Welsh Language Policy on Awarding Grants

Published in line with the requirements of the Welsh Language Standards (No.1) Regulations 2015

Mae'r ddogfen yma ar gael yn Gymraeg

This document is also available in Welsh

Contents

Introduction

This policy has been developed to assist officers in complying with the requirements of the Welsh Language Standards (No.1) Regulations 2015 – when issuing grants on behalf of Wrexham Council.

The Welsh Language Standards (No.1) Regulations 2015 require the Council to ensure:

- Any documents that you publish which relate to applications for a grant, must be published in Welsh, and you must not treat a Welsh language version of such documents less favourably than an English language version (Standard 71)

- When you invite applications for a grant, you must state in the invitation that applications may be submitted in Welsh and that any application submitted in Welsh will be treated no less favourably than an application submitted in English. (Standard 72)

- You must not treat applications for a grant submitted in Welsh less favourably than applications submitted in English (including, amongst other matters, in relation to the closing date for receiving applications and in relation to the time-scale for informing applicants of decisions). (Standard 72A)

- If you receive an application for a grant in Welsh and it is necessary to interview the applicant as part of your assessment of the application you must -

    (a) offer to provide a translation service from Welsh to English to enable the applicant to use the Welsh language at the interview, and

    (b) if the applicant wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service). (Standard 74)

- When you inform an applicant of your decision in relation to an application for a grant, you must do so in Welsh if the application was submitted in Welsh. (Standard 75)

- You must produce and publish a policy on awarding grants (or, where appropriate, amend an existing policy) which requires you to take the following matters into account when you make decisions in relation to the awarding of a grant -

    (a) what effects, if any (and whether positive or negative), the awarding of a grant would have on -

        (i) opportunities for persons to use the Welsh language, and

        (ii) treating the Welsh language no less favourably than the English language

(b) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would have positive effects, or increased positive effects, on -

   (i) opportunities for persons to use the Welsh language, and

   (ii) treating the Welsh language no less favourably than the English language;

(c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse effects, or so that it would have decreased adverse effects on -

   (i) opportunities for persons to use the Welsh language, and

   (ii) treating the Welsh language no less favourably than the English language;

(d) whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant on -

   (i) opportunities for persons to use the Welsh language, and

   (ii) treating the Welsh language no less favourably than the English language. (Standard 94)

This policy aims to assist officers in ensuring the above considerations are an integrated aspect of grant making at Wrexham Council whilst also ensuring that decision makers (including Full Council / the Executive Board and Senior Officers through delegated decisions) are aware of their duties when making a decision. It may also be necessary to consider completing an Impact Assessment when setting up new grants to ensure the organisation complies with Welsh Language Standards 88-90 – please refer to the Impact Assessment guidance for more information.

Adhering to the checklist provided (appendix 1) will demonstrate that you have acknowledged and responded to the need to consider the Welsh language. Therefore, a successful grant making process at Wrexham Council must:

- publish all materials in Welsh

- respect individuals language preference throughout the grant application process

- identify any impacts on the Welsh Language (positive, negative or both)

- note ways of promoting the Welsh Language, including the use of Welsh

- reduce any adverse impacts on the Welsh language

- demonstrate due regard to the various impacts listed in the Standards

- implement grant conditions only where necessary

Grant Making Process Overview

The flowchart is a visual guide only to help and support compliance.

1. Grant monies allocated via Executive board agreement or external funding

2. Officer Research & Report Writing Begins

3. Terms and Conditions of grant are agreed to include reference to Welsh Language considerations

4. Application form is agreed which includes the approved Welsh Language questions

5. Guidance is agreed to include information on Welsh Language questions and how the Council will assess these (its assessment framework)

6. Grant information is published, in Welsh at the same time as the English, via the Council's communications channels

7. Application is received

8. Application form is assessed against published assessment framework **

9. Welsh language considerations are given attention during this process

10. Discuss ways in which the individual application could be changed to have positive or increased positive impacts on the Welsh Language

11. Consider how the application could be changed to not have adverse impacts, or to reduce adverse impacts on the Welsh Language

12. Consider whether to ask the applicant for any additional information in order to assist in assessing whether awarding the grant will have impacts on the Welsh Language

13. Contact the applicant, in their language of preference, to ask for further information to inform their decision, or to discuss any conditions of grant relating to the Welsh Language

14. Where the applicant is successful Council officers manage issuing of the grant monies and monitoring process, ensuring that any communication is in the language preference of the applicant

** Where a Welsh speaking officer is unavailable to assess a Welsh language application the department should forward to cymraeg@wrexham.gov.uk to ensure a standardised English version is provided for the assessment process.

Do I need to consider this on my grant making process?

If the Council awards grants on behalf of another body (Welsh Government or any other body that fall within scope of the Welsh Language (Wales) Measure 2011) and the specific terms and conditions of the grant include Welsh language considerations, then this policy will apply.

If the Council awards grants that it has funded, then this policy will apply.

If the Council awards grants on behalf of organisations that do not fall within scope of the Welsh Language (Wales) Measure 2011 and there are no specific terms and conditions in relation to the Welsh language set out in the grant, then this policy will not be applicable. A disclaimer to this effect must be included in the grant documentation.

In cases where we do not set terms and conditions, nor are we able to change the policy direction or terms and conditions for those external funds, all other relevant Welsh Language Standards are applicable to us – such as publishing Welsh versions of our guidance and consultation documents, applications forms, and publicity etc. must be adhered to.

If you are unsure whether this policy applies to a grant making process that you are managing, please contact cymraeg@wrexham.gov.uk for further advice.

What should I include in the terms and conditions?

We suggest the following should be included in all terms and conditions that Wrexham Council issue.

This grant is awarded in line with the requirements of our Policy on Awarding Grants, published to ensure compliance with the Welsh Language Standards (No.1) Regulations 2015, under the Welsh Language (Wales) Measure 2011.

In order to satisfy the requirements of these terms and conditions you must comply with the below:

- << insert specific conditions of grant in relation to the Welsh language >>

    or

- << list agreed actions that the applicant has noted to ensure positive impacts, or to reduce negative impacts (these will have been discussed during the decision-making stage) >>

It may be appropriate in some instances to impose a condition on a grant to ensure more positive Impacts on the Welsh language. This could be as simple as requiring applicants to display bilingual signage or that activities are provided in Welsh.

If you require further advice you are welcome to contact cymraeg@wrexham.gov.uk

What should I include in the guidance for applicants?

We suggest the following is inserted into all guidance for applicants -

The Welsh Language Standards (No.1) Regulations 2015 place a statutory requirement on the Council to ensure all grants issued by it consider whether there are ways the initiative could be amended to include more positive impacts on the Welsh Language or if actions could be included to decrease negative impacts or eradicate them altogether.

In complying with this statutory requirement, we ask you, as the applicant, to let us know through the application form how your initiative may impact the following areas -

- opportunities for persons to use the Welsh Language e.g staff, residents and visitors

- has a positive or negative impact on the numbers of Welsh speakers e.g. Welsh medium education, study opportunities, links with the Welsh Government's Cymraeg 2050 Strategy.

- opportunities to promote the Welsh language e.g. status, use of Welsh language services, use of Welsh in everyday life in work and in the community. Actively encourage and promote the use of our services in Welsh to see an increase in demand over time

- treating the Welsh language, no less favourably than the English language

The team will assess your answers, ask further questions where necessary or they may impose a condition of grant that would require you to complete a specific action to ensure more positive impacts on the Welsh Language.

What do we mean by impact?

A Negative or Adverse Impact

This is where it is identified that an initiative (or some aspect of it) may have a negative impact on the Welsh Language by reducing opportunities for persons to use the language, reducing the number or percentage of Welsh speakers, treating the Welsh language less favourably than the English language or not promoting it. A negative impact may be entirely unintentional and only become apparent when research or consultation takes place or by seeking advice from relevant Policy Officers.

A negative impact may also occur when an initiative is removed or no longer continued. Therefore these matters should be considered during decision-making process about an application.

A Positive Impact

This is where it is identified that an initiative (or some aspect of it) may have a positive impact on the Welsh Language by increasing opportunities for persons to use the language, promoting the Welsh Language, increasing numbers or percentage of Welsh speakers or treating the Welsh language more favourably than the English language.

Positive impacts assist the Council to meet its obligations under the Welsh Language (Wales) Measure 2011.

No impact/Negligible

This is where it is identified that an initiative (or some aspect of it) may not have any impact on the Welsh Language.

What should I include in my application form?

The following must be added, as a mandatory question, to all application forms, to ensure the Council complies with its Welsh Language Standards by asking the applicant to give us some considerations before our own deliberations.

Please let us know:

- How you feel the grant could impact opportunities for people to use and promote the Welsh Language (Positive or Negative) and if in any way it treats the Welsh Language less favourably than the English Language?

- How positive impacts could be increased, or negative impacts be decreased?

Example Assessment Framework / Weighting

It is advised that all assessment frameworks are updated to include a section that considers the impacts on the Welsh Language. A suggested approach is provided below.

Question	Brief Description
Has the applicant identified any positive impacts on using or promoting the Welsh Language?	
Has the applicant identified how the positive impacts can be increased?	
Are there positive impacts, or actions that could increase positive impacts, not recorded in the application form that the panel wish to note?	
Has the applicant identified any ways to decrease negative impacts on the Welsh Language?	
Are there actions that could decrease negative impacts not recorded in the application form that the panel wish to note?	
Has the applicant identified any negative impacts on using or promoting the Welsh language?	

Question	Brief Description
If there are any negative impacts on promoting or using the Welsh Language how will they be mitigated?	
Are there negative impacts not recorded in the application form that the panel wish to consider?	
Do we need more information from the applicant for us to assess the impacts on the Welsh language?	
Please record any response from the applicant here for audit purposes.	
Do we need to impose a condition of grant that will ensure more positive impacts on the Welsh Language or one that will decrease negative impacts? If any are recorded here, they must also be recorded in the terms and conditions of the grant and the applicant must be made aware of them.	

Officers must consider what weighting/scoring to give to the above in instances where the grant making process uses a scoring method to assess whether to award a grant or not.

Further details can be obtained from finance@wrexham.gov.uk

Appendix 1: Grant Making at Wrexham County Borough Council

If you are managing a grant making process on behalf of Wrexham Council please complete the below checklist to ensure the Council complies with the requirements of The Welsh Language Standards (No.1) Regulations 2015.

Making sure you comply, will reduce the chance of any complaint, appeals or investigations by the regulator and the various costs associated with this. For further information please see our Policy on Awarding Grants.

Requirements of The Welsh Language Standards	Tick (✓)
All information about the grant is available in Welsh and will be published at the same time as the English version, including any guidance documents, assessment frameworks and terms and conditions.	
The press release, invitation and application forms include the below proactive offer: Caniateir cyflwyno ffurflen gais yn Gymraeg ac ni fydd unrhyw gais a gyflwynir yn Gymraeg yn cael ei thrin yn llai ffafriol na chais a gyflwynir yn Saesneg An application form may be submitted in Welsh, and will not be treated any less favourable than an application form submitted in English.	
The following sentence has been included in the English application form (where it is separated from the Welsh version). Mae'r ddogfen yma ar gael yn Gymraeg This document is available in Welsh	
Where an email address or telephone number is being used to ask people to get in touch the following sentence has been included in the poster, email or public notice. Mae croeso i chi gyfathrebu â ni yn y Gymraeg You are welcome to communicate with us in Welsh	

Requirements of The Welsh Language Standards	Tick (✓)
The application form includes the following mandatory question to allow the applicant to consider the impact of the initiative on the Welsh Language. Rhowch wybod i ni: ▪ Sut byddai'r grant yn effeithio ar gyfleoedd i bobl ddefnyddio'u Cymraeg a'i hybu (cadarnhaol neu negyddol), ac a fyddai'n trin y Gymraeg yn llai ffafriol na'r Saesneg mewn unrhyw ffordd ▪ Sut byddai modd estyn effeithiau cadarnhaol, neu leihau effeithiau negyddol Please let us know: ▪ How you feel the grant could impact opportunities for people to use and promote the Welsh Language (Positive or Negative) and if in any way it treats the Welsh Language less favourably than the English Language ▪ How positive impacts could be increased, or negative impacts be decreased	
During the assessment process you have considered the following: ▪ How you feel the grant could impact opportunities for people to use and promote the Welsh Language (Positive or Negative) and if in any way it treats the Welsh Language less favourably than the English Language ▪ How positive impacts could be increased, or negative impacts be decreased You are advised to use the published assessment framework during your deliberations which can be found in the [Welsh Language Policy on Awarding Grants](#) to provide an audit trail of your considerations and actions.	
You have considered implementing a condition of grant to ensure more positive impacts on the Welsh Language.	
You respect the applicant's language preference during the process.	

Requirements of The Welsh Language Standards	Tick (✓)
Where you have arranged a meeting to ask further questions in relations to the application you have included the below proactive offer. (This includes hybrid and virtual meetings) Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod dim ond i chi roi gwybod i ni erbyn xx/xx/xx. You are welcome to use Welsh at the meeting, just let us know by xx/xx/xx should you wish to do so.	
Welsh Language Simultaneous Translation Services have been arranged in response to an applicant letting us know they wish to speak Welsh at the meeting * Email cymraeg@wrexham.gov.uk to organise this service	

Please note that administering the grant through a third party does not absolve the Council of its statutory responsibilities to comply with the above Welsh Language Standards. As such, contract managers must ensure that the requirements listed above, and any others depending on the nature of the project, are included in the contract agreement.

* No Welsh language face-to-face / simultaneous translation service is needed where no response has been received from the offer. You may also arrange for meeting to be in Welsh only with Welsh speaking officers from your department