Council's Response What the standard says **Council's Position** Commissioner's **Commissioner's Response** 15th February 2017 18th July 2016 Response April 2017 October 2016 22 Comply immediately in the Position unchanged Accept The Council has noted difficulties in relation Any automated telephone Corporate Contact Centre. The Council would be able to comply with the systems that you have must to Social Services Contact Centres and standard in relation to the Corporate Contact mobile phones. The standard relates to provide the complete Extend timetable for Centre. automated telephone service and creates a automated service in Welsh compliance in the Social requirement to ensure that the entire Services contact centres With the ongoing limitations in relation to Welsh service is automated in Welsh. This may language skills amongst the workforce the Council's mean that the system used by the Social Introduce requirement for ability to comply with the standards in relation to Services Contact Centres uses the same automated messaging when the Social Services Contact Centres is greatly automated service. the Council renews its restricted. In addition recruitment is currently mobile phone contracts through internal advertisement and so the pool of In relation to the mobile phones, it is not candidates with Welsh language skills is not being clear whether the messages are those which widened. The ongoing challenge in recruiting social give instructions at the beginning or end of a workers, regardless of language skills, only call. With this in view, I would be grateful if exacerbates the problem faced by the Council. This you could answer the following questions: in turn impacts on the council's ability to meet the standard in relation to social service contact centres. (1) How many automated telephone systems does the Social Services Contact Centres Therefore in order to allow the council an use? opportunity to explore how best to comply we would seek to extend the timescale to comply with (2) Can the Council please confirm the type the standard in relation to the Social Services of messages available on the mobile phones Contact Centres to 30 March 2019. it refers to? If they lead to a message at the end of a call, directing a person to leave a The positon regarding automated messaging on message, the requirement of standard 16 mobile phones was clarified with the may apply. Commissioner's representatives and as such we would seek an exemption in relation to mobile phones due to the limitations of pre-recorded language options. 26 That the standards are Position unchanged Accept In relation to standards 26, 26A, 29 and 29A, If you invite an individual "A" applied except in officers did not agree at a meeting that it to a meeting and the circumstances where the Officers reached an understanding with the would be possible to provide a circumstance meeting relates to the Council can show reliance on Commissioner's office that the safety and wellbeing for the standards in relation to urgent cases. wellbeing of A you must ask translation services would of the individual is paramount. The only issue on which there was A whether A wishes to use prejudice the safety or Therefore the standard can be complied with on the agreement was that simultaneous the Welsh language at the wellbeing of the individual, understanding that where the individual does not translation did not need to be provided meeting and inform A that or where the individual does wish for a translation service to be provided or unless an individual wished it. The standard not wish a translation you will, if necessary, where there is an urgent need to act there would be itself makes this plain. provide a translation service services to be provided no expectation from the Commissioner that this from Welsh to English and would be imposed. Please confirm you accept these standards. from English to Welsh.

Welsh Language Standards

Proposed Response

The definition of a fully automated system in relation to social services has been reassessed and as a result the council withdraw the challenges in relation to social services contact centres. *

As stated in our previous response the Council is experiencing difficulties in recruiting welsh speaking staff which exacerbates the problem in providing a fully bilingual series across are all areas

The challenges in respect of mobile phones centres around the standard messages supplied by the provider not being available in Welsh, e.g. 'press one to change your message' etc.

Consequently a variation to exempt mobile phones, where provider supplied automated options are not available in Welsh.

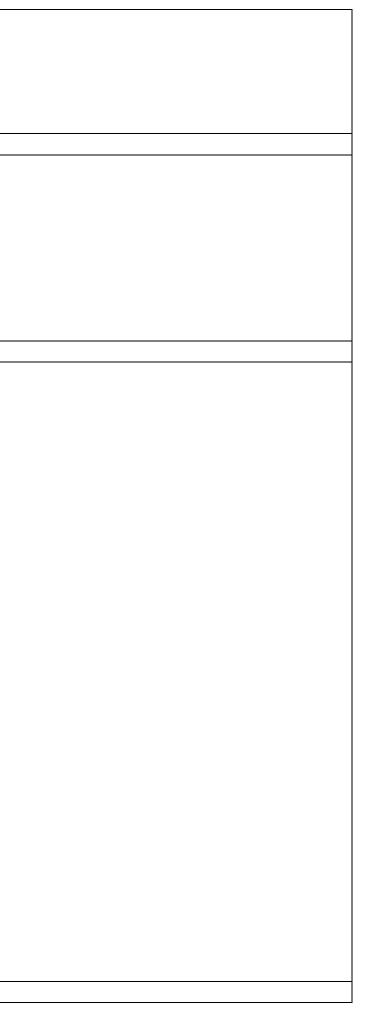
Accept

You must arrange for a simultaneous translation service from Welsh to English and from English to Welsh to be available at a meeting a) if the meeting unived individual A and b) if A has informed you that A wishes to use the Welsh language at the meeting unless you conduct the meeting in Welsh without the assistance of a translation service.applied except in circumstances where the Council can show reliance on translation services would prejudice the safety or wellbeing of the individual, or where the individual does not wish a translation services to be providedOfficers reached an understanding with the Commissioner's office that the safety and wellbeing of the individual does not wish a translation services to be providedofficers did not agree at a meeting that it would be possible to provide a circumstance for the standards in relation to urgent cases. The only issue on which there was agreement was that simultaneous translation did not need to be provided understanding that where the individual does not wish for a translation service to be provided or where there is an urgent need to act there would be no expectation from the Commissioner that this would be imposed.Officers reached an understanding with the commissioner that this would be imposed.Officers did not agree at a meeting that it would be possible to provide a circumstance for the standards in relation to urgent cases. The only issue on which there was agreement was that simultaneous translation did not need to be provided understanding that where the individual does not would be imposed.Intersection from the Commissioner that this the assistance of a translation service.Intersection from the Commissioner that this would be imposed.Please confirm you accept these stan	cce
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language at the meeting.					
in public at the meeting,					
unless you conduct the					
meeting in Welsh without					
the assistance of a					
translation service					
30	Withdrawn	Position unchanged	The challenge to this standard was withdrawn in	Determination:	-
If you arrange a meeting that			July 2016 following a reassessment of the Council's	That Imposing the standard is reasonable	
is open to the public you			position.	and proportionate	
must state on any material					
advertising it, and on any				Subsequent steps:	
invitation to it, that anyone				No Action	
attending is welcome to use					
the Welsh language at the					
meeting.					
33	Withdrawn	Position unchanged	The challenge to this standard was withdrawn in	Determination:	1
If you arrange a meeting that			July 2016 following a reassessment of the Council's	That Imposing the standard is reasonable	
is open to the public, you			position.	and proportionate	
must ensure that a					
simultaneous translation				Subsequent steps:	
service from Welsh to				No Action	
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.					
You must comply with					
standard 33 in every					
, circumstance,					
except:					
 where an invitation or 					
material advertising the					
meeting has asked					
persons to inform you					
whether they wish to use					
the Welsh language, and					
that no person has					
informed you that he or					
she wishes to use the					
Welsh language at the					
meeting.					



41	The standard should not be	Position unchanged	The Council is unable to comply with this standard	Further information is requested:	Th
If you produce the	imposed	Standard has been	for the reasons provided in our earlier response.	I The Council continues to oppose being	un
following documents you		varied already - see		subject to standard 41 and is reluctant to	•
must produce them in		standard	While it appears other councils have been able to	accept the circumstance proposed, referring	
Welsh:			accept the standard, evidence circulated by a range	to arguments previously presented. It also	
(a) agendas, minutes and			of other councils demonstrates that in some	asserts it has evidence of non compliance	
other papers that are			instances, the standard is not being complied with	among other local authorities. The Council	
available to the public			fully, the content of minutes have been substantially	has not explained why it is not possible to	
which relate to			changed to enable Welsh versions of the minutes to	use an external translation service in order	
management board of cabinet meetings			be produced in accordance with the other legal	to meet standard 41. The Commissioner is	
(b) agendas, minutes and			requirements governing the conduct of meetings,	unwilling to discount the official status of the	•
other papers for meetings			additional staff have been recruited, the priority that	Council's Welsh language record as it would	
conferences or seminars			has needed to be given to the minutes has created a	be contrary to a fundamental principle	
that are open to the public			delay in other work being translated. The evidence	contained in the Welsh language Measure.	
			from elsewhere confirms that the Council's		
You must comply with			assessment of the impact of this standard is accurate		
standard 41(a) in every circumstance,			and would be unreasonable and disproportionate.		
except:					
 other papers that are 			The Council maintains that the imposition of this		
available to the public,			standard is not workable in practice as meeting		
which relate to			agendas and minutes are subject of change up to the		
management board or			deadline for meeting papers to be published. There		
cabinet meetings.			is a separate set of legal rules governing the		
You must comply with			production of papers for formal meetings of the		
standard 41(b) in every circumstance,			Council and the basis of the Council's challenge is to		
except:			avoid a situation where it would be seeking to satisfy		
 other papers for 			conflicting legal requirements. If the Council's		
meetings that are open			Democratic Services Team were of a different		
to the public.			linguistic profile then this problem would not arise.		
			However, as pointed out in the earlier submission,		
			there is only one member of the team who speaks		
			Welsh and who does not have sufficient competence		
			to read or write in Welsh. Therefore the team is		
			unable to operate bilingually and will be reliant on		
			external translation services.		
			However, the council seeks to find a workable		
			compromise in this area and would suggest a		
			variation in addition to that already proposed.		
			Bilingual agenda and minutes could be produced if		
			there was no requirement for them to be produced		
			simultaneously although it is acknowledged that this		
			would incur additional costs. This would reduce the		
			risk of not meeting our legal requirements governing		
			the production of papers for council meetings.		
			Additionally, to avoid the risk of challenge given that		
			it is not possible to create identical records in Welsh		
			and English in case of dispute, the English records		
			would be deemed to represent the official record of		
			the Council.		

The Council is minded to accept the standard on the understanding that:

- Translated Welsh versions of minutes will not be available contemporaneously. This is due to the time required for translations to be undertaken. While the cost of translating such documents remains an issue for the Council, unlike other authorities there is no view to change our practices potentially resulting in jeopardising the democratic process in order to reduce translation costs.
 - The English version of the minutes will be relied upon in the event of any dispute. This is not meant to undermine the fundamental principle of the
 - contained in the Welsh language Measure but purely a practical approach as limited language skills within the relevant section would not allow for accuracy checks.

42 Any licence or certificate you produce must be produced in Welsh.	The standard should not be imposed	Prepared to extend the imposition date (6 months from date of determination)	Accept The Council would be able to comply with this standard if agreement on a variation to reflect the different licences or certificates that are issued could be reached. These fall into two categories: • Licences and certificates that are displayed to the public • Licences and certificates which are not displayed to the public The Council is able to provide bilingual licences/certificates that are displayed to the general public. The Council would be able to provide Welsh licences/certificates, which are not displayed to the public, where the individual has requested the licence/certificate in Welsh.	The Commissioner has proposed a circumstance [see below]. However, the Commissioner cannot agree to establish a practice of providing a Welsh service on request. Will the Council confirm that it will always <i>offer</i> to provide a licence or a certificate in Welsh as a matter of course? Please also confirm the Council is satisfied with the circumstance proposed. Standard 42 – Any licence or certificate that you produce must be produced in Welsh. You must comply in relation to a licence or certificate that is published in every circumstance. You must comply in relation to a licence or certificate that is issued to a person, and that is not published in the following circumstances: a) When you have offered to produce a licence of certificate in Welsh for a person, and b) When that person has informed you that they wish to receive a licence or certificate in Welsh Imposition day – 6 months from the date of the determination	Accer Furth the C variat stand The c Comr Licen public Welst Licen public and p produ wish
52 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 favourable than the English language on your website	Clarification sought that the standard does not extend to third party systems that interface with the Council's website	Position unchanged but clarification that standard relates only to information Council is responsible for	Accept Further clarification had been received from the Commissioner's office that this standard would only apply to those webpages the Council is fully responsible for, with third party systems being outside of the standard.	Determination: That Imposing the standard is reasonable and proportionate Subsequent steps: No Action	Accep
61 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	The standard should be amended to exclude those that would prejudice public safety if the standard were to be fully applied	Position unchanged – further evidence required to substantiate arguments	Traffic SignsThe Council maintains that in particular circumstances the mix of signs at certain locations could have safety implications.While the Council currently erects bilingual signs with where the English language is first there is a	Due regard was given to issues of road safety by Welsh Ministers during the drafting of Standards regulations and as such the Commissioner has confidence in the subordinate legislation approved by the National Assembly for Wales. A circumstance	The C under Langu suitat Howe instal

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ther clarification was sought and received in relation to Commissioner's interpretation of the standard and iation and as a result the council is able to accept the ndard

commissioner's interpretation has been clarified as:

mmissioner's interpretation

ences and certificates that will be published and made plic (for example on the website) to be produced in elsh.

ences and certificates for a person, that will not be olished or made public, a Welsh version to be offered d provided should the person wish. No requirement to oduce in Welsh if the person has noted that they do not h to receive it in Welsh.

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e Council is minded to accept the Standard on the derstanding that paragraph 25, Part 3 of The Welsh guage Standards (No1) Regulation 2016 provides table recourse.

wever, the Council remains of the view that the tallation of large(r) signs may be impractical in some

	concern that execting new or renewing signage will	is not needed in order to allay the Councils'	insta
as you display corresponding English	concern that erecting new or renewing signage will cause considerable safety and practical issues.	concerns in relation to the appropriate use	insta
language text or on a	cause considerable safety and practical issues.	of standardized place names.	The
separate sign) and if the	A new bilingual sign, as per the prescribed	or standardized place names.	resp
same text is displayed in	standards, erected next to an existing bilingual sign	It should be noted that paragraph 25, Part 3	stree
Welsh and in English you	would result in confusion for road users. A mix of	of The Welsh Language Standards (No1)	this.
must not treat the Welsh	languages placed first would result in the reduction	Regulation 2016 notes the following:	cino.
language text less	of safety on highways with drivers requiring	A body is not required to produce to display	The
favourable than the English	increased time to read the information, as well as	or to send material in Welsh to the extent	The
language text	necessitating a reduction in speed. A research study,	that another enactment has specified the	thes
	'Evaluating the effects of bilingual traffic signs on	wording of a document, a sign or a form	
	driver performance and safety', undertaken by the	which would run contrary to that	Ther
	Institute for Transport Studies, University of Leeds,	requirement	tran
	concluded that drivers reading long (four-line)		whe
	messages reduce their speed which impact on		nam
	following drivers who while reading the same		Stree
	message and also beginning to reduce speed might		not l
	and not respond appropriately to the slowing of the		
	lead vehicle. As vehicle headways decrease, the		The
	margins available for drivers to take avoidance		the i
	action are reduced and accident risk increases.		refle
	Although the study focused on motorway variable		
	message signs the principle can be applied to		
	general traffic signs.		
	On practical grounds information must be displayed		
	in line with Traffic Signs Regulations and General		
	Directions 2016 and guidance LTN 1/94 The Design		
	and Use of Directional Informatory Signs. These		
	requirements determine the size of signs and if		
	larger than that already at a location could result in		
	larger post(s), additional support rails and larger		
	foundations; due to larger signs being susceptible to		
	more wind loading and overturning and/or bending		
	at the base. Increasing the post size may also		
	increase damage to errant vehicles and increase the		
	risk of injury to passengers. In addition, larger signs		
	cannot always be accommodated at the specific		
	location: due to lack of space; potential issues in		
	relation to access/egress as well as presenting		
	difficulties for pedestrians particularly for those		
	with a visible impairments, using wheelchairs or with		
	small children and prams/pushchairs.		
	With the language profile of the County Porough		
	With the language profile of the County Borough		
	along with the cost and practical implications of		
	erecting new signage, adherence to the standards in		
	all instances is not considered reasonable or		
	proportionate. However, the Council does recognise		
	the importance of bilingual signage and as such		
	would seek variations to the standards to take into		<u> </u>

stances due to the location, size, safety of the site, etc.

e Council is not persuaded that the Commissioner's sponse addresses the concerns raised in relation to reet signs and so would welcome further dialogue on is.

e council wishes to clarify the position re street signs. e Commissioner refers to standardised place names but ese are not the same as names of local roads and streets.

ere is no issue with road/street names that are easily anslated, e.g. High Street, Main Road, etc. Problems arise nen names cannot be translated as the origin of the me cannot be determined, e.g. Constant Road, Conduit reet, or where a street historically known in Welsh does of have the same meaning when translated to English.

e Council would welcome dialogue to further explore e issues surrounding signage and to seek a variation to flect the above concerns.

			account the above genuine concerns. For example:		
			Except where the new/renewed sign requires larger signs, posts, foundations and the location cannot accommodate this due to space or 'clutter'. Except where a mix of English /Welsh language first signs would be located at road junctions on major arteries.		
			Where the safety of pedestrians and road users would be impacted upon due to the installation of the required signage		
			Street Signs The requirement of the standard is achievable for most signs without compromising the original name of the road, however, there are some instances where this will always be a challenge, i.e. where there is no appropriate translation/where a translation bears no resemblance to what the street is predominantly known as, for example, Conduit Street, Constant Road. It may be considered more appropriate in such instances to use the format: Heol Conduit Street. A variation reflecting this would be appropriate especially given the recent exercise undertaken by the Commissioner in respect of standardising place names where confirmation of locally used names and their spellings were sought. A variation is therefore sought in respect of street signs with an exemption for those established roads which are known in English and where a Welsh		
			translation would be unsuitable.		
62 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 read first.	The standard should be amended to exclude those that would prejudice public safety if the standard were to be fully applied	Position unchanged – further evidence required to substantiate arguments	Traffic SignsThe Council maintains that in particular circumstances the mix of signs at certain locations could have safety implications.While the Council currently erects bilingual signs with where the English language is first there is a concern that erecting new or renewing signage will cause considerable safety and practical issues.A new bilingual sign, as per the prescribed standards, erected next to an existing bilingual sign would result in confusion for road users. A mix of	Due regard was given to issues of road safety by Welsh Ministers during the drafting of Standards regulations and as such the Commissioner has confidence in the subordinate legislation approved by the National Assembly for Wales. A circumstance is not needed in order to allay the Councils' concerns in relation to the appropriate use of standardized place names. It should be noted that paragraph 25, Part 3 of The Welsh Language Standards (No1) Regulation 2016 notes the following:	The undo Lang suita How insta insta The addu and
			languages placed first would result in the reduction of safety on highways with drivers requiring	A body is not required to produce to display or to send material in Welsh to the extent	The The

he Council is minded to accept the Standard on the nderstanding that paragraph 25, Part 3 of The Welsh anguage Standards (No1) Regulation 2016 provides uitable recourse.

owever, the Council remains of the view that the stallation of large(r) signs may be impractical in some stances due to the location and size of site, etc.

he Council is unsure that the Commissioner's response ddresses the concerns raised in relation to Street signs nd so would welcome further dialogue on this.

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Image:		messages reduce their speed which impact on		Street
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Except where a mix of English /Welsh language first		signs, posts, foundations and the location cannot		
		accommodate this due to space or 'clutter'.		
signs would be located at road junctions on major				
		signs would be located at road junctions on major		

ere is no issue with road/street names that are easily nslated, e.g. High Street, Main Road, etc. Problems arise en names cannot be translated as the origin of the me cannot be determined, e.g. Constant Road, Conduit eet, or where a street historically known in Welsh does t have the same meaning when translated to English.

ariation is sought to reflect the above.

					1
			arteries.		
			Where the safety of pedestrians and road users would be impacted upon due to the installation of the required signage		
			Street Signs		
			The requirement of the standard is achievable for most signs without compromising the original name of the road, however, there are some instances where this will always be a challenge, i.e. where there is no appropriate translation/where a translation bears no resemblance to what the street is predominantly known as, for example, Conduit Street, Constant Road. It may be considered more appropriate in such instances to use the format: Heol Conduit Street.		
			A variation reflecting this would appear to be appropriate especially given the recent exercised undertaken by the Commissioner in respect of standardising place names where confirmation of locally used names and their spellings were sought.		
			A variation is therefore sought in respect of street signs with an exemption for those established roads which are known in English and where a Welsh translation would be unsuitable.		
64 Any reception service you make available in English must also be available in Welsh and any person who requires a Welsh language reception service ,must not be treated less favourably than a person who requires an English language reception service	The standard is applied at Port Talbot Civic Centre, Neath Civic Centre and Pontardawe but modified to reflect the fact that a bilingual service may only be available in other reception areas via Skype or via a third party service.	Standard will be modified: By 30 March 2016 at: • Civic Centre Neath • Civic Centre Port Talbot • Civic Centre Pontardawe By 30 March 2018 at: • Every other reception service	Accept The proposed modification accepts the Council's position where a bilingual reception service may only be available in the specified areas due to language and staffing limitations. It is proposed that the modification is accepted, with an amendment for accuracy in relation to the Hub, Pontardawe: By 30 March 2016 at: • Civic Centre Neath • Civic Centre Port Talbot • Hub Pontardawe The proposed modification to comply at every other reception service by 30 March 2018 is acceptable providing the Commissioner accepts that a reception service offered in Welsh in these areas may not be in person but via Skype, other technological provision, third party service etc.	The Council has stated that a correction is required to the names of the central receptions that are to be included in the compliance notice. The Commissioner will make the amendment. Beyond this, it is not clear to the Commissioner why the Council refers to the provision of services via Skype under the provision of standard 64. The Commissioner is of the opinion that the provision of services via Skype would probably be captured under the requirement of standard 66 and not standard 64 as this standard enables a body to provide a reception service over the phone if a face to face service is not available. The Council has referred to the provision of services " <i>via Skype, other technological provision, third party service etc</i> ". This quotation from the Council does not give the Commissioner sufficient information to be able to provide a clear circumstance. I would be grateful if you could respond to the	The to the How unal wou the face cons Cou relat The conf allev bilin syste relev be n

e Council acknowledges the Commissioner's agreement the correction.

owever, in relation to other reception areas the Council is able to give sufficient assurance that a bilingual service ould be possible by the suggested date. Therefore, given e previously stated alternatives to providing a face to ce bilingual reception service as well as giving full nsideration of the Commissioner's suggestion the puncil now requests that Standard 66 is applied in lation to other reception services.

e Council is currently looking to introduce a video nferencing system across its sites and this would eviate any pressures on reception areas should a ingual service be required. However, even where this stem is fully introduced Standard 66 would remain levant as with the system not all reception areas would manned.

pply Standard 66 instead of the variation for other

			 following requests: (1) Please list all receptions you wish to be exempt from standard 64 by using the interpretation of reception as contained in the Regulations. (2) Of the receptions listed in response to question 1 (above) please note where a Welsh medium service would be offered via Skype. (3) Please explain what other technological provision you propose to use as a means of offering a Welsh language service and list all relevant receptions. 	recept If you service recept Recept an are are ma for the (b) "re persor offices for tha (c) "se centre Curren the ap • • • •
65 If you arrange a visit or appointment in advance for a person ("P") which will mean that P will come to your reception, you must ask P whether P wishes to receive a Welsh language reception service (unless you already know whether P wishes to receive that service in	These are proposed in order to cover the time before the Standard 64 comes into force	Accept This is accepted as an interim standard for those reception areas where standard 64 comes into force on 30 March 2018.	See Standard 64	As abo

eption services –

ou have no face to face Welsh language reception vice available, you must ensure that a Welsh language eption service is available over a phone in your eption.

eption defined as:

- area in a body's offices and service locations where staff made available1
- the purpose of welcoming persons;
- "reception service" means a service for welcoming
- sons to the body's
- ces or service locations by staff who are made available that purpose;
- "service locations" include libraries, leisure centres, arts tres, advice centres and drop in centres.
- rently the following reception areas would benefit from application of Standard 66:
- Baglan Bay Innovation Centre
- Sandfields Young Business Centre
- The Quays
- Pontardawe Arts Centre
- Registrars
- Crematorium
- Croeserw Community Centre
- Cefn Coed Museum
- Tirmorfa
- Libraries Glynneath
 - Cwmavon
 - Port Talbot
 - Neath
 - Baglan
 - Sandfields
 - Skewen
 - Pontardawe

above

		Γ	T		· · · · ·
Welsh).					
You must comply with					
standard 65 until 30 March					
2018					
		-			
65A		These are proposed in	Accept	See Standard 64	As al
You must provide a face to		order to cover the time			
face Welsh language		before the Standard 64	This is accepted as an interim standard for those		
reception service for a		comes into force	reception areas where standard 64 comes into force		
person ("P") at your			on 30 March 2018.		
reception if you have					
arranged a visit or					
appointment for P in					
advance and—					
(a) P has informed you in					
advance that P wishes to					
receive the service in					
Welsh, or					
(b) you are already aware					
that P wishes to receive the					
service in Welsh.					
You must comply with					
standard 65A until 30					
March 2018.					
76	The Council is not able to	Prepared to extend the	Accept	Determination:	Acce
Any invitations to tondor	provide a competent legal	imposition date (6	With the modification and in light of the national	That imposing the standard is not	E . II .
Any invitations to tender for a contract that you	service to meet this standard	months from the date	review of the regulations recently announced by	reasonable and proportionate.	Follo repre
publish must be published		of determination)	Welsh Government the Council has been able to	Subsequent steps:	revie
in Welsh, and you must not			reconsider its positon. While it is acknowledged a	Provide a circumstance for the standard and	acce
treat a Welsh language			small risk of noncompliance remains a possibility the	extend the imposition day. (to 04.10.17)	4 th O
version of any invitation			Council is confident that any such risk wold be		
less favourably than an					
English language version.			manageable.		
You must comply with					
standard 76 in the					
following					
circumstances:					
(a) If the subject matter of					
the tender for a contract					
suggests that it should be produced					
in Welsh, or					
(b) If the anticipated					
audience, and their					
expectations, suggests					
that the document should					
be produced in Welsh.					
			Accont	Determination:	A
be produced in Welsh. 77			Accept	Determination:	Acce Follo
			Accept In light of the national review of the regulations	Determination: That imposing the standard is not reasonable and proportionate.	Acce Follo repre

above

cept

lowing dialogue with the Commissioner and her presentatives and in light of the Welsh Government's view of the Regulations the Council is in a position to cept this standard with the extended imposition day of October 2017.

invitations to tender for a		recently announced by Welsh Government the		revie
contract, you must state in		Council has been able to reconsider its positon.	Subsequent steps:	acce
the invitation that tenders		While it is acknowledged a small risk of	Extend the imposition day. (to 04.10.17)	4 th O
may be submitted in		noncompliance remains a possibility the Council is		
Welsh, and that a tender		confident that any such risk wold be manageable.		
submitted in Welsh will be				
treated no less favourably				
than a tender submitted in				
English				
77A		Accept	Determination:	Acce
			That imposing the standard is not	Follo
You must not treat a		With the modification and in light of the national	reasonable and proportionate.	repre
tender for a contract		review of the regulations recently announced by		revie
submitted in Welsh less		Welsh Government the Council has been able to	Subsequent steps:	acce
favourably than a tender		reconsider its positon. While it is acknowledged a	Extend the imposition day (to 04.10.17)	4 th O
submitted in English		small risk of noncompliance remains a possibility the		
(including, amongst other		Council is confident that any such risk wold be		
matters, in relation to the		manageable.		
closing date for receiving tenders, and in relation to		manageable.		
the time-scale for				
informing tenderers of				
decisions).				
uccisions).				_
79		Accept	Determination:	Acce
			That imposing the standard is not	Follo
If you receive a tender in		With the modification and in light of the national	reasonable and proportionate.	repre
Welsh and it is necessary to		review of the regulations recently announced by		revie
interview the tenderer as		Welsh Government the Council has been able to	Subsequent steps:	acce
part of your assessment of		reconsider its positon. While it is acknowledged a	Extend the imposition day (to 04.10.17)	4 th O
the tender you must -		small risk of noncompliance remains a possibility the		
(a) offer to provide a		Council is confident that any such risk wold be		
translation service from				
Welsh to English to enable		manageable.		
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).				
80		Accept	Determination:	Acce
		With the modification and in light of the national	That imposing the standard is not	Follo
When you inform a		review of the regulations recently announced by	reasonable and proportionate.	repre
tenderer of your decision		Welsh Government the Council has been able to		revie
in relation to a tender, you		reconsider its positon. While it is acknowledged a	Subsequent steps:	acce
must do so in Welsh if the			Extend the imposition day (to 04.10.17)	4 th O
tender was submitted in		small risk of noncompliance remains a possibility the		
Welsh.		Council is confident that any such risk wold be		
		manageable.		

view of the Regulations the Council is in a position to ept this standard with the extended imposition day of October 2017.

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 84 If you offer an education course that is open to the public, you must offer it in Welsh. You must comply with standard 84 in every circumstance, except: when an assessment carried out in accordance with standard 86 comes to the conclusion that there is no need for that course to be offered in Welsh. 	The standards should not be imposed. An alternative way of assessing the requirement for such courses should be developed which is less onerous	Position unchanged- interpretation of standard in line with regulations	AcceptThe Council could comply with this standard if the following exceptions were accepted:Courses where the content is determined by another organisation e.g.: Driver Vehicle Standards Agency (DVSA)Where the accredited trainers providing the course are non-Welsh speakers.In the Council's previous submission Communities First courses were highlighted. However, in light of recent announcements by Welsh Government the Council withdraws its comments in respect of Communities First courses.	The Commissioner is of the view that is it possible to comply with the requirements of the standard by offering a course in Welsh by way of a translation services if it's not possible to do so without translation services and where appropriate. Consequently the Commissioner does not see a need to provide a circumstance.	Prop The 0 trans follo or pr • (0 s t t • (0 c The 0 the i conc
86 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.	The standards should not be imposed. An alternative way of assessing the requirement for such courses should be developed which is less onerous	Position unchanged- interpretation of standard in line with regulations	AcceptThe Council could comply with this standard if the following exceptions were accommodated :Courses where the content is determined by another organisation e.g.: Driver Vehicle Standards Agency (DVSA)Where the accredited trainers providing the course are non-Welsh speakersIn the Council's previous submission Communities First courses were highlighted. However, in light of recent announcements by Welsh Government the Council withdraws its comments in respect of Communities First courses	The Commissioner is of the view that is it possible to comply with the requirements of the standard by offering a course in Welsh by way of a translation services if it's not possible to do so without translation services and where appropriate. Consequently the Commissioner does not see a need to provide a circumstance.	Prop The C trans follor or pr • C s t t • C C The C the is conc
99 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.	Standards only to be applied in Welsh medium schools	Position unchanged – but further evidence invited. Timetable for meeting the standard	HR contracts are not standardised across the Council. While there are some common features terms and conditions are not easily transferable with the majority of these specific to an individual. Meeting this requirement would entail time and cost implications for HR staff and would impact on the service available to more widely to non-Welsh speakers at a time when resources continue to diminish.	The Council continues to argue it is not reasonable and proportionate. The Council has been offered more time to comply. The Council needs to provide an analysis of the anticipated take up. It would also be helpful to know how much time and cost would be required to satisfy that take up. To what extent would the time and the cost be unreasonable or disproportionate?	In 20 (emp school The c and i Coun issue 1996 empl signif admi admi admi addit will r time

pposed response:

e Council accepts that in some cases simultaneous nslations may be appropriate but considers in the lowing circumstances this would be neither appropriate practicable:

- Courses that can only be delivered by non-Welsh speaking accredited trainers – the use of simultaneous translation could lead to mistranslation/
- Misinterpretation or where not accepted by accredited organisations
- Courses that are not classroom orientated, e.g. in cars, on motorbikes, etc.
- e Council would welcome dialogue to further explore issues and to seek a variation to reflect the above incerns

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2016 / 2017 1,295 Statement of Particulars mployment contracts) were issued. This data excludes nool based staff, as schools issue their own Statements.

e cost of translating one Statement of Particulars is £230 d it will take at least one week for translation via the uncil's Welsh Translation Unit. Statements must be ued within 8 weeks, under the Employment Rights Act 96, and as Statements are issued by a small team of 8 nployment administrators, who also undertake a snificant number of other duties, including recruitment ministration, pre-employment vetting, payroll ministration, etc, there is some risk that adding an ditional week to the timescale for issuing Statements II result in the Council not complying with the statutory meframe.

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100 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.		Position unchanged – but further evidence invited. Timetable for meeting the standard	Accept On further consideration it would be possible to accept this standard with specific variations to reflect the size of the task and limitations in respect of current systems. Therefore a variation is proposed: To accept in relation to new employees except for contractual documentation and where correspondence is generated from English only databases. To accept for all other employees by 30 March 2019 except for contractual documentation and where correspondence is generated from English only databases.	The Council was offered more time to comply. The Council has not explained why the requirement to comply with the standard continues to be unreasonable and disproportionate. You are requested to respond to the following enquiries: (1) Why is it unreasonable or disproportionate to provide contractual documents in Welsh? (2) What documents and how many are produced from English only databases and how many Welsh speaking staff does this effect? (3) Why is it not possible to produce the documents in Welsh or arrange for correspondence to be translated?	As V the follo depl inte ther tran conf lang accu in th the See Part Cou com und proo The the expl
101 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.		Position unchanged – but further evidence invited. Timetable for meeting the standard	It would be possible to produce documentation to facilitate this as part of the Council's performance appraisal procedures. However, in relation to setting out individual training needs this is carried out by line managers in the annual performance appraisal and because of the linguistic profile of our managers, with lack of confidence/ability to use the Welsh language as part of the appraisal process it is unlikely that the majority will be able to comply with this.	The Council was offered more time to comply. The Council has stated that a proportion of the organisation's managers would be unable to prepare tailored text as part of staff training needs documents due to lack of confidence or skills in Welsh to do so. The Council has not explained to what extent this would effect its ability to comply nor has it explained how the standard might be complied with by another means. The Council does not give a quantitative account of the likely demand.	Approved about com follo rest emp docu will not
102 You must ask each employee whether he or she wishes to receive any documents that outline his		Position unchanged – but further evidence invited. Timetable for meeting the standard	It would be possible to produce documentation to facilitate this as part of the Council's performance appraisal procedures. However, in relation to setting out individual training needs this is carried out by line managers in the annual performance appraisal	The Council was offered more time to comply. The Council has stated that a proportion of the organisation's managers would be unable to prepare tailored text as part of staff training needs documents due	As a

Welsh language skills have reduced in the HR team since e last provision of information to the Commissioner, lowing the resignation of an HR Officer and the ployment of an HR Officer to the field, the team have no ternal professional HR Welsh language ability – erefore, whilst the Welsh Language Unit can provide a anslation, there is no-one within the team that could nfirm from a professional point of view that the nguage of the employment contract has translated curately and that the contractual meaning is maintained the Welsh language version. This represents a risk to e Council.

e response above. In addition to 1,295 Statements of rticulars, 57 mail merge letters are produced via the uncil's VISION HR database, provided by English mpany Selima. Selima have confirmed that they are not dertaking any further development work on the VISION oduct, as they now have a new product in development. e new product is not available in Welsh, and in any case, e costs of moving to the new product have been plored by the Council and ruled out at the present time.

opraisal documentation forms part of a conversation out employee performance, and that an employee will mplete documentation in advance of the discussion, and llowing the discussion the manager will complete the st of the document, provide it in draft form for the nployee to agree. A requirement to translate this ocumentation from Welsh to English and English to Welsh Il create additional bureaucracy and expense, but it is ot impossible

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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			and because of the linguistic profile of our managers, with lack of confidence/ability to use the Welsh language as part of the appraisal process it is unlikely that the majority will be able to comply with this.	to lack of confidence or skills in Welsh to do so. The Council has not explained to what extent this would effect its ability to comply nor has it explained how the standard might be complied with by another means. The Council does not give a quantitative account of the likely demand.	
103 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		Position unchanged – but further evidence invited. Timetable for meeting the standard	The Council does not have career plans and as such the standard should not be imposed.	The Council was offered more time to comply. The Council has stated that a proportion of the organisation's managers would be unable to prepare tailored text as part of staff training needs documents due to lack of confidence or skills in Welsh to do so. The Council has not explained to what extent this would effect its ability to comply nor has it explained how the standard might be complied with by another means. The Council does not give a quantitative account of the likely demand.	Pleas
104 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.		Position unchanged – but further evidence invited. Timetable for meeting the standard	Accept After further consideration the Council is able to comply with the standard. The Council is able to produce documentation by 30 September 2017; however as this would also form part of the appraisal process full compliance would be more appropriate by 30 September 2018.	Determination: That Imposing the standard is reasonable and proportionate Subsequent steps: No Action	Acce
112 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.	Standards only to be applied in Welsh medium schools	Position unchanged – but further evidence invited. Timetable for meeting the standard	 The Council is able to comply with this standard in relation to Welsh Medium schools as the service is already established and funded. Being mindful of the linguistic profile of its staff, the legal timescales associated with its complaints, discipline and grievance processes as well as the significant cost implications the Council would endeavour to respect language preference of staff accessing these procedures. However, this may not always be practical/possible. To clarify a point made in the Council's previous submission the 25% of staff who indicated they 	Although the Council states its intention to respect staff's language choice, it notes that it will not always be possible to comply with the following standards: 112A, 114, 115, 116, 116A, 118, 119. The Council was offered more time to comply with these. The Council states that a quarter of all the current bilingual workforce have said they would like to use Welsh as outlined by the standards in question. The Council says this is not a large number but goes on to explain the budgetary context and states that the requirement is one that has not been budgeted for and is therefore unreasonable.	We of Sept with Offic adve of 16 quali langu We t and of servi furth

ease note that the Council does not outline or record reer plans therefore compliance is not an issue.

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e do not have professional HR Welsh language ability. e did seek to recruit an HR Officer to the team in ptember 2016, following the resignation of an HR Officer th Welsh language ability, and the deployment of an HR ficer with Welsh language ability to the field. We vertised for an HR Officer with essential Welsh skills, but 16 applicants, only 4 were appropriately professionally alified with the CIPD and of these none were Welsh nguage speakers.

e therefore have no HR professional resource in Welsh, d can only rely on expensive translation and interpreting rvices. This will have the effect of reducing HR resource ther as there is no available budget for this.

			would use the service was in fact 25% of staff who had Welsh language skills. Although not a large	The requirement would have a disproportionate effect on the remainder of	
			number, given the current and expected ongoing	the human resources services. The Council	
			financial situation this additional unfunded cost is	has not been able to demonstrate how this	
			unreasonable for the Council to meet.	is a burden. Reference is made to linguistic	
				ability within trade unions and the risk of not	
			Consequently, the cost of meeting this standard	being able to hold meetings promptly. Again	
			would disproportionately impact on the service	the information given is of a general nature.	
			provided by HR to other staff regardless of their	The Council needs to show that the	
			language skills and other support requirements.	requirement is a burden, without so doing,	
				the Commissioner is unable to change her	
			Additionally, with limited language skills amongst	initial considerations.	
			local trade union representatives there is a risk of a		
			delay in obtaining representation if representatives		
			not available. There is an expectation that matters		
			are dealt with in a timely manner and failure to		
			meet timescales could prejudice the handling of a		
			case.		
112A		Position unchanged –	The Council is able to comply with this standard in	See Above	See
You must state in any		but further evidence	relation to Welsh Medium schools as the service is		
document that you have		invited.	already established and funded.		
that sets out your		Timetable for meeting	· ···, ··· · · · · · · · · · · · · · ·		
procedures for making		the standard	Being mindful of the linguistic profile of its staff, the		
complaints that each			legal timescales associated with its complaints,		
member of staff may -			discipline and grievance processes as well as the		
(a) make a complaint to			significant cost implications the Council would		
you in Welsh, and			endeavour to respect language preference of staff		
(b) respond to a complaint			accessing these procedures. However, this may not		
made about him or about			always be practical/possible.		
her in Welsh;			To clarify a point mode in the Council's proving		
and you must also inform each member of staff of			To clarify a point made in the Council's previous submission the 25% of staff who indicated they		
that right.			would use the service was in fact 25% of staff who		
			had Welsh language skills. Although not a large		
			number, given the current and expected ongoing		
			financial situation this additional unfunded cost is		
			unreasonable for the Council to meet.		
			Consequently, the cost of meeting this standard		
			would disproportionately impact on the service		
			provided by HR to other staff regardless of their		
			language skills and other support requirements.		
			A deltate configure the contain the state of the second state of t		
			Additionally, with limited language skills amongst		
			local trade union representatives there is a risk of a		
			delay in obtaining representation if representatives not available. There is an expectation that matters		
			are dealt with in a timely manner and failure to		
			meet timescales could prejudice the handling of a		

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			case.		
		-			
114	Position unc	•	The Council is able to comply with this standard in	See Above	See
If you receive a complaint	but further e	evidence	relation to Welsh Medium schools as the service is		
from a member of staff or	invited.		already established and funded.		
a complaint about a	Timetable fo	0			
member of staff, and a	the standard	d d	Being mindful of the linguistic profile of its staff, the		
meeting is required with			legal timescales associated with its complaints,		
that member of staff, you			discipline and grievance processes as well as the		
must -			significant cost implications the Council would		
(a) ask the member of staff			endeavour to respect language preference of staff		
whether he or she wishes			accessing these procedures. However, this may not		
to use the Welsh language			always be practical/possible.		
at the meeting;					
(b) explain that you will			To clarify a point made in the Council's previous		
provide a translation			submission the 25% of staff who indicated they		
service from Welsh to			would use the service was in fact 25% of staff who		
English for that purpose if			had Welsh language skills. Although not a large		
it is required;			number, given the current and expected ongoing		
and if the member of staff			financial situation this additional unfunded cost is		
wishes to use the Welsh			unreasonable for the Council to meet.		
language, you must					
provide a simultaneous			Consequently, the cost of meeting this standard		
translation service from			would disproportionately impact on the service		
Welsh to English at the			provided by HR to other staff regardless of their		
meeting (unless you			language skills and other support requirements.		
conduct the meeting in					
Welsh without translation			Additionally, with limited language skills amongst		
services).			local trade union representatives there is a risk of a		
			delay in obtaining representation if representatives		
			not available. There is an expectation that matters		
			are dealt with in a timely manner and failure to		
			meet timescales could prejudice the handling of a		
			case.		
115	Position unc	•	The Council is able to comply with this standard in	See Above	See a
When you inform a	but further e	evidence	relation to Welsh Medium schools as the service is		
member of staff of a	invited.		already established and funded.		
decision you have reached	Timetable fo	-			
in relation to a complaint	the standard	ł	Being mindful of the linguistic profile of its staff, the		
made by him or by her, or			legal timescales associated with its complaints,		
in relation to a complaint			discipline and grievance processes as well as the		
made about him or about			significant cost implications the Council would		
her, you must do so in			endeavour to respect language preference of staff		
Welsh if that member of			accessing these procedures. However, this may not		
staff -			always be practical/possible.		
(a) made the complaint in					
Welsh,			To clarify a point made in the Council's previous		

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(b) responded in Welsh to a		submission the 25% of staff who indicated they		
complaint about him or		would use the service was in fact 25% of staff who		
about her,		had Welsh language skills. Although not a large		
(c) asked for a meeting		number, given the current and expected ongoing		
about the complaint to be		financial situation this additional unfunded cost is		
conducted in Welsh, or		unreasonable for the Council to meet.		
(ch) asked to use the Welsh				
language at a meeting		Consequently, the cost of meeting this standard		
about the complaint		would disproportionately impact on the service		
		provided by HR to other staff regardless of their		
		language skills and other support requirements.		
		Additionally, with limited longuage shills are exact		
		Additionally, with limited language skills amongst		
		local trade union representatives there is a risk of a delay in obtaining representation if representatives		
		not available. There is an expectation that matters		
		are dealt with in a timely manner and failure to meet timescales could prejudice the handling of a		
		case.		
116	Position unchanged –	The Council is able to comply with this standard in	See Above	See
You must allow all	but further evidence	relation to Welsh Medium schools as the service is		Jee
members of staff to	invited.	already established and funded.		
respond in Welsh to	Timetable for meeting			
allegations made against	the standard	Being mindful of the linguistic profile of its staff, the		
them in any internal		legal timescales associated with its complaints,		
disciplinary process.		discipline and grievance processes as well as the		
		significant cost implications the Council would		
		endeavour to respect language preference of staff		
		accessing these procedures. However, this may not		
		always be practical/possible.		
		To clarify a point made in the Council's previous		
		submission the 25% of staff who indicated they		
		would use the service was in fact 25% of staff who		
		had Welsh language skills. Although not a large		
		number, given the current and expected ongoing		
		financial situation this additional unfunded cost is		
		unreasonable for the Council to meet.		
		Consequently, the cost of meeting this standard		
		would disproportionately impact on the service		
		provided by HR to other staff regardless of their		
		language skills and other support requirements.		
		language skins and other support requirements.		
		anguage skins and other support requirements.		
		Additionally, with limited language skills amongst		
		Additionally, with limited language skills amongst		

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		are dealt with in a timely manner and failure to		
		meet timescales could prejudice the handling of a		
		case.		
116A	Position unchanged –	The Council is able to comply with this standard in	See Above	See a
You must -	but further evidence	relation to Welsh Medium schools as the service is		
(a) state in any document	invited.	already established and funded.		
that you have which sets	Timetable for meeting			
out your	the standard	Being mindful of the linguistic profile of its staff, the		
arrangements for		legal timescales associated with its complaints,		
disciplining staff that any		discipline and grievance processes as well as the		
member of staff may		significant cost implications the Council would		
respond in Welsh to any		endeavour to respect language preference of staff		
allegations made against		accessing these procedures. However, this may not		
him or against her, and		always be practical/possible.		
(b) if you commence a				
disciplinary procedure in		To clarify a point made in the Council's previous		
relation to a member of		submission the 25% of staff who indicated they		
staff, inform that member		would use the service was in fact 25% of staff who		
of staff of that right.		had Welsh language skills. Although not a large		
		number, given the current and expected ongoing		
		financial situation this additional unfunded cost is		
		unreasonable for the Council to meet.		
		Consequently, the cost of meeting this standard		
		would disproportionately impact on the service		
		provided by HR to other staff regardless of their		
		language skills and other support requirements.		
		Additionally, with limited language skills amongst		
		local trade union representatives there is a risk of a		
		delay in obtaining representation if representatives		
		not available. There is an expectation that matters		
		are dealt with in a timely manner and failure to		
		meet timescales could prejudice the handling of a		
		case.		
118	Position unchanged –	The Council is able to comply with this standard in	See Above	See a
If you organise a meeting	but further evidence	relation to Welsh Medium schools as the service is		
with a member of staff	invited.	already established and funded.		
regarding a	Timetable for meeting			
disciplinary matter that	the standard	Being mindful of the linguistic profile of its staff, the		
relates to his or her		legal timescales associated with its complaints,		
conduct you must		discipline and grievance processes as well as the		
(a) ask the member of staff		significant cost implications the Council would		
whether he or she wishes		endeavour to respect language preference of staff		
to use the Welsh language		accessing these procedures. However, this may not		
at the meeting, and		always be practical/possible.		
(b) explain that you will				
provide a translation		To clarify a point made in the Council's previous		

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service for that purpose if		submission the 25% of staff who indicated they		
it is required;		would use the service was in fact 25% of staff who		
and, if the member of staff		had Welsh language skills. Although not a large		
wishes to use the Welsh		number, given the current and expected ongoing		
language, you must		financial situation this additional unfunded cost is		
provide a simultaneous		unreasonable for the Council to meet.		
translation service from				
Welsh to English at the		Consequently, the cost of meeting this standard		
meeting (unless you		would disproportionately impact on the service		
conduct the meeting in		provided by HR to other staff regardless of their		
Welsh without a		language skills and other support requirements.		
translation service).				
		Additionally, with limited language skills amongst		
		local trade union representatives there is a risk of a		
		delay in obtaining representation if representatives		
		not available. There is an expectation that matters		
		are dealt with in a timely manner and failure to		
		meet timescales could prejudice the handling of a		
		case.		
110	Desition weeksward	The Coursellie able to consult with this step doublin	Coo Abour	6
119	Position unchanged –	The Council is able to comply with this standard in	See Above	See
When you inform a	but further evidence	relation to Welsh Medium schools as the service is		
member of staff of a	invited.	already established and funded.		
decision you have reached	Timetable for meeting			
following a disciplinary	the standard	Being mindful of the linguistic profile of its staff, the		
process, you must do so in		legal timescales associated with its complaints,		
Welsh if that member of		discipline and grievance processes as well as the		
staff -		significant cost implications the Council would		
(a) responded to		endeavour to respect language preference of staff		
allegations made against		accessing these procedures. However, this may not		
him or her in Welsh,		always be practical/ possible.		
(b) asked for a meeting		possible.		
regarding the disciplinary		To clarify a point made in the Council's proving		
process to be		To clarify a point made in the Council's previous submission the 25% of staff who indicated they		
conducted in Welsh, or		would use the service was in fact 25% of staff who		
(c) asked to use the Welsh				
language at a meeting		had Welsh language skills. Although not a large		
regarding the disciplinary		number, given the current and expected ongoing		
process.		financial situation this additional unfunded cost is unreasonable for the Council to meet.		
		Consequently, the cost of meeting this standard		
		would disproportionately impact on the service		
		provided by HR to other staff regardless of their		
		language skills and other support requirements.		
		Additionally with limited language skills amongst		
		Additionally, with limited language skills amongst		
		local trade union representatives there is a risk of a delay in obtaining representation if representatives		
		not available. There is an expectation that matters		
		not available. There is an expectation that matters		

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			are dealt with in a timely manner and failure to meet timescales could prejudice the handling of a case.		
122 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	The standards should not be imposed	over interpreted	Accept with variation While it was considered that the Council had over interpreted the standard it remains the case that the intranet homepage is dynamic not passive. In order to fully comply a redesign into a passive homepage would be required and would diminish what the Council was trying to achieve. Therefore a variation is sought to accommodate this: to comply with the standard expect where dynamic features are available on the intranet homepage	The Council requests a circumstance for standard 122 in order to be able to continue to provide a dynamic home page in English whilst only providing static information in Welsh. In this context attention must be paid to the interpretation of the standard. The standard notes that a person must ensure that any Welsh language text on its intranet's homepage is fully functional and that the Welsh language should not be treated no less favourably than the English language in connection to this. Imposing a circumstance as sought changes the meaning and requirement of the standard and is contrary to the fundamental principle of the Welsh Language Measure. The Commissioner is unable permit this. It should also be noted that the following does not currently apply to the standard: (a) documents to which a link is provided, advertising material, video and audio clips (b) information presented by persons on the interactive page (for example, a section for comments or on a discussion forum).	The C Current review should The cu transl correct follow Trans Welsh the res Create limite to the whole availa
124 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.	The standards should not be imposed	over interpreted	Accept This standard could be accepted as it refers in essence only to the homepage only.	Determination: That Imposing the standard is reasonable and proportionate Subsequent steps: No Action	Accep
126 You must provide the	The standards should not be imposed	The standards should not be imposed	The Commissioner reconsidered the position and has determined this standard should not be	Determination: That imposing the standard is not	Not in

Council is minded to accept this standard

e Council aims to continue to provide the homepage as rent. However, this may not be sustainable and will iew the matter in due course and revise the page buld, it be necessary.

e communications section is able to provide some nslation although it may not be as grammatically as rect as we would wish. However, there are also the owing **alternatives:**

nslations to be sought from staff already identified as Ish speakers (those that can also write in Welsh) within relevant directorates/service areas

eate a new homepage – in essence a landing page with ited information and then an 'enter here' button linking the current 'homepage'.

hile the above appears tokenistic in reality having the ole homepage in Welsh is tokenistic – the detail is only ilable in English)

epted

interface and menus on			imposed	reasonable and proportionate.	
your intranet pages in			in posed		
Welsh				Subsequent steps: Not imposed	
				.	
128 These standards require the Council to provide internal training on	The standards should not be imposed	The standards should not be imposed	The Commissioner reconsidered the position and has determined this standard should not be imposed	Determination: That imposing the standard is not reasonable and proportionate.	Not ir
recruitment, performance management, complaints and discipline, induction,				Subsequent steps: Not imposed	
health and safety and					
customer services in					
Welsh. Training would also be required in Welsh for					
using Welsh effectively in					
meetings, interviews and					
complaints and discipline					
procedures.					
129	The standards should not be	The standards should	The Commissioner reconsidered the position and	Determination:	Not Ir
You must provide training	imposed	not be imposed	has determined this standard should not be	That imposing the standard is not reasonable and proportionate.	
(in Welsh) on using Welsh			imposed		
effectively in: (a) meetings;				Subsequent steps:	
(b) interviews; and				Not imposed	
(c) complaints and					
disciplinary procedures.					
130	Specific training for	Preliminary	Accept	Determination:	Accep
You must provide	managers in their role of	determination to be	Having given further consideration to this standard	That imposing the standard is reasonable	
opportunities during	managers should be	made	the Council is minded to Accept the standard but	and proportionate.	
working hours:	excluded from the standard		remains of the view that a national training	Subsequent steps:	
(a) for your employees to			programme would be advantageous for all. It would	No Action	
receive basic Welsh			allow for a more consistent content and approach as		
language lessons and (b)			well as being more widely available.		
for employees who manage others to receive					
training on using the Welsh					
language in their role as					
managers					
managers					
131	Withdrawn	Preliminary	The Challenge to this standard was withdrawn by	Determination:	With
You must provide		determination to be	the Council in July 2016	That imposing the standard is reasonable	
opportunities for		made		and proportionate.	
employees who have				Subsequent steps:	
completed basic Welsh				No Action	
language training to					
receive further training					
free of charge, to develop					

t imposed

t Imposed

cepted

thdrawn

their language skills.					
 132 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 	Specific training for managers in their role of managers should be excluded from the standard	Preliminary determination to be made	Accept Having given further consideration the Council is minded to Accept the standard but remains of the view that a national training programme would be advantageous for all. It would allow for a more consistent content and approach as well as being more widely available.	Determination: That imposing the standard is reasonable and proportionate. Subsequent steps: No Action	Acce
137 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.	Standard should apply to Welsh essential posts only	Prepared to extend the imposition date(6 months from the date of determination)	Accept On further consideration the Council is able to comply with this standard	Determination: That imposing the standard is not reasonable and proportionate. Subsequent steps: Extend the imposition day	Acce
137A 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	Standard should apply to Welsh essential posts only	Prepared to extend the imposition date(6 months from the date of determination)	Accept On further consideration the Council is able to comply with this standard	Determination: That imposing the standard is not reasonable and proportionate. Subsequent steps: Extend the imposition day	Accer

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less favourably than any					
English language versions					
of those documents.					
You must comply with					
standard 137A in every					
circumstance,					
except:					
• job descriptions where a					
post has been					
categorised as one					
where Welsh language					
skills are not necessary.					
137B	Standard should apply to	Prepared to extend the	Accept	Determination:	٨٥٢٥
You must not treat an	Welsh essential posts only	imposition date	Αιτερί	That imposing the standard is not	Accep
	weish essential posts only	(6 months from the	On further consideration the Council is able to	reasonable and proportionate.	
application for a post made		· ·			
in Welsh less favourably		date of determination)	comply with this standard	Subsequent steps:	
than you treat an				Extend the imposition day	
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).					
139		Prepared to extend the	Accept	The Commissioner would like to better	The C
You must ensure that your		imposition date(6		understand why the Council proposes to	
application forms for posts		months from the date	On further consideration the Council would be able	limit opportunities to use Welsh at	
-		of determination)	to comply with the standard with some variation.	interview.	
(a) provide a space for			A suggested variation to take into the following is		
individuals to indicate that			sought:	Imposition day:	
they wish to use the Welsh			(a) Where a post is Welsh essential individuals are	6 months from the date of the	
language at an interview or			asked if they wish to use the Welsh language at	determination	
at any other method of			interview in the 'invite to interview' email/letter.		
assessment, and			(b) This requirement would be for Welsh essential		
(b) explain that you will			posts only		
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					
i i anness you conduct the					1

e Council will seek to comply with the standard

interview or assessment in Welsh without that translation service).					
140 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	Standard should apply to Welsh essential posts only	Prepared to extend the imposition date(6 months from the date of determination)	Accept On further consideration the Council is able to comply with this standard	Determination: That imposing the standard is not reasonable and proportionate. Subsequent steps: Extend the imposition day	Accer
141 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.	Definition of a sign to be provided in order for the standard to be fully assessed	Position unchanged. Clarified that this applies to new signs only.	Accept The Council would be able to Accept this standard on the understanding that signs refer to fixed signs rather than notices. This would be further reinforced with the development of an internal policy to distinguish the difference between signs and notices.	Determination:That imposing the standard is reasonable and proportionate.Subsequent steps: No ActionThe Council has already agreed to accept the standards on the basis of the understanding that 'signs' refers to 'fixed' signs rather than notices. The Commissioner can confirm that these standards are relevant to fixed and temporary signs (as noted in the standard). The standards 141 and 142 they apply to new signs or renewed ones only.	Accep
142 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.		Position unchanged. Clarified that this applies to new signs only.	Accept The Council would be able to Accept this standard on the understanding that signs refer to fixed signs rather than notices. This would be further reinforced with the development of an internal policy to distinguish the difference between signs and notices.	Determination: That imposing the standard is reasonable and proportionate. Subsequent steps: No Action The Council has already agreed to accept the standards on the basis of the understanding that 'signs' refers to 'fixed' signs rather than notices. The Commissioner can confirm that these standards are relevant to fixed and temporary signs (as noted in the standard). The standards do not apply to notices. In the case of standards 141 and 142 they apply to new signs or renewed ones only.	Acce
143 You must ensure that the Welsh language text on signs displayed in your		Position unchanged. Clarified that this applies to new signs only.	Accept The Council would be able to Accept this standard on the understanding that signs refer to fixed signs	Determination: That imposing the standard is reasonable and proportionate.	Accer

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workplace is accurate in terms of meaning and			rather than notices. This would be further reinforced with the	Subsequent steps:	
expression.			development of an internal policy to distinguish the difference between signs and notices.	he No Action	
144 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.		Different in October letter compared to initial consideration (we didn't comment on the initial consideration)	Accept The Council is able to accept the standard with the modification stated in the initial consideration: You must comply with standard 144 in all circumstances except: making an announcement first in Welsh during a crisis or emergency	 DETERMINATION: That imposing the standard is not reasonable and proportionate. Subsequent steps: Provide a circumstance for the standard and extend the Imposition day You must comply with standard 144 in every circumstance except: making the announcement in Welsh first during an emergency or an emergency drill 	Acce
145 You must produce and	The standard should exclude the need to set a target	Position unchanged	Accept	It is evident that the Council has concerns regarding setting a target to maintain or	Acce
publish on your website a 5 year strategy that sets out how you propose to promote the Welsh language at facilitate the use of the Welsh language more widely in your area and the strategy must include (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 revised version on your website within 5 years of publishing a strategy (or of published a revised strategy)			The Council is able to accept the standard with the understanding that targets can be set only where the activity is within the council's control or under its influence. Consequently, the Council is unable to set a target in respect of increasing the number of Welsh speakers within Neath Port Talbot.	increase the number of Welsh speakers in its catchment area. Whilst the Commissioner agrees with the Council that all standards set relate to the organisations functions, duties and powers, she remains of the view that it is reasonable to impose the standards in question because the authority does exercise functions which are relevant to the activity in question e.g. the Council is responsible for education and could therefore implement a strategy and set targets to maintain and/or increase the number of Welsh language speakers in its locality. The example demonstrates that the Council as a matter of fact could set a target as required by standard 146.	In lig with respo acce The 0 stand gove does cons

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light of the information provided previously, discussion th the Commissioner's representatives and the resulting sponse from the Commissioner, the Council is able to cept this standard.

te Council remains of the view that this standard and andard 146 are more appropriate for national overnment but does accept that there are areas where it bes have influence or control and as such can be unsidered for inclusion.

146	The standard should exclude	Position unchanged	Accept	See Above	Acce
Five years after publishing	the need to set a target				In lig
a strategy in accordance			The Council is able to accept the standard with the		with
with standard 145 you			understanding that targets can be set only where		respo
must -			the activity is within the Council's control or under		acce
(a) assess to what extent			its influence. Consequently, the Council is unable to		
you have followed that			set a target in respect of increasing the number of		The C
strategy and have reached			Welsh speakers within Neath Port Talbot.		stand
the target set by it, and					gove
(b) publish that assessment					does
on your website, ensuring					cons
that it contains the					
following information -					Targe
(i) the number of Welsh					them
speakers in your area, and					and i
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.					
154	Extend imposition date to	Prepared to extend the	Accept	DETERMINATION:	Acce
You must keep a record in	30 th March 2017	imposition date to 30 th		That imposing the standard is not (ERROR?)	Exter
relation to each financial		March 2017	The Council is able to accept the standard as	reasonable and proportionate.	
year of the number of new			modified by the Commissioner		
and vacant posts which				Subsequent steps:	
were categorised in				Extend the imposition day	
accordance with standard					
136A 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					
(d) Welsh language skills					
are not necessary					

light of the information provided previously, discussion th the Commissioner's representatives and the resulting sponse from the Commissioner, the Council is able to cept this standard.

e Council remains of the view that this standard and andard 146 are more appropriate for national vernment but does accept that there are areas where it bes have influence or control and as such can be nsidered for inclusion.

rgets will be set to meet the standard but in setting em the Council will be mindful of its limitations in control ad influence.

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tended imposition date agreed to by Commissioner