



# Welsh Language Standards

## Annual Report

**2022-2023**

**Implementing the Welsh Language Standards in the Police  
& Crime Commissioner's Team**



## Introduction

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In 2017 'Welsh Language Standards' were introduced in Wales and our Welsh Language Compliance notice was provided to us by the Welsh Language Commissioner. The Standards with which we must comply are outlined in the Police & Crime Commissioner's legal compliance notice, which can be accessed on our website.

Since the introduction of the Standards, we have wholeheartedly embraced the promotion of the Welsh language across our team and to the public. We have welcomed the Standards as a way to ensure that we can offer the best possible Welsh language service, and one which is equal to that which we provide in English.

This document provides an overview of the work that has taken place to comply with the Standards and promote Welsh language inclusivity during the financial year 2022-2023.

## Internal Oversight

We continue to operate a Welsh Language Working Group, which is chaired by the Strategic Lead for Scrutiny, Assurance & Equality. This Group is responsible for ongoing monitoring and oversight of our compliance and progress in relation to Welsh language inclusivity. The group members act as 'Champions' for the Welsh language within their own portfolio areas and play a role in awareness-raising of the Standards across the team. The group feeds up to the full team meetings within the Commissioner's team to ensure that Welsh language issues are embedded in our governance structures.

As far as possible we work collaboratively with South Wales Police in promoting language inclusivity.

## Embedding the Standards in 2022/23

This year has seen a concerted effort from the Welsh Language Group to positively promote the Welsh language within the office of the Police and Crime Commissioner. We have introduced "Word of the Week" whereby a new word or phrase is placed on our TV screen within the office to encourage staff to learn. We have also placed "speech bubbles" on objects around the office identifying them by their Welsh name.

New staff members of the Police & Crime Commissioner continue to be provided with awareness sessions on the Welsh Language Standards and how they need to be implemented. All staff are also provided with a comprehensive Guidance document, developed by the working group, to support them with their individual Welsh language responsibilities. It is made clear to staff that the document is of paramount importance and that all should be familiar with it.

All staff are given access to a range of Welsh language information and materials in order to provide a consistent service to the public. Since the Standards were implemented, practical steps have been taken to ensure we are best placed to provide a positive Welsh language service. Examples have included staff being able to access 'Siop Siarad' sessions which are facilitated by South Wales Police Welsh trainer and allow staff to practice and improve their Welsh Language skills. The year 2022-2023 has seen "Siop Siarad" sessions introduced for

staff of the Police and Crime Commissioner's office only and has seen a positive response to these sessions.

The South Wales Police Welsh Language trainer has introduced a bridging course to help staff progress from level 2 to level 3 and members of the Police and Crime Commissioner's Office have signed up to this course.

All fluent Welsh speakers have been provided with lanyards and badges to identify themselves as such. This year we have provided active learners with lanyards to identify them as such. The Commissioner's team is also frequently reminded of the opportunities available to them to upskill in the Welsh language and to improve in Welsh language confidence. All staff are supported to improve their Welsh language skills.

We have recently undertaken a self-assessment for the Welsh Language Commissioner's Office. This looked at our compliance with the Welsh Language Standards. As a result of this self-assessment, we have been deemed a low-risk organisation with a few minor recommendations. All recommendations have been attended to.

The internal working group continues to monitor the Standards' implementation as a matter of course.

## **Service Delivery Standards**

**We work to meet our 'Service Delivery' standards through a number of measures, including:**

- A standard 'contact us' format on our documents to outline that correspondence is welcomed in Welsh and English.
- The provision of footnotes at the bottom of emails and letterheads to explain that we welcome correspondence in Welsh and English.
- Welsh speakers indicate their ability to speak Welsh on email footers.
- Email signatures, 'out of office' email messages and voicemails to main landline numbers are bilingual.
- All callers to the Commissioner's team main line are greeted with a bilingual greeting. They are then provided with assistance in the Welsh language until such a point as this is no longer possible due to lack of available Welsh speakers or the need to converse with a subject matter expert without Welsh language ability. All callers in Welsh are treated with courtesy and respect and we do all we can to provide a positive service.
- When we contact people for the first time and are not aware of their language preference, we ask them if they wish to communicate with us in Welsh. This applies unless contact has already been received in English from that person or their language preference is already known.
- A system to record the details of those that inform us they wish to communicate with us in Welsh.
- All public meetings, events and conferences, including those online, provide the opportunity of conversing in Welsh. Individuals are required to inform us of their wish to communicate in Welsh by a specified date in order that we can arrange simultaneous translation facilities appropriately.
- Standard use documents used within the team are bilingual.

- Tweets from the Commissioner's Twitter account are bilingual.
- Our policy for awarding grants takes account of the need to consider and promote the Welsh language in the awarding process.

### **Of note during 2022/23:**

- The Commissioner has delivered several media interviews via the medium of Welsh over the course of this financial year.
- The Commissioner and the Chief Constable circulated a joint letter to all local authorities, MP's and MS's in South Wales providing a yearly update with a Christmas card.
- The Commissioner's Office celebrated Welsh Language Right's Day on December 7<sup>th</sup> with posts on social media.

We have not received any complaints in relation to the Service Delivery Standards in this reporting period.

## **Policy Making Standards**

**We work to meet our 'Policy Making' standards through a number of measures, including:**

- When policies or projects are established or reviewed and are subjected to an 'Equality Impact Assessment' (EIA) process, this includes an assessment of Welsh language implications, including opportunities to promote the Welsh language.
- New staff are provided with awareness-raising sessions to ensure they use the Equality/Welsh Language Impact Assessment process effectively.
- Consultation or research take opportunities to invite views on how we could promote use of the Welsh language. Since the introduction of the Standards this has taken place internally, with staff providing views on how we can promote the language.

### **Of note during 2022/23:**

- We continued to refresh our approach to how we assess policies for impact into 2022-2023 and this has included considering how we can better assess Welsh language implications across the team. The impact assessment process has been reviewed again this year to ensure best practice is in place.
- We have not received any complaints in relation to the Policy Making Standards in this reporting period.

## **Operational Standards**

**We work to meet our 'Operational' standards through a number of measures, including:**

- Members of staff are offered the opportunity to receive HR documents in Welsh or to conduct HR processes in Welsh. To date no members of staff have requested this facility.

- Internal Welsh language spellcheck facilities are available for Welsh speaker use.
- When we go out to advert for any post, we undergo a process to assess the Welsh language skills required for the post. The assessment outcomes are provided overleaf.
- Recruitment processes are offered bilingually.
- All new staff members that join the Commissioner’s Team are briefed on the Welsh Language Standards requirements and processes at induction.
- Refresher Welsh Language Standards compliance sessions are provided as necessary during the year.
- A Welsh in the Workplace Policy outlines how the Welsh language will be promoted amongst the Commissioner’s team.

**Of note during 2022/23:**

- Our “How We Comply” document has been revised as a result of feedback from the Welsh Language Commissioner’s Office.
- We supported mandatory online Welsh language training requirements for all staff.
- All staff have been encouraged to attain level 2 Welsh language skills. They have been supported to complete the course required.
- Several staff have applied to attend formal courses to advance their Welsh language skills.
- We encouraged attendance at ‘Siop Siarad’ sessions for all staff that wished to informally meet to begin or enhance their Welsh language speaking skills.
- “Siop Siarad” sessions for the staff of the Police and Crime Commissioner’s Office only were introduced.

We have not received any complaints in relation to the Operational Standards in this reporting period.

**Record Keeping Standards**

**We work to meet our ‘Record Keeping’ standards through a number of measures, including:**

- We keep records of information relating to our Welsh Language Standards compliance notice. For example, we keep a record of the numbers of complaints in relation to our compliance, as well as a record of the number of Welsh speaking members of staff and the number of advertised vacancies assessed for Welsh language skills (and the assessment outcomes).

To meet the requirements of our Record Keeping Standards we provide the below information in relation to this reporting period:

Recording Requirement	Number
The number of our employees who have Welsh language skills	11 members of staff indicate that they have Welsh language skills (nearly fluent or fluent). This represents 20% of staff members.
The number of new and vacant posts that we advertised during this reporting period that were categorised as posts where Welsh language skills were essential	0

The number of new and vacant posts that we advertised during this reporting period that were categorised as posts where Welsh language skills needed to be learnt when appointed to the post	9
The number of new and vacant posts that we advertised during this reporting period that were categorised as posts where Welsh language skills were desirable	9
The number of new and vacant posts that we advertised during this reporting period that were categorised as posts where Welsh language skills were not necessary	9
The number of employees that attended training courses conducted in Welsh during the reporting period	0

## Complaints

We have an established policy for dealing with any complaints regarding adherence to the Welsh Language Standards and this can be found on our website. We have received no complaints relating to the Welsh language in this reporting period.

## Conclusion

During the financial year 2022-2023 the Commissioner's office has continued to promote the Welsh language, both internally and to the public. We have worked closely with South Wales Police Welsh Language Trainer to promote the Welsh language in the force and the Commissioner's Office. This has included holding a joint event in headquarters on St David's Day. This event resulted in a high number of staff expressing interest in actively improving their Welsh language skills.

The Welsh Language Standards are an important aspect of the team's equality and inclusion work. We are working well to adhere to the standards as part of our usual business and we are committed to ensuring that language inclusivity is part of our culture. However, we are also aware that we may not always get things right and we welcome the views of our communities and staff about how we could improve.

**This document is also available in Welsh**



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**We welcome correspondence in Welsh and English**