



South East Wales Rivers Trust

Ymddiriedolaeth Afonydd De Dwyrain Cymru

Welsh Language Policy

Published guidance from the Welsh Language Commissioner, “in most cases, businesses and charities are not legally required to use the Welsh language. We encourage them to develop Welsh language services voluntarily and we give them assistance and support to do so.”

Notwithstanding this lack of statutory requirement, South East Wales Rivers Trust is committed to providing language choice in the spirit of the Welsh Language Commissioners templates and advice for voluntary schemes. However as a small scale voluntary organisation with limited resources our scheme and responses will be ultimately dependent on what we are able to afford.

Introduction

We acknowledge the fact that under the Welsh Language (Wales) Measure 2011 the Welsh language has official status, and should be treated no less favourably than the English language.

We also believe that it shows respect to our workforce to encourage and facilitate the use of their chosen language in the workplace, if we have Welsh speaking employees.

We will look to make progress towards achieving this ambition, and this Welsh Language Policy sets out our current commitments in relation to using Welsh and also, where appropriate, sets targets to help us develop our use of Welsh.

The scope of our commitments in this policy should be interpreted reasonably – they are limited to activities and services in Wales or which are delivered to people living in Wales, and also limited to activities and services which we are able to control or influence. We have recently invited a Director to the board who is fluent in Welsh Speaking and the written word. In this context we will where we can seek to include Welsh in our documentation where costs allow.

Our Board

Our Board consists of eight Directors one of who is fluent in Welsh Speaking and the written word. In this context we will where we can seek to include Welsh in our documentation where costs allow.

Public Image

Signage

Any signs we need to produce we will endeavour, to produce bilingually.

Corporate Brand

Our corporate brand is in English only.

Our stationery and business cards are in English only. If an employee who speaks Welsh Joins our organisation they will be offered a choice of bilingual cards.

Website and Digital Services

Our website is in English but any articles news letters or reports that we are able produce in Welsh as well as English will be placed on the site.

Advertising and Marketing

Generally, our advertising would be in English only. Our recruitment advertising is in English only, although, should any post become available in a Welsh Speaking area we will specify that Welsh is desirable and advertise in Welsh and English.

Exhibition and Marketing Materials

All our exhibition and marketing materials are in English.

Communication

Face to Face Communication

We are currently not in a position to offer discussion in the Welsh Language.

Telephone Communication

We do not have any Staff or volunteers who can communicate in Welsh.

Correspondence (Paper and Electronic)

At the moment, we generally write to people in English. We do not have any Staff to communicate in Welsh.

Forms and Account documents

Our forms and account documents are in English only.

Staff and the Workplace

Assessing Language Skills Requirements when Recruiting

If any new roles arise we will consider our position at that time. If we need to employ a person with Welsh Language skills, this will be considered in the light of funding and resources.

Recording and developing our Staff's Language Skills

We are not in a position at present to offer this service.

Internal Communication

We would recognise that each member of staff and any customer that uses the Welsh Language has the freedom to use it with each other, as enshrined in the Welsh Language (Wales) Measure 2011 We would expect staff to respect the linguistic preferences of their colleagues and customers where possible.

Internal Publications

Our internal publications are in English only. We would use more Welsh in our internal publications wherever it is reasonable to do so. We have the ability to have our publications in Welsh and would do this should it become necessary

Welsh language software

Due to the complex nature of some of the programmes we use Maps. GPS it is not possible at this time to install this

Leadership

We will ensure that we continually review the use of Welsh Language in the course of our work.

Awareness

This policy will be conveniently available for the public to read. Every member of staff will receive a copy of this policy and direction on its requirements. We will produce it in both Welsh and English

Review

We will assess and revise this policy every year.

Please direct any inquiries to the Board by contacting:

South East Wales Rivers Trust: Stand Alone Shop Unit B 22 Taff Falls Road, Treforest Industrial Estate, Pontypridd, CF37 5TT.

Updated and Presented to the Board on 10th February 2020 as a signed Copy:

Signature: 

Signature: 