures ineligible and the award of grant assistance from the Council may be sought to complete a funding package.

Principle 9 – Commissioning Principles

Grant arrangements will be outcomes focused linked to the Council's policies and priorities which will be summarised in the Council's Corporate Improvement Plan.

Principle 10 – Payments

The Council will make grant payments in advance (i.e. before the grant recipient has incurred the expenditure) as it recognises that most Third sector organisations do not hold large reserves and do not have the resources available to undertake work and receive payment afterwards. The payment will be made after the commencement of the relevant financial year. The frequency and timing of payments will be set out in the grant agreement. Electronic payment is preferred to minimise administrative burdens on both the Council and Third sector organisations.

Principle 11 – Fair and Reasonable Treatment

This Scheme commits the Council to consult openly and meaningfully with the Third Sector on changes to this Scheme and associated arrangements. The Council will aim to provide a minimum period of 12 weeks consultation period where changes to the Scheme and its associated arrangements are proposed. Additionally, the Council will aim to provide 12 weeks notice before changes are made to the Scheme or decisions are made which would lead to a withdrawal or significant reduction of grants.

In return, Third Sector organisations are asked to cooperate fully during this consultation / notice period and use it as an opportunity to positively contribute to the discussion with departments or policy / service areas.

The Council upholds the need for clarity in what is being funded by defining and agreeing outcomes with recipients of funding. These outcomes should be set out transparently in the funding agreement to ensure fair and reasonable treatment of organisations and shared and agreed expectations for service delivery.

Principle 12 – Joint approach to monitoring, evaluation and audit

The processes of monitoring and evaluation must be consistent, proportionate and reasonable. The Council will set out the details for monitoring and evaluation in procedural guidance and in its grant agreements. The Council expects its internal audit service to have access to documents and information (including access to interview senior officers and board members) relating to monies provided by the Council. Recipients of funding agree to give assistance, information and explanation to the internal audit service or such other officers as the Council may so require as a condition of funding.

Principle 13 – Identifying Expertise and Developing Capability to Deliver

The Council is committed to working with the Third Sector to identify areas of expertise and to support organisations and individuals to take the lead in or contribute to the implementation of new policies. The Council welcomes applications for grant funding that build capacity and capability within the Third Sector across Neath Port Talbot to secure the sustainability of services.

Principle 14–Diversity and Equality

The Council recognises the diverse needs of people and communities across Neath Port Talbot and the variety of services required to meet these needs. Diversity in this context is about maintaining a range of accessible services to meet a variety of individual and collective needs; locally based and run services, as well as larger services; and different models of services to meet different needs.

The Council is required under the Equalities Act 2010 to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations amongst and between people of different protected groups.

Third Sector organisations will be expected to demonstrate in their applications how they promote both diversity and equality in the planning and delivery of their services.

Principle 15– Innovation

The Council is committed to working with the Third Sector to identify innovative practices that improve the delivery of public services, including where appropriate, exploring new funding models.

Principle 16– Good Governance and Due Diligence

The Council will apply good governance and due diligence in the way it administers this Scheme and expects Third Sector grant recipients to demonstrate good governance and due diligence both in the application process and through monitoring arrangements. The Council will seek specific assurances about governance arrangements, including the development accessed by trustees or directors during the application process and in any annual review process.

Principle 17– Monitoring the Scheme

The Voluntary Sector Liaison Committee will provide the mechanism for joint monitoring of this Scheme. The Council commits to reviewing this Scheme no less frequently than every 3 years.

Equality Impact Assessment (EIA) Report Form

Where do you work?
Service Area: Corporate Strategy and Democratic Services
Directorate: Chief Executive's Office

(a) This EIA is being completed for a...

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below...

Neath Port Talbot Third Sector Grant Funding Scheme

(c) It was initially screened for relevance to Equality and Diversity on ...

7th April 2015

(d) It was found to be relevant to...

Age.....	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>
Disability.....	<input checked="" type="checkbox"/>	Religion or belief.....	<input checked="" type="checkbox"/>
Gender reassignment.....	<input type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation.....	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	Welsh language.....	<input type="checkbox"/>

(e) Lead Officer

Name: Karen Jones

Job title: Head of Corporate Strategy
& Democratic Services

Date: 14th July 2015

(f) Approved by Head of Serv

Name: Karen Jones

Date: 14th July 2015

Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project:

What are the aims?

To improve the value for money and governance arrangements applied to the provision of grant funding to the 3rd Sector.

Who has responsibility?

Director of Finance and Corporate Services

Who are the stakeholders?

Employees and service users of each of the organisations included within the scope of the Scheme

Other stakeholders include: Welsh Government, other public service organisation providers, members of the public who do not directly use the services / functions that are within the scope of the Scheme, the Council’s auditors and inspectors, commissioning officers within the Council and elected Members.

Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details / evidence of how this information is collected.

Age.....	X <input type="checkbox"/>	Race	X <input type="checkbox"/>
Disability.....	X <input type="checkbox"/>	Religion or belief.....	X <input type="checkbox"/>
Gender reassignment.....	<input type="checkbox"/>	Sex	x <input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation.....	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	Welsh language.....	<input type="checkbox"/>

What information do you know about your service users and how is this information collected?

The review of funding third sector organisations which was undertaken during 2013/2014 found payments to third sector organisations were covered by a range of different types of funding agreements. However, the majority of payments are covered either by a contract for services or by a grant agreement and a key recommendation from the review was to bring greater consistency to these arrangements including the accountability, decision making arrangements and performance management arrangements to ensure openness, transparency and equity. The Scheme covers grant agreements only. Currently, we are not fully aware of the numbers of service users who are benefitting from the funding and this will be addressed via the implementation of the new Scheme.

Any Actions Required?

To monitor the implementation of the Scheme and to revise if necessary (in consultation with the Voluntary Sector Liaison Committee). To monitor and gather data on service users (those that have benefitted from the grant funding) and the impact the funding has had on those service users.

Section 3 - Impact on Protected Characteristics (See guidance):

Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gender reassignment	➔	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	➔	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and maternity	➔	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	➔	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	➔	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	➔	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	➔	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welsh language	➔	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Thinking about your answers above, please explain in detail why this is the case? including details of any consultation (and/or other information), which has been undertaken to support your view?

The implementation of the Scheme will ensure a transparent and equitable grant funding process and will foster genuine partnership working between the Council and the 3rd Sector to promote the wellbeing of local people and communities. As a result the Scheme will have a positive impact on those groups identified above. Further assessment of the impact on these as well as the remaining groups will be undertaken during the implementation and monitoring of the Scheme.

Representatives of the Voluntary Sector Liaison Committee were involved in the development of the Scheme and the associated documentation to ensure the views of those who would be impacted upon were taken on board.

What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view?

The development process also included a 12 week consultation period (14th April – 7th July) during which those organisations currently receiving grants were invited to participate. In addition, the consultation was also advertised on the Neath Port Talbot Council for Voluntary Service website to ensure the wider 3rd sector had an opportunity to input into the process. The 3rd sector were also invited to attend an afternoon session to learn more about the development work that has been undertaken and had the opportunity to discuss any issues / raise any questions.

Respondents to the consultation did not highlight any adverse impact to people from protected groups. Points raised were limited to some phrasing and procedural issues contained within the documentation.

Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)

The consultation exercises were designed to ensure the Scheme and associated documentation were fit for purpose (see above). During implementation the Scheme will be monitored and amendments identified (in liaison with the Voluntary Sector Liaison Committee) which will be presented to Policy & Resources Cabinet Board.

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

Foster good relations between different groups	Advance equality of opportunity between different groups
Elimination of discrimination, harassment and victimisation	Reduction of social exclusion and poverty

Please explain any possible impact on each of the above.

The review is positive in terms of fostering relationships between different groups. The sector has recognised that there is a greater need for third sector organisations to integrate and join up their local work if we are to minimise the impact of reduced funding on our local communities.

With regard to the other three issues, the intention of the Scheme, is to explicitly align grant funding arrangements with the Council's overall priorities so the grant funding allocated should provide a bigger contribution to the achievement of those priorities more than it has done in the past. In addition, we will also be a lot clearer on whom the beneficiaries of the grant funding are and what impact this has had.

Is the initiative likely to impact on Community Cohesion?

The identification of outcomes is required as part of the application process and this will help ensure the community cohesion considerations are addressed as part of the decision making process re the allocation of grant funding.

How will the initiative treat the Welsh language in the same way as the English language?

The Scheme and associated documentation is available in both languages.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

Section 5 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor this function, service, policy, procedure, strategy, plan or project:

Monitoring arrangements:

The implementation of the Scheme will be monitored by the 3rd Sector Grant Funding Co-ordinating Group chaired by the Director of Finance & Corporate Services. Any proposed amendments (in liaison with the Voluntary Sector Liaison Committee) will be presented to Policy & Resources Cabinet Board.

Actions:

The Director of Finance and Corporate Services will provide Policy & Resources Cabinet Board with a report, at least annually, on the operation of the Scheme, including a summary of bids received, bids supported or not supported, a description of outputs and outcomes secured by grant recipients and advise as to whether the Scheme requires amendment or not.

Section 6 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

Outcome 1: Continue the initiative...

Outcome 2: Adjust the initiative...

Outcome 3: Justify the initiative...

Outcome 4: Stop and remove the initiative...

Section 7 - Publication arrangements:

On completion, please contact the Corporate Strategy Team for advice on the legal requirement to publish the findings of EIAs.

Action Plan:

Objective - What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome - How will we know we have achieved our objective?	Progress
1. To monitor the implementation of the Scheme and to revise if necessary (in consultation with the Voluntary Sector Liaison Committee).	3 rd Sector Grant Funding Co-ordinating Group	Annually	Annual report presented to Policy & Resources Cabinet Board	
2. To monitor data on service users and the impact the funding has had on those service users.	3 rd Sector Grant Funding Co-ordinating Group	Annually	Annual report presented to Policy & Resources Cabinet Board	
3. The Director of Finance and Corporate Services will provide Policy & Resources Cabinet Board with a report, at least annually, on	Director of Finance & Corporate Service / 3 rd Sector Grant	Annually	Annual report presented to Policy & Resources Cabinet	

<p>the operation of the Scheme, including a summary of bids received, bids supported or not supported, a description of outputs and outcomes secured by grant recipients and advise as to whether the Scheme requires amendment or not.</p>	<p>Funding Co-ordinating Group</p>		<p>Board</p>	
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POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES

23rd JULY 2015

SECTION A – MATTER FOR DECISION

WARD(S) AFFECTED: ALL

WELSH LANGUAGE STANDARDS – COMPLIANCE NOTICE CONSULTATION RESPONSE

Purpose of Report

To seek agreement on a response to the Welsh Language Commissioner's Welsh Language Standards Compliance Notice consultation.

Background

The Welsh Language (Wales) Measure 2011 established a framework for introducing duties on persons to comply with statutory standards relating to the Welsh language. The standards will replace the current system of Welsh language schemes established under the Welsh Language Act 1993.

A Standards Investigation was undertaken by the Welsh Language Commissioner between January and April 2014, the results of which were reported to Welsh Ministers. Further consultation was undertaken on proposed regulations in December 2014 with The Welsh Language Standards (No.1) Regulations 2015 being passed in March.

We have responded to all consultations and written separately to the First Minister setting out our commitment to both the Welsh language and culture. However, we have also stressed that with the financial and staffing constraints we currently, and will continue to face, we would be unable to meet the Standards in their entirety.

Welsh Language Standards Compliance Notice

The Welsh Language Commissioner issued our draft Compliance Notice on 22 June. We now have a further opportunity to respond to these Standards – the deadline is 20 July (however the Commissioner has agreed for our response to be sent on 23 July, due to our reporting cycle).

Our Compliance Notice includes 168 Standards covering service delivery, policy, operational, record keeping and promotion activities. Of these, compliance is required on 155 standards within 6 months of the issue date (expected to be at the end of September) and on the remaining 13 standards within 12 months.

Compliance Notice Analysis

There are a number of Standards where we consider can we should accept the requirement to comply because they are either already in our Scheme or they would require little or no cost to do so; **92** Standards indicated as green in the analysis. However, Members are asked to note that even in some of these areas, full compliance will be challenging.

Some Standards could be met either within different timescales or in part within existing resources; **25** Standards indicated as amber in the analysis.

The remaining Standards are considered practically impossible to comply with due to both financial and operational reasons; **51** Standards indicated as red.

The analysis is attached at Appendix 1.

Consultation Response

The consultation response, Appendix 2, is set against a background of the current, and anticipated, austerity measures.

While we remain committed to the Welsh language and culture, we recognise there are limitations in meeting the full range of Standards required in the Compliance Notice due to the current, and ongoing, financial situation.

We will be able to meet a number of the Standards but there will be others which we will need to ‘park’ until such time as public sector funding returns to

a position of growth and others which will remain practically impossible to meet in full.

Fulfilment of the Compliance Notice would require significant financial investment which at a time of austerity would require significant savings in other areas; savings from frontline services could not be ruled out.

In addition to these financial implications our ability to meet the staffing requirements would also be problematic primarily due to the number of staff leaving the council over recent years and the ongoing recruitment freeze which combine to limit linguistic capability in our workforce.

While we can provide Welsh language training for staff reaching a level of fluency to provide a service in Welsh would take considerable time, something that does not appear to have been taken into account in the Standards.

Recommended

To agree a response to the Welsh Language Commissioner's Welsh Language Standards Compliance Notice consultation.

Reasons for the Proposed Decision

To enable the Council to respond to the Welsh Language Standards Compliance Notice consultation taking into account current austerity measures and seeking a renegotiated Compliance Notice.

Appendix

Appendix 1 – Compliance Notice Analysis

Appendix 2 – Compliance Notice Response Form

Officer Contact

Mrs Karen Jones

Head of Corporate Strategy and Democratic Services,

Tel: 01639 763284 or e mail k.jones3@npt.gov.uk

COMPLIANCE STATEMENT

DRAFT STRATEGIC EQUALITY PLAN

(a) Implementation of Decision

The decision is proposed for immediate implementation

(b) Sustainability Appraisal

Economic Prosperity	-	Neutral
Education & Lifelong Learning	-	Neutral
Better Health & Wellbeing	-	Neutral
Environment & Transport	-	Neutral
Crime & Disorder	-	Neutral

Other Impacts

Welsh Language	-	Positive
Sustainable Development	-	Positive
Equalities	-	Neutral
Social Inclusion	-	Neutral

(c) Consultation

This item is not subject to external consultation but has been subject to consultation and discussions with relevant officers.

The Welsh Language Standards

The Compliance Notice issued on 22 June 2015 has identified 168 Standards: service delivery, policy, operational, record keeping and promotion.

We are expected to comply with 155 standards within 6 months of the issue date (expected to be at the end of September) and to comply with the remaining 13 standards within 12 months.

The checklist below takes into account our response to the Standards Investigation in April 2014 as well as the financial and staffing implications that we currently, and will continue to, face.

The first column also indicates if that Standard is included in the compliance notices of Swansea and Bridgend

It would be possible to comply with **92** standards (**88** within 6 months); comply in part/with best endeavours with 25 standards but not with the remaining **51** standards; due to financial and operational constraints, inappropriate timescales.

However the consultation response form does allow for us to:

- Note those standards which are considered to be unreasonable and/or disproportionate.
- Indicate whether varying a requirement to comply with a standard would make it reasonable and/or proportionate e.g. introducing the requirement at different times, in different circumstances or in different areas.
- Indicate any other accompanying standards relating to the same activity or issue which is considered to be reasonable and/or proportionate

Within 6 months

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale
SERVICE DELIVERY					
1 S - ✓ B - ✓	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.	Y	✓ Reliant Standard - 7		✓
2 S - ✓ B - ✓	When you correspond with an individual ("A") for the first time, you must ask A whether A wishes to receive correspondence from you in Welsh, and if A responds to say that A wishes to receive correspondence in Welsh you must (a) keep a record of A's wish, (b) correspond with A in Welsh when corresponding with A from then onwards, and (c) send any forms you send to A from then onwards in Welsh.	Y	✓		✓
3 S - ✓ B - ✓	When you send correspondence addressed to two individuals who are members of the same household (for example, the parents of a child) for the first time, you must ask them whether they wish to receive correspondence from you in Welsh; and if - (a) both individuals respond to say that they wish to receive correspondence in Welsh, you must keep a record of that wish and correspond in Welsh from then onwards when sending correspondence addressed to both of those individuals; (b) one (but not both) of the individuals responds to say that he or she wishes to receive correspondence in Welsh, you must keep a record of that wish and provide a Welsh language version of correspondence from then onwards when sending correspondence addressed to both of those individuals.	Y	✓ Reliant Standard - 6		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
4 S - ✓ B - ✓	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.	Y	✓ Reliant Standards - 6 & 7		✓
5 S - ✓ B - ✓	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.	Y	✓ Reliant Standards - 6 & 7		✓
6 S - ✓ B - ✓	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).	Y	✓		✓
7 S - ✓ B - ✓	You must state [a] in correspondence, and [b] in publications and official notices that invite persons to respond 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.	Y	✓ Reliant Standard- 1		✓
8 S - ✓ B - ✓	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.	Y	✓		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
9 S - ✓ B - ✓	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.	Y	✓ Reliant Standard - 10		✓
10 S - x B - x	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).	Y	✓ Reliant Standards - 9 & 14		✓
12 S - ✓ B - ✓	When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	Y	✓		✓
13 S - ✓ B - ✓	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.	Y	✓		✓
14 S - ✓ B - ✓	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	Y	✓ Reliant Standards - 10, 16 & 17		✓

Swansea - Standard 11
Bridgend - Standard 11

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
15 S - ✓ B - ✓	If you have performance indicators for dealing with telephone calls, you must ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English.	Y	✓		✓
16 S - ✓ B - ✓	Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh	Y	✓		✓
17 S - ✓ B - ✓	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	Y	✓		✓
18 S - x B - x	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).	N		Suggest this is Standard 19	
20 S - ✓ B - ✓	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.	Y	✓		✓

Swansea – Standard 19

Bridgend – Standard 19

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
21 S - ✓ B - ✓	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.	Y	✓		✓
22 S - ✓ B - ✓	Any automated telephone systems that you have must provide the complete automated service in Welsh.	N		Unable to comply due to limits on current technology. Significant financial implications to include Welsh.	
24 S - ✓ B - ✓	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.	Y	✓ Reliant Standard – 24A		✓
24A S - ✓ B - ✓	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).	Y	✓ Reliant Standard – 24		✓
25 S - ✓ B - ✓	If you invite an individual ("A") to a meeting, and the meeting relates to the well-being of A, you must - (a) ask A whether A wishes for the meeting to be conducted in Welsh, and (b) if A informs you that A wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	Partially	<ul style="list-style-type: none"> Partially comply but can't guarantee level of service. make best endeavours Can't fully comply without a lot of money 		

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
27 S - ✓ B - ✓	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.	Y	✓ Reliant Standards - 27A & 27D		✓
27A S - ✓ B - ✓	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 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.	Y	✓ Reliant Standard - 27		✓
27D S - ✓ B - ✓	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).	Y	✓ Reliant Standard - 27		✓
28 S - ✓ B - ✓	If you invite more than one person to a meeting, and that meeting relates to the well-being of one or more of the individuals invited, you must - (a) ask that individual or each of those individuals whether he or she wishes for the meeting to be conducted in Welsh, and (b) if that individual, or if each of those individuals, informs you that he or she wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	Partially	<ul style="list-style-type: none"> Partially comply but can't guarantee level of service. Can't fully comply without a lot of money Make best endeavours 	Financial Operational	

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
30 S - ✓ B - ✓	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.	Partially	Modify to: in high Welsh speaking areas Reliant Standard - 33		✓
31 S - ✓ B - ✓	When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.	Y	✓		✓
32 S - ✓ B - ✓	If you invite persons to speak at a meeting that you arrange which is open to the public you must - (a) ask each person invited to speak whether he or she wishes to use the Welsh language, and (b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).	Y	✓		✓
33 S - ✓ B - ✓	If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in Welsh - (a) that they are welcome to use the Welsh language, and (b) that a simultaneous translation service is available.	Partially	Modify to: in high Welsh speaking areas Reliant Standard - 30		
34 S - ✓ B - ✓	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.	Y	✓		✓
35 S - ✓ B - ✓	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).	Y	✓		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
36 S - ✓ B - ✓	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).	Y	✓		✓
37 S - ✓ B - ✓	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.	Y	✓		✓
38 S - ✓ B - ✓	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	Y	✓		✓
42 S - ✓ B - ✓	Any licence or certificate you produce must be produced in Welsh.	N		Financial Reliant Standards – 48 & 49	
43 S - ✓ B - ✓	Any brochure, leaflet, pamphlet or card that you produce in order to provide information to the public must be produced in Welsh.	Y	✓ Reliant Standards – 48 & 49		✓
44 S - ✓ B - ✓	If you produce the following documents, and they are available to the public, you must produce them in Welsh— (a) policies, strategies, annual reports and corporate plans; (b) guidelines and codes of practice; (c) consultation papers.	Y	✓ Reliant Standards – 48 & 49		✓
45 S - ✓ B - ✓	Any rules that you publish that apply to the public must be published in Welsh.	Y	✓ Reliant Standards – 48 & 49		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
46 S - ✓ B - ✓	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.	Y	✓		✓
48 S - ✓ B - ✓	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.	Y	✓		✓
49 S - ✓ B - ✓	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.	Y	✓		✓
50 S - ✓ B - ✓	Any form that you produce for public use must be produced in Welsh.	Y	✓ Reliant Standards - 50A & 50B		✓
50A S - ✓ B - ✓	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.	Y	✓		✓
50B S - ✓ B - ✓	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).	Y	✓		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
51 S - ✓ B - ✓	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.	Y	✓		✓
52 S - ✓ B - ✓	You must ensure that - (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.	Partially	<ul style="list-style-type: none"> • Pages ok • Problems where linked to databases • More than one website 	Reliant Standard 55	
55 S - ✓ B - ✓	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.	Y	✓		✓
56 S - ✓ B - ✓	You must provide the interface and menus on every page of your website in Welsh.	Y	✓		✓
57 S - ✓ B - ✓	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.	Y	✓		✓
58 S - ✓ B - ✓	When you use social media you must not treat the Welsh language less favourably than the English language.	Y	✓		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
59 S - ✓ B - ✓	If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	Y	✓		✓
60 S - ✓ B - ✓	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.	Y	✓	Financial Operational	✓
61 S - ✓ B - ✓	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.	Partially	Reliant Standard - 63		Where practicable
62 S - ✓ B - ✓	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.	Partially	Reliant Standard - 63		Where practicable
63 S - ✓ B - ✓	You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.	Y	✓		✓
64 S - ✓ B - ✓	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 that a person who requires an English language reception service.	Partially		Operational – Welsh Language Speakers Staffing Reliant Standards – 67 & 68	Best endeavours

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale
67 S - ✓ B - ✓	You must display a sign in your reception which states (in Welsh) that persons are welcome to use the Welsh language at the reception.	Y	✓ Reliant Standards – 67 & 68		✓
68 S - ✓ B - ✓	You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	Y	✓		✓
69 S - ✓ B - ✓	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.	Y	✓		✓
70 S - ✓ B - ✓	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	Y	✓		✓
72 S - ✓ B - ✓	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.	Y	✓ Reliant Standards – 72A & 75		✓
72A S - ✓ B - ✓	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).	Y	✓		✓

Bridgend – Standard 71

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
74 S - ✓ B - ✓	If you receive an application for a grant in Welsh and it is necessary to interview the applicant as part of your assessment of the application you must - (a) offer to provide a translation service from Welsh to English to enable the applicant to use the Welsh language at the interview, and (b) if the applicant wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	Y	✓ Reliant Standards – 72 & 72A		✓
75 S - ✓ B - ✓	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.	Y	✓		✓
77 S - ✓ B - ✓	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.	N		Financial Operational – Welsh Language Speakers Reliant Standards – 77A & 80	
77A S - ✓ B - ✓	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).	N		Financial Operational – Welsh Language Speakers	
79 S - ✓ B - ✓	If you receive a tender in Welsh and it is necessary to interview the tenderer as part of your assessment of the tender you must - (a) offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview, and (b) if the tenderer wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	N		Financial Operational – Welsh Language Speakers Reliant Standards – 77 & 77A	

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
80 S - ✓ B - ✓	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.	N		See Above	Costs involved?
81 S - ✓ B - ✓	You must promote any Welsh language service that you provide, and advertise that service in Welsh.	Y	✓		✓
82 S - ✓ B - ✓	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	Y	✓		✓
83 S - ✓ B - ✓	When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	Y	✓		✓
85 S - ✓ B - ✓	If you offer an education course that is open to the public and which is aimed specifically at persons aged 18 or under, you must offer it in Welsh.	N		Financial Operational – Welsh Language Speakers Staffing	
86 S - ✓ B - ✓	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.	N		Financial Operational – Welsh Language Speakers Staffing	
87 S - ✓ B - ✓	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.	Y	✓		✓

Standard Number	Standard	Can we meet it?	already/minimum effort	No - why not?	Timescale?
POLICY					
88 S - ✓ B - ✓	When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	N			Working towards this but not within 6 months
89 S - ✓ B - ✓	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	N			Working towards this but not within 6 months
90 S - ✓ B - ✓	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	N			Working towards this but not within 6 months

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
91 S - ✓ B - ✓	When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	N			Working towards this but not within 6 months
92 S - ✓ B - ✓	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would have positive effects, or increased positive effects, on (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	N			Working towards this but not within 6 months
93 S - ✓ B - ✓	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 - a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	N			Working towards this but not within 6 months

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
94 S - ✓ B - ✓	<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 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> <p>ii) treating the Welsh language no less favourably than the English language;</p> <p>(ch)whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant on –</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language.</p>	N			Working towards this but not within 6 months

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
95 S - ✓ B - ✓	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 - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	N			Working towards this but not within 6 months
96 S - ✓ B - ✓	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 (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	N			Working towards this but not within 6 months
97 S - ✓ B - ✓	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 (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	N			Working towards this but not within 6 months
OPERATIONAL					
98 S - ✓ B - ✓	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	Y	✓		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
99 S - ✓(1yr) B - ✓(1yr)	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.	N		Financial Operational	
100 S - ✓(1yr) B - ✓(1yr)	You must (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.	N		Financial Operational	
101 S - ✓(1yr) B - ✓(1yr)	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.	N		Financial Operational	
102 S - ✓(1yr) B - ✓(1yr)	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.	N		Financial Operational	
103 S - ✓(1yr) B - ✓(1yr)	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.	N		Financial Operational	
104 S - ✓(1yr) B - ✓(1yr)	You must ask each employee whether he or she wishes to receive any forms that record and authorise - (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	N		Financial Operational	

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
105 S - ✓(1yr) B - ✓(1yr)	If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	Y	✓	Financial Operational	Change to 12 months
106 S - ✓(1yr) B - ✓(1yr)	If you publish a policy relating to health and well-being at work, you must publish it in Welsh	Y	✓	Financial Operational	Change to 12 months
107 S - ✓(1yr) B - ✓(1yr)	If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	Y	✓	Financial Operational	Change to 12 months
108 S - ✓(1yr) B - ✓(1yr)	If you publish a policy relating to performance management, you must publish it in Welsh.	Y	✓	Financial Operational	Change to 12 months
109 S - ✓(1yr) B - ✓(1yr)	If you publish a policy about absence from work, you must publish it in Welsh.	Y	✓	Financial Operational	Change to 12 months
110 S - ✓(1yr) B - ✓(1yr)	If you publish a policy relating to working conditions, you must publish it in Welsh.	Y	✓	Financial Operational	Change to 12 months
111 S - ✓(1yr) B - ✓(1yr)	If you publish a policy regarding work patterns, you must publish it in Welsh.	Y	✓	Financial Operational	Change to 12 months
112 S - ✓ B - ✓	You must allow each member of staff - (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or about her.	N		Financial Operational Reliant Standard - 112A	
112A S - ✓ B - ✓	You must state in any document that you have that sets out your procedures for making complaints that each member of staff may - (a) make a complaint to you in Welsh, and (b) respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	N		Financial Operational Reliant Standard - 112	

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
114 S - ✓ B - ✓	If you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting; (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without translation services).	N		Financial Operational	
115 S - ✓ B - ✓	When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff - (a) made the complaint in Welsh, (b) responded in Welsh to a complaint about him or about her, (c) asked for a meeting about the complaint to be in Welsh, or (ch) asked to use the Welsh language at a meeting about the complaint.	N		Financial Operational	
116 S - ✓ B - ✓	You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.	N		Financial Operational Reliant Standard - 116A	
116A S - ✓ B - ✓	You must - (a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her, and (b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.	N		Financial Operational Reliant Standard - 116	

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
118 S - ✓ B - ✓	If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or her conduct you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and (b) explain that you will provide a translation service for that purpose if it is required; and, if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without a translation service).	N		Financial Operational	
119 S - ✓ B - ✓	When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff - (a) responded to allegations made against him or her in Welsh, (b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or (c) asked to use the Welsh language at a meeting regarding the disciplinary process.	N		Financial Operational	
120 S - ✓ B - ✓	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).	N		Financial Operational	
122 S - ✓ B - ✓	You must ensure that - (a) the text of the homepage of your intranet is available in Welsh, (b) any Welsh language text on your intranet's homepage (or, where relevant, your Welsh language intranet homepage) is fully functional, and (c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your intranet.	N		Financial Operational Reliant Standard - 124	

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
124 S - ✓ B - ✓	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.	N		Financial Operational	
125 S - ✓ B - ✓	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.	Y	✓		✓
127 S - ✓ B - ✓	You must assess the Welsh languages skills of your employees.	Y	✓	Financial Operational	Not sure if this should change to green as we ask employees on their application forms their welsh language ability and then record on VISION
130 S - ✓ B - ✓	You must provide opportunities during working hours (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers.	Partially	If a training request is received, supported by the employee's line manager for Welsh Language training, it will be provided.	Financial Operational	Part compliant
131 S - ✓ B - ✓	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.	Partially	See above – training will be arranged on request	Financial Operational	Part compliant
132 S - ✓ B - ✓	You must provide training courses so that your employees can develop - (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture);(b) an understanding of the duty to operate in accordance with the Welsh language standards;(c) an understanding of how the Welsh language can be used in the workplace.	Partially	See above – training will be arranged on request	Financial Operational	Part compliant

Swansea – 126,128,129

Bridgend - 126,129

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
133 S - ✓ B - ✓	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.	Y	✓		✓
134 S - ✓ B - ✓	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.	Y	✓		✓
135 S - ✓ B - ✓	You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in email messages, and to provide a Welsh language version of any message which informs others that they are unavailable to respond to e-mail messages.	Y	✓		✓
136 S - ✓ B - ✓	When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	Y	✓ Reliant Standard - 136A		✓
136A S - ✓ B - ✓	If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must—(a) specify that when advertising the post, and (b) advertise the post in Welsh.	Y	✓		✓
137 S - ✓ B - ✓	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.	N		Financial Operational Reliant Standard - 137B &140	Part compliant (Welsh Schools)

Swansea - Standard 137A

Bridgend – Standard 137A

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
137B S - ✓ B - ✓	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).	N		Financial Operational	Part compliant (Welsh Schools)
139 S - ✓	You must ensure that your application forms for posts - (a) provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment, and (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and, if the individual wishes to use the Welsh language at the interview or assessment, you must provide a simultaneous translation service at the interview or assessment (unless you conduct the interview or assessment in Welsh without that translation service).	N		Financial Operational	
140 S - ✓ B - ✓	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.	N		Financial Operational	Part compliant (Welsh Schools)
141 S - ✓ B - ✓	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 displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	N		Financial Operational Reliant Standard - 143	
142 S - ✓ B - ✓	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.	N		Financial Operational	

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
143 S - ✓ B - ✓	You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	N		Financial Operational	
144 S - ✓ B - ✓	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.	N		Financial Operational	
RECORDS					
147 S - ✓ B - ✓	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.	Y	✓		✓
148 S - ✓ B - ✓	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.	Y	✓		✓
149 S - ✓ B - ✓	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).	Y	✓		✓
150 S - ✓ B - ✓	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	Y	✓		✓
151 S - ✓ B - ✓	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 each financial year and, where you have that information, you must keep a record of the skill level of those employees.	Y	✓		✓

Swansea – standard152

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
153 S - ✓ B - ✓	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.	Y	✓		✓
154 S - ✓ B - ✓	You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 136) as posts where - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	Y	✓		12 months
SUPPLEMENTARY SERVICE DELIVERY					
155 S - ✓ B - ✓	You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	Y	✓		✓
156 S - ✓ B - ✓	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, (b) publish a document that records that procedure on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	Y	✓		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
157 S - ✓ B - ✓	You must - (a) ensure that you have arrangements for - (i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply, (ii) promoting the services that you offer in accordance with those standards, and (iii) facilitating the use of those services, (b) publish a document that records those arrangements on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	Y	✓		✓
158 S - ✓ B - ✓	(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. (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. (3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available— (a) on your website, and (b) in each of your offices that are open to the public.	Y	✓		✓
159 S - ✓ B - ✓	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.	Y	✓		✓
160 S - ✓ B - ✓	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.	Y	✓		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
SUPPLEMENTARY POLICY					
161 S - ✓ B - ✓	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 - (a) on your website, and (b) in each of your offices that are open to the public.	Partially		Financial Operational	Possible but dependant on timescale
162 S - ✓ B - ✓	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the policy making standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, (b) publish a document that records that procedure on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	Partially		Financial Operational	Possible but dependant on timescale
163 S - ✓ B - ✓	You must - (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, (b) publish a document that records those arrangements on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	Partially		Financial Operational	Possible but dependant on timescale

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
164 S - ✓ B - ✓	(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. (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. (3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available - (a) on your website, and (b) in each of your offices that are open to the public.	Partially		Financial Operational	Possible but dependant on timescale
165 S - ✓ B - ✓	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.	Partially		Financial Operational	Possible but dependant on timescale
166 S - ✓ B - ✓	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.	Partially		Financial Operational	Possible but dependant on timescale

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
SUPPLEMENTARY OPERATIONAL					
167 S - ✓ B - ✓	You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public	Y	✓		✓
168 S - ✓ B - ✓	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the operational standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, and (b) publish a document that records that procedure on your intranet.	Y	✓		✓
169 S - ✓ B - ✓	You must - (a) ensure that you have arrangements for - (i) overseeing the way you comply with the operational standards with which you are under a duty to comply, (ii) promoting the services that you offer in accordance with those standards, and (iii) facilitate the use of those services, and (b) publish document that records that procedure on your intranet.	Y	✓		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
170 S - ✓ B - ✓	(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.(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) (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);(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);(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);(ch) the number of new & vacant posts that you advertised during the year which were categorised as posts where (i) Welsh language skills were essential,(ii) Welsh language skills needed to be learnt when appointed to the post,(iii) Welsh language skills were desirable, or (iv) Welsh language skills were not necessary,(on the basis of the records you kept in accordance with standard 154);(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.(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.(4) You must publicise the fact that you have published an annual report.(5) You must ensure that a current copy of your annual report is available -(a) on your website, &(b) in each of your offices that are open to the public.	Y	✓		✓

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
171 S - ✓ B - ✓	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.	Y	✓		✓
172 S - ✓ B - ✓	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with which you are under a duty to comply.	Y	✓		✓
SUPPLEMENTARY RECORDS					
175 S - ✓ B - ✓	You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	Y	✓		✓
176 S - ✓ B - ✓	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.	Y	✓		✓

Standards required to comply with within a year.

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
SERVICE DELIVERY					
41 S - ✓ B - ✓	If you produce the following documents you must produce them in Welsh— (a) agendas, minutes and other papers that are available to the public, which relate to management board or cabinet meetings; (b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public	N		Financial Operational Requires a new infrastructure	
71 S - ✓ (6mths) B - ✓ (6mths)	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.	Y	✓	Financial Operational	✓
76 S - ✓ B - ✓	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.	N		Financial Operational	Difficulty in some areas due to technical/legal requirements
OPERATIONAL					
126 S - ✓ (6 mths)	You must provide the interface and menus on your intranet pages in Welsh.	N		Financial Operational	
128 S - ✓ (6 mths) B - ✓	You must provide training in Welsh in the following areas, if you provide such training in English - (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety.	N		Financial Operational	
129 S - ✓ (6 mths)	You must provide training (in Welsh) on using Welsh effectively in (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.	N		Financial Operational	

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
137A S - ✓ (6 mths)	If you publish - (a) application forms for posts; (b) material that explains your procedure for applying for posts; (c) information about your interview process, or about other assessment methods when applying for posts; (ch) job descriptions; you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.	Partially		Financial Operational Partially comply. Doing where appropriate	
PROMOTION					
145 S - ✓ B - ✓	You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) - (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).	N		Financial Operational	Need to work toward for dialogue with WLC to understand what the expectation might be
146 S - ✓ B - ✓	Five years after publishing a strategy in accordance with standard 145 you must - a) assess to what extent you have followed that strategy and have reached the target set by it, and (b) publish that assessment on your website, ensuring that it contains the following information (i) the number of Welsh speakers in your area, and the age of those speakers; (ii) a list of the activities that you have arranged or funded during the previous 5 years in order to promote the use of the Welsh language.	N		Financial Operational	Need to work toward for dialogue with WLC to understand what the expectation might be

Standard Number	Standard	Can we meet it?	Already doing Minimum effort	No - why not?	Timescale?
RECORDS					
152 S - ✓ (6 mths) B - ✓	You must keep a record, for each financial year of - (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 128), and (b) if a Welsh version of a course was offered by you in accordance with standard 128, the percentage of the total number of staff attending the course who attended that version.	Y	✓	Financial Operational	✓
SUPPLEMENTARY PROMOTION					
173 S - ✓ B - ✓	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 - (a) on your website, and (b) in each of your offices that are open to the public.	Y	✓	Financial Operational	✓
174 S - ✓ B - ✓	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	Y	✓		✓

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Section 47 Welsh Language (Wales) 2011 Consultation Response Form

Consultation closing date: 20 July 2015

Please note that the failure of a person to participate in a consultation does not prevent the Commissioner from giving the person a compliance notice. Section 56(4) of the Measure notes that it is the relevant person's responsibility to set out reasons why they consider the requirement to comply with a standard, or to comply with it in a particular respect, is unreasonable or disproportionate.

Note the standards included within this Compliance Notice (if any) which you consider to be unreasonable and / or disproportionate. Where appropriate, you should note whether varying a requirement (see examples below) to comply with a standard would make it reasonable and/or proportionate? In the same manner, you should note if there are any other accompanying standards relating to the same activity or issue which you consider to be reasonable and/or proportionate.

Standard Number	Supporting reasons or evidence	Would varying a requirement to comply with a standard make it reasonable and/or proportionate? For example introducing the requirement at different times, in different circumstances or in different areas. You should note what these are, noting all supporting reasons and evidence you consider relevant	Are there any other accompanying standards relating to the same activity or issue which you consider to be reasonable and/or proportionate? Please note the standard number and reasons / evidence
Standard 18	Cannot guarantee we could comply due to reduction in numbers of staff (including Welsh speakers) over recent years.		Standard 19 - This would provide a better level of service particularly if a Welsh speaker is not confident to provide the required service through Welsh.
Standard 22	Unable to comply due to limits on current technology. Significant financial implications to include Welsh.	Introduce the requirement when telephony systems are upgraded or when public sector funding returns to a level of growth	

Standard Number	Supporting reasons or evidence	Would varying a requirement to comply with a standard make it reasonable and/or proportionate? For example introducing the requirement at different times, in different circumstances or in different areas. You should note what these are, noting all supporting reasons and evidence you consider relevant	Are there any other accompanying standards relating to the same activity or issue which you consider to be reasonable and/or proportionate? Please note the standard number and reasons / evidence
Standard 25	<ul style="list-style-type: none"> Partially comply but can't guarantee level of service. Can't fully comply without a lot of money Make best endeavours 	<p>Modify</p> <p>To introduce the requirement when the current financial and staffing position improves and when public sector funding returns to a level of growth.</p>	
Standard 28	<ul style="list-style-type: none"> Partially comply but can't guarantee level of service. Can't fully comply without a lot of money Make best endeavours 	<p>Modify</p> <p>To introduce the requirement when the current financial and staffing position improves and when public sector funding returns to a level of growth</p>	
Standard 30	<p>Financial constraints limit full compliance.</p> <p>Current Scheme allows for varying requirements in area of high demand</p>	<p>More reasonable in the current financial climate to modify the standard to relate only to those areas with the highest concentration of Welsh speakers. This would ensure that a more focused service can be given.</p> <p>Modify to: in high Welsh speaking areas</p>	
Standard 33	<p>Financial constraints limit full compliance.</p> <p>Current Scheme allows for varying requirements in area of high demand</p>	<p>More reasonable in the current financial climate to modify the standard to relate only to those areas with the highest concentration of Welsh speakers. This would ensure that a more focused service can be given.</p> <p>Modify to: in high Welsh speaking areas</p>	

Standard Number	Supporting reasons or evidence	Would varying a requirement to comply with a standard make it reasonable and/or proportionate? For example introducing the requirement at different times, in different circumstances or in different areas. You should note what these are, noting all supporting reasons and evidence you consider relevant	Are there any other accompanying standards relating to the same activity or issue which you consider to be reasonable and/or proportionate? Please note the standard number and reasons / evidence
Standard 42	<p>Financial constraints.</p> <p>Due to financial and staffing implications and the costs involved to upgrade software packages for back office databases it would be unreasonable to comply with this standard.</p>		
Page 85 Standard 52	<ul style="list-style-type: none"> • Translation of standalone webpages can be met. • Problems will be experienced where pages are linked to databases. Significant cost to amending/ purchasing proprietary packages and so would not be possible to fully comply in current climate. • existence of more than one website would severely impede compliance 	<p>Modify:</p> <p>Only webpages not linked to proprietary databases will be in Welsh</p> <p>Timescales to be amended to be more accommodating for the work we are currently undertaking. The translation and updating of the information available on the website requires at least a 12 month timescale.</p>	
Standard 61	<p>This is possible where practicable. Issues particularly in relation to highway signage on Health & Safety grounds, positioning of signage, additional related requirements (land suitability, etc.) cost to erect additional signage; conflict between legislative requirements re: positioning/ readability.</p>	<p>Modify:</p> <p>Requirement to include where practicable</p> <p>Highway signage to be treated as it is under our current Scheme</p> <p>(for reasons already stated)</p>	

Standard Number	Supporting reasons or evidence	Would varying a requirement to comply with a standard make it reasonable and/or proportionate? For example introducing the requirement at different times, in different circumstances or in different areas. You should note what these are, noting all supporting reasons and evidence you consider relevant	Are there any other accompanying standards relating to the same activity or issue which you consider to be reasonable and/or proportionate? Please note the standard number and reasons / evidence
Standard 62	This is possible where practicable. Issues particularly in relation to highway signage on Health & Safety grounds, positioning of signage, additional related requirements (land suitability, etc.) cost to erect additional signage; conflict between legislative requirements re: positioning/readability.	<p>Modify:</p> <p>Requirement to include where practicable.</p> <p>Highway signage to be exempt from this on Health and Safety grounds - a mix of signs with a mix of English/Welsh language appearing first will be at best confusing and at worst possibly fatal.</p>	
Standard 64	We will provide this service with best endeavours – may be a limited service due to staffing	<p>Modify;</p> <p>Better chance of meeting this if restricted to main reception areas not service locations however this would not guarantee a service in Welsh – staff on leave/sickness, etc.</p> <p>Work toward this when situation improves</p>	
Standards 77- 80	Meeting these standards will be impossible in the current climate – financial and staffing constraints. Legalese, time constraints, software functions, etc., will also impact on our ability to meet these Standards		
Standard 85 & 86	Meeting these standards will be impossible in the current climate – primarily due to financial and staffing constraints.		

Standard Number	Supporting reasons or evidence	Would varying a requirement to comply with a standard make it reasonable and/or proportionate? For example introducing the requirement at different times, in different circumstances or in different areas. You should note what these are, noting all supporting reasons and evidence you consider relevant	Are there any other accompanying standards relating to the same activity or issue which you consider to be reasonable and/or proportionate? Please note the standard number and reasons / evidence
Standards 88 - 97	We will be unable to meet these standards within 6 months although we are currently working toward these.	<p>Modify:</p> <p>We are currently working on improving how we develop policy. Such improvements are not able to be achieved in a short timescale and so would welcome a more realistic timeframe of at least 1 to 2 years</p>	
Standards 99-104	Meeting these standards will be impossible in the current climate.		
Standards 105-111	We will be unable to meet these standards within 6 months.	<p>Modify</p> <p>A timescale of 'within 12 months' would be more appropriate</p>	
Standards 112-124	Meeting these standards will be impossible in the current climate due to financial and staffing constraints.		
Standards 127	Partial compliance at present. Work is ongoing in developing our HR/Payroll IT system to capture necessary monitoring data, including Welsh Language skills. Work has taken longer than originally intended due to other demands on the service, funding and staffing constraints.	<p>Modify</p> <p>As we are currently considering how best to overcome the situation it would be more appropriate to introduce the requirement after this work has been completed and taking into account the outcome.</p>	

Standard Number	Supporting reasons or evidence	Would varying a requirement to comply with a standard make it reasonable and/or proportionate? For example introducing the requirement at different times, in different circumstances or in different areas. You should note what these are, noting all supporting reasons and evidence you consider relevant	Are there any other accompanying standards relating to the same activity or issue which you consider to be reasonable and/or proportionate? Please note the standard number and reasons / evidence
Standard 130	<p>Partial compliance.</p> <p>Part (a) - We provide training where a request is supported by the manager – an impact of the funding situation.</p> <p>Part (b) – our internal language is English and so we don't provide this training</p>	<p>Modify</p> <p>To introduce only part (a) of the requirement where the request is supported by the manager of the service</p>	
Standard 131	<p>Partial compliance - see Part (a) above</p>	<p>Modify</p> <p>To introduce only part (a) of the requirement where the request is supported by the manager of the service</p>	
Standard 132	<p>Partial compliance.</p> <p>(a)Some training courses already include a Welsh language awareness element</p> <p>(b) our induction already included this for our Scheme</p> <p>(c) our internal language is English and so we don't provide this training.</p>	<p>Modify</p> <p>Do not introduce part (c) of the requirement</p>	
Standards 137-140	<p>Partial compliance – this is standard procedure for Welsh medium schools</p>	<p>Modify:</p> <p>Requirement to relate only to those posts that have been assessed Welsh essential and posts in Welsh medium schools.</p> <p>Timescale to be extended</p>	

Standard Number	Supporting reasons or evidence	Would varying a requirement to comply with a standard make it reasonable and/or proportionate? For example introducing the requirement at different times, in different circumstances or in different areas. You should note what these are, noting all supporting reasons and evidence you consider relevant	Are there any other accompanying standards relating to the same activity or issue which you consider to be reasonable and/or proportionate? Please note the standard number and reasons / evidence
Standards 141-144	Impossible in current financial climate		
Standards 154	Unable to meet this within 6 Months	Modify: Timescale to be extended to within 12 months	
Standards 161-166	Working towards these but timescales are an issue – dependant on. Please see Standards 88-97 above	Modify: Increase timescales to a more realistic level. Please see Standards 88- 97above	
Standard 41	Impossible due to financial and operational constraints. New infrastructure would be required and in the current climate this is not possible		
Standard 76	Difficulty in some areas due to technical/legal requirements. Please see Standards 77-80 above		
Standards 126 -129	Unable to meet these in the current financial climate		
Standard 137A	Partially comply. Doing where appropriate Please Standards 137-140 above	Modify: Requirement to relate only to those posts that have been assessed Welsh essential/desirable/to be learnt and timescale to be extended Please see Standards 137 -140 above	

Standard Number	Supporting reasons or evidence	Would varying a requirement to comply with a standard make it reasonable and/or proportionate? For example introducing the requirement at different times, in different circumstances or in different areas. You should note what these are, noting all supporting reasons and evidence you consider relevant	Are there any other accompanying standards relating to the same activity or issue which you consider to be reasonable and/or proportionate? Please note the standard number and reasons / evidence
Standard 145	<p>Would need a dialogue with WLC to understand what the expectation might be. Work towards this.</p> <p>All Wales implications.</p>		
Standard 146	<p>Would need a dialogue with WLC to understand what the expectation might be. Work towards this.</p> <p>All Wales implications.</p>		

POLICY AND RESOURCES CABINET BOARD

23RD JULY 2015

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – MRS.K.JONES

SECTION C - MATTER FOR MONITORING

WARDS AFFECTED: ALL

GRANT FUNDING END OF YEAR REPORT 2014/15

PROJECT FUNDS

The Council provides grant funding that is available to various youth, voluntary groups and organisations and the Safer Neath Port Talbot Partnership to apply for. A total of £12,000 was allocated for 2014- 2015.

There are three grant funds : -

1. Youth Related Projects fund

This fund is available to Community Police Officers and community based organisations to apply for financial assistance towards the cost of projects involving young people, not currently taking part in community activity, to provide diversionary activities. A maximum grant of £500 can be used to purchase equipment, transport costs, sessional workers & overheads. Each application is judged on its merits but must fulfil the following criteria

- It involves young people
- It has links to Community Safety
- It achieves the aims of the grant
- It meets the criteria for the application

2. Voluntary Organisations Projects Fund

This fund is available for voluntary organisation to apply for funding for projects that support the Community Safety priorities. A maximum grant of £1,000 can be granted for any expenditure to support specific projects that help meet one or more of the six objectives of the Community Safety Strategy.

- To be carried out in partnership with other agencies
- To reduce the fear of crime
- To reduce fear and incidents of domestic violence
- To reduce potential for youth crime
- To increase public safety
- To reduce substance and drug misuse

3. Safer Neath Port Talbot Partnership Fund

This fund is available for the Safer Neath Port Talbot Partnership to apply for funding to implement projects in line with the Safer Neath Port Talbot priorities.

PROCESS

The fund is administered by the Community Safety team who have delegated authority to determine grant applications. An annual report is produced for Members.

EVALUATION

If an application is approved a short feedback report must be submitted at the end of the project evaluating the success of the project, including relevant performance information.

APPLICATIONS

In 2014 / 2015 the following applications were received: -

Fund granted	No. of Applications	Amount
Youth Related Projects	13	£ 5,614.85
Voluntary Organisation Projects	2	£ 1,859.20
Partnership projects	4	£ 4,528.00
TOTAL	19	£12,002.05

The nineteen applications were received from of a variety of groups and organisations. Sporting organisations looking for funding to attract more young people into the club; community groups aiming to provide vital services; partnership schemes raising the awareness of emerging crime trends and implementing crime reduction initiatives in the community.

EXAMPLES:

Youth - Related Projects

<u>Organisation</u>	<u>Grant</u>
Surf School Wales	£ 500

Surf School Wales based at Aberavon Beach are passionate about providing a service for the children in the area, encouraging them to take part in regular fitness, socialise with other children and learn new skills on the beautiful beach that is on the doorstep – Aberavon. The club already run a weekly surf club which attracts over 100 local children aged 7-16

The grant would provide free surfing lesson for up to 20 children aged 8-16 they would target children who haven't had the opportunity to attend before, once the children have attended the lesson they are then eligible to come along to the weekly youth surf club. This free lesson would give children the chance to learn something new but we then have the platform for them to continue enhancing their new skill, meet new friends and have regular exercise in their home town.

Voluntary Organisation Projects

Port Talbot Women Aid

£1,000

Port Talbot & Afan Women's Aid work with women and children who have been subjected to domestic abuse. The project would involve service users in planning and organising activities and events for fellow victims and survivors. The fund will help set up a coffee morning, a drug and alcohol advice group and a family support service; these will offer women vital information and support to protect themselves and their children from domestic abuse. The funding will also help support the existing 'Material Girl' project, a textile upcycling social enterprise.

Safer Neath Port Talbot Partnership projects

Operation BANG

£693

Operation Bang took place between 13th Oct 14 and 10th Nov 14. The aim was to reduce Anti-Social Behaviour, crime and disorder in Neath Port Talbot (NPT) over the Halloween and Bonfire night period.

The role of the NPT Community Safety team was to support the South Wales Police Annual campaign by organising and attending awareness raising events, developing and implementing diversionary activities and promoting positive messages to partners and members of the public.

The location of the events and activities were intelligence led and the small amount of Community Safety funding assisted in publicising the launch and implementing the campaign.

Partners included:

Mid & West Wales Fire Service	NPT Road Safety Team
NPT Trading Standards	NPT Community First teams
NPT Youth Service	NPT Renewal Area
NPT Neighbourhood Watch	NPT Education department

Outcomes:

Reduced calls to the police

31 st Oct 13	31 st Oct 14	5 th Nov 13	5 th Nov 14
13	1	17	8

Reduced calls to the fire service

5 th Nov 2013	5 th Nov 2014
15	8

This demonstrates quite clearly the fantastic results achieved by partnership working, intervention and diversionary activities. Going forward, should the Cabinet Board approve the proposed Scheme for grant funding to third sector organisations, that framework will be the basis upon which future grant applications to the Community Safety Team will be determined.

RECOMMENDED

That Members note the report.

OFFICER REPORTING:

Mrs S Morris e-mail: s.morris@npt.gov.uk Tel: 01639 889161

2014/15

Appendix 1

YOUTH RELATED PROJECTS

<u>Organisation</u>	<u>Project</u>	<u>Amount</u>	<u>Approved</u>
Port Talbot town cricket club	Summer school	£500	May 14
Sardis youth club	Youth activities	£489.91	May 14
Cwrt Sart school	Crucial Crew	£100	June 14
Margam park Angling club	Fishing for fun	£500	July 14
Keep Wales Tidy	Fairyland Activities	£ 90	July 14
Skewen RFC	Delivering Junior rugby	£500	Sept 14
PT Kickboxing club	Free summer sessions	£500	Sept 14
Crossroads Young Carers	Youth activities	£479.97	Feb 15
Cimla Youth club	Youth activities	£454.97	Feb 15
Port Talbot Lifeguards	Surf school taster class	£500	Mar 15
Velindre Community school	Environment project	£500	Mar 15
Sandfields youth club	New equipment	£500	Mar 15
Glyncorrwg youth club	New equipment	£500	Mar 15

VOLUNTARY ORGANISATION PROJECTS

Care & Repair	Security project	£859.20	Mar 15
Port Talbot & Afan WA	Domestic Abuse group	£1,000	Mar 15

PARTNERSHIP PROJECTS

Aberavon RFC	Schools Programme	£750	July 14
Safer NPT	White Ribbon week	£405	Oct 14
Safer NPT	Operation BANG	£693	Oct 14
Safer NPT	Crucial Crew	£2,680	Mar 15
Total 2013/2014		£12,002.05	

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