

**PEMBROKESHIRE COAST
NATIONAL PARK AUTHORITY**



**WELSH LANGUAGE STANDARDS
ANNUAL REPORT**

April 2018 – March 2019

This report is also available in Welsh. We can provide this report in alternative formats on request. Please contact:

Administration & Democratic Services Manager

Pembrokeshire Coast National Park Authority

Llanion Park

Pembroke Dock

SA72 6DY

Email: janete@pembrokeshirecoast.org.uk

EXECUTIVE SUMMARY

The Welsh Language (Wales) Measure 2011 sets out a legal framework which imposes a duty on all local authorities and National Park Authorities in Wales, together with the Welsh Ministers, to comply with the Standards relating to the Welsh Language.

The Pembrokeshire Coast National Park Authority is fully committed to the principle of allowing Welsh speakers to use their language in all aspects of their lives and recognises its responsibility to facilitate and promote this use.

In complying with the Welsh Language Standards the Authority's aim is to enable our customers to use the language (Welsh or English) that they are most comfortable with. This report sets out how the Authority is complying with the Standards imposed under the Measure. The Authority recognises that it has made progress but there are improvements still to be made.

1. INTRODUCTION

- 1.1 The Welsh Language Standards means that the Pembrokeshire Coast National Park Authority should not treat the Welsh language less favourably than the English language, and should promote and facilitate the use of the Welsh language to make it easier for people to use it in their day-to-day lives.
- 1.2 The Standards fall into five broad areas:
- **Service Delivery**, which focus on providing services, procurement, corporate identity
 - **Policy Making**, which focus on carrying out an impact assessment of the Welsh language when making policy decisions, and taking positive action to promote use of the Welsh language
 - **Operational**, which focus on promoting and facilitating the Welsh language in relation to the Authority's staff and internal activities
 - **Promotion**, which focus on promoting or facilitating the use of the Welsh language more widely and
 - **Record Keeping**, which focus on keeping records on how the Authority complies with the Standards imposed.
- 1.3 A total of 170 Standards have been imposed on the Authority, with an initial implementation date of the 30th March 2016. A full list of the Standards with which the Authority is required to comply is available on our website and on Parcnet (our intranet for staff and Members).
- 1.4 Standards 158, 164 and 170 stipulate that the Authority must produce an annual report by the 30th June in relation to each preceding financial year. This is the third annual report since the introduction of the Standards and the report focuses on the period from the 1st April 2017 to the 31st March 2018.

2. SERVICE DELIVERY STANDARDS (STANDARDS 1 – 87)

- 2.1 To ensure that all staff are aware of the Service Delivery Standards, we have distributed brief guidance on the delivery of Welsh language services. All Team Leaders and Managers have a duty to ensure that their services comply with the requirements.
- 2.2 **Correspondence (Standards 1 – 7)**
- 2.2.1 Specific guidance has been given to staff for dealing with correspondence, whether paper or electronically.
- 2.2.2 A standard statement has been inserted on the Authority's headed paper and guidance has been provided to staff for inclusion on emails.
- 2.2.3 A database to record the language preferences of service users has been implemented.

2.3 **Answering the telephone (Standards 8 – 22)**

2.3.1 Specific guidance has been given to staff for dealing with telephone calls. If staff are unable to deal with a Welsh language call themselves, they will transfer it to a Welsh speaking colleague to deal with. Pre-recorded messages for calls received out of hours or for callers who experience a busy line are bilingual, with the Welsh message first.

2.4 **Public Meetings (Standards 24 – 36)**

2.4.1 Specific guidance has been issued in relation to arranging meetings, reminding all staff that bilingual invitations should be issued (unless the language choice of all attendees is already known), a simultaneous translation service is provided (if required), and all publicity, written materials, etc. produced by the Authority for the meeting are to be fully bilingual, with the Welsh and English languages treated equally.

2.5 **Documents, Forms and Publicity Material (Standards 37 – 51)**

2.5.1 All press statements have been, and will continue to be published bilingually, with both the Welsh and English languages treated equally.

2.5.2 All the Authority's information leaflets are produced bilingually, with both the Welsh and English languages treated equally, or – if they are produced separately – with a sentence to say that the leaflet is also available in the other language.

2.5.3 Where public documents are printed separately, the Welsh and English languages are treated equally in terms of font, size, format, etc.

2.5.4 The Authority's agendas and minutes are produced bilingually in accordance with Standard 41(a), whilst all materials for conferences or seminars are produced bilingually in accordance with Standard 41(b).

2.6 **Website, apps and social media (Standards 52 and 55 – 59)**

2.6.1 Users of the Authority's website are able to choose their preferred language by clicking on a toggle button.

Web page views by year	Welsh	English
2018/19	10,744	1,275,159
2017/18	11,515*	980,769*
2016/17	12,565	1,077,475

*There was a period in October 2017 when there was a problem with Google Analytics, therefore this figure does not show the overall figures.

2.6.2 All apps produced by the Authority are bilingual.

2.6.3 The Authority's Facebook and Twitter accounts are posted bilingually.

2.7 **Self-service machines (Standard 60)**

2.7.1 All pay and display car park machines are fully bilingual.

2.8 **Signage and Notices (Standards 61 – 63 and 69 – 70)**

2.8.1 The Authority's signage is bilingual, although the Welsh language does not necessarily come first at all times. When these signs will be replaced, they will comply with the Standards in that the Welsh language will be positioned so that it is read first; however, any new signs erected will comply with the relevant Standard(s).

2.8.2 All official Notices are published or displayed bilingually. Where official Notices are printed separately, the Welsh and English languages are treated equally in terms of font, size, format, etc.

2.9 **Reception services (Standards 64 – 70)**

2.9.1 Of the five staff (three full-time equivalents) in the Authority's main reception area, one is a fluent Welsh speaker while two have undertaken basic Welsh language courses. If staff have been unable to deal with a call themselves, they have referred the caller to another Welsh-speaking colleague without delay.

2.9.2 Due to one member of the Reception team being seconded to another post for 6 months, the resultant vacant post was advertised as a Welsh essential post and a fluent Welsh speaker was appointed.

2.9.3 Staff in the reception areas in Oriel y Parc, Castell Henllys, Newport Visitor Centre and Carew Castle have Welsh language skills and are able to offer a Welsh language service from the first point of contact.

2.9.4 Iaith Gwaith posters are displayed in all reception areas and employees who speak Welsh either wear iaith Gwaith lanyards or badges to inform the public that a Welsh language service is available. Welsh learners wear lanyards with "Dw i yn dysgu Cymraeg" on them.

2.10 **Grants (Standards 71 – 75)**

2.10.1 The Authority administers the Sustainable Development Fund. Guidance notes and the application form are available in Welsh and English, and correspondence is responded to in the applicant's language of choice. Any promotional material is available either bilingually or in both Welsh and English languages and are treated equally in terms of font, size, format, etc.

2.10.2 The grants policy has been amended to include a requirement to promote and facilitate use of the Welsh language as part of the grant awarding criteria.

2.11 **Tenders (Standards 76 – 80)**

2.11.1 Invitations to tender are inputted bilingually on the Sell2Wales website, with the following wording included: "Tenders are welcomed in English or Welsh. A tender submitted in Welsh will be treated no less favourably than a tender submitted in English".

2.12 **Corporate identity (Standard 83)**

2.12.1 The Authority's corporate identity has been bilingual since its inception. All headed paper, business cards and identity cards are bilingual, including its signs and vehicles.

2.13 **Education courses (Standards 84 and 86)**

2.13.1 The Authority does not run education courses *per se*. The activities and events programme for 2018/19 provides for activities/events through the medium of Welsh and all schools/groups who take part are able to do so through their preferred language.

2.13.2 372 sessions were undertaken with schools during the reporting period, 95 of which (26%) were carried out through the medium of Welsh; an increase of 12% on the previous reporting period. 2713 children and young people attended these sessions; an increase of 53% on the previous reporting period.

2.13.3 1417 activities and events (including volunteering sessions) were held during the reporting period, 53 of which (4%) were carried out through the medium of Welsh; an increase of 2% on the previous reporting period. 611 people attended these sessions; an increase of 50% on the previous reporting period.

2.14 **Pop-up summer beach activities**

2.14.1 Both the North and South Summer Rangers appointed during the 2018 summer season were bilingual and able to engage with people in both Welsh and English during pop-up summer activities on beaches.

2.15 **Agor y Drws/Opening the Door**

2.15.1 The Authority has supported the above-mentioned initiative by Learning Pembrokeshire, which provides the more experienced Welsh learners in Pembrokeshire with the opportunity to taste Welsh culture (literature, art, music, traditions, etc.) in a number of our Centres, e.g. Carew Castle, Castell Henllys and Oriel y Parc. We are supporting a second year of activities at our sites.

3. POLICY MAKING STANDARDS (STANDARDS 88 – 97)

3.1 **Policy formulation, review or revision (Standards 88 – 90)**

3.1.1 The Authority has reviewed its Local Development Plan and impact assessments were undertaken as a matter of course in this process. Any impact on the Welsh language as a result of changes to policy will be taken into consideration by Members. We are currently undergoing the Public Inquiry process.

3.1.2 The Authority is also reviewing its National Park Management Plan and the same impact assessments apply.

3.2 **Public consultation (Standards 91 – 93)**

3.2.1 During the reporting period in question, a public consultation was undertaken on a proposed Car Parking Order. This was undertaken on our behalf by Pembrokeshire County Council and complied with the Welsh Language Standards.

3.2.2 The Local Development Plan is currently undergoing a Public Inquiry process, which will comply with Welsh Language Standards.

3.3 **Policy research (Standards 95 – 97)**

3.3.1 Research was undertaken to help inform the development of National Park Management Plan policies and the emerging policies were then subject to an assessment of impacts on the Welsh language as part of the sustainability appraisal.

4. OPERATIONAL STANDARDS (STANDARDS 98 – 144)

4.1 **Employment documentation (Standards 99 – 104)**

4.1.1 All staff have been asked whether s/he wishes to receive any documents relating to their employment in Welsh, English or bilingually.

4.2 **Human resources policies (Standards 105 – 111)**

4.2.1 All staffing policies covered by the Standards are available bilingually.

4.3 **Complaints/disciplinary procedures (Standards 112 – 119)**

4.3.1 Staff are aware that they can complain and/or respond to the disciplinary/complaints process in their preferred language.

4.4 **Welsh language software (Standard 120)**

4.4.1 Welsh language software, including the *Cysgeir* and *Cysill* programmes are available to all staff.

4.5 **Intranet (Standards 122 – 126)**

4.5.1 The text on the home page of the Authority's intranet, Parcnet, is bilingual.

4.6 **Assessing staff's Welsh language skills (Standard 127)**

4.6.1 All staff have been asked to input their Welsh language skills on the Authority's PoblyParc HR system. The skills levels used during the reporting period were:

Spoken ability

- Basic (such as greetings)
- Basic everyday conversational
- Can understand but lack confidence to use the language
- Fluent conversational
- Fluent work related conversation
- None at all

Reading/written ability

- Can read and write basic messages
- Can read and write for everyday use
- Can read and write official correspondence, write reports, etc.
- Can read everyday Welsh but lack confidence to write
- None at all

4.6.2 On the 31st March 2019, the Authority employed 146 staff. 57.5% (-5.8%) completed their language skills data (any changes from the previous year are indicated in brackets). Of those:

- 39 (+5) had basic spoken and 27 (+12) had basic reading/writing skills;
- 10 had everyday conversational skills, while 13 (+1) could read and write for everyday use;
- 2 could understand Welsh but lacked confidence to use the language;
- 13 (-5) considered themselves to be fluent in conversational Welsh;
- 7 (-1) considered themselves to be fluent in work-related conversation, while 8 (-3) stated they could read and write official correspondence;
- 23 (-1) stated they had no spoken Welsh skills at all, while 38 (-5) had no reading/writing Welsh skills.

4.6.3 It is considered that, on the whole, the Authority is able to fulfil its obligations to the public in terms of providing a bilingual service. The Authority has a very low turnover of staff and, when posts become vacant, they are assessed with regard to linguistic requirements (see paragraph 4.9). In the meantime, staff are encouraged to enrol on Welsh language courses to develop or improve their Welsh language skills.

4.6.4 18 Members serve on the National Park Authority. 14 Members (-1) responded (any changes from the previous year are indicated in brackets). Of the 14 Members:

- 7 had basic spoken skills and 8 (+3) could read and write basic messages;
- 1 (-1) had basic everyday conversational skills, while 1 (-2) could read and write everyday messages;
- 2 were fluent in conversational Welsh;
- 1 could converse fluently in a work related situation and read and write official correspondence;
- 3 had no spoken Welsh skills, while 4 (-2) had no reading/writing skills in Welsh.

4.7 **Welsh language courses (Standards 130 – 133)**

4.7.1 Performance reviews are undertaken with all staff, where the need (or opportunity) to learn Welsh is identified. Any staff wishing to attend a Welsh language course during work time is supported.

4.8 **Email signature wording or logo (Standards 134 – 135)**

4.8.1 Guidance has been provided to all staff on email signatures and out-of-office messages.

4.9 **Assessing linguistic requirements for all vacant posts (Standard 136)**

4.9.1 Whenever a job description is prepared or amended, managers will be required to assess the linguistic requirements of the post using the Authority's adopted language framework. The following factors are used, together with the language framework, to set the level of skills required for the post:

- (a) Will the postholder work in a Service area that requires the service to be delivered through the medium of Welsh?
- (b) Is the Authority currently able to deliver this Service in Welsh?

4.9.2 If the answer to (b) is 'yes', the manager must explain how the Authority currently delivers through the medium of Welsh. If the answer to (a) is 'yes' and (b) is 'no', the post must be advertised as 'Welsh essential' with an indication of the skills level required.

4.9.3 The requirements are recorded in the Request to Fill a Post form which is submitted to the Authority's Leadership Team for approval.

4.10 **Advertising posts (Standards 136A, 137 and 137B)**

4.10.1 All vacant posts are advertised bilingually. Anyone interested in applying for a post with the Authority can sign up to job alerts in the language of their choice.

4.11 **Application forms (Standards 137A – 140)**

4.11.1 The Authority has introduced an online application process which is available in Welsh and English. The form asks individuals to note whether they wish to use the Welsh language at interview.

4.11.2 If the candidate wishes to be interviewed in Welsh, the interview panel will be made up of Welsh speaking officers only. If the advertised post asks for Welsh language skills but the candidate – although indicating that s/he can speak Welsh – does not wish to be interviewed in Welsh, a procedure has been put in place to test the conversational level of the candidate prior to interview.

4.12 **Signs displayed in the workplace (Standards 141 – 143)**

4.12.1 The Authority's policy is to ensure that all signs are bilingual, with the Welsh text inserted in such a way that it is likely to be read first. Reception/Centre managers have received guidance on ensuring that they comply with these Standards.

4.13 **Announcements using audio equipment in the workplace**

4.13.1 The Authority does not use audio equipment in the workplace.

5. PROMOTION STANDARDS (STANDARDS 145 – 146)

5.1 **5-year Welsh Language Strategy**

- 5.1.1 The Authority has published its 5-year Welsh Language Strategy and actions set out within it are monitored by the Audit and Corporate Services Review Committee

6. RECORD KEEPING STANDARDS (STANDARDS 147 – 154)

6.1 **Complaints received (Standards 147 – 149)**

- 6.1.1 No complaints were received by the Authority during the reporting period.

6.2 **Welsh language skills (Standard 151)**

- 6.2.1 All staff have been asked to input their Welsh language skills on the Authority's PoblyParc HR system. Of those who have self-assessed their skills against the Authority's adopted language skills framework, 19 stated that they were fluent in the Welsh language, with 40 assessing themselves as having some Welsh language skills.

6.3 **Training courses (Standards 152)**

- 6.3.1 Although all staff are actively encouraged to learn Welsh, there was no take-up from staff for Welsh language courses during the reporting period. However, it is known that a number of staff are pursuing courses in their own time.

- 6.3.2 6 staff took part in a two-day Welsh in the landscape course entitled "Myny, Mini, Mwni", which was organised in conjunction with the National Trust and Menter Iaith Sir Benfro. The course provided opportunities for non-Welsh speaking staff from those organisations working in the tourism/conservation/interpretation fields to gain an understanding of the significance of the Welsh language within the landscape and assisted them with correct pronunciation and interpretation. A combination of classroom study and field visits enabled attendees to appreciate how Welsh describes landscape features and provides a picture of land use in historical, cultural and socio-economic terms. Desired outcomes include attendees developing greater confidence in using the Welsh language, sharing their knowledge of it with others and, hopefully, providing an impetus to start learning it.

6.4 **Welsh language assessments for new or vacant posts (Standard 153)**

- 6.4.1 All requests to fill new or vacant posts have to be considered by the Authority's Leadership Team (see 4.9 above). The statistics are recorded on the Ffynnon performance management system and reported to the Audit and Corporate Services Review Committee.

6.5 **Categorisation of new and vacant posts (Standard 154)**

- 6.5.1 31 posts were advertised during the reporting period. 11 were categorised as Welsh essential (2 included a condition that the successful candidate attain level 3 in Welsh within a specified timeframe), 12 Welsh desirable and

8 were advertised with no Welsh requirement as they were short-term temporary posts or Welsh was not a requirement for that particular post.

7. SUPPLEMENTARY STANDARDS (STANDARDS 155 – 175)

- 7.1 A copy of the Compliance Notice issued to the Authority by the Welsh Language Commissioner is available on the Authority's website.
- 7.2 A document entitled "Welsh Language Standards: Comments and Complaints" is available on the Authority's website. This document sets out all the Standards with which the Authority has to comply, together with the process that will be adhered to should someone make a complaint to the Authority if it fails in that duty.

8. MONITORING COMPLIANCE

- 8.1 Ultimate responsibility for implementing and monitoring the Welsh Language Standards lies with the Authority's Chief Executive. However, any actions concerning the Standards on a day-to-day basis has been delegated to the Administration and Democratic Services Manager. In addition, every Director, Head of Service and Team Leader are fully aware of the obligations of the Standards.
- 8.2 The Annual Monitoring Report is submitted to the Authority for approval prior to submission to the Welsh Language Commissioner.