

**Welsh Language Standards
Supplementary Matters: Position Report - March 2016**

Produced in accordance with the requirements of the Welsh Language Standards Regulations (No.1) 2015

In accordance with the requirements of the Supplementary Matters section of the Welsh Language Standards (placed upon the council in the Welsh Language Commissioner's Compliance Notice dated 30/09/15), Newport City Council provides the following information in order to demonstrate compliance and progress.

Standard Number	Information
155, 161, 167, 173, 175	The Welsh Language Commissioner's Compliance Notice (that details all the Service Delivery, Policy Making, Operational, Promotional and Record Keeping Standards under which the Council has a duty to comply) has been published on the Council's intranet for staff and elected members' information, and also on a new page on the Council's website, and so replaces the previous information on the Welsh Language Scheme
156, 162, 168	The Council has Complaints Guidance for staff in order to raise awareness of the various updated statutory requirements. This links to the existing Equalities and Welsh Language complaints recording and monitoring system, which the Council reports on in full detail each year in its Annual Monitoring and Improvement Reports
157, 158, 159, 163, 164, 165, 169, 170, 171, 173, 175.	<p>Oversight of the Welsh Language Standards at a corporate level and across service areas is ensured in the following ways:</p> <ul style="list-style-type: none"> • Compliance with the Welsh Language Standards is one of the 9 Strategic Equality Objectives in the Strategic Equality Plan 2016-2020 (Objective 8), which progressed through the Strategic Leadership Team, The Strategic Equality Group, Cabinet and Full Council for approval in March 2016. This ensures that the Standards are part of the legal policy framework of the Council. • The Annual Monitoring Welsh Language and Equalities are drafted, consulted upon then presented to the Strategic Leadership Team, Cabinet Member and Cabinet before being published. • The Council's Equality Impact Assessment process has always included the Welsh Language. It also includes Fairness to ensure that the needs of other vulnerable people are considered, as well as the effect on different areas within Newport. The F&EIA form and guidance are being updated in 2016 to order to strengthen the

	<p>Welsh Language aspects in accordance with the relevant policy-making Standards, and to reflect the Welsh being of Future Generations Act.</p> <ul style="list-style-type: none"> • Service areas have their own Welsh Language Plans which cover all the relevant Standards, as well as individual action plans on groups of Standards on which they lead e.g. Communications and Marketing on the Standards on social media. These are reported to the Strategic Equality Group, Chaired by Cabinet Member for People and Business Change • Service Area Plans include a section on Welsh Language (Part 7c) and are agreed by Cabinet Member. • The previous Welsh Language Schemes and the new Welsh Language Standards cover every aspect of the Council's service delivery across hundreds of different functions. In order to break down the requirements into thematic areas for staff to be able to understand how Welsh Language issues relate to their day-to-day work various practical guidance documents have been developed. New ones have been and are being developed recently and existing ones are being updated to reflect the new requirements of the Welsh Language Standards. These include: <ol style="list-style-type: none"> 1. Welsh Language Service Delivery Guidelines for Employees 2. Frequently Asked Questions 3. The Croeso Cymraeg/Welsh Welcome video 4. Welsh Language correspondence guide 5. Welsh Language requirement for jobs 6. Guidance on planning bilingual meetings 7. 5 short Welsh language pronunciation video 8. Translation
160, 166, 172, 174, 176	<p>Where the Welsh Language Commissioner has requested, or may request in future, any information from Newport City Council, the Council will provide it either in the form of existing documents and reports, or as specifically prepared information if the request is for anything not covered by those existing documents and reports.</p>