

Organising and Facilitating... Bilingual Meetings & Public Events

GWASANAETHAU
CYMRAEG
WELSH LANGUAGE
SERVICES

Checklist:

A guide for officers who are arranging meetings with more than one invited person/organisation, meetings that are open to the public or a public event.

Please complete this checklist electronically and keep a record of it for internal or external audit purposes, when required.

The Welsh Language Standards require a body to actively ask a person(s) / organisations whether they wish to speak Welsh in the meeting and, if so, we must make the relevant provisions in line with their wishes.

In addition to this checklist, officers are advised to check out our guidance on organising and facilitating bilingual meetings here

► inform/en/supportservices/translationandwelshservices/helpsheetsandposters/relateddocuments/bilingualmeetings.pdf

| | |
|---|--|
| Subject / name of Meeting or Event | |
| Date of Meeting / Event | |
| Location of Meeting / Event Please note if held online | |
| Service Director / Head of Service / Service Manager | |
| Service Area | |
| Officer Organising Meeting / Event | |
| Officer Completing Checklist | |
| Date of Completion | |

Any third party arranging such meetings or public events on the Council's behalf (e.g. schools) are also subject to the same requirements and should also complete this checklist and submit it to the relevant contact officer.

Failure to complete this checklist and comply with the requirements set out in the Welsh Language Standards could result in a statutory investigation by the Welsh Language Commissioner.

If there are any issues or you have any questions, please contact* welshlanguageofficer@rctcbc.gov.uk

*Please allow sufficient time before the meeting is due to be held.

Mae croeso i chi gyfathrebu â ni yn y Gymraeg. You are welcome to communicate with us in Welsh.

Please put an **X** in the box that best describes the type of meeting you're organising and then proceed to the relevant checklist on the following pages.

| | | |
|-----|--|--|
| i | A meeting between the Council and invited person(s) or an organisation. | |
| ii | A meeting that relates to the well-being of one or more person(s). Both internal and external. | |
| iii | A meeting that is open to the public. This includes meetings where a general invite (via RSVP/no RSVP) is extended to the public, or a portion of the public. Meetings which are only open to certain invitees are not included here. | |
| iv | A public event organised by the Council or a public event in which the Council is funding at least 50% of it. e.e conference, careers fair, exhibition etc | |

Mae'r ddogfen hon ar gael yn Gymraeg. This document is also available in Welsh.



RHONDDA CYNON TAF

Please complete if you are..

Organising / facilitating a meeting...

Between the council and invited person(s) or an organisation

Action Required



Any additional comments

| | | |
|--|--|---|
| <p>1 Produce and distribute equivalent Welsh and English versions of any invitations and agendas well in advance.</p> | | <input type="checkbox"/> Not Applicable |
| <p>2 State clearly on any invitation or agendas that invitees are welcome to speak Welsh at the meeting and that simultaneous translation facilities are available.</p> | | <input type="checkbox"/> Not Applicable |
| <p>3 Set a clear and firm deadline in regard to the invitee(s) language choice and make a record of it for future reference.</p> | | <input type="checkbox"/> Not Applicable |
| <p>4 If 10% or more of the invitees wish to speak Welsh at the meeting, arrange for a simultaneous translation service from Welsh to English to be available at the meeting.</p> | | <input type="checkbox"/> Not Applicable |
| <p>5 Is there a means of conducting the meeting through the medium of Welsh only, for a Welsh speaking audience – e.g. a Welsh speaking member of staff / separate language sessions?</p> | | <input type="checkbox"/> Not Applicable |
| <p>6 Allow sufficient notice for Welsh Language Services to schedule a simultaneous translator.</p> | | <input type="checkbox"/> Not Applicable |
| <p>7 If a translator is required, ensure that they receive relevant documentation in regard to the meeting and that the type of meeting/topic is explained to them.</p> | | <input type="checkbox"/> Not Applicable |
| <p>8 Ensure that any documentation shared in relation to the meeting is available in Welsh and English.</p> | | <input type="checkbox"/> Not Applicable |
| <p>9 Ensure that any material on display at the meeting (e.g. PowerPoint presentations) is available in Welsh and isn't treated less favourably than any English materials, whether the 10% threshold is met or not. This also includes general signage around the room/building where the meeting is being held.</p> | | <input type="checkbox"/> Not Applicable |

Please complete if you are..

Organising / facilitating a meeting that...

Relates to the well-being of one or more person(s)

Action Required



Any additional comments

| | | |
|---|--|---|
| <p>1 Identify whether the meeting relates to the well-being of the invited individual(s) under Section 2 of the Social Services Act 2014.</p> | | <input type="checkbox"/> Not Applicable |
| <p>2 Produce and distribute equivalent Welsh and English versions of any invitations and agendas.</p> | | <input type="checkbox"/> Not Applicable |
| <p>3 State clearly on any invitation or agendas that invitees are welcome to speak Welsh at the meeting and that simultaneous translation facilities are available or that the session will be conducted wholly through the medium of Welsh, where possible.</p> | | <input type="checkbox"/> Not Applicable |
| <p>4 Set a clear and firm deadline in regard to the invitee(s) language choice and make a record of it for future reference.</p> | | <input type="checkbox"/> Not Applicable |
| <p>5 If invitee(s) wish to speak Welsh at the meeting, arrange a simultaneous translation service from Welsh to English and from English to Welsh - more than one translator may be required.</p> | | <input type="checkbox"/> Not Applicable |
| <p>6 Allow sufficient notice for Welsh Language Services to schedule a simultaneous translator.</p> | | <input type="checkbox"/> Not Applicable |
| <p>7 If a translator is required, ensure that they receive relevant documentation in regard to the meeting and that the type of meeting/topic is explained to them.</p> | | <input type="checkbox"/> Not Applicable |
| <p>8 Ensure that any documentation shared in relation to the meeting is available in Welsh and English.</p> | | <input type="checkbox"/> Not Applicable |
| <p>9 Ensure that any material on display at the meeting (e.g. PowerPoint presentations) is available in Welsh and isn't treated less favourably than any English materials.</p> | | <input type="checkbox"/> Not Applicable |



Please complete if you are:

Organising / facilitating a meeting... that is open to the public

This includes meetings where a general invite is extended to the public, or a portion of the public.

****Meetings which are only open to certain invitees are NOT included here****

| Action Required | ✓ | Any additional comments |
|---|---|---|
| <p>1 Produce and distribute equivalent Welsh and English versions of any public material that relates to the meeting/event.</p> | | <input type="checkbox"/> Not Applicable |
| <p>2 Actively inform that anyone attending the meeting is welcome to speak Welsh at the meeting on any invitations/agendas by using the standard text: Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod dim ond i chi roi gwybod inni ymlaen llaw. You are welcome to use Welsh at the meeting, just let us know in advance should you wish to do so.</p> <p>*If there is no invitation required for 'advanced notice' of attendance or language preference, you must arrange for a Welsh speaking officer to be in attendance or a translator.</p> | | <input type="checkbox"/> Not Applicable |
| <p>3 Ask whether any contributors wish to speak Welsh at the meeting.</p> | | <input type="checkbox"/> Not Applicable |
| <p>4 If you have sufficient numbers of Welsh speaking staff, consider holding separate Welsh and English sessions.</p> | | <input type="checkbox"/> Not Applicable |
| <p>5 Otherwise, arrange a simultaneous translation service from Welsh to English unless no person has informed you that they wish to speak Welsh at the meeting.</p> | | <input type="checkbox"/> Not Applicable |
| <p>6 Allow sufficient notice for Welsh Language Services to schedule a simultaneous translator if required.</p> | | <input type="checkbox"/> Not Applicable |
| <p>7 If a translator is required, ensure that they receive relevant documentation in regard to the meeting and that the type of meeting/topic is explained to them.</p> | | <input type="checkbox"/> Not Applicable |
| <p>8 Ensure that any documentation shared in relation to the meeting is available in Welsh and English.</p> | | <input type="checkbox"/> Not Applicable |
| <p>9 Ensure that any material on display at the meeting is available in Welsh and isn't treated less favourably than any equivalent English materials.</p> | | <input type="checkbox"/> Not Applicable |
| <p>10 Ensure that all separate English materials notes clearly Mae'r ddogfen hon ar gael yn Gymraeg. This document is also available in Welsh.</p> | | <input type="checkbox"/> Not Applicable |
| <p>11 Announce orally throughout the meeting that those present are encouraged and welcome to speak Welsh, that a translation service is available and that any questions/comments made in English can be answered in Welsh.</p> | | <input type="checkbox"/> Not Applicable |

Please complete if you are:

Responsible for...

A public event organised or 50% funded by the council

Conference, Careers Fair, Exhibition etc

Action Required



Any additional comments

| | | |
|--|--|---|
| <p>1 Ensure that any material advertising the event is available bilingually and that any Welsh Language versions are not treated less favourably than English versions.</p> | | <input type="checkbox"/> Not Applicable |
| <p>2 Ensure that any material on display at the event is available in Welsh and isn't treated less favourably than any equivalent English materials.</p> | | <input type="checkbox"/> Not Applicable |
| <p>3 Ensure that the Welsh language is treated no less favourably than the English language at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event).</p> | | <input type="checkbox"/> Not Applicable |