



## CYNGOR BWRDEIS TREF SIROL RHONDDA CYNON TAF

### RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

#### Welsh Language Cabinet Steering Group

A Meeting of the **Welsh Language Cabinet Steering Group** will be held at the **Council Chamber, The Pavilions, Cambrian Park, Clydach Vale, Tonypany, CF40 2XX** on **10 October 2018** at **10.00 am**

**Contact:** Hannah Williams - Council Business Unit, Democratic Services (01443 424062)

#### ITEMS FOR CONSIDERATION

#### 1. WELCOME & INTRODUCTIONS

#### 2. DECLARATION OF INTEREST

To receive disclosures of personal interest from Members in accordance with the Code of Conduct.

Note:

1. Members are requested to identify the item number and subject matter that their interest relates to and signify the nature of the personal interest.
2. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they must notify the Chairman when they leave.

#### 3. MINUTES

To receive the minutes of the Welsh Language Cabinet Steering Group that took place on 14<sup>th</sup> May, 2018.

**(Pages 3 - 12)**

#### 4. WELSH LANGUAGE SERVICES - INTERNAL AUDITS OF COMPLIANCE

To receive the report of the Director, Public Health, Protection and Community Services providing the Welsh Language Steering Group with an outline of the process adopted by Welsh Language Services for auditing departmental compliance with Welsh language standards, highlighting areas of potential non-compliance and to offer corrective solutions.

**(Pages 13 - 102)**

## **5. LIST OF STANDARDISED WELSH PLACE NAMES**

To receive the report of the Director, Public Health, Protection and Community Services, providing the Welsh Language Steering Group with information relating to the List of Standardised Welsh Place-names as published by the Welsh Language Commissioner in July 2018, and the Council's responsibilities in relation to this.

**(Pages 103 - 134)**

## **6. URGENT BUSINESS**

To consider any other business, which the Chairman by reason of special circumstances is of the opinion should be considered at the meeting as a matter of urgency.

## **7. DATE OF NEXT MEETING**

To note the date of the next meeting of the Welsh Language Cabinet Steering Group as **Wednesday 3<sup>rd</sup> April – 10am.**

### **CIRCULATION:-**

#### **COUNTY BOROUGH COUNCILLORS:**

Councillor G Hopkins (Chair)  
Councillor J Rosser (Vice-Chair)  
Councillor R Bevan  
Councillor M Webber  
Councillor J James  
Councillor E Stephens

#### **OFFICERS:**

Gaynor Davies, Director of Education and Inclusion Services  
Christian Hanagan, Director of Communications & Interim Head of Democratic Services  
Wendy Edwards, Head of Community Services  
Steffan Gealy, Head of Welsh Language Service

#### **MENTER IAITH:**

Einir Sion

## CYNGOR BWRDEISTREF SIROL RHONDDA CYNON TAF

### GRŴP LLYWIO'R CABINET AR FATERION Y GYMRAEG

Cofnodion o gyfarfod y Grŵp Llywio'r Cabinet ar faterion y Gymraeg a gynhaliwyd Dydd Llun, 14 Mai 2018 am 1.00 pm ym Council Chamber, The Pavilions, Cambrian Park. Clydach Vale, Tonypany, CF40 2XX.

### Y Cyngorwyr Bwrdeistref Sirol - Grŵp Llywio'r Cabinet ar faterion y Gymraeg Aelodau oedd yn bresennol:-:-

Y Cyngorydd G Hopkins (Cadeirydd)

Y Cyngorydd M Webber Y Cyngorydd J James  
Y Cyngorydd S. Rees-Owen

### Swyddogion oedd yn bresennol

Ms W Edwards, Pennaeth Addysg yn y Gymuned  
Mr S Gealy, Rheolwr Gwasanaethau Cymraeg  
E Siôn, Menter Iaith

### Y Cyngorwyr Bwrdeistref Sirol eraill oedd yn bresennol

#### 14 CROESO AC YMDDIHEURIADAU

Croesawodd y Cadeirydd i gyfarfod Grŵp Llywio'r Cabinet ar faterion y Gymraeg.

Cafodd ymddiheuriadau eu derbyn gan y Cyngorydd J. Rosser, y Cyngorydd R. Bevan, C. Hanagan ac E.Thomas.

#### 15 DATGAN BUDDIANT

Datganodd y Cyngorydd S. Rees-Owen fuddiant personol yn Eitem 3 - Adolygiad o Strategaeth Hyrwyddo'r Iaith Gymraeg, 'Rydw i wedi gweithio ar gytundeb llawrydd gyda 'It's My Shout'. Mae gwaith partneriaeth 'It's My Shout' wedi'i amlinellu ar dudalen 54 yr adroddiad.

#### 16 COFNODION

**PENDERFYNODD** y Grŵp Llywio gymeradwyo cofnodion y cyfarfod blaenorol a gynhaliwyd ar 28 Tachwedd, 2017.

#### 17 ADOLYGIAD - STRATEGAETH HYBU'R GYMRAEG

Rhoddodd Pennaeth Gwasanaethau Cymuned ddiweddariad i Grŵp Llywio'r Cabinet ar faterion y Gymraeg ar Gynllun Gweithredu'r Strategaeth Hyrwyddo'r

Iaith Gymraeg a gafodd ei gymeradwyo ar 25 Ionawr, 2017.

Rhoddodd y swyddog gefndir y Strategaeth i'r Grŵp Llywio. Dywedodd fod y Cynllun wedi cael ei ddatblygu o dan Adran 145 o'r Hysbysiad Cydymffurfio a gafodd ei gyhoeddi o dan adran 44 o Fesur y Gymraeg (Cymru) 2011 a'i ddatblygu yn ystod 2016 mewn partneriaeth â Sbectrwm, Menter Iaith, Gwasanaethau'r Cyngor ac Aelodau Etholedig. Ymgynghorwyd â'r cyhoedd rhwng mis Ebrill a mis Gorffennaf 2016 er mwyn deall yr hyn a fyddai'n eu hannog i ddefnyddio'r Gymraeg a pha wasanaethau roedden nhw o'r farn yw'r rhai mwyaf pwysig o ran hybu'r iaith.

Atgoffwyd yr Aelodau mai ffocws y Cynllun Gweithredu oedd:

- Cynyddu nifer y bobl sy'n gallu siarad Cymraeg 3%
- Cynyddu'r defnydd o'r iaith Gymraeg ym mhob agwedd ar fywyd cymunedol a chyhoeddus, a
- Codi ymwybyddiaeth o bwysigrwydd yr iaith Gymraeg fel rhan hanfodol o hunaniaeth ddiwylliannol a chymeriad cymoedd De Cymru.

Siaradodd y swyddog am y camau cadarnhaol a gafodd eu cymryd o fewn RhCT i gyflawni'r camau gweithredu, gan gyfeirio at Atodiad 1 yr adroddiad, lle roedd y cynnydd yn erbyn targedau ar gyfer pob maes gwasanaeth unigol yn fanwl. Roedd yr Aelodau'n falch o glywed bod y gyfran o staff sy'n siarad Cymraeg wedi cynyddu o 2% yn y flwyddyn gyntaf.

Cafodd yr Aelodau eu hysbysu bod Llywodraeth Cymru wedi cyhoeddi ei strategaeth hyrwyddo *Cymraeg 2050* ym mis Gorffennaf 2017. Roedd hyn yn amlinellu targed o gynyddu'r nifer o siaradwyr Cymraeg yng Nghymru o 78% erbyn 2050. Yn dilyn gwelliannau sydd wedi cael eu gwneud eisoes gan y Cyngor ac er mwyn cyrraedd targed Llywodraeth Cymru, byddai angen i'r Cyngor gynyddu'r ganran o siaradwyr Cymraeg o 1.66% y flwyddyn hyd 2021. Mae amlinelliad o'r ffigyrau yn adran 5.13 o'r adroddiad. Cyfeiriodd y swyddog yr Aelodau at adran 2 yr adroddiad ac argymhellodd fod y Grŵp yn cytuno ar darged uwch ar gyfer tyfu nifer y siaradwyr Cymraeg yn Rhondda Cynon Taf.

Diolchodd y Cadeirydd i'r swyddog am yr adroddiad cynhwysfawr, gan ychwanegu ei bod yn bleser gweld faint o waith sydd wedi cael ei wneud i sicrhau bod y Cyngor yn cwrdd â'i darged a'i fod mewn sefyllfa dda i gynyddu'r nifer.

Mynegodd y Dirprwy Arweinydd bryderon ynghylch y targed, gan ddweud ei bod hi'n anoddach cyrraedd oedolion gydag ychydig neu ddim profiad o ddefnyddio'r iaith. Serch hynny, ychwanegodd y Dirprwy ei bod hi'n gwbl gefnogol i'r cynnydd arfaethedig. Tynnodd sylw at bwysigrwydd targedu plant ifainc a allai ddatblygu eu medrau dros gyfnod hir. Roedd yr Aelod yn falch o weld bod cymariaethau wedi cael eu gwneud gyda Chynghorau Merthyr Tudful a Chaerdydd ac roedd hi'n teimlo y byddai'n ddefnyddiol ymestyn ymhellach i Gynghorau fel Caerffili a Phen-y-bont ar Ogwr i wella dealltwriaeth a dulliau o weithio'r cynghorau yma.

Croesawodd Ms E Siôn y cynnydd arfaethedig yn y targed, gan bwysleisio'r angen i roi rhagor o ystyriaeth i'r Cynllun Strategol Cymraeg mewn Addysg a'r angen i ystyried sut mae'r Cyngor yn gallu cefnogi partneriaid ymhellach i gynyddu eu darpariaeth ac i gynyddu'r nifer o ddefnyddwyr. Dywedodd Pennaeth Gwasanaethau Cymuned fod Estyn wedi tynnu cwestiynau yn ymwneud â'r iaith Gymraeg yn ôl yn yr arfarniadau hunanasesu. Yn hytrach

mae'n ystyried yr iaith fel rhan o bob cwestiwn. Cafodd ei gytuno y byddai'r ddau swyddog yn trafod y materion yma'n dilyn y cyfarfod.

Roedd y Cyngorydd S. Rees-Owen hefyd yn canmol yr ymdrechion y mae'r Cyngor wedi'i wneud i gynyddu'r nifer o siaradwyr Cymraeg, gan roi sylwadau ar rwydwaith mewnol y Cyngor, 'Inform', sydd wedi cael ei ddiweddarau i gynnwys offer a thempledi defnyddiol i wella dulliau Aelodau Etholedig a staff o weithio.

Siaradodd y Cyngorydd hefyd am gyfarfod diweddar o'r Pwyllgor Craffu Plant a Phobl Ifainc lle bu'r Aelodau'n ystyried y Cynllun Strategol Cymraeg mewn Addysg a phenderfynodd yr Aelodau i dderbyn yr wybodaeth ddiweddaraf am y targedau sydd wedi cael eu gosod a pha rai ohonyn nhw sydd wedi cael eu cyrraedd. Derbyniodd y Cadeirydd wahoddiad i fynychu'r cyfarfod ym mis Mehefin i roi'r wybodaeth ddiweddaraf am waith Grŵp Llywio'r Cabinet ar faterion y Gymraeg.

Yn dilyn trafodaethau pellach, **PENDERFYNODD** y Grŵp Llywio:

- a) Nodi cynnwys yr adroddiad;
- b) Cytuno ar darged newydd o 1891 o siaradwyr Cymraeg ychwanegol yn Rhondda Cynon Taf yng ngoleuni Strategaeth Llywodraeth Cymru: 'Cymraeg 2050 - Miliwn o Siaradwyr Cymraeg' a gafodd ei chyhoeddi ym mis Gorffennaf 2017.
- c) Parhau i fwrw 'mlaen gyda'r camau gweithredu sydd wedi'u hamlinellu yn y Cynllun Gweithredu cytunedig cyfredol.
- d) Bod Ms E Siôn, Menter Iaith, a Phennaeth y Gwasanaethau Cymuned yn cyfarfod y tu allan i'r cyfarfod i drafod Arolwg Estyn o Ddysgu Oedolion yn y Gymuned a ffyrdd i gynllunio'n strategol.

## 18 **ADRODDIAD MONITRO BLYNYDDOL - Y GYMRAEG**

Rhoddodd y Rheolwr Gwasanaeth, Gwasanaethau'r Gymraeg, Adroddiad Cydymffurfio Safonau'r Iaith Gymraeg 2017 – 2018 i Grŵp Llywio'r Cabinet ar faterion y Gymraeg a oedd yn cynnwys yr ail flwyddyn o weithredu'r safonau.

Cafodd Aelodau'r Grŵp Llywio eu cyfeirio at Atodiad 1 o'r adroddiad, sy'n amlinellu'r gwaith sydd wedi cael ei wneud gan y Cyngor i gydymffurfio â nifer fawr o safonau sydd wedi cael eu gosod gan Gomisiynydd y Gymraeg. Rhoddodd y swyddog wybod bod safonau 52, 58 a 64 wedi eu gohirio tan 31 Mawrth, 2018. Felly, bydden nhw'n cael eu cynnwys yn adroddiad cydymffurfiaeth y flwyddyn nesaf.

Esboniodd y swyddog ei fod yn ddyletswydd statudol ar y Cyngor i gyhoeddi adroddiad blynyddol ac i'w ddsbarthu i'r cyngor. Yn ogystal â chynnwys y safonau; roedd yr adroddiad wedi'i wneud yn fwy tryloyw trwy amlinellu:

- (1) nifer y cwynion a gafodd eu derbyn yn ystod y flwyddyn sy'n ymwneud â chydymffurfiaeth y Cyngor â'r canlynol: (i) darparu gwasanaethau (ii) llunio polisïau (iii) safonau gweithredu yr oedd o dan ddyletswydd i gydymffurfio â nhw
- (2) nifer y staff sy'n meddu ar sgiliau Cymraeg ar ddiwedd y flwyddyn dan sylw
- (3) nifer yr aelodau o staff a gymerodd ran yn y cyrsiau hyfforddiant Cymraeg a gafodd eu cynnig yn ystod y flwyddyn dan sylw
- (4) canran yr aelodau o staff a gymerodd ran mewn cyrsiau hyfforddiant Cymraeg a gafodd eu cynnig yn ystod y flwyddyn dan sylw
- (5) nifer y swyddi newydd a gwag a gafodd eu hysbysu yn ystod y flwyddyn

Ile - (i) roedd sgiliau Cymraeg yn hanfodol, (ii) roedd hi'n ofynnol dysgu sgiliau Cymraeg ar ôl dechrau yn y swydd, (iii) roedd sgiliau Cymraeg yn ddymunol, neu (iv) doedd dim angen sgiliau Cymraeg yn ystod y flwyddyn dan sylw.

Nododd y swyddog fod camgymeraid ar dudalen 84 yn yr adroddiad, gan gadarnhau mai '2017-18 (Ebrill 2018)' dylai llinell gyntaf y testun y tu allan i'r blwch ddarllen.

Diolchodd y Cadeirydd i'r swyddog a'i dîm am eu gwaith caled cyson yn yr hyn a fu'n her sylweddol, gan esbonio bod adnoddau wedi'u cynyddu i sicrhau y byddai safonau'n parhau i gael eu diwallu. Canmolodd y Cadeirydd y tryloywder o gynnwys y cwynion yn yr adroddiad, gan ddweud, gyda newid, eu bod yn anochel, ond roedd yn falch mai dim ond 12 a gafodd eu derbyn a chafodd y cyfan eu hateb yn ystod y cam anffurfiol.

Holodd y Cynghorydd J. James am y broses gwyno ac os yw'n ffurfiol neu dim ond yn fater o gofnodi datganiadau. Dywedwyd bod y cyfeirnod CSG yn golygu bod y cwynion yn cael eu hanfon yn uniongyrchol at y Comisiynydd. Mae hyn yn golygu eu bod yn cael eu trin yn ffurfiol gan y broses gyfreithiol.

Canmolodd y Dirprwy Arweinydd y cynnydd sydd wedi cael ei wneud gan y Cyngor yn ystod y flwyddyn. Diolchodd hefyd i'r staff sy'n gweithio'n galed i sicrhau bod cyfarfodydd yn cael eu cynnal yn ddwyieithog ac mewn modd proffesiynol.

Gyda'r Grŵp yn cytuno bod amrywiaeth o lwybrau hyfforddi ar gael i Aelodau Etholedig a staff, gan arwain at gynnydd o 2% o siaradwyr Cymraeg yn y Cyngor, cafwyd trafodaethau ynglŷn â recriwtio a'r cynlluniau sydd ar waith er mwyn sicrhau bod mwy o siaradwyr Cymraeg yn cael eu cyflogi. Siaradodd y Pennaeth Gwasanaethau Cymuned am fentrau cadarnhaol sydd wedi cael eu rhoi ar waith i sicrhau bod rhaid i bob aelod newydd o staff fynychu dosbarth Cymraeg sylfaenol lefel 1 gyda'r bwriad o wella eu sgiliau'n barhaus, p'un a ydynt yn cael eu cyflogi ar Lefel Cyfarwyddwr neu'n is. Ychwanegodd y Rheolwr Gwasanaeth, Gwasanaethau Cymraeg ei fod wedi bod yn gweithio'n agos â'r adran Adnoddau Dynol a bod pob manyleb swydd sy'n cael ei hysbysebu o'r newydd yn gofyn bod sgiliau iaith Gymraeg yn 'hanfodol'. Byddai yna i fyny i bob Rheolwr Gwasanaeth i roi rhesymau dros pam ddylai hyn gael ei newid i 'dymunol'.

Yn dilyn y sylwadau cadarnhaol **PENDERFYNODD yr Aelodau:**

- a) Nodi cynnwys yr adroddiad;
- b) Cyhoeddi'r adroddiad ar wefan Cyngor Bwrdeistref Sirol Rhondda Cynon Taf a sicrhau ei fod ar gael ym mhob un o swyddfeydd yr awdurdod sydd ar agor i'r cyhoedd erbyn 30 Mehefin 2018 fan bellaf a;
- c) Cymeradwyo trefniadau ar gyfer rhoi gwybod i'r cyhoedd bod yr adroddiad blynyddol wedi cael ei gyhoeddi.

## 19 **MATERION BRYD**

Cododd Ms E Siôn, Menter Iaith, bryderon ynghylch system adrodd y Cynllun Strategol Cymraeg mewn Addysg. Eglurodd bod cynllun gweithredu adeiladol ar waith cyn i Lywodraeth Cymru wneud newidiadau i'r ffordd yr adroddwyd ar y Cynllun Strategol Cymraeg mewn Addysg. Serch hynny, gan fod rhai elfennau o'r cynllun wedi cael eu diddymu, mae'n fwy anodd i weithredu cynnydd yn y

nifer o siaradwyr Cymraeg.

**PENDERFYNWYD:**

- a) Y byddai cyfarfod yn cael ei drefnu rhwng y Cadeirydd, yr Aelod o'r Cabinet ar faterion Addysg, y Cyfarwyddwr Addysg a Ms E Siôn, Menter Iaith er mwyn trafod ffordd strategol ymlaen a;
- b) Bod y Rheolwr Gwasanaeth, Gwasanaethau Cymraeg, yn gwahodd y Cynghorydd Hopkins i gyfarfod nesaf y Grŵp Cynllun Strategol Cymraeg mewn Addysg a fyddai'n digwydd ar 21 Mehefin, 2018 i drafod y Cynllun Strategol Cymraeg mewn Addysg.

**Daeth y cyfarfod i ben am 1.45 pm**

**Cllr G Hopkins  
Cadeirydd.**

This page is intentionally left blank



**RHONDDA CYNON TAF COUNCIL WELSH LANGUAGE CABINET STEERING GROUP**

Minutes of the meeting of the Welsh Language Cabinet Steering Group meeting held on Monday, 14 May 2018 at 1.00 pm at the Council Chamber, The Pavilions, Cambrian Park. Clydach Vale, Tonypandy, CF40 2XX.

**County Borough Councillors - Welsh Language Cabinet Steering Group Members in attendance:-**

Councillor G Hopkins (Chair)

Councillor M Webber    Councillor J James  
Councillor S. Rees-Owen

**Officers in attendance**

Ms W Edwards, Head of Community Services  
Mr S Gealy, Head of Welsh Language Service  
E Siôn, Menter Iaith

**14 WELCOME AND APOLOGIES**

The Chair welcomed the attendees to the meeting of the Welsh Language Cabinet Steering Group.

Apologies were received from Councillor J. Rosser, Councillor R. Bevan, C. Hanagan and E.Thomas.

**15 DECLARATION OF INTEREST**

Councillor S. Rees-Owen declared a personal interest in Item 3 – Welsh Language Promotion Strategy Review ‘I am freelancer and have worked with ‘It’s My Shout’ whose partnership work has been outlined on page 54 of the report’.

**16 MINUTES**

The Steering Group **RESOLVED** to approve the minutes of the previous meeting held on 28<sup>th</sup> November, 2017.

**17 WELSH LANGUAGE PROMOTION STRATEGY REVIEW**

The Head of Community Services provided the Welsh Language Cabinet Steering Group with an update on the Welsh Language Promotion Strategy Action Plan which had been approved on 25<sup>th</sup> January, 2017.

The officer provided the Steering Group with background into the Strategy, advising that the Plan was developed under Section 145 of the Compliance Notice issued under section 44 of the Welsh Language (Wales) Measure 2011 and was developed over the course of 2016 in partnership with Sbectrwm, Menter Iaith, Council Services and Elected Members. The public had also been consulted between April and July, 2016 in order to understand what would engage them to use the Welsh Language and which services they felt were

important as a means of promoting the language.

Members were reminded that the focus of the Action Plan was to:

- Grow the number of people able to speak Welsh by 3%
- Increase the use of the Welsh Language in all aspects of community and public life, and
- Raise awareness of importance of the Welsh Language as an essential part of the cultural identity and character of the South Wales valleys.

The officer spoke of the positive actions taken within RCT to meet the actions, referring to Appendix 1 of the report, where the progress against targets for each individual service area was detailed. Members were pleased to hear that within the first year, there had already been a 2% increase in Welsh Language speakers amongst staff.

Members were advised that in July 2017, Welsh Government published their strategy for promotion *Cymraeg 2050* which outlined a target for a 78% increase in the number of Welsh speakers in Wales by 2050. Following the improvements already made by the Council and in order to meet the Welsh Government's target, the Council would need to increase the percentage of speakers by 1.66% per annum until 2021, with the numbers outlined at section 5.13 of the report. The officer referred Members to section 2 of the report and recommended that the Group agree an increased target for growing the number of Welsh speakers within Rhondda Cynon Taf.

The Chair thanked the officer for the comprehensive report, adding that it was pleasing to see the amount of work undertaken to ensure the Council meets its target and that they were in a good position to increase the number.

The Deputy Leader raised concerns about the target, commenting that it was more difficult to reach adults with little or no experience of using the language. However, the Deputy added that she was fully supportive of the proposed increase, commenting on the importance of targetting children at a young age that could develop their skills over a long period of time. The Member was pleased to see that comparisons had been made with Merthyr Tydfil and Cardiff Councils and felt that it would be useful to reach out further to Councils such as Caerphilly and Bridgend to enhance one another's understanding and ways of working.

Ms E Siôn also welcomed the proposed target increase, stressing the need to have more consideration of the WESP and the need to strategically consider how the Council can further support partners in increasing their provision to extend the number of users. The Head of Community Services advised that Estyn had recently withdrawn questions relating to the Welsh Language within the self assessment evaluations, and instead consider the language as a part of every question. It was agreed that both officers would discuss these issues following the meeting.

Councillor S. Rees-Owen also praised the efforts the Council had taken to increase the number of Welsh speakers, commenting on the Council's internal network 'Inform' which had been updated to include helpful tools and templates to enhance both Elected Members and staff's way of working.

The Councillor also spoke of a recent Children & Young People Scrutiny

Committee meeting where Members considered the WESP and resolved to receive regular updates in respect of the targets set and achieved. An invitation was extended to the Chair to attend the meeting in June to give an update on the work of the Welsh Language Cabinet Steering Group, which he gratefully accepted.

Following further discussions, the Steering Group **RESOLVED**:

- a) To note the content of the report;
- b) To agree a rd revised target of 1891 additional Welsh Speakers in Rhondda Cynon Taf in light of the Welsh Government's Strategy *Cymraeg 2050 – A Million Welsh Speakers* published in 2017 and;
- c) To continue to progress with the actions as outlined in the currently agreed Action Plan.
- d) That Ms E Siôn, Menter Iaith and the Head of Community Services meet outside of the meeting to discuss Estyn's Inspection of Adult Community Learning and ways to plan strategically.

## **18 WELSH LANGUAGE ANNUAL MONITORING REPORT**

The Service Manager, Welsh Language Services provided the Welsh Language Cabinet Steering Group with the Welsh Language Standards Compliance Report 2017 – 2018 which covered the second full year of implementation of the standards.

Members of the Steering Group were referred to Appendix 1 of the report, which outlined the work undertaken by the Council to comply with a vast number of standards imposed by the Welsh Language Commissioner. The officer advised that following challenge by the Council, standards 52, 58 and 64 had been postponed until 31<sup>st</sup> March, 2018 and would, therefore, be included in next year's compliance report.

The officer explained that it was the Council's statutory duty to publish the annual report and to disseminate to the public. As well as covering the standards; the report had been made more transparent by outlining:

- (1) the number of complaints that you received during the year which relates to the Council's compliance with the (i) service delivery (ii) policy making (iii) operational standards with which it was under a duty to comply
- (2) the number of employees who have Welsh language skills at the end of the year in question
- (3) the number of members of staff who attended training courses you offered in Welsh during the year in question
- (4) the percentage of the total number of staff who attended training courses you offered in Welsh during the year in question
- (5) the number of new and vacant posts that you advertised during the year which were categorised as posts where - (i) Welsh language skills were essential, (ii) Welsh language skills needed to be learnt when appointed to the post, (iii) Welsh language skills were desirable, or (iv) Welsh language skills were not necessary during the year in question.

The officer advised of an error on page 114 of the report, stating that the first line of text outside the box should read '2017-18 (April 2018)'.

The Chair took the opportunity to thank the officer and his team for their constant hard work in what had been a significant challenge, explaining that resources

had been increased to ensure that standards would continue to be met. The Chair praised the transparency of including the complaints within the report, commenting that with change, they were inevitable, but was pleased that there were only 12 and were dealt with at an informal stage.

Councillor J. James queried the complaints process and whether they were formal or simply statements which had been logged. It was advised that the CSG reference meant that the complaints were sent directly to the Commissioner meaning they were formally dealt with by the legal process.

The Deputy Leader praised the progress made by the Council during the year, extending her thanks to the staff who work hard at ensuring meetings are conducted bilingually and professionally.

With the Group agreeing that there was a range of training avenues available for Elected Members and staff, resulting in a 2% increase of speakers within the Council, discussions ensued around recruitment and the plans in place to certify that there are more Welsh speakers employed. The Head of Community Services spoke of positive initiatives which had been put in place to ensure that all new employees must undertake a basic Level 1 Welsh language class with the aim of continuous improvement, whether they are employed at Director Level or below. The Service Manager, Welsh Language Services added that he had been working closely with the Human Resources department and that all newly advertised job specifications have Welsh Language skills as 'essential' and that it would be at each Service Manager's discretion to provide reasons as to why it should be changed to 'desirable'.

Following the positive comments, the Members **RESOLVED:**

- a) To note the content of the report;
- b) To publicise the report on Rhondda Cynon Taf County Borough Council's website and make it available in each of the authority's offices that are open to the public by no later than 30<sup>th</sup> June; 2018 and;
- c) To approve arrangements for publicising the fact that the annual report has been published.

## **19 URGENT BUSINESS**

Ms E Siôn, Menter Iaith took the opportunity to raise concerns around the WESP reporting system. It was explained that prior to Welsh Government making changes to the way in which the WESP was reported, there was a constructive action plan in place. However, with certain elements of the plan now removed, it was harder to implement the growth of Welsh speakers.

It was **RESOLVED:**

- a) That a meeting would be organised between the Chair, Cabinet Member for Education, Director of Education & Ms E Siôn, Menter Iaith in order to discuss a strategic way forward and;
- b) That the Service Manager, Welsh Language Services extend an invitation to Councillor Hopkins to the next WESP Group meeting which would take place on 21<sup>st</sup> June, 2018 to discuss the WESP.

**This meeting closed at 1.45 pm**

**Cllr G Hopkins  
Chairman.**

**CYNGOR BWRDEISTREF SIROL RHONDDA CYNON TAF**

**GRŴP LLYWIO'R CABINET AR FATERION Y GYMRAEG**

**10 HYDREF 2018**

**GWASANAETHAU CYMRAEG –  
ARCHWILIADAU MEWNOL O GYDYMFFURFIAETH**

**ADRODDIAD CYFARWYDDWR MATERION IECHYD A DIOGELWCH Y  
CYHOEDD, A GWASANAETHAU CYMUNED MEWN TRAFODAETH Â'R AELOD  
PORTFFOLIO PERTHNASOL, Y CYNG. G. HOPKINS.**

**Awduron:** Wendy Edwards, Pennaeth Addysg yn y Gymuned (01443 744111)  
Steffan Gealy, Rheolwr Gwasanaethau Cymraeg (01443 570002)

**1. DIBEN YR ADRODDIAD**

- 1.1 Diben yr adroddiad yw rhoi amlinelliad i Grŵp Llywio'r Cabinet ar Faterion y Gymraeg o'r broses y mae Gwasanaethau Cymraeg wedi'i mabwysiadu er mwyn archwilio lefel cydymffurfiaeth adrannau â Safonau'r Gymraeg, gan dynnu sylw at achosion posibl o ddiffyg cydymffurfio, ac i gynnig atebion i fynd i'r afael â hyn.
- 1.2 Mae modd gweld sampl o'r archwiliadau a gafodd eu cwblhau gan y Swyddog Cydymffurfio yn Atodiad 1 ac Atodiad 2.

**2. ARGYMHELLION**

Dyma'r argymhellion i aelodau Grŵp Llywio'r Cabinet ar faterion y Gymraeg:

- 2.1 Nodi cynnwys yr adroddiad;
- 2.2 Trafod a oes angen rhagor o wybodaeth;
- 2.3 Cymeradwyo cynnal archwiliadau pellach er mwyn lleihau'r risg i'r Cyngor, a chynnig atebion er mwyn i feysydd gwasanaeth fynd i'r afael ag unrhyw achosion posibl o ddiffyg cydymffurfio.

**3. RHESYMAU DROS YR ARGYMHELLION**

- 3.1 Sefydlodd Mesur y Gymraeg (Cymru) 2011 fframwaith cyfreithiol i roi dyletswydd ar Awdurdodau Lleol i gydymffurfio â Safonau ymddygiad mewn perthynas â'r Gymraeg. Yn benodol, mae hyn yn golygu nad oes hawl gydag

Awdurdodau Lleol drin y Gymraeg yn llai ffafriol na'r Saesneg, a rhaid iddyn nhw hyrwyddo a hwyluso defnydd o'r Gymraeg, gan ei gwneud yn haws i bobl ei defnyddio yn eu bywydau o ddydd i ddydd.

- 3.3 Mae'r Safonau'n effeithio ar holl feysydd gwaith y Cyngor ac mae modd i'r Comisiynydd bennu cosb o hyd at £5,000 ym mhob achos lle mae tystiolaeth bod Safon sydd wedi'i thorri.
- 3.4 Mae'r Cyngor wedi bod yn destun nifer o ymchwiliadau statudol ac mae modd iddyn nhw gymryd hyd at 18 mis i'w cwblhau. Mae ymchwiliadau o'r fath wedi defnyddio llawer iawn o amser swyddogion. Yn fwyaf diweddar, ar ôl ymchwiliad a gafodd ei gynnal yn unol ag adran 71 ac Atodlen 10 Mesur y Gymraeg (Cymru) 2011, penderfynodd Comisiynydd y Gymraeg fod Cyngor Bwrdeistref Sirol Rhondda Cynon Taf wedi methu â chydymffurfio â Safon 4 (Pan fyddwch chi'n anfon yr un ohebiaeth i sawl person, rhaid anfon fersiwn Gymraeg o'r ohebiaeth ar yr un pryd ag unrhyw fersiwn Saesneg). Mae'r Safon yma yn gymwys hyd yn oed os yw'r dewis iaith wedi'i bennu.
- 3.5 Mae cynnal archwiliadau mewnol rheolaidd i asesu lefel cydymffurfiaeth gwasanaethau'r Cyngor yn sicrhau bod modd nodi unrhyw achosion posibl o dorri safonau, neu unrhyw feysydd lle mae heriau penodol, a mynd i'r afael â nhw ar unwaith cyn i gŵyn gael ei chyflwyno i Swyddfa'r Comisiynydd.

#### **4. CEFNDIR**

- 4.1 Er mwyn bod yn barod i weithredu Safonau Statudol y Gymraeg, cafodd strwythur Uned Gwasanaethau Cymraeg ei adolygu a chafodd swydd ddisgrifiadau eu diwygio. Roedd hyn er mwyn paratoi'r Cyngor yn ddigonol wrth dderbyn ei Hysbysiad Cydymffurfio ym mis Medi 2015, a gafodd ei ddiwygio yn 2016. Yn rhan o'r strwythur newydd, cafodd swydd Swyddog Datblygu'r Gymraeg ei disodli gan swydd Swyddog Cydymffurfio. Roedd hyn yn newid sylweddol ac roedd yn pwysleisio statws cyfreithiol newydd y Gymraeg a phwysigrwydd cydymffurfio â'r deddfwriaeth newydd i holl wasanaethau'r Cyngor.
- 4.2. Roedd Carfan Archwilio'r Cyngor wedi cyngori ar y dull i'w fabwysiadu wrth gynnal archwiliadau ac mae'r Swyddog Cydymffurfio wedi gweithio'n agos â'r garfan Archwilio i ddatblygu'r prosesau angenrheidiol.
- 4.3 Ers cyflwyno Safonau'r Gymraeg, mae Llywodraeth Cymru wedi pasio deddfwriaeth bellach, gan gynnwys Deddf Llesiant Cenedlaethau'r Dyfodol a strategaeth Cymraeg 2050. Mae'r rhain wedi pwysleisio ymhellach bwysigrwydd y Gymraeg, ac mae bodloni gofynion y Safonau yn ganolog i lwyddiant llawer ohonyn nhw.
- 4.4 Fel y mae'n cael ei nodi yn 3.3 uchod, byddai methu â chydymffurfio â gofynion y Safonau yn peryglu'r Cyngor yn ariannol, yn ogystal â bod yn risg i'w enw da. Felly, nid yn unig y mae'r Swyddog Cydymffurfio yn cynnal archwiliadau i asesu'r lefel cydymffurfiaeth yn erbyn y safonau, ond mae hefyd yn darparu ystod eang o gyngor a chymorth i swyddogion y Cyngor ar sut i

fynd i'r afael ag unrhyw heriau maen nhw'n eu hwynebu mewn perthynas â sefydlu'r Safonau perthnasol yn rhan o'u meysydd gwasanaeth eu hunain.

## **5. SEFYLLFA BRESENNOL**

- 5.1 Mae archwiliadau llawn o ddau faes gwasanaeth wedi'u cynnal ers penodi'r Swyddog Cydymffurfio hanner ffordd drwy'r flwyddyn ariannol ddiwethaf. Mae archwiliadau pellach ar y gweill, ac mae un ohonyn nhw yn ganlyniad uniongyrchol i benderfyniad Comisiynydd y Gymraeg bod Cyngor Bwrdeistref Sirol Rhondda Cynon Taf wedi methu â chydymffurfio â Safon 4.
- 5.2. Yn ogystal â chreu cyfle i fesur lefel cydymffurfiaeth, mae'r ddau archwiliad wedi rhoi cyfle i uwch-swyddogion ddeall y Safonau yn well, a sut maen nhw'n berthnasol ac unigryw i'w maes gwasanaeth nhw. Yn ogystal â hyn, mae'r uwch-swyddogion hefyd wedi cael cyfle i ddysgu am y cyd-destun cenedlaethol. Hefyd, maen nhw'n rhoi cyfle i godi pryderon a thrafod unrhyw faterion sy'n eu hatal rhag gweithredu yn y modd cywir.
- 5.3 Mae adroddiadau archwilio yn cael eu llunio sy'n cwmpasu 10 themâu'r Safonau – sef 5 maes y Safonau (cyflenwi gwasanaethau, llunio polisi, gweithredu, hybu, cadw cofnodion) a'r Safonau atodol sy'n berthnasol i'r 5 maes.
- 5.4 Mae lefel cydymffurfiaeth yn cael ei bennu i bob maes, h.y. ffigwr canran ar gyfer y Safonau perthnasol lle mae tystiolaeth o gydymffurfiaeth. Mae pum lefel wedi'u nodi ar y daenlen gofnodi. Mae hyn yn caniatáu i'r Swyddog Cydymffurfio greu'r darlun mwyaf cynhwysfawr o wasanaethau a lefelau cydymffurfiaeth yn ôl themâu'r Safonau yn hytrach nag yn erbyn pob Safon unigol. Mae'r dull yma'n haws i uwch-swyddogion fonitro ac mae'n caniatáu i adrannau flaenoriaethu rhai themâu penodol y mae angen eu canolbwyntio arnyn nhw o'u cymharu ag eraill.
- 5.5 Mae'r adroddiad archwilio hefyd yn gwneud argymhellion ar y camau sydd eu hangen er mwyn cydymffurfio neu wella prosesau.
- 5.6 O ran y ddau faes gwasanaeth sydd wedi bod yn destun archwiliadau llawn hyd yn hyn (Gwasanaeth Adnoddau Dynol a'r Gwasanaeth Llyfrgelloedd), mae lefel cydymffurfiaeth wedi'i gyflawni mewn nifer o feysydd. Serch hynny, mae tystiolaeth yn awgrymu bod angen rhagor o waith er mwyn sicrhau cydymffurfiaeth llawn.

## **6. CAMAU NESAF**

- 6.1 Bydd Gwasanaethau'r Gymraeg yn parhau i weithredu cylch archwilio sy'n canolbwyntio ar feysydd sydd wedi'u hamlinellu yn Adroddiad Sicrwydd Blynyddol Comisiynydd y Gymraeg. Bydd archwiliadau dilynol hefyd yn cael eu cynnal i wirio cynnydd y gwasanaethau hynny lle mae gwelliannau wedi'u hargymell.

- 6.2. Bydd swyddogion Gwasanaethau Cymraeg yn cyflwyno papur yn Seminar Arferion Llwyddiannus Comisiynydd y Gymraeg ym mis Tachwedd 2018 ar gynnal archwiliadau yng nghyd-destun cydymffurfio â dyletswyddau ieithyddol statudol gan fod hyn wedi'i nodi fel enghraifft o arfer da yn Adroddiad Sicrwydd Blynyddol y Comisiynydd.
- 6.3 Bydd y Swyddog Cydymffurfiaeth yn parhau i weithio'n agos ag adrannau er mwyn mynd i'r afael â materion a'u datrys, gan gynnwys rhannu tystiolaeth ar sut mae meysydd gwasanaeth ac awdurdodau eraill wedi gwneud hyn yn llwyddiannus, gan mai prif nod yr archwiliadau yw cefnogi'r Cyngor a lleihau'r risg iddyn nhw, yn hytrach na'u bychanu.

## **7. GOBLYGIADAU O RAN CYDRADDOLDEB AC AMRYWIAETH**

- 7.1 Does dim angen Asesiad o'r Effaith ar Gydraddoldeb ar gyfer yr adroddiad yma.

## **8. YMGYNGHORI**

- 8.1 Does dim ymgynghoriad ar gyfer yr adroddiad yma.

## **9. GOBLYGIAD(AU) ARIANNOL**

- 9.1 Does dim goblygiadau ariannol sy'n gysylltiedig â'r adroddiad yma. Fodd bynnag, os caiff achosion o ddiffyg cydymffurfio eu nodi mewn meysydd gwasanaeth, efallai y bydd costau ac adnoddau ynghlwm â nhw. Yn ychwanegol at y costau staffio sydd ynghlwm ag ymchwiliadau Comisiynydd y Gymraeg, os yw'r Comisiynydd yn penderfynu bod achos o ddiffyg cydymffurfio, mae modd cael cosb ariannol o hyd at £5,000.

## **10. GOBLYGIADAU CYFREITHIOL**

Mesur y Gymraeg (Cymru) 2011 a Safonau Statudol ar gyfer y Gymraeg 2015 sy'n rheoleiddio'r gwaith yma.

## **11. CYSYLLTIADAU Â BLAENORIAETHAU CORFFORAETHOL A CHENEDLAETHOL YNGHYD Â'R DDEDDF LLESIANT CENEDLAETHAU'R DYFODOL**

- 11.1 Mae'r Gymraeg yn thema drawstoriadol yn y Cynllun Corfforaethol ac yn effeithio ar yr holl flaenoriaethau corfforaethol gan fod angen i'r Cyngor gydymffurfio â'r Hysbysiad Cydymffurfio diwygiedig a gafodd ei gyhoeddi gan Gomisiynydd y Gymraeg ym mis Medi 2016 o dan Fesur y Gymraeg (Cymru) 2011 yn ogystal â Strategaethau mewn perthynas â'r Iaith Gymraeg a gafodd eu cyhoeddi gan Lywodraeth Cymru.
- 11.2 Mae gwaith y Swyddog Cydymffurfio yn rhan o'r dull hirdymor o sicrhau bod holl Wasanaethau'r Cyngor yn cydymffurfio â gofynion Safonau'r Gymraeg. Mae'r dull sydd wedi'i fabwysiadu yn un o gydweithio â meysydd gwasanaeth er mwyn lleihau'r risg o achosion o ddiffyg cydymffurfio ac atal cwynion rhag



cael eu cyflwyno i Swyddog Comisiynydd y Gymraeg mewn perthynas â lefel cydymffurfiaeth y Cyngor â Safonau'r Gymraeg. Mae ystod o wasanaethau wedi cyfrannu adborth ar y broses sydd wedi'i mabwysiadu, ac mae'r berthynas waith agos gyda'r Garfan Archwilio wedi sicrhau bod y Cyngor yn defnyddio dull archwilio integredig.

11.3 Mae'r gwaith sy'n cael ei amlinellu yn yr adroddiad yma yn arbennig o berthnasol i'r nodau lles canlynol:

- Cymru Gyfartal – mae'n sicrhau bod modd i drigolion Rhondda Cynon Taf gael gwasanaethau yn eu dewis iaith
- Cymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu – mae'n cefnogi normaleiddio'r Gymraeg a'i ddefnydd mewn bywyd bobdydd.

## 12. **CASGLIAD**

12.1 Mae'r lefel cynyddol o gydymffurfiaeth o ganlyniad i waith a chymorth y Swyddog Cydymffurfio yn dystiolaeth gadarn o dwf a datblygiad. Wrth i'r system archwilio ddatblygu, bydd tystiolaeth feincnod pellach ar gael i bob adran o'r Cyngor. Yna, bydd ail archwiliad llawn o adrannau yn caniatáu i'r Cyngor fesur lefelau cydymffurfiaeth parhaus yn erbyn y Safonau, gyda'r cynnydd wedi'i nodi yn erbyn y pwyntiau gweithredu yn yr adroddiad archwilio gwreiddiol.

12.2 Nod Comisiynydd y Gymraeg yw annog cydymffurfiaeth trwy rymuso a galluogi sefydliadau. Un o'r ffyrdd y mae'r Comisiynydd yn cyflawni hyn yw trwy dynnu sylw at enghreifftiau o arferion da. Mae Comisiynydd y Gymraeg wedi nodi penderfyniad Rhondda Cynon Taf i gynnal cylch o archwiliadau mewn perthynas â sut mae meysydd gwasanaeth yn cydymffurfio â Safonau'r Gymraeg fel enghraifft o arfer da ac, yn hynny o beth, dylai'r arfer da yma gael ei rannu â sefydliadau eraill, gan obeithio y byddan nhw hefyd yn ei weithredu.

This page is intentionally left blank

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**WELSH LANGUAGE CABINET STEERING GROUP**

**10 OCTOBER 2018**

**WELSH LANGUAGE SERVICES - INTERNAL AUDITS OF COMPLIANCE**

**REPORT OF THE DIRECTOR OF PUBLIC HEALTH, PROTECTION, AND  
COMMUNITY SERVICES IN DISCUSSION WITH THE RELEVANT PORTFOLIO  
HOLDER CLLR G. HOPKINS**

**Authors:** Wendy Edwards, Head of Community Learning (01443 744111)  
Steffan Gealy, Service Manager, Welsh Language Services (01443  
570002)

**1. PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to provide the Welsh Language Steering Group with an outline of the process adopted by Welsh Language Services for auditing departmental compliance with Welsh language standards, highlighting areas of potential non-compliance and to offer corrective solutions.
- 1.2 A sample of the audits completed by the Compliance Officer can be seen at Appendix 1 and Appendix 2.

**2. RECOMMENDATIONS**

It is recommended that the Welsh Language Cabinet Steering Group:

- 2.1 Note the content of the report;
- 2.2 Consider whether further information is required;
- 2.3 Approve the implementation of further audits in order to reduce risk to the Council and to offer corrective solutions to service areas.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 The Welsh Language (Wales) Measure 2011 established a legal framework to impose a duty on local authorities to comply with Standards of conduct in relation to the Welsh Language. In particular, this means that Local Authorities cannot treat the Welsh language less favourably than the English

language, and must promote and facilitate the use of the Welsh language therefore making it easier for people to use it in their daily life.

- 3.3 The Standards affect all areas of the Council's work and a penalty of up to £5,000 can potentially be applied by the Commissioner for each proven breach of a standard.
- 3.4 The Council has been subject to a number of statutory investigations which can take up to 18 months to complete. Such investigations have been costly in terms of officer time. Most recently, after an investigation carried out in accordance with section 71 and Schedule 10 of the Welsh Language (Wales) Measure 2011, the Welsh Language Commissioner determined that Rhondda Cynon Taf County Borough Council failed to comply with Standard 4 (When you send the same correspondence to several persons, you must send a Welsh language version of the correspondence at the same time as you send any English language version). This Standard applies even if language preference has been determined.
- 3.5 Undertaking regular internal audits to assess the level of compliance of Council services ensures that any potential breaches, or any areas where there are particular challenges, can be identified and addressed swiftly before any complaint is made to the Welsh Language Commissioner's Office.

#### **4. BACKGROUND**

- 4.1 The structure of the Welsh Language Services unit was reviewed, and job descriptions revised, in readiness for the implementation of the Welsh Language Statutory Standards so that the Council would be better prepared for the impact of the Compliance Notice issued in September 2015, as amended in 2016. Within the new structure the post of Welsh Language Development Officer was replaced by a Compliance Officer post. This was a significant change and highlighted to all Council services the new legal status afforded to the Welsh language and the importance of compliance with the new legislation.
- 4.2. Advice was sought from the Council's Audit Team on the approach to be adopted when undertaking audits and the Welsh Language Compliance Officer has worked closely with the Audit team on developing the necessary processes.
- 4.3 Since the introduction of the Welsh Language Standards further legislation has been passed by the Welsh Government including the Wellbeing of Future Generations Act and the Cymraeg 2050 strategy which has further highlighted the importance of the Welsh language and meeting the requirements of the Standards is central to the success of many of them.
- 4.4 As noted in 3.3 above, failure to comply with the requirements of the Standards would put the Council at risk, both financially and from a reputation aspect. The Compliance Officer therefore not only undertakes audits to assess compliance against the standards but also provides a wide range of

advice and support to Council officers on how to overcome any challenges they face in relation to embedding the relevant standards in their service areas.

## **5. CURRENT POSITION**

- 5.1 Full audits of two service areas have been undertaken since appointing to the post of Compliance Officer mid way through the last financial year. Further audits are underway, one of which is as a direct result of the Welsh Language Commissioner's determination that Rhondda Cynon Taf County Borough Council failed to comply with Standard 4.
- 5.2. In addition to creating an opportunity to measure compliance, the two audits have been found to afford senior officers an opportunity to develop further understanding of the Standards and how they are uniquely relevant to their service area as well as gaining insight into the national context. Furthermore, they provide an opportunity to raise concerns and discuss any barriers.
- 5.3 Audit reports are compiled, covering the Standards' 10 themes – namely the 5 classes of Standards (service delivery; policy making; operational; promotion; record keeping) and the supplementary Standards which apply to the 5 classes.
- 5.4 A level of compliance is awarded to each class, i.e. a percentage figure for the relevant Standards where there is evidence of compliance. There are five levels identified on the recording spreadsheet. This allows the Compliance Officer to create the most comprehensive picture of services and compliance according to themes from the Standards rather than against each individual Standard. This approach is easier for senior officers to monitor and allows departments to prioritise certain themes which require more focus than others.
- 5.5 The audit report also makes recommendations on actions required in order to comply or improve processes.
- 5.6 For both the service areas subject to full audits to date (Human Resources and Library Service) compliance has been achieved in a number of areas. Nevertheless, evidence suggests that further work needs to be progressed in order to achieve full compliance.

## **6. NEXT STEPS**

- 6.1 Welsh Language Services will continue to implement an audit cycle focusing on areas as outlined in the Welsh Language Commissioner's Annual Assurance report. Follow-up audits will also be undertaken to check on the Progress made by services where improvements have been recommended.
- 6.2 Officers from Welsh Language Services will present a paper at the Welsh Language Commissioner's Successful Practices Seminar in November 2018 on implementing audits in the context of compliance with statutory linguistic

duties as this has been identified as an area of good practice in the Commissioner's Annual Assurance Report.

- 6.3 The Compliance Officer will continue to work closely with departments in order to resolve issues, including sharing evidence on how other service areas and authorities have overcome these as the main aim of the audits is not to humiliate, but to support and reduce risk to the Council.

## **7. EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 An Equalities Impact Assessment is not required for the purposes of this report.

## **8. CONSULTATION**

- 8.1 A consultation is not required for the purposes of this report.

## **9. FINANCIAL IMPLICATION(S)**

- 9.1 There are no financial implications aligned to this report. However, costs and resources may be required by service areas as instances of non-compliance are identified. In addition to the staffing costs involved with the Welsh Language Commissioner's investigations, determination by the Welsh Language Commissioner for non-compliance could incur financial penalties of up to £5,000.

## **10. LEGISLATION CONSIDERED**

- 10.1 Welsh Language (Wales) Measure 2011 and Welsh Language Statutory Standards 2015 regulate this area of work.

## **11. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT**

- 11.1 The Welsh language is a cross-cutting theme in the Corporate Plan and underpins all corporate priorities as the Council is required to comply with the amended Compliance Notice issued by the Welsh Language Commissioner in September 2016 under the Welsh Language (Wales) 2011 Measure in addition to Strategies regarding the Welsh Language published by the Welsh Government.
- 11.2 The work undertaken by the Welsh Language Compliance Officer is part of the longer-term approach to ensuring that all Council Services comply with the requirements of the Welsh Language Standards. The approach adopted is one of collaboration with services areas to reduce the risk of non-compliance and prevent complaints in relation to the Council's compliance with the Welsh Language Standards being made to the Welsh Language Commissioner's Officer. A range of services have been involved in providing feedback on the process adopted, and the close working relationship with the Audit team has ensured that there is an integrated approach to auditing across the Council.

11.3 The work outlined in this report is particularly relevant to the following well-being goals:

- An Equal Wales – it ensures that residents in Rhondda Cynon Taf can access services in their preferred language
- A Wales of vibrant culture and thriving Welsh language – it supports the normalisation of the Welsh language and its use in daily life.

## **12. CONCLUSION**

12.1 The increased level of compliance as a result of the Compliance Officer's involvement and support is firm evidence of growth and development. As the audit system develops, further benchmark evidence will be available to every Council department. Then, a second full audit of departments will allow the Council to measure continued compliance with the Standards, with progress seen against the action points within the original audit report.

12.2 The Welsh Language Commissioner aims to encourage compliance through empowering and enabling organisations. One of the ways by which the Welsh Language Commissioner achieves this is by drawing attention to examples of successful practices. Rhondda Cynon Taf's decision to implement a cycle of audits with regards to how service areas comply with the Welsh Language Standards have been noted publicly by the Welsh Language Commissioner as an example of good practice and, as such, should be shared with, and hopefully implemented by other organisations.

This page is intentionally left blank



**GROUP: CHIEF EXECUTIVE**

**AUDIT NAME: WELSH LANGUAGE STANDARDS – HUMAN RESOURCES**

**DATE DRAFT REPORT WAS ISSUED: 15/11/2017**

**DATE FINAL REPORT WAS ISSUED: XX/XX/XXXX**

#### INTRODUCTION

Rhondda Cynon Taf CBC was issued a Compliance Notice under Section 44 Welsh Language (Wales) Measure 2011 on 30/09/2015. In order to assess the Council's current position we require each service area to be audited against the Welsh Language Standards.

#### SCOPE & OBJECTIVES

In accordance with the Chief Executive's directive, Internal Audits will be conducted with all Service Areas with the aim of reducing the risk for the authority. A review of compliance against the Welsh Language Standards is to be completed in order to facilitate this aim and to support services to overcome any barriers to compliance. It will also be used to identify areas of good practice to share with other service areas.

#### AUDIT OPINION

The Welsh Services department would like to thank you and your staff for your co-operation in facilitating the audit. Good progress has been made in embedding the Standards since their introduction in 2016. The department's investment in Welsh Language Training for a number of staff is to be commended.

The report highlights where good practice has been achieved (Met). Nevertheless, evidence suggests that further work needs to be progressed in order to achieve full compliance.

The recommendations are not exhaustive, as embedding the Standards is an evolving process. In some instances, Standards have been highlighted in yellow. These Standards have not been audited and have not affected your compliance levels. The reason for this is that they are not exclusive to HR and the nature of the Standard is so complex that a degree of compliance would be difficult to achieve in all service areas. In addition, compliance in some areas are dependent on the support of other service areas e.g. translation services.

#### COMPLETED BY

Thomas Tudor Jones  
Welsh Language Compliance Officer  
[Thomas.t.jones@rctcbc.gov.uk](mailto:Thomas.t.jones@rctcbc.gov.uk)  
01443 570003

For further advice on achieving compliance, please do not hesitate to contact the officer named above who will be happy to help.

The Welsh Language Standards are grouped into 10 separate sections. Each section is given a compliance level as described in more detail below. Subject to agreement the department's compliance levels will be forwarded to the Sub Cabinet Group with responsibility for the Welsh Language for further scrutiny.

Where Standards or sections have not been applicable to a service area they are not contained within this report.

Levels	Compliance Level 1	Compliance Level 2	Compliance Level 3	Compliance Level 4	Compliance Level 5
Definition	Compliance Level one means that 0-25% of the Standards applicable to that service area have been met.	Compliance Level two means that 26-50% of the Standards applicable to that service area have been met.	Compliance Level three means that 51-75% of the Standards applicable to that service area have been met.	Compliance Level four means that 76-99% of the Standards applicable to that service area have been met.	Compliance Level five means that service area is <b>currently</b> fully compliant with the Standards applicable to them.
Risk Factors	<ul style="list-style-type: none"> <li># Serious risk of complaint</li> <li># Serious risk of complaint from the Welsh language Commissioner</li> <li># Repeated non-compliance could result in £5,000 fine</li> <li># <b>Urgent action needed</b></li> </ul>	<ul style="list-style-type: none"> <li># Risk of complaint</li> <li># Risk of complaint from the Welsh language Commissioner</li> <li># Repeated non-compliance could result in £5,000 fine</li> <li># <b>Urgent action needed</b></li> </ul>	<ul style="list-style-type: none"> <li># Possible risk of complaint</li> <li># Possible risk of complaint from the Welsh language Commissioner</li> <li># Repeated non-compliance could result in £5,000 fine</li> <li># <b>Action needed</b></li> </ul>	<ul style="list-style-type: none"> <li># Minimal risk of complaint</li> <li># Minimal risk of complaint from the Welsh language Commissioner</li> <li># Report recommendations to be followed to reach Level 5</li> </ul>	<ul style="list-style-type: none"> <li># No immediate risk</li> <li># Continued monitoring needed to maintain Standard</li> <li># Good practice example</li> </ul>

<b>A. Service Delivery</b>
<b>Compliance Level 3 - 70%</b>

No.	Standard	Met	Evidence	Not Met	Possible action for improvement to be considered to meet the Standard	Target Date for Implementation & Responsible Officer
1	If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.	Met	<b><u>Training Team</u></b> Most recent correspondence in Welsh received by Training Team on 4/03/2016 and a reply within 2 days demonstrates a little delay.		Ongoing record information in the evidence file.	RD Ongoing
2	When you correspond with an individual ("A") for the first time, you must ask A whether A wishes to receive correspondence from you in Welsh, and if A responds to say that A wishes to receive correspondence in Welsh you must – (a) keep a record of A's wish, (b) correspond with A in Welsh when corresponding with A from then onwards, and (c) send any forms you send to A from then onwards in Welsh.	Met	<b><u>All</u></b> Current communication with external partners are based on established language preference. <b><u>Equalities Team</u></b> Disability Forum members' language preference has been established and correspondence with certain members is through the medium of Welsh.		<b><u>Training Team</u></b> Source a copy of Members' Language preference for any future correspondence. <b><u>All</u></b> Be mindful that new interactions with individuals beyond our organisation must be afforded this choice where RCTCBC are the initiating/leading partner. A record must be kept.	RD Ongoing
4	When you send the same correspondence to several persons, you must send a Welsh language version of the correspondence at the same time as you send any English language version.	Met	<b><u>Equalities</u></b> Holocaust Memorial Day Event email to Members.			

5	If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.		<b>Occupational Health</b> Letter sent to staff of partner organisations (who are external clients) is in English only.	Not Met	<b>Occupational Health</b> <b>a)</b> English to be translated. Welsh and English version to be sent when language preference has not been established. <b>b)</b> Language Preference question to be added to the initial referral = language of correspondence thereafter.	Waiting for letters to be translated. Bilingual to be sent out initially until the referral form is changed in the new system upgrade to request language preference. RD – 1 <sup>st</sup> Aug '18
6	If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).		As above	Not Met	As above	As above

7	You must state - (a) in correspondence, and (b) in publications and official notices that invite persons to respond to you or to correspond with you, that you welcome receiving correspondence in Welsh, that you will respond to any correspondence in Welsh, and that corresponding in Welsh will not lead to delay.	Met	<b>All</b> Disclaimer included in each external email and on the footer of official Council paper.			
8	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must greet the person in Welsh.	Met	<b>All</b> Main telephone number is the Council contact centre which has capacity to deal with calls in Welsh.			
9	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.	Met	<b>All</b> Main telephone number is the Council contact centre which has dedicated Welsh Language Service - this option is promoted at the start of the call cycle.			

11	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh if that is the person's wish until such point as - (a) it is necessary to transfer the call to a member of staff who does not speak Welsh who can provide a service on a specific matter; and (b) no Welsh-speaking member of staff is available to provide a service on that specific subject matter.	Met	<u>All</u> 2 calls presented to HR via their advertised number - 01443 442100 - were dealt with entirely in Welsh and transferred to a Welsh-speaking HR Officer.			
12	When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	Met	<u>All</u> Number is identical.			
13	If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	Met	<u>All</u> Number is identical.			

14	When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.		<u><b>Recruitment</b></u> Website <u><b>Occupational Health</b></u> Appointment & Referral Letters <u><b>Equalities</b></u> Carers and Disability Event Poster	Not Met	<u><b>All</b></u> Review where the main number is published and include - <i>Croesawn alwadau yn y Gymraeg.</i> <i>We welcome calls in Welsh.</i> <u><b>Welsh Services</b></u> Discuss with Design Unit.	RD Included and ongoing staff benefits letters changing by 31.5.18. AD Training letters by 31.5.18.
16	Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh.	Met	<u><b>All</b></u> Published numbers direct customers to the contact centre where this Standard is adhered to.			
17	When there is no Welsh language service available on your main telephone number (or numbers), or any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language service will be available.	Met	<u><b>All</b></u> Published numbers direct customers to the contact centre where this Standard is adhered to.			
19	If a person contacts one of your departments on a direct line telephone number (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must deal with the call in Welsh until such point as - (a) it is necessary to transfer the call to a member of staff who does not speak Welsh who can provide a	Met	<u><b>Employment Services / Schools</b></u> 2 calls presented to HR on the day of the audit were dealt with entirely in Welsh.		<u><b>All</b></u> Remind all staff that they should seek out a Welsh-speaker if a Welsh Language call is received, offer a call back if there isn't anyone available, only then are they to offer for the conversation to continue in English.	Equalities team recent appointment is a Welsh speaker.



	service on a specific subject matter; and (b) no Welsh-speaking member of staff is available to provide a service on that specific subject matter.					
20	When a person contacts you on a direct line number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.		<p><b>All</b> Partially Met. 6 calls presented on audit days used the following greeting "Bore Da / Good Morning, Occupational Health or Human Resources"</p>	<p><b>Not Met</b></p>	<p><b>All</b> Full greeting needs to be bilingual. <i>Quick win - Bore Da / Good Morning &lt;Officer Name&gt;</i></p> <p><b>All</b> Voicemails to be re-recorded to include an offer for people to leave messages in Welsh. Standard message - <i>Dwi ddim ar gael i ateb eich galwad ar hyn o bryd. Gadewch neges a wna'i gysylltu yn ôl. Croeso i chi adael neges yn y Gymraeg.</i></p> <p><i>Sorry I'm not available to take your call at the moment. Please leave a message and I'll get back to you.</i></p>	<p>1.2.18 ML Greeting is now Adnoddau Dynol, Human Resources including 'Bore Da/Prynhawn Da' and 'X S'yn siared' with the corresponding English if they feel confident enough. RD Ongoing, voicemails completed in OH, no other voicemails.</p>

21	When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.		No evidence presented.		<b><u>This Standard has not been audited and as such does not affect your compliance level. This Standard is not exclusive to HR and the nature of it is so complex that a degree of compliance would be difficult in all service areas.</u></b>
27	If you invite more than one person to a meeting (which does not relate to the well being of one or more of the individuals invited), you must ask each person whether they wish to use the Welsh language at the meeting.	Met	<p><b><u>Equalities</u></b> Currently facilitate, although do not lead, a number of partnership meetings with external customers / organisations. Language preference is not captured as we are not the lead authority.</p> <p><b><u>Training Team</u></b> Attend, although do not lead on the SEWLAN network.</p> <p><b><u>All</u></b> Unlikely that HR Staff deal with arranging and lead on meetings with more than one persons in attendance.</p>	<p><b><u>All</u></b> When inviting external organisations/individuals to a meeting we should either capture language preference at the beginning of the relationship or include the following message in invites - <i>Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod dim ond i chi roi gwybod erbyn xx/xx/xx</i> <i>You are welcome to use Welsh at the meeting, just let us know by xx/xx/xx should you wish to do so.</i></p>	RD 5.18

35	If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	Met	<u>Equalities</u> Carers and Disability Event Poster 2017 <u>EET</u> Jobs Fair poster 2017			
36	If you organise a public event, or fund at least 50% of a public event, you must 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).		<u>Equalities</u> Partially Met Carers and Disability Event 2017 information will be bilingual. Services offered will not be. <u>EET</u> Jobs Fair information is bilingual. CV writing workshop currently is not.	Not Met	<u>All</u> When funding at least 50% of an event the services offered to the public must also be available in Welsh. Workforce planning to take into account the need for Welsh-speaking staff. Sub-contracting work to third party WL providers (Menter Iaith etc) could be another avenue to pursue.  <u>EET</u> Upskill already fluent Welsh-speaking team members to provide workshops in Welsh should the need arise.	Any Local Authority based information will be bilingual and LA workshops will be offered in Welsh. There is no control over outside bodies material. Welsh speaker now employed from 2018. MW  Now employ 4 welsh speakers and all workshops are now offered in Welsh. SW.

37	Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.	Met	<b><u>Equalities</u></b> Carers and Disability Event Poster 2017 <b><u>EET</u></b> Jobs Fair poster 2017			
38	Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.	Met	<b><u>Equalities</u></b> Carers and Disability Event Poster 2017 <b><u>EET</u></b> Jobs Fair poster 2017		<b><u>Equalities &amp; EET</u></b> Signing-in sheets also need to be bilingual.	MW 31.5.18 (Equalities)  EETS invitations to training are bilingual, there are no signing in sheets.SW
43	Any brochure, leaflet, pamphlet or card that you produce in order to provide information to the public must be produced in Welsh.	Met	<b><u>EET</u></b> Careers and the Working World booklet is bilingual.			
44	If you produce the following documents, and they are available to the public, you must produce them in Welsh - (a) policies, strategies, annual reports and corporate plans; (b) guidelines and codes of practice; (c) consultation papers.	Met	<b><u>Equalities</u></b> Annual Equality Report, published online.		<b><u>Equalities</u></b> New Strategic Equality Plan to be translated and published at the same time as the English. Continue publishing AER in Welsh.	
50	Any form that you produce for public use must be produced in Welsh.		Partially Met <b><u>Recruitment &amp; Equalities</u></b> Application & Equalities monitoring form. <b><u>Occupational Therapy</u></b> Self-referral	Not Met	<b><u>Occupational Health</u></b> Self-referral information that is forwarded to employees needs to be bilingual and needs to capture language preference.	Counselling packs are available in Welsh. RD

			information			
50A	If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English language version clearly states that the form is also available in Welsh.	Met	<b>Equalities</b> Pride Surveys		<b>All</b> Continue with the good practice of creating bilingual forms and include the following in the footer of each English only form. <i>This document is also available in Welsh. Please contact xxx to request a copy.</i>	
50B	If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	Met	<b>Equalities</b> Pride Surveys demonstrate no differentiation between Welsh and English. Welsh always positioned first.			

52	<p>You must ensure that - (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website. <b>You must comply with Standard 52 in relation to the following by 31/03/2017</b> <math>\phi</math> <b>the body's corporate website You must comply with Standard 52 in relation to the following by 31/03/2018.</b> <math>\phi</math> <b>all other websites</b></p>		<p><b><u>Recruitment</u></b> Website pages <b><u>EET</u></b> Care 2 work, job centre plus, step in the right direction website pages.</p>	Not Met	<p><b><u>Recruitment</u></b> 4 heading/link description changes necessary "~~CAND_PROFILE_OPTIONS~~" Should read - Dewisiadau Proffil  "~~CANDIDATE_TERMS~~" should be deleted from the register a profile page.  ~~FORGOT_PASSWORD_FORM_LINK~~ should read -Wedi anghofio eich cyfrinair?  ~~REGISTER_NEW_ACCOUNT_LINK~~ should read - Creu cyfrif newydd  <b><u>EET</u></b> Website pages are currently in English only. Send to translation team and upload as soon as you get them back.</p>	AD Complete
55	<p>If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding</p>	Met	<p><b><u>Recruitment &amp; EET</u></b> Website clearly indicates language choice at the top of the page.</p>		Complete actions in Standard 52.	

	English page.					
56	You must provide the interface and menus on every page of your website in Welsh.	Met	<b><u>Recruitment &amp; EET</u></b> Website menus and interface are available in Welsh and English.		Complete actions in Standard 52.	
64	Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service. <b>You must comply with Standard 64 in relation to the following by 30 March 2016: <del>the</del> the body's main reception service You must comply with Standard 64 in relation to the following by 31 March 2018: <del>the</del> every other reception service</b>	Met	<b><u>Occupational Health</u></b> Receptionist is Welsh and conducts interactions confidently in both languages.		<b>All</b> Proactively recruiting a Welsh-speaker has enabled this department to be fully compliant. This Standard is one of the most challenging for the local authority. Da iawn AD.	RD 1.18 ongoing
67	You must display a sign in your reception which states (in Welsh) that persons are welcome to use the Welsh language at the reception.			Not Met	<b><u>Welsh Services</u></b> Forward sign to be displayed.	RD 11.5.18
68	You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.			Not Met	<b><u>Welsh Services</u></b> Forward lanyard for Welsh Speaking staff.	RD completed 3.18

81	You must promote any Welsh language service that you provide, and advertise that service in Welsh.		<b>EET</b> Careers and the Working World Provision Outlines Booklet lists all courses available, at a cost, to schools and also available in Welsh.	Not Met	<b>EET</b> Any new print-run of the booklet should include active offers in the Welsh and English sides. "This Training is available in Welsh".	Delivery of programme has changed, booklet no longer required. All new marketing material produced will state "This Training is available in Welsh "
82	If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.				<b><u>This Standard has not been audited and as such does not affect your compliance level. This Standard is not exclusive to HR and the nature of it is so complex that a degree of compliance would be difficult in all service areas. Further strategic work needs to be completed to achieve compliance</u></b>	



**B. Policy Making****Compliance Level 5 – 100%**

No.	Standard	Met	Evidence	Not Met	Possible action for improvement to be considered to meet the Standard	Target Date for Implementation & Responsible Officer
88	When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	Met	<u>All</u> Policy Review Group established to update policies. Consultation with Welsh Services where applicable.		<u>All</u> Continue to work with Welsh Services to update policies to reflect the Standards. <u>Equalities</u> Include the need to update organisations Equality Impact Assessment in the soon to be published Strategic Equalities Plan in order to include scrutiny of the EqlAs.	30.12.18 MW

89	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	Met	<b>All</b> Policy Review Group established to update policies. Consultation with Welsh Services where applicable.	<b>All</b> Continue to work with Welsh Services to update policies to reflect the Standards. <b>Equalities</b> Include the need to update organisations Equality Impact Assessment in the soon to be published Strategic Equalities Plan in order to include scrutiny of the EqlAs.	30.12.18 MW
90	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	Met	<b>All</b> Policy Review Group established to update policies. Consultation with Welsh Services where applicable.	<b>All</b> Continue to work with Welsh Services to update policies to reflect the Standards. <b>Equalities</b> Include the need to update organisations Equality Impact Assessment in the soon to be published Strategic Equalities Plan in order to include scrutiny of the EqlAs.	30.12.18 MW
91	When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.		Department have yet to publish a consultation document since the introduction of the Standards.	<b>Equalities</b> Strategic Equalities Plan Consultation to take this into account. EqlA to be more robust by having more scrutiny.	30.12.18 MW

92	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would have positive effects, or increased positive effects, on (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.		Department have yet to publish a consultation document since the introduction of the Standards.	<p><b><u>Equalities</u></b> Strategic Equalities Plan Consultation to take this into account. EqIA to be more robust by having more scrutiny.</p>	30.12.18 MW
93	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.		Department have yet to publish a consultation document since the introduction of the Standards.	<p><b><u>Equalities</u></b> Strategic Equalities Plan Consultation to take this into account. EqIA to be more robust by having more scrutiny.</p>	30.12.18 MW
95	When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers what effects, if any (and whether positive or adverse), the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.		Department do not commission or undertake research.		

96	When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would have a positive effects, or so that it would have increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.		Department do not commission or undertake research.			
97	When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.		Department do not commission or undertake research.			

**C. Operational**

**Compliance Level 2 - 49%**

<b>No.</b>	<b>Standard</b>	<b>Met</b>	<b>Evidence</b>	<b>Not Met</b>	<b>Possible action for improvement to be considered to meet the Standard</b>	<b>Target Date for Implementation &amp; Responsible Officer</b>
------------	-----------------	------------	-----------------	----------------	--	---

99	When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.		<p><b><u>Recruitment</u></b> Information is available on request but no consistent approach to offering at the moment.</p>	Not met	<p><b><u>Recruitment</u></b>  <b>a)</b> Additional line to be added to 1st Interview invite template  <i>"Should you be successful and offered the role, please let us know if you'd like your contract of employment in Welsh or English."</i>  <b>b)</b> Initial contact email from HR to be bilingual to ask for language preference. Template email already forwarded.  <b>c)</b> HR Schools Officers to make sure that pre-appointment letter is bilingual in order to capture the language preference of the candidate before sending contract out.</p>	<p>AD Paper App – CT 1.3.18 Complete</p> <p>AD Paper App – 1.3.18 Complete</p> <p>NP 1.3.18 Language Preference is noted on Application form.</p>
100	You must - (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.		<p><b><u>Recruitment</u></b> Information is available on request but no consistent approach to offering at the moment.</p>	Not Met	<p><b><u>Recruitment</u></b> When the action above is completed, HR Officers will know to send supporting information (pre appointment letter in Welsh too)</p>	<p>1.3.18 Preference noted at start of appointment</p>

101	You must ask each employee whether he or she wishes to receive any documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.		Partially Met <b><u>People Development Team</u></b> Current roll out of Performance Documentation for GR14s and above is bilingual.	Not met	<b><u>People development Team</u></b> Continue working with Welsh Language Services Team on this project.  All documentation to be posted on RCT Source so managers can also access bilingual versions for Welsh-speaking staff.	DH 10 <sup>th</sup> June 2018
102	You must ask each employee whether he or she wishes to receive any documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.		Partially Met <b><u>People Development Team</u></b> Current roll out of Performance Documentation for GR14s and above is bilingual.	Not Met	<b><u>People development Team</u></b> Continue working with Welsh Language Services Team on this project.  All documentation to be posted on RCT Source so that managers can also access bilingual versions for Welsh-speaking staff.	DH 10 <sup>th</sup> June 2018
103	You must ask each employee whether he or she wishes to receive any documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.		Partially Met <b><u>People Development Team</u></b> Current roll out of Performance Documentation for GR14s and above is bilingual.	Not Met	<b><u>People development Team</u></b> Continue working with Welsh Language Services Team on this project.  All documentation to be posted on RCT Source so that managers can also access bilingual versions for Welsh-speaking staff.	DH 10 <sup>th</sup> June 2018

104	You must ask each employee whether he or she wishes to receive any forms that record and authorise - (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	Met	<b>All</b> SA3 form available bilingually. Annual leave card available bilingually. Flexi record available bilingually.		<b>All</b> Signing in sheets need to be bilingual. Documents should be available on RCT Source so all managers can access.	RD OH and PDT flexi and training cards bilingual. Email sent to staff re preference 5.5.18.
105	If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.		<b>All</b> Document List provided by HR Officer of current progress being made to have policies updated/translated.	Not Met	<b>Policy Review Group</b> Continue with project of monitoring of translating and updating RCT Source with Welsh and English policies. RCT Source to be developed to have bilingual functionality.	AB/ML 1.4.18
106	If you publish a policy relating to health and well-being at work, you must publish it in Welsh.		<b>All</b> Document List provided by HR Officer of current progress being made to have policies updated/translated.	Not Met	<b>Policy Review Group</b> Continue with project of monitoring of translating and updating RCT Source with Welsh and English policies. RCT Source to be developed to have bilingual functionality.	AB/ML 1.4.18
107	If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.		<b>All</b> Document List provided by HR Officer of current progress being made to have policies updated/translated.	Not Met	<b>Policy Review Group</b> Continue with project of monitoring of translating and updating RCT Source with Welsh and English policies. RCT Source to be developed to have bilingual functionality.	AB/ML 1.4.18



108	If you publish a policy relating to performance management, you must publish it in Welsh.		<b>All</b> Document List provided by HR Officer of current progress being made to have policies updated/translated.	Not Met	<b>Policy Review Group</b> Continue with project of monitoring of translating and updating RCT Source with Welsh and English policies. RCT Source to be developed to have bilingual functionality.	AB/ML 1.4.18
109	If you publish a policy about absence from work, you must publish it in Welsh.		<b>All</b> Document List provided by HR Officer of current progress being made to have policies updated/translated.	Not Met	<b>Policy Review Group</b> Continue with project of monitoring of translating and updating RCT Source with Welsh and English policies. RCT Source to be developed to have bilingual functionality.	AB/ML 1.4.18
110	If you publish a policy relating to working conditions, you must publish it in Welsh.		<b>Health &amp; Safety</b> Document List provided by H&S Officer of current progress being made to have policies updated/translated.	Not Met	<b>Policy Review Group</b> Continue with project of monitoring of translating and updating RCT Source with Welsh and English policies. RCT Source to be developed to have bilingual functionality.	AB/ML 1.4.18
111	If you publish a policy regarding work patterns, you must publish it in Welsh.		<b>All</b> Document List provided by HR Officer of current progress being made to have policies updated/translated.	Not Met	<b>Policy Review Group</b> Continue with project of monitoring of translating and updating RCT Source with Welsh and English policies. RCT Source to be developed to have bilingual functionality.	AB/ML 1.4.18

112	You must allow each member of staff - (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or about her.	Met	<b>All/Schools</b> Organisation permits this and has dealt with Schools based staff through Welsh.			
112A	You must state in any document that you have that sets out your procedures for making complaints that each member of staff may (a) make a complaint to you in Welsh, and (b) respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.		Partially Met <b>All</b> Grievance Policy updated to reflect this Standard.	Not Met	<b>All</b> Agree update, forward for translation and publish in both languages on RCT Source.	AB/ML 1.4.18
114	If you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting; (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without translation services).		<b>All</b> Template letters produced in English only.	Not Met	<b>All</b> <b>a)</b> All template letters (Dignity at Work, Formal investigation, second stage interview) need to be sent out bilingually where no language preference has been established. They also need to be amended to reflect the need to offer translation services in a meeting <i>as well as</i> welcoming correspondence in Welsh.  <b>b)</b> Long term project to capture language preference of all staff will eliminate need to provide bilingual letters suggested. Audit agree this ambitious project would make compliance easier.	CT 1.3.18  ML 1.9.18

115	When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff - (a) made the complaint in Welsh, (b) responded in Welsh to a complaint about him or about her, (c) asked for a meeting about the complaint to be conducted in Welsh, or (ch) asked to use the Welsh language at a meeting about the complaint.	Met	<b>All</b> As highlighted by HR Advisors when a complaint/investigation reaches this stage and Welsh has been requested the reply is such that it is so personal that no pre-populated template is appropriate. All documents are sent to Welsh Translation.		Comply with Actions in Standard 114.	
116	You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.	Met	<b>All</b> Organisation permits this and has dealt with Schools based staff through Welsh. Grievance Policy updated to reflect this Standard.		<b>Policy Review Group</b> Publish updated Grievance Policy	
116A	You must - (a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her, and (b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.		Partially Met <b>All</b> Disciplinary Procedure updated to reflect this Standard.	Not Met	<b>All</b> Agree update, forward for translation and publish in both languages on RCT Source.	AB/ML 1.4.18

118	If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or her conduct you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and (b) explain that you will provide a translation service for that purpose if it is required; and, if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without a translation service).		Partially Met <b>All</b> Disciplinary Procedure updated to reflect this Standard.	Not met	<b>All</b> <b>a)</b> Agree update, forward for translation and publish in both languages on RCT Source. <b>b)</b> All template letters (Dignity at Work, Formal investigation, second stage interview) need to be sent out bilingually where no language preference has been established. They also need to be amended to reflect the need to offer translation services in a meeting as well as welcoming correspondence in Welsh.	AB/ML 1.4.18
119	When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff - (a) responded to allegations made against him or her in Welsh, (b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or (c) asked to use the Welsh language at a meeting regarding the disciplinary process.	Met	<b>All</b> As highlighted by HR Advisors when a complaint/investigation reaches this stage and Welsh has been requested the reply is such that it is so personal that no pre-populated template is appropriate. All documents are sent to Welsh Translation.		Comply with Actions in Standard 114.	

127	You must assess the Welsh languages skills of your employees.		<p><b>All</b> HR Officers completed surveys in early 2017. All new starters complete a mandatory online questionnaire on the recruitment website or paper copy if manual and HR Officers update Vision record with Welsh Language Skill. Testing of this system has resulted in a delay of 3-6 months before records are updated.</p>	Not Met	<p><b>All</b> Input Welsh Language Skill after generating a new Vision account.</p>	J Dixon 1.3.18
128	You must provide training in Welsh in the following areas, if you provide such training in English - (a) recruitment and interviewing (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety.		<p><b>Training Team</b> Some presentations are available bilingually. Registration forms not available bilingually.</p>	Not Met	<p><b>All</b> a) Include policy statement and offer for the training to be in Welsh on courses highlighted in this Standard. b) Course content to be translated in readiness. c) Where vacancies arise in Training Teams, Welsh Language Skill level 5 to be considered for the JD in order to build capacity. ch) Registration forms/publicity for courses highlighted in this Standard need to be available in Welsh (Bilingual)</p>	Policy statement included in all courses and course handouts in standard topics translated but still need to send other training docs. 31 <sup>st</sup> June 18. RD Registration forms 31.5.18.

129	You must provide training (in Welsh) on using Welsh effectively in - (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.	Met	<b>All</b> Cymraeg Gwaith intensive course available for staff to better their Welsh Language Skills.		Contact Welsh Language Tutor for more information.	
130	You must provide opportunities during working hours - (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers.	Met	<b>All</b> Welsh Language Tutor currently providing lessons to the service area.			
131	You must provide opportunities for employees who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	Met	<b>All</b> Welsh Language Tutor currently providing 30 week programme to staff.			
133	When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.		<b>People Development Team</b> Corporate Induction Checklist	Not Met	<b>People Development Team</b> Corporate induction check list to be updated to include a section on 'Information on Welsh Language Standards' and available bilingually on RCT Source	RD Induction process under review and Welsh added. Checklist updated.
134	You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	Met	<b>All</b> Logos provided as part of Audit.		<b>All</b> Forward email provided during audit requesting staff add to their email signatures.	

135	You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unavailable to respond to e-mail messages.	Met	<b>All</b> Wording is provided by the Translation Team. Email signatures inspected during audit highlighted some minor inaccuracies.		<b>All</b> Request all staff check for compliance. Forward email provided during audit.	
136	When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	Met	<b>Recruitment</b> All Council posts prior to audit record Welsh Language as desirable. Update to Recruitment and Selection Policy will now assess which Welsh Language Level is necessary to complete the duties of the post in the context of the departments linguistic levels.		<b>Policy Review Group</b> Agree amendments to Recruitment and Selection policy and publish. E-recruitment website for managers to be updated to reflect Recruitment and Selection policy.	
136A	If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must - (a) specify that when advertising the post, and (b) advertise the post in Welsh.	Met	<b>Recruitment</b> JDs indicate language level and are published in Welsh at the same time.			

137	When you advertise a post, you must state that applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.			Not Met	<p><b><u>Recruitment</u></b> Update website and all 'manual' application forms to include - <i>Cewch gyflwyno ffurflen gais yn Gymraeg ac ni chaiff ei thrin yn llai ffafriol na ffurflen a gaiff ei chyflwyno yn Saesneg</i></p> <p><i>An application form may be submitted in Welsh, and will not be treated any less favourable than a form submitted in English.</i></p>	J Davey 1.3.18
137A	If you publish - (a) application forms for posts; (b) material that explains your procedure for applying for posts; (c) information about your interview process, or about other assessment methods when applying for posts; (ch) job descriptions; you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.	Met	<p><b><u>Recruitment</u></b> All supporting information available on the recruitment website is available bilingually.</p>			
137B	You must not treat an application for a post made in Welsh less favourably than you treat an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing individuals of decisions).	Met	<p><b><u>Recruitment</u></b> No delay observed during audit. Online application process allows for information regarding decisions to be emailed in English and Welsh simultaneously.</p>			



139	You must ensure that your application forms for posts - (a) provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment, and (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and, if the individual wishes to use the Welsh language at the interview or assessment, you must provide a simultaneous translation service at the interview or assessment (unless you conduct the interview or assessment in Welsh without that translation service).	Met	<b><u>Recruitment</u></b> Invite to interview email asks in both English and Welsh if they'd like their interview to be undertaken in Welsh and that we will provide a translation service for that purpose.			
140	When you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh.	Met	<b><u>Recruitment</u></b> No delay observed during audit. Online application process allows for information regarding decisions to be emailed in English and Welsh simultaneously.			
141	When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as the corresponding English language text or on a separate sign), and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	Met	<b><u>All</u></b> Signs were compliant. Some signs were posted prior to the compliance notice.		<b><u>All</u></b> Remove out of date posters.	

142	When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	Met	<u>All</u> Signs were compliant. Some signs were posted prior to the compliance notice and as such the English is positioned before the Welsh.		<u>All</u> Remove out of date posters.	
143	You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	Met	<u>All</u> Meaning was accurate on corporate signs.			

**D. Record Keeping**

**Compliance Level 4 - 86%**

No.	Standard	Met	Evidence	Not Met	Possible action for improvement to be considered to meet the Standard	Target Date for Implementation & Responsible Officer
147	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with Standards.	Met	<u>All</u> Process demonstrates that HR always contact Welsh Language Services with regards to complaints concerning the language so that one central database can be updated.			
148	You must keep a copy of any written complaint that you receive that relates to your compliance with the Standards with which you are under a duty to comply.	Met	<u>All</u> Process demonstrates that HR always contact Welsh Language Services with regards to complaints concerning the language so that one central database can be updated.			
149	You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the Standards with which you are under a duty to comply).	Met	<u>All</u> Process demonstrates that HR always contact Welsh Language Services with regards to complaints concerning the language so that one central database can be updated.			

151	You must keep a record (following assessments of your employees' Welsh language skills made in accordance with Standard 127), of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skill level of those employees.	Met	Vision records hold this information to allow for reporting.			
152	You must keep a record, for each financial year of - (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with Standard 128), and (b) if a Welsh version of a course was offered by you in accordance with Standard 128, the percentage of the total number of staff attending the course who attended that version.		Partially Met <b><u>People Development Team</u></b> Training Team hold copies of registration forms and made available for reporting each year.	Not Met	<b><u>People Development Team</u></b> Send registration forms to translation. Include policy statement and question on the bottom of each relevant registration form in order to capture and report on this data accurately.	Policy statement included. Forms need translating by end of June 18.
153	You must keep a copy of every assessment that you carry out (in accordance with Standard 136) in respect of the Welsh language skills that may be needed in relation to a new or vacant post.	Met	<b><u>Recruitment</u></b> All posts, during audit period, were Welsh as desirable. Going forward all posts will be Welsh Language Level 1 essential and an assessment completed for why a higher level isn't required.		<b><u>Recruitment</u></b> E-recruitment website to be updated in line with amendments to Recruitment and Selection Policy enabling the Council to capture assessments and report on these where necessary.	

154	<p>You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with Standard 136) as posts where - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.</p>	<p><b>Met</b></p>	<p><b><u>Recruitment</u></b>  All posts, during audit period, were Welsh as desirable. This means a single count of advertised posts is necessary in order to report on this.  Going forward all posts will be Welsh Language Level 1 essential and a single count will be necessary to report on this.</p>			
-----	--	-------------------	---	--	--	--

**F. Supplementary - Operational****Compliance Level 5 - 100%**

<b>No.</b>	<b>Standard</b>	<b>Met</b>	<b>Evidence</b>	<b>Not Met</b>	<b>Possible action for improvement to be considered to meet the Standard</b>	<b>Target Date for Implementation &amp; Responsible Officer</b>
170	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the operational Standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the Standards referred to) - (a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with Standard 151); (b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with Standard 152); (c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with Standard 152);</p>	Met	HR Compliance with Record Keeping Standards allow reporting on the necessary information to produce this report. Welsh Services Unit request this information on an annual basis.			

	<p>(ch) the number of new and vacant posts that you advertised during the year which were categorised as posts where - (i) Welsh language skills were essential, (ii) Welsh language skills needed to be learnt when appointed to the post, (iii) Welsh language skills were desirable, or (iv) Welsh language skills were not necessary, (on the basis of the records you kept in accordance with Standard 154); (d) the number of complaints that you received during that year which related to your compliance with the operational Standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available - (a) on your website, and (b) in each of your offices that are open to the public.</p>					
--	--	--	--	--	--	--

This page is intentionally left blank



**GROUP: CHILDREN & COMMUNITY SERVICES**

**AUDIT NAME: WELSH LANGUAGE STANDARDS – LIBRARY SERVICES**

**DATE DRAFT REPORT WAS ISSUED: 21/03/2018**

**DATE FINAL REPORT WAS ISSUED: 05/04/2018**

## INTRODUCTION

Rhondda Cynon Taf CBC was issued a Compliance Notice under Section 44 Welsh Language (Wales) Measure 2011 on 30/09/2015. In order to assess the Council's current position we require each service area to be audited against the Welsh Language Standards.

## SCOPE & OBJECTIVES

In accordance with the Chief Executive's directive Internal Audits will be conducted with all Service Areas in order to reduce the risk for the authority. A review of compliance against the Welsh Language Standards is to be completed in order to facilitate this aim and to support services to overcome any barriers to compliance. It will also be used to identify areas of good practice to share with other service areas.

## AUDIT OPINION

The Welsh Services department would like to thank you and your staff for your co-operation in facilitating the audit. Good progress has been made in embedding the standards since their introduction in 2016. The report highlights where good practice has been achieved (Met). Nevertheless, evidence suggests that further work needs to be progressed in order to achieve full compliance.

Special mention should be awarded to Hirwaun Library for its promotion of Welsh Language Classes, Coffee Mornings and a Book Club and Mountain Ash for identifying Welsh Learner appropriate stock. Replication, where appropriate, should be sought across the entire service and strong promotion of these services to our communities.

It would be remiss of this overall opinion section not to mention a less than satisfactory service afforded during telephone 'mystery shops'. Whilst this report identifies the need for refresher training for all frontline staff, it is not deemed appropriate that customers presenting their query in Welsh have to request again for a Welsh language service (which should have been offered). Furthermore, it was disappointing to have to listen to staff members discuss in a negative tone (as a result of not putting the customer on hold) "Ahh someone wants to speak Welsh, I think it's that Welsh language guy". This attitude neither promotes the use of the Welsh language nor complies with the spirit of the legislation with regards to providing an equitable service in Welsh. Additionally, it does not align with expected basic standards of the Local Authority. This exact response was not replicated across the service, however the inconsistent approach to Welsh language queries was evident. Much work is needed in this area, which targeted training should address and thus be viewed as a priority for all staff.

The recommendations are not exhaustive, as embedding the standards is an evolving process. In some instances, standards have been highlighted in yellow. These standards have not been audited and have not affected your compliance levels. The reason for this is that they are not exclusive to Library Services and the nature of the standard is so complex that compliance would be difficult to achieve at this juncture.

## COMPLETED BY

Thomas Tudor Jones  
Welsh Language Compliance Officer

Thomas.t.jones@rctcbc.gov.uk

01443 570003

For further advice on achieving compliance, please do not hesitate to contact the officer named above who will be happy to help.

The Welsh Language Standards are grouped into 10 separate sections. Each section is given a compliance level as described in more detail below. Subject to agreement the department's compliance levels will be forwarded to the Sub Cabinet Group with responsibility for the Welsh Language for further scrutiny.

Where standards or sections have not been applicable to a service area they are not contained within this report.

Levels	Compliance Level 1	Compliance Level 2	Compliance Level 3	Compliance Level 4	Compliance Level 5
Definition	Compliance Level one means that 0-25% of the standards applicable to that service area have been met.	Compliance Level two means that 26-50% of the standards applicable to that service area have been met.	Compliance Level three means that 51-75% of the standards applicable to that service area have been met.	Compliance Level four means that 76-99% of the standards applicable to that service area have been met.	Compliance Level five means that service area is <b>currently</b> fully compliant with the standards applicable to them.
Risk Factors	<ul style="list-style-type: none"> <li># Serious risk of complaint</li> <li># Serious risk of complaint from the Welsh language Commissioner</li> <li># Repeated non-compliance could result in £5,000 fine</li> <li># <b>Urgent action needed</b></li> </ul>	<ul style="list-style-type: none"> <li># Risk of complaint</li> <li># Risk of complaint from the Welsh language Commissioner</li> <li># Repeated non-compliance could result in £5,000 fine</li> <li># <b>Urgent action needed</b></li> </ul>	<ul style="list-style-type: none"> <li># Possible risk of complaint</li> <li># Possible risk of complaint from the Welsh language Commissioner</li> <li># Repeated non-compliance could result in £5,000 fine</li> <li># <b>Action needed</b></li> </ul>	<ul style="list-style-type: none"> <li># Minimal risk of complaint</li> <li># Minimal risk of complaint from the Welsh language Commissioner</li> <li># Report recommendations to be followed to reach Level 5</li> </ul>	<ul style="list-style-type: none"> <li># No immediate risk</li> <li># Continued monitoring needed to maintain standard</li> <li># Good practice example</li> </ul>

## A. Service Delivery

**Compliance Level 3 – 53%**

No.	Standard	Met	Evidence	Not Met	Possible action for improvement to be considered to meet the standard	Target Date for Implementation & Responsible Officer
	If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.		<b>Partially Met</b> Email correspondence sent to all sites. All but one response was in Welsh.	Not Met	All staff to be reminded to send correspondence to <a href="mailto:cyfieithu@rctcbc.gov.uk">translation-cyfieithu@rctcbc.gov.uk</a> where no Welsh language speaker available to answer and that all replies need to be in the language preference of the customer/client.	Nick Kelland (April 14 <sup>th</sup> , 2018)
2	When you correspond with an individual ("A") for the first time, you must ask A whether A wishes to receive correspondence from you in Welsh, and if A responds to say that A wishes to receive correspondence in Welsh you must – (a) keep a record of A's wish, (b) correspond with A in Welsh when corresponding with A from then onwards, and (c) send any forms you send to A from then onwards in Welsh.	Met	Current communication with external partners is based on established language preference.		<ul style="list-style-type: none"> <li><b>i)</b> Any new contact should be made bilingually in order for customers to express language choice.</li> <li><b>ii)</b> Use corporate headed paper so that an active offer to reply in Welsh is made.</li> <li><b>iii)</b> Update membership form to include question around Language preference and record in the Library Management System from now on.</li> </ul>	

4	When you send the same correspondence to several persons, you must send a Welsh language version of the correspondence at the same time as you send any English language version.		<ul style="list-style-type: none"> <li>- Template email for book collections is in English only.</li> <li>- Email for items overdue has a Welsh version.</li> </ul>	Not Met	Develop standard templates for use across all libraries. They have to be sent out <b>bilingually</b> in all instances (regardless of recorded language preference).	Nick Kelland (April 14 <sup>th</sup> , 2018)
5	If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.		<ul style="list-style-type: none"> <li>- Email for book collections is in English only. No record of language choice.</li> <li>- Stamp used to issue Library books.</li> </ul>	Not Met	<ul style="list-style-type: none"> <li>- As above</li> <li>- Purchase new stamp so that dates only show xx/xx/xx or a new stamp with bilingual months xx/Tach-Nov/xx</li> </ul>	Richard Reed (Cost of replacing stamps in one batch is prohibitive and so these will be replaced as and when the current stamps become obsolete.)
6	If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).		Email for book collections is in English only.	Not Met	As above	Nick Kelland (April 14 <sup>th</sup> , 2018)
7	You must state - (a) in correspondence, and (b) in publications and official notices that invite persons to respond to you or to correspond with you, that you welcome receiving correspondence in Welsh, that you will respond to any correspondence in Welsh, and that corresponding in Welsh will not lead to delay.	Met	All email signatures and disclaimers viewed during audit include this information.		Make sure to use corporate headed paper for letters with individuals so that this offer is default given via the footer.	

8	<p>When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must greet the person in Welsh.</p>		<p>Calls presented to each service location were not always fully greeted in Welsh.</p>	Not Met	<p><b>i)</b> All calls to be greeted with a full Welsh greeting first (equivalent of that to be said in English).  <b>ii)</b> Make all staff aware and organise refresher training with our Welsh Language Tutor.</p>	<p>i) Send refresher email advising staff that Welsh greetings are mandatory.</p> <p>Nick Kelland (April 14<sup>th</sup> , 2018)</p> <p>ii) Arrange refresher training with Welsh Language Tutor</p> <p>Richard Reed Nushin Chavoshi-Nejad (June , 2018)</p>
9	<p>When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.</p>		<p><i>RCT Council definition of this standard is that greeting in Welsh promotes a Welsh Service. This Standard is reliant on Standard 11.</i>  Calls presented to each service location were not always fully greeted in Welsh.</p>	Not Met	<p><b>i)</b> All calls to be greeted with a full Welsh greeting first (equivalent of that to be said in English).  <b>ii)</b> Make all staff aware and organise refresher training with our Welsh Language Tutor.</p>	<p>i) Email reminder to staff.  Nick Kelland (April 14<sup>th</sup> , 2018)</p> <p>ii) Arrange refresher training with Welsh Language Tutor</p> <p>Richard Reed Nushin Chavoshi-Nejad (June , 2018)</p>

11	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh if that is the person's wish until such point as - (a) it is necessary to transfer the call to a member of staff who does not speak Welsh who can provide a service on a specific matter; and (b) no Welsh speaking member of staff is available to provide a service on that specific subject matter.		Call transfer or call-back options sometimes given but no consistent approach.	Not Met	<p><b>i)</b> All staff to be reminded that Welsh language calls should be</p> <ul style="list-style-type: none"> <li>- dealt with in Welsh</li> <li>- transfer to a Welsh speaking member of staff</li> <li>- call back option offered</li> <li>- only then continue in English.</li> </ul> <p>Refresher training</p> <p><b>ii)</b> Organise refresher training for all staff to know how to deal with basic queries.</p>	<p>10 Email reminder to staff. Work on guidelines for staff. Nick Kelland Richard Reed (May 20<sup>th</sup> , 2018)</p> <p>ii) Arrange refresher training with Welsh Language Tutor</p> <p>Richard Reed Nushin Chavoshi-Nejad (June 2018)</p>
12	When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	Met	Number is identical			
13	If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	Met	Number is identical			
14	When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.		No evidence of compliance.	Not Met	<p>Any publication of your telephone number to include the below</p> <p><i>"Croesawn alwadau yn y Gymraeg</i> <i>We Welcome calls in Welsh".</i></p>	<p>Carry out an audit of current posters and leaflets and amend where necessary. All future publications to carry Welsh language statement.</p>

						Nick Kelland Richard Reed (June 1 <sup>st</sup> , 2018)
16	Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh.	Met	No voicemails in operation.		SLT mobile numbers to be updated to provide Welsh Language voicemail.	
17	When there is no Welsh language service available on your main telephone number (or numbers), or any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language service will be available.		Call transfer or call-back options sometimes given but no consistent approach.	Not Met	All staff to be reminded that Welsh language calls should be <ul style="list-style-type: none"> <li>- dealt with in Welsh</li> <li>- transfer to a Welsh speaking member of staff</li> <li>- call back option offered</li> <li>- only then continue in English.</li> </ul>	Email reminder to staff. Work on guidelines for staff. Nick Kelland Richard Reed (May 20 <sup>th</sup> , 2018)

19	<p>If a person contacts one of your departments on a direct line telephone number (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must deal with the call in Welsh until such point as - (a) it is necessary to transfer the call to a member of staff who does not speak Welsh who can provide a service on a specific subject matter; and (b) no Welsh speaking member of staff is available to provide a service on that specific subject matter.</p>		<p>Calls presented to service dealt with in Welsh on 3 occasions. Apology given twice only and in all other instances no call back offered. One interaction was very disappointing -</p> <p>Staff <i>"I don't speak Welsh."</i> Customer <i>"Ok is there someone there that does"</i>  Staff <i>"I'll have to check."</i>  Customer not put on hold and had to listen to a negative reaction to the request  Staff (overheard as not put on hold, negative tone) <i>"Ahh someone wants to speak Welsh. I think it's that Welsh Language guy".</i></p>	Not Met	<p><b>i)</b> Welsh Language refresher training to be organised for all frontline staff to cover the basics on dealing with Welsh queries.</p> <p><b>ii)</b> All staff to be reminded that Welsh language calls should be</p> <ul style="list-style-type: none"> <li>- dealt with in Welsh</li> <li>- transfer to a Welsh speaking member of staff</li> <li>- call back option offered</li> <li>- only then continue in English.</li> </ul>	<p>i) Arrange refresher training with Welsh Language Tutor</p> <p>Richard Reed Nushin Chavoshi-Nejad (June 2018)</p> <p>ii) Email reminder to staff. Nick Kelland (April 14<sup>th</sup>)</p>
20	<p>When a person contacts you on a direct line number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.</p>		<p>Calls presented to each service location were not always fully greeted in Welsh.</p>	Not Met	<p><b>i)</b> All calls to be greeted with a full Welsh greeting first (equivalent of that to be said in English).</p> <p><b>ii)</b> Make all staff aware and organise refresher training with our Welsh Language Tutor.</p>	<p>i) Nick Kelland (April 14<sup>th</sup>) ii) Richard Reed (June 2018)</p>



21	When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.		No evidence presented.	<b><u>This Standard has not been audited and as such does not affect your compliance level. This Standard is not exclusive to Libraries and the nature of it is so complex that a degree of compliance would be difficult in all service areas.</u></b>	
24	If you invite one person only ("P") to a meeting you must ask P whether P wishes to use the Welsh language at the meeting, and inform P that you will, if necessary, provide a translation service from Welsh to English for that purpose.	Met	No evidence provided as meeting of this sort unlikely for this service area.	Each invite should include an active offer. Suggested text below.  <i>"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."</i>	
24A	If you have invited one person only ("P") to a meeting and P has informed you that P wishes to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	Met	Service aware of process	As with all other requests - contact <a href="mailto:translation-cyfieithu@rctcbc.gov.uk">translation-cyfieithu@rctcbc.gov.uk</a>	

27	If you invite more than one person to a meeting (which does not relate to the well being of one or more of the individuals invited), you must ask each person whether they wish to use the Welsh language at the meeting.	Met	No evidence provided as meeting of this sort unlikely for this service area.	All invitations to meetings to external parties (the public, external organisations) to include an active offer. Suggested text below.  <i>“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.”</i>	
27A	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	Met	No evidence of this being applicable	As above	
27D	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	Met	Officers aware of process for arranging this service.	Contact <a href="mailto:translation-cyfieithu@rctcbc.gov.uk">translation-cyfieithu@rctcbc.gov.uk</a> with all requests.	

30	If you arrange a meeting that is open to the public you must state on any material advertising it, and on any invitation to it, that anyone attending is welcome to use the Welsh language at the meeting.		Consultation Events re: Community Hubs does not promote this standard	Not Met	<p><b>i)</b> All advertising material encouraging the public to join a public meeting should include an active offer. Suggested text below.</p> <p><i>“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.”</i></p> <p><b>ii)</b> Welsh Language Services to highlight with Consultation Team.</p>	<p>i) All future advertising materials to include recommended text. Nick Kelland Richard Reed (Ongoing)</p> <p>ii) Welsh Language Compliance Officer (April 2018)</p>
31	When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.	Met	Consultation poster			
32	If you invite persons to speak at a meeting that you arrange which is open to the public you must - (a) ask each person invited to speak whether he or she wishes to use the Welsh language, and (b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).	Met	Public meetings only held on consultation matters which are facilitated by Council officers.			

33	<p>If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in Welsh - (a) that they are welcome to use the Welsh language, and (b) that a simultaneous translation service is available. <b>You must comply with standard 33 in every circumstance, except: where an invitation or material advertising the meeting has asked persons to inform you whether they wish to use the Welsh language, and that no person has informed you that he or she wishes to use the Welsh language at the meeting.</b></p>		<p>Consultation Events re: Community Hubs does not promote this standard</p>	Not Met	<p>All advertising material encouraging the public to join a public meeting should include an active offer, suggested text below. Where no response has been had our exemption allows for us not to present simultaneous translation at the meeting.</p> <p><i>“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.”</i></p>	<p>All future advertising materials to include suggested text. Nick Kelland Richard Reed (Ongoing) Welsh Language Compliance Officer (April 2018)</p>
34	<p>If you display any written material at a meeting that you arrange which is open to the public, you must ensure that that material is displayed in Welsh, and you must not treat any Welsh language text less favourably than the English language text.</p>		<p><b>Partially Met</b> Consultation re: Community Hubs does not fully comply with this standard as some information on design poster only available in English.</p>	Not Met	<p><b>i)</b> All information to be fully bilingual, do not erect unless it is, bar external providers.</p> <p><b>ii)</b> Welsh Language Services to highlight with Consultation Team.</p>	<p>i) Monitor written material for public meetings and do not display if only available in English Nick Kelland Richard Reed (Ongoing) ii) Welsh Language Compliance Officer (April 2018)</p>

35	If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	Met	<ul style="list-style-type: none"> <li>- Stories &amp; Craft Posters</li> <li>- World Book Day Poster</li> <li>- A Talk by Kate Crockett Poster</li> <li>- A Talk by Catrin Collier Poster</li> </ul>		All posters compliant.	
36	If you organise a public event, or fund at least 50% of a public event, you must 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).	Met	<ul style="list-style-type: none"> <li>- Kate Crockett event, simultaneous translation service offered.</li> <li>- Welsh only Stories &amp; Craft sessions</li> <li>- Welsh only World Book Day events.</li> </ul>		We must ensure that 'Services' offered to the public during an event do not treat the Welsh Language less favourably. Welsh speaking members of staff should be used for public events to greet and provide a full Welsh service to the public attending even if the core event is in English.	
37	Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.	Met	Posters in all libraries compliant expect those highlighted in Standard 61.		Continue to only erect bilingual (preferred), or Welsh and English posters.	
38	Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.		Leaflets in libraries.	Not Met	If back to back design, we must make sure that both versions are on display.	Send email notifying staff Nick Kelland (April 14, 2018)

42	Any licence or certificate you produce must be produced in Welsh.	Met	Summer Reading Challenge Certificates published in Welsh and English (back-to-back).		Ensure that both sides are completed on every occasion.	
43	Any brochure, leaflet, pamphlet or card that you produce in order to provide information to the public must be produced in Welsh.	Met	All Library locations had Welsh and English versions of their brochures, leaflets and pamphlets.		Make sure that both versions are on display.	
44	If you produce the following documents, and they are available to the public, you must produce them in Welsh - (a) policies, strategies, annual reports and corporate plans; (b) guidelines and codes of practice; (c) consultation papers.		Policies (email from Richard Reed 06/03/2018)	Not Met	Translate all policies available to the public, ensuring that bilingual forms are available if policy demands.	Schedule for translation agreed with Translation Unit all policies to be translated by September 15 <sup>th</sup> . Richard Reed
45	Any rules that you publish that apply to the public must be published in Welsh.		<b>Partially Met</b> - Membership Form - Abusive Behaviour Poster - Policies (email from Richard Reed 06/03/2018), - Fire Evacuation Procedures	Not Met	<b>i)</b> Translate all policies available to the public, making sure to produce bilingual forms where they are required of the policy. <b>ii)</b> Provide each site with bilingual Fire Evacuation Procedures poster to allow for standard approach across service area. <b>iii)</b> Bylaws to be reviewed on a Wales wide level, Welsh translation should be provided by Welsh Government.	i) Schedule for translation agreed with Translation Unit all policies to be translated by September 15 <sup>th</sup> . Richard Reed ii) Replace all existing Fire Evacuation Procedure posters Richard Reed (June12, 2018) iii) Richard Reed Nick Kelland (November 2018)

48	If you produce a document in Welsh and in English (whether separate versions or not), you must not treat any Welsh language version less favourably than you treat the English language version.	Met	Membership form			
49	If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.		Library Strategy 2015 to 2018	Not Met	All separated documents should note the following  <i>“Mae'r dogfen yma ar gael yn y Gymraeg. Cysylltwch â xx i gweld copi. // Gweler copi Cymraeg yma xx. This document is also available in Welsh. Please contact xxx to request a copy // View the Welsh copy here xxx.”</i>	Nick Kelland Richard Reed (July 2018)
50	Any form that you produce for public use must be produced in Welsh.	Met	Membership form			
50A	If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English language version clearly states that the form is also available in Welsh.	Met	Membership form			
50B	If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	Met	Membership form			

51	If you pre-enter information on a Welsh language version of a form (for example, before sending it to a member of the public in order for him or her to check the content or to fill in the remainder of the form), you must ensure that the information that you pre-enter is in Welsh.	Met	No evidence of this. All forms are left blank in both languages.			
52	You must ensure that - (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website. <b>You must comply with standard 52 in relation to the following by 31/03/2017 &amp; the body's corporate website You must comply with standard 52 in relation to the following by 31/03/2018. &amp; all other websites</b>		Find your nearest library only available in English. 1) Join the library - formatting differences. 2) Join the library - Welsh link not working and service not available in either language. 3) Library catalogue - Compliant. 4) Library Catalogue - link broken on Welsh and English for 'Library information' 5) Librarybooks.co.uk - External Site. 6) Bolindadigital - External Site. 7) Library books, DVD or CD - Renew an item - Links not reflected in Welsh content. 8) Public access computers - Content and links not the same. 9) Children's library - Compliant. 10) E-books and online library resources - content compliant.	Not Met	<p><b>i)</b> Amend shortfalls highlighted in evidence column. Publish all content, from now on, in Digital Archives bilingually.</p> <p><b>ii)</b> Public access computers should be available with Welsh and English Microsoft packages. Explore with ICT.</p> <p><b>iii)</b> RCTNetloan homepage to be produced bilingually.</p> <p><b>iv)</b> Computer background image updated to have Welsh appear first.</p>	<p>i) Menna James (October 2018)</p> <p>ii) Menna James Nick Kelland (November 2018)</p> <p>iii) Menna James Nick Kelland (November 2018)</p> <p>iv) Menna James Nick Kelland (October 2018)</p>



			<p>11) Borrow box - External.  12) Transparent Language Online - External.  13) Digital Archives - Non compliant.  14) Search library resources - Make a reference library enquiry link not working in Welsh.  15) Online Information Resources content not matching. PDF's not matching.  16) Library Transport link and page only available in English.  17) Lost or stolen library card link missing.</p>		
55	If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.		<p><b><u>Partially Met</u></b>  See standard 52</p>	<p><b>Not Met</b></p>	As above in Standard 52 evidence column.

56	You must provide the interface and menus on every page of your website in Welsh.		<b>Partially Met</b> See standard 52	<b>Not Met</b>	As above in Standard 52 evidence column.	
57	All apps that you publish must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that app.	<b>Met</b>	No published apps.			
58	When you use social media you must not treat the Welsh language less favourably than the English language. <b>You must comply with standard 58 in relation to the following by 31/03/2017: ¢ when using social media on your main account. You must comply with standard 58 in relation to the following by 31/03/2018. ¢ when using social media on all other accounts.</b>	<b>Met</b>	Facebook page.			
59	If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	<b>Met</b>	Facebook Page response.			
60	You must ensure that any self service machines that you have function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that machine.		Photocopiers	<b>Not Met</b>	Discuss with Procurement colleagues the need for central contract with Xerox to supply dual language options on the public use printers/photocopiers.	All of our Photocopiers are supplied by procurement who negotiate licenses.

61	<p>When you erect a new sign or renew a sign (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign); and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.</p>	<p><b><u>Partially Met</u></b>          Pont-y-clun - Blue Badge Poster          Church Village - Read the best teenage fiction around poster          Porth - Sickness at Work poster.          Abercynon - Community Folder          Tonypandy - USB/Headphones Poster, DVD Rental Poster, Coffee Morning Poster, Allotments Poster.          Llantrisant - No photography or filming poster.</p>	Not Met	<p>Make sure that the good work of compliance continues in this area and update highlighted posters to include Welsh text.</p>	<p>Richard Reed          Nick Kelland          (June 2018)</p>
62	<p>When you erect a new sign or renew a sign (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.</p>	<p><b><u>Partially Met</u></b>          As above</p>	Not Met	<p>As above</p>	
63	<p>You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.</p>	<p><b><u>Partially Met</u></b>          Google translate used in one instance. Poster removed.</p>	Not Met	<p>Make sure to utilise existing Welsh Language speakers and have <a href="mailto:Translation-cyfieithu@rctcbc.gov.uk">Translation-cyfieithu@rctcbc.gov.uk</a> to QA the poster before publication. Google Translate is not to be used unless proofread by Level 5 Welsh Language Speaker</p>	<p>Nick Kelland          (May 2018)</p>

64	Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service. <b>You must comply with standard 64 in relation to the following by 30 March 2016: ☺ the body's main reception service You must comply with standard 64 in relation to the following by 31 March 2018: ☺ every other reception service</b>		Compliance date not yet passed, but audited all libraries in advance.	Not Met	Continue to invest in Staff Development. Prioritise frontline refresher training for all staff to know how to deal with basic queries.	Richard Reed Nushin Chavoshi-Nejad (June 2018)
67	You must display a sign in your reception which states (in Welsh) that persons are welcome to use the Welsh language at the reception.	Met	Audit of all libraries.			
68	You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	Met	Audit of all libraries.		Continue to issue staff with Welsh Language lanyards if they are Welsh speakers. Visibility is key.	Richard Reed (Ongoing)
81	You must promote any Welsh language service that you provide, and advertise that service in Welsh.		<b>Partially Met</b> Stories and Craft Sessions poster SLA Contracts	Not Met	<b>i)</b> Welsh Language Services to work with Library Services to promote Welsh Language provision. <b>ii)</b> Welsh book stock needs to be in prominent position within libraries. Many examples where provision is covered by boxes and photocopiers which doesn't promote service provision.	i) Welsh Language Compliance Officer (Ongoing) ii) Richard Reed (October 2018)

82	If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.	Met	Stories & Craft Posters World Book Day Poster	Build capacity through recruitment.	
83	When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	Met	New corporate branding outside libraries complies (Welsh First).	<p>Renew book insert so that the bottom logo reads Welsh first (with agreed corporate 'Taf' used in both Languages). <i>"Llyfrgelloedd Bwrdeistref Sirol Rhondda Cynon Taf //</i></p> <p><i>Rhondda Cynon Taf County Borough Libraries"</i></p> <p>Renew junior membership cards so that Welsh URL is provided.</p> <p>Renew adult membership cards so that Welsh appears first and a Welsh URL is provided.</p>	
84	If you offer an education course that is open to the public, you must offer it in Welsh. <b>You must comply with standard 84 in every circumstance, except: ¢ when an assessment carried out in accordance with standard 86 comes to the conclusion that there is no need for that course to be offered in Welsh.</b>	Met	Service does not offer 'educational courses'. The library service facilitates classes (through in-kind benefit) for external and internal departments to provide courses.		

86	If you develop an education course that is to be offered to the public, you must assess the need for that course to be offered in Welsh; and you must ensure that the assessment is published on your website.	Met	As above.		If educational course is to be developed and run by the service. Contact Welsh Language Services for advice on assessments.	
----	--	-----	-----------	--	---	--

**B. Policy Making**

*Compliance Level 2 – 50%*

No.	Standard	Met	Evidence	Not Met	Possible action for improvement to be considered to meet the standard	Target Date for Implementation & Responsible Officer
88	When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	Met	Marketing Policy & 5 year Promotional Strategy - Demonstrates commitment to Welsh Language promotion.		Maintain this approach of considering Welsh Language implications when renewing policies. (Standard 44 + 45) before translation.	
89	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	Met	Marketing Policy & 5 year Promotional Strategy - Demonstrates commitment to Welsh Language promotion.		Maintain this approach of considering Welsh Language implications when renewing policies. (Standard 44 + 45) before translation.	

90

When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.

Met

Marketing Policy & 5 year Promotional Strategy - Demonstrates commitment to Welsh Language promotion.

Maintain this approach of considering Welsh Language implications when renewing policies. (Standard 44 + 45) before translation.



When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.

Consultation questionnaire  
re: Community Hubs

Not  
Met

The Council has a legal duty to look at how its decisions impact on the Welsh Language. Consultations should ask the following questions under The Welsh Language Measure 2011 and Welsh Language Standards.

*Please let us know how you feel these proposals could affect the following:*

*Opportunities for persons to use the Welsh Language*

< >

*Treating the Welsh Language no less favourably than the English Language*

< >

*Do you have any ideas on how we could shape the decision differently in order to have increased positive effects on the Welsh Language?*

< >

Nick Kelland  
Corp Policy  
Department  
(Christopher  
Davies)  
(ongoing)  
Welsh  
Language  
Compliance  
Officer (April  
2018)

When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would have positive effects, or increased positive effects, on (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.

Consultation questionnaire  
re: Community Hubs

Not  
Met

The Council has a legal duty to look at how its decisions impact on the Welsh Language. Consultations should ask the following questions under The Welsh Language Measure 2011 and Welsh Language Standards.

*Please let us know how you feel these proposals could affect the following:*

*Opportunities for persons to use the Welsh Language*

< >

*Treating the Welsh Language no less favourably than the English Language*

< >

*Do you have any ideas on how we could shape the decision differently in order to have increased positive effects on the Welsh Language?*

< >

Nick Kelland  
Corp Policy  
Department  
(Christopher  
Davies)  
(ongoing)  
Welsh  
Language  
Compliance  
Officer (April  
2018)

When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.

Consultation questionnaire  
re: Community Hubs

Not  
Met

The Council has a legal duty to look at how its decisions impact on the Welsh Language. Consultations should ask the following questions under The Welsh Language Measure 2011 and Welsh Language Standards.

*Please let us know how you feel these proposals could affect the following:*

*Opportunities for persons to use the Welsh Language*

< >

*Treating the Welsh Language no less favourably than the English Language*

< >

*Do you have any ideas on how we could shape the decision differently in order to have increased positive effects on the Welsh Language?*

< >

Nick Kelland  
Corp Policy  
Department  
(Christopher  
Davies)  
(ongoing)  
Welsh  
Language  
Compliance  
Officer (April  
2018)

**C. Operational**

*Compliance Level 4 – 95%*

No.	Standard	Met	Evidence	Not Met	Possible action for improvement to be considered to meet the standard	Target Date for Implementation & Responsible Officer
101	You must ask each employee whether he or she wishes to receive any documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	Met	Documents available on Inform > <a href="#">Here</a>		Make Staff aware via email.	
102	You must ask each employee whether he or she wishes to receive any documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	Met	Documents available on Inform > <a href="#">Here</a>		Make Staff aware via email.	
103	You must ask each employee whether he or she wishes to receive any documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	Met	Documents available on Inform > <a href="#">Here</a>		Make Staff aware via email.	
104	You must ask each employee whether he or she wishes to receive any forms that record and authorise - (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	Met	Documents available on Inform > <a href="#">Here</a>		Make Staff aware via email.	

112	You must allow each member of staff - (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or about her.	Met	HR Policy Updates to reflect this.		Awareness raising
112A	You must state in any document that you have that sets out your procedures for making complaints that each member of staff may (a) make a complaint to you in Welsh, and (b) respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	Met	HR Policy Updates to reflect this.		Awareness raising
114	If you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting; (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without translation services).	Met	HR Policy Updates to reflect this.		Awareness raising
115	When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff - (a) made the complaint in Welsh, (b) responded in Welsh to a complaint about him or about her, (c) asked for a meeting about the complaint to be conducted in Welsh, or (ch) asked to use the Welsh language at a meeting about the complaint.	Met	HR Policy Updates to reflect this.		Awareness raising

116	You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.	Met	HR Policy Updates to reflect this.		Awareness raising	
120	You must provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh language interfaces for software (where an interface exists).	Met	Document explaining this available on Inform > <a href="#">Here</a>		Awareness raising	
127	You must assess the Welsh languages skills of your employees.		14 records remaining	Not Met	Complete audit with staff who haven't responded.	Completed
130	You must provide opportunities during working hours - (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers.	Met	Corporate Session covering basics given to staff.		Organise refresher training	
131	You must provide opportunities for employees who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	Met	2 members of staff supported to further Welsh language skills.		Encourage more staff to continue with learning to better equip the service to deal with the public in Welsh.	
134	You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	Met	No emails used the logo. Logo available in inform.		WLS to launch Language Level Email Badges. Info to follow.	
135	You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unavailable to respond to e-mail messages.	Met	All email signatures compliant.			

136	When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	Met	Most recent job uploaded as Welsh desirable.	Comply with your SSE recommendations and employ Welsh speakers during next recruitment.	
141	When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as the corresponding English language text or on a separate sign), and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	Met	Audit of all libraries.	Health and Safety Executive poster is available in Welsh <a href="#">here</a> .	
142	When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	Met	Audit of all libraries.		
143	You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	Met	Audit of all libraries.		

**Ch. Promotion**

**Compliance Level 5 – 100%**

No.	Standard	Met	Evidence	Not Met	Possible action for improvement to be considered to meet the standard	Target Date for Implementation & Responsible Officer
145	<p>You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) - (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).</p>	Met	<p>1) Developed Welsh Language activities during half term.                  2) Increased number of Cymraeg i Blant sessions hosted in Libraries.                  3) Cymraeg i Oedolion classes hosted in Libraries.                  4) Welsh Language Book club in Hirwaun Library.                  5) Roald Dahl sessions in Welsh.                  6) Welsh Learner friendly books identified in Mountain Ash Library.</p>		<p>i) Develop relationship with Welsh Language Schools for Sixth Form students to volunteer at libraries as part of their Welsh Bac Courses (5 year strategy)                  ii) Promote Welsh Language books stock with School pupils.                  iii) Explore promotion of 'Every Child a Member' with all our Welsh Language Schools to promote usage.                  iv) Libraries to build relationships with local Welsh Language Schools to encourage attendance.                  v) Identify Welsh Learner appropriate stock and mark up for promotion with Welsh Learner classes.</p>	



**D. Record Keeping**

**Compliance Level 5 – 100%**

<b>No.</b>	<b>Standard</b>	<b>Met</b>	<b>Evidence</b>	<b>Not Met</b>	<b>Possible action for improvement to be considered to meet the standard</b>	<b>Target Date for Implementation &amp; Responsible Officer</b>
147	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.	Met	Awareness		Forward a copy of all complaints to <a href="mailto:Welshlanguageofficer@rctcbc.gov.uk">Welshlanguageofficer@rctcbc.gov.uk</a> in order that the authorities central register may be updated.	
148	You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.	Met	Awareness		Forward a copy of all complaints to <a href="mailto:Welshlanguageofficer@rctcbc.gov.uk">Welshlanguageofficer@rctcbc.gov.uk</a> in order that the authorities central register may be updated.	
149	You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).	Met	Awareness		Forward a copy of all complaints to <a href="mailto:Welshlanguageofficer@rctcbc.gov.uk">Welshlanguageofficer@rctcbc.gov.uk</a> in order that the authorities central register may be updated.	

**Dd. Supplementary - Service Delivery**

**Compliance Level 5 – 100%**

No.	Standard	Met	Evidence	Not Met	Possible action for improvement to be considered to meet the standard	Target Date for Implementation & Responsible Officer
155	You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	Met	Copy of Standards in all service locations.			
156	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, (b) publish a document that records that procedure on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	Met	Copy of procedure available in all service locations.		Corporate update to policy in 2018. Welsh Services to send new copy out.	Welsh Language Compliance Officer (August 2018)

<p>157</p>	<p>You must - (a) ensure that you have arrangements for (i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply, (ii) promoting the services that you offer in accordance with those standards, and (iii) facilitating the use of those services, (b) publish a document that records those arrangements on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	<p>Met</p>	<p>Copy of Standards in all service locations.</p>	<p>Welsh Language Services to provide updates.</p>	
<p>158</p>	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year. (2) The annual report must include the number of complaints that you received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply. (3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available - (a) on your website, and (b) in each of your offices that are open to the public.</p>	<p>Met</p>	<p>Copy available in each service location.</p>	<p>Welsh Language Services to provide updates.</p>	<p>Welsh Language Compliance Officer (August 2018)</p>

**Ff. Supplementary - Promotion**

**Compliance Level 5 – 100%**

<b>No.</b>	<b>Standard</b>	<b>Met</b>	<b>Evidence</b>	<b>Not Met</b>	<b>Possible action for improvement to be considered to meet the standard</b>	<b>Target Date for Implementation &amp; Responsible Officer</b>
173	You must ensure that a document which records the promotion standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	Met	Copy available in each service location.			

**G. Supplementary - Record Keeping**

**Compliance Level 5 – 100%**

<b>No.</b>	<b>Standard</b>	<b>Met</b>	<b>Evidence</b>	<b>Not Met</b>	<b>Possible action for improvement to be considered to meet the standard</b>	<b>Target Date for Implementation &amp; Responsible Officer</b>
175	You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	Met	Copy available in each service location.			

This page is intentionally left blank

**CYNGOR BWRDEISTREF SIROL RHONDDA CYNON TAF**

**GRŴP LLYWIO'R CABINET AR FATERION Y GYMRAEG**

**10 HYDREF 2018**

**RHESTR O ENWAU LLEOEDD SAFONOL CYMRU**

**ADRODDIAD CYFARWYDDWR MATERION IECHYD A DIOGELWCH Y  
CYHOEDD, A GWASANAETHAU CYMUNED MEWN TRAFODAETH Â'R AELOD  
PORTFFOLIO PERTHNASOL, Y CYNG. G. HOPKINS**

**Awduron:** Wendy Edwards, Pennaeth Addysg yn y Gymuned (01443 744111)  
Steffan Gealy, Rheolwr Gwasanaethau Cymraeg (01443 570002)

**1. DIBEN YR ADRODDIAD**

- 1.1 Diben yr adroddiad yw rhoi gwybodaeth i Grŵp Llywio'r Cabinet ar faterion y Gymraeg am y [Rhestr o Enwau Lleoedd Safonol Cymru](#) a gafodd ei chyhoeddi gan Gomisiynydd y Gymraeg ym mis Gorffennaf 2018 (Atodiad 1), a chyfrifoldebau'r Cyngor mewn perthynas â hyn.

**2. ARGYMHELLION**

Dyma'r argymhellion i aelodau Grŵp Llywio'r Cabinet ar faterion y Gymraeg:

- 2.1 Nodi cynnwys yr adroddiad;
- 2.2 Cytuno i argymhell bod y Cabinet yn cymeradwyo mabwysiadu'r enwau lleoedd sy'n berthnasol i Fwrdeistref Sirol Rhondda Cynon Taf a gafodd eu cyhoeddi yn Rhestr Comisiynydd y Gymraeg o Enwau Lleoedd Safonol Cymru;
- 2.3 Gan ddibynnu ar gymeradwyaeth y Cabinet, gofyn i swyddogion roi'r enwau lleoedd safonol Cymru ar waith wrth weinyddu busnes Cyngor Bwrdeistref Sirol Rhondda Cynon Taf ar y cyd â Pholisi a Gweithdrefnau Diwygiedig ar gyfer Enwi Strydoedd a Rhifo Tai a gafodd ei gymeradwyo ym mis Tachwedd 2015.
- 2.4 Cytuno bod swyddogion yn parhau i gydweithio â swyddfa Comisiynydd y Gymraeg ar unrhyw argymhellion sy'n cael eu cynnig gan Gyngor Bwrdeistref Sirol Rhondda Cynon Taf mewn perthynas â'r Rhestr o Enwau Lleoedd Safonol Cymru.

### **3. RHESYMAU DROS YR ARGYMHELLION**

- 3.1 Mae Comisiynydd y Gymraeg yn gyfrifol am roi cyngor ar ffurfiau safonol enwau lleoedd Cymru i unigolion a sefydliadau o bob math. Mae'n pwysleisio pwysigrwydd mabwysiadu ffurflenni safonol ar gyfer gweinyddiaeth gyhoeddus, arwyddion, mapiau a pheiriannau chwilio ar-lein.
- 3.2 Er mai Awdurdodau Lleol sy'n gyfrifol yn y pen draw am benderfynu ar y ffurfiau maen nhw'n eu defnyddio, nod y Comisiynydd yw sicrhau cysondeb a chywirdeb o ran orgraff ledled Cymru. Mae Rhestr o Enwau Lleoedd Safonol Cymru wedi ei pharatoi gan y Comisiynydd i gefnogi hyn.
- 3.3 Ysgrifennodd Comisiynydd y Gymraeg at Brif Weithredwr Cyngor Bwrdeistref Sirol Rhondda Cynon Taf ym mis Gorffennaf gan dynnu sylw at y Rhestr o Enwau Lleoedd Safonol Cymru, a gafodd ei chyhoeddi ar wefan Comisiynydd y Gymraeg. Roedd y Comisiynydd wedi nodi y byddai'n dymuno i'r Cyngor fabwysiadu'r rhestr yma.
- 3.4 Gan mai Llywodraeth Cymru sy'n gyfrifol am arwyddion ar briffyrdd a thraffyrdd, mae'n bwysig bod Awdurdodau Lleol yn cytuno ar ffurfiau safonol enwau lleoedd Cymru er mwyn osgoi dryswch.

### **4. CEFNDIR**

- 4.1 Yn dilyn ymgyrchoedd yn y 60au, cafodd adroddiad ei gomisiynu ar arwyddion ffyrdd dwyieithog. Ym mis Awst 1972, cafodd adroddiad Arwyddion Ffordd Ddwyieithog ei gyhoeddi gan Bwyllgor Swyddogol a gafodd ei greu gan Ysgrifennydd Gwladol Cymru ar y pryd. O ganlyniad i'r adroddiad, derbyniodd Llywodraeth y DU argymhelliad y Pwyllgor i godi arwyddion ffyrdd dwyieithog yng Nghymru, gan gytuno i sefydlu gweithdrefn benodol er mwyn penderfynu ar faterion sy'n ymwneud ag enwau lleoedd.
- 4.2 Cafodd system ei sefydlu yn y Swyddfa Gymreig i gynghori Awdurdodau Lleol, Swyddfa'r Post, yr Arolwg Ordnans a sefydliadau eraill ar ffurfiau enwau lleoedd safonol yn y Gymraeg. Cafodd pwyllgor parhaol ei sefydlu i fynd i'r afael â'r mater yma, sef y Pwyllgor Ymgynghori ar Enwau Lleoedd.
- 4.3 Cafodd Cynulliad Cenedlaethol Cymru ei sefydlu ym 1999. Etifeddodd Llywodraeth Cynulliad Cymru, fel y bu, y Pwyllgor Ymgynghori ar Enwau Lleoedd o'r Swyddfa Gymreig. Ym mis Hydref 2001, penderfynodd Llywodraeth Cynulliad Cymru i drosglwyddo gwaith y Pwyllgor i Fwrdd yr Iaith Gymraeg. Felly, cyfrifoldeb y Bwrdd oedd sicrhau bod cyngor arbenigol, dibynadwy ar ffurfiau cywir enwau lleoedd Cymru yn dal i fod ar gael i'r rheiny a oedd ei angen.
- 4.4 Sefydlodd y Bwrdd Dîm Safoni Enwau Lleoedd, a'i nod oedd cynnig cyngor ar ffurfiau enwau lleoedd yng Nghymru a materion eraill sy'n gysylltiedig ag enwau lleoedd.



- 4.5 Pan gafodd Bwrdd yr Iaith Gymraeg ei ddiddymu, cafodd y cyfrifoldeb am enwau lleoedd ei drosglwyddo i Gomisiynydd y Gymraeg, ac mae ei Swyddfa'n parhau â'r gwaith yma drwy'r Panel Safoni Enwau Lleoedd. Mae'r trefniant yma'n cael ei gydnabod yn fras yn strategaeth y Gymraeg 2012-2017 'Iaith fyw: iaith byw' Llywodraeth Cymru (t.49), ac yn ei rhaglen waith ar gyfer 'Cymraeg 2050', sef ei gweledigaeth ar gyfer cyrraedd y nod o gael miliwn o siaradwyr Cymraeg (t.37).
- 4.6 Roedd y Panel Safoni Enwau Lleoedd yn ystyried ystyr, hanes a tharddiad enwau'r lleoedd, yn ogystal â'u defnydd presennol. Roedd y Panel hefyd yn dilyn canllawiau penodol i lunio ei argymhellion. Roedd y Panel yn cynnwys (ac yn parhau i gynnwys) Dr Dylan Foster Evans, Pennaeth Ysgol y Gymraeg ym Mhrifysgol Caerdydd; Gareth A. Bevan, cyn-ddarlithydd ym Mhrifysgol Bangor ac ymgynghorydd i'r Arolwg Ordnans; Yr Athro David Thorne (Cadeirydd), cyn Athro'r Gymraeg ym Mhrifysgol Cymru, Llanbedr Pont Steffan; Dr G. Angharad Fychan, Uwch-olygydd Geiriadur Prifysgol Cymru, Ysgrifennydd ac un o sylfaenwyr Cymdeithas Enwau Lleoedd Cymru; Yr Athro Emeritws Hywel Wyn Owen, cyn-gyfarwyddwr Canolfan Ymchwil Enwau Lleoedd, Prifysgol Bangor.
- 4.7 Mae hyn wedi sicrhau bod pob argymhelliad gan Gomisiynydd y Gymraeg wedi'i wneud ar sail ysgolheigaidd gadarn.
- 4.8 Mae'r mwyafrif o'r enwau lleoedd ar gyfer Bwrdeistref Sirol Rhondda Cynon Taf sydd ar y Rhestr o Enwau Lleoedd Safonol Cymru yn gyson â'r defnydd presennol. Fodd bynnag, mae'n bosibl y bydd ychydig o awgrymiadau yn ddadleuol. Mae'r enwau sy'n ymwneud yn benodol â Rhondda Cynon Taf i'w gweld yn Atodiad 2.

## **5. SEFYLLFA BRESENNOL**

- 5.1 Ar hyn o bryd mae Cyngor Bwrdeistref Sirol Rhondda Cynon Taf yn cadw Rhestr Tir ac Eiddo Lleol (LLPG) ddwyieithog. Mae'r LLPG yn caniatáu i adrannau fel Cynllunio, Priffyrdd a Chludiant ddefnyddio dull cyson wrth ymdrin ag enwau lleoedd wrth iddyn nhw gyflawni'u dyletswyddau priodol.
- 5.2. Yn ogystal â hyn, yn 2015, cymeradwyodd Grŵp Llywio'r Cabinet ar faterion y Gymraeg bolisi diwygiedig ar gyfer Enwi a Rhifo Strydoedd sy'n cynnwys gofynion Rheoliadau Safonau'r Iaith Gymraeg (2015). Mae'r polisi diwygiedig yma yn nodi y dylid enwi a rhifo datblygiadau newydd a ffyrdd, lonydd neu strydoedd heb eu henwi sy'n bodoli eisoes yn Gymraeg yn unig, a dylai enwau newydd ar strydoedd fod yn ddwyieithog, naill ai drwy ychwanegu rhagddodiad/ôl-ddodiad perthnasol a/neu, mewn achosion pan fo prif elfen enw'r stryd yn Saesneg, rhoi cyfieithiad addas.
- 5.3 Mae Cyngor Bwrdeistref Sirol Rhondda Cynon Taf yn rhoi gwybod i'r holl gyrrff gofynnol statudol, gan gynnwys yr Arolwg Ordnans, am unrhyw enwau y mae'r Cyngor yn eu defnyddio. Mae'r wybodaeth yma, yn ei thro, yn cael ei bwydo i'r System Gwybodaeth Ddaearyddol/LLPG.

- 5.4 Mae'r mwyafrif o'r enwau lleoedd y mae Comisiynydd y Gymraeg yn eu hawgrymu yn gyson â'r LLPG presennol ar gyfer RhCT. Fodd bynnag, mae Comisiynydd y Gymraeg yn argymhell bod y Cyngor yn mabwysiadu fersiwn uniaith o Lanhari, Treorci a Chwmdâr, gyda'r nod o roi'r gorau i ddefnyddio 'Llanharry', 'Treorchy' ac 'Cwmdare' (yn y Saesneg). Efallai bydd argymhellion pellach yn cael eu cynnig yn y dyfodol ac os felly, bydd papur pellach yn cael ei gyflwyno i'r Grŵp Llywio.

## **6. CAMAU NESAF**

- 6.1 Os yw Grŵp Llywio'r Cabinet ar faterion y Gymraeg yn penderfynu mabwysiadu'r Rhestr o Enwau Lleoedd Safonol Cymru, bydd swyddogion o'r adrannau perthnasol yn mynd ati i'w gweithredu.
- 6.2 Bydd swyddogion hefyd yn cydweithio ymhellach â Chomisiynydd y Gymraeg i sicrhau bod y Rhestr yn adlewyrchu'r defnydd presennol o unrhyw enwau lleoedd penodol.
- 6.3 Yn ogystal â hyn, bydd angen cydweithio ag Awdurdodau Lleol cyfagos er mwyn sicrhau cysondeb, yn arbennig o ran yr hyn sy'n ymddangos ar arwyddion ffyrdd.

## **7. GOBLYGIADAU O RAN CYDRADDOLDEB AC AMRYWIAETH**

- 7.1 Mae Swyddfa Comisiynydd y Gymraeg wedi cynnal Asesiad o'r Effaith ar Gydraddoldeb.

## **8. YMGYNGHORI**

- 8.1 Mae Cynghorwyr lleol wedi derbyn cadarnhad ysgrifenedig o'r newidiadau arfaethedig ac wedi derbyn gwahoddiad i gyflwyno sylwadau cyn dod i benderfyniad terfynol.

## **9. GOBLYGIAD(AU) ARIANNOL**

- 9.1 Does dim goblygiadau ariannol sy'n gysylltiedig â'r adroddiad yma. Serch hynny, fe fydd costau ac adnoddau i'w pennu mewn perthynas â gweithredu'r Rhestr o Enwau Lleoedd Safonol Cymru.

## **10. GOBLYGIADAU CYFREITHIOL**

- 10.1 Mae Mesur y Gymraeg (Cymru) 2011 yn rheoleiddio'r maes gwaith yma.

## **11. CYSYLLTIADAU Â BLAENORIAETHAU CORFFORAETHOL A CHENEDLAETHOL YNGHYD Â'R DDEDDF LLESIANT CENEDLAETHAU'R DYFODOL**

- 11.1 Mae'r Gymraeg yn thema drawstoriadol yn y Cynllun Corfforaethol ac yn effeithio ar yr holl flaenoriaethau corfforaethol gan fod angen i'r Cyngor gydymffurfio â'r Hysbysiad Cydymffurfio diwygiedig a gafodd ei gyhoeddi gan Gomisiynydd y Gymraeg ym mis Medi 2016 o dan Fesur y Gymraeg (Cymru) 2011 yn ogystal â Strategaethau mewn perthynas â'r Iaith Gymraeg a gafodd eu cyhoeddi gan Lywodraeth Cymru.
- 11.2 Mae'r pwnc sy'n cael ei drafod yn yr adroddiad yma yn arbennig o berthnasol i nod rhif saith o Ddeddf Llesiant Cenedlaethau'r Dyfodol (2015) - sef Cymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu. Ei nod yw sicrhau bod gyda'r Gymraeg statws cyfartal i'r Saesneg yng Nghymru. Ei nod hefyd yw gwarchod treftadaeth Cymru trwy sicrhau bod enwau lleoedd Cymru yn cael eu cadw.
- 11.3 Mae Rhestr Comisiynydd y Gymraeg o Enwau Lleoedd Safonol Cymru yn gyson â'r pum ffordd o weithio gan y bydd yn cael ei gweithredu ledled Cymru dros nifer o flynyddoedd. Mae gwahanol sefydliadau wedi cydweithio arni ac mae ystod o ysgolheigion a Swyddogion y Cyngor wedi cysylltu â swyddfa'r Comisiynydd ac wedi sicrhau bod modd i'r Comisiynydd weld LLPG y Cyngor. Os caiff ei gweithredu, bydd yn atal dryswch trwy sicrhau defnydd cyson o enwau lleoedd ar draws holl ardaloedd Cymru gan ystod eang o gyrff, gan gynnwys Llywodraeth Cymru ac Awdurdodau Lleol. Lle mae achosion o ddadlau dros enwau, mae modd cynnal ymgynghoriad ehangach ag Aelodau Etholedig a/neu breswylwyr.

## **12. CASGLIAD**

- 12.1 Er mwyn cynnal cysondeb o ran orgraff a chywirdeb ledled Cymru, mae Comisiynydd y Gymraeg wedi gofyn i Gyngor Bwrdeistref Sirol Rhondda Cynon Taf (ynghyd ag Awdurdodau Lleol eraill yng Nghymru) fabwysiadu Rhestr o Enwau Lleoedd Safonol Cymru. Mae'r Comisiynydd yn pwysleisio pwysigrwydd mabwysiadu ffurfiau safonol ar gyfer gweinyddiaeth gyhoeddus, arwyddion, mapiau a pheiriannau chwilio ar-lein.
- 12.2 Mae'r Rhestr o Enwau Lleoedd Safonol Cymru yn adnodd byw a fydd yn parhau i dyfu a datblygu, ac mae Comisiynydd y Gymraeg yn dymuno i Gyngor Bwrdeistref Sirol Rhondda Cynon Taf barhau i gydweithio yn y maes yma.

This page is intentionally left blank

## Atodiad 1 – Rhestr o enwau lleoedd sy'n ymwneud â Rhondda Cynon Taf

Aberaman	Aberaman	Anheddiad	SO0101	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074579997">http://data.ordnancesurvey.co.uk/id/4000000074579997</a>
Abercwmboi	Abercwmboi	Anheddiad	ST0299	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555661">http://data.ordnancesurvey.co.uk/id/4000000074555661</a>
Abercynon	Abercynon	Anheddiad	ST0895	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559780">http://data.ordnancesurvey.co.uk/id/4000000074559780</a>
Aberdâr	Aberdare	Anheddiad	SO0002	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074564919">http://data.ordnancesurvey.co.uk/id/4000000074564919</a>
Aber- nant	Aber-nant	Anheddiad	SO0103	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074578347">http://data.ordnancesurvey.co.uk/id/4000000074578347</a>
Aberpennar	Mountain Ash	Anheddiad	ST0499	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554561">http://data.ordnancesurvey.co.uk/id/4000000074554561</a>
Beddau	Beddau	Anheddiad	ST0585	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555657">http://data.ordnancesurvey.co.uk/id/4000000074555657</a>
Blaenclydach	Blaenclydach	Anheddiad	SS9893	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549825">http://data.ordnancesurvey.co.uk/id/4000000074549825</a>
Blaen-cwm	Blaen-cwm	Anheddiad	SS9298	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074552786">http://data.ordnancesurvey.co.uk/id/4000000074552786</a>
Blaen-gwawr	Blaen-gwawr	Ardal	SO0001	Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/25101">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/25101</a>

Blaenllechau	Blaenllechau	Anheddiad	SS9997	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/400000007455296">http://data.ordnancesurvey.co.uk/id/400000007455296</a>
Blaenrhondda	Blaenrhondda	Anheddiad	SS9299	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/400000007456230">http://data.ordnancesurvey.co.uk/id/400000007456230</a>
Bryn-cae	Bryn-cae	Anheddiad	SS9882	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/4000000074551652">http://data.ordnancesurvey.co.uk/doc/4000000074551652</a>
Brynna	Brynna	Anheddiad	SS9883	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551656">http://data.ordnancesurvey.co.uk/id/4000000074551656</a>
Brynsadler	Brynsadler	Anheddiad	ST0280	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554921">http://data.ordnancesurvey.co.uk/id/4000000074554921</a>
Carnetown	Carnetown	Anheddiad	ST0794	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559775">http://data.ordnancesurvey.co.uk/id/4000000074559775</a>
Castellau	Castellau	Anheddiad	ST0586	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/45424">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/45424</a>
Cefnpennar	Cefnpennar	Anheddiad	SO0300	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074579996">http://data.ordnancesurvey.co.uk/id/4000000074579996</a>
Cilfynydd	Cilfynydd	Anheddiad	ST0892	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557911">http://data.ordnancesurvey.co.uk/id/4000000074557911</a>
Cross Inn	Cross Inn	Anheddiad	ST0583	Taf Rhondda	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555288">http://data.ordnancesurvey.co.uk/id/4000000074555288</a>
Cwmaman	Cwmaman	Anheddiad	ST0099	Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555662">http://data.ordnancesurvey.co.uk/id/4000000074555662</a>

Cwm-bach	Cwm-bach	Anheddiad	SO0201	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074303263">http://data.ordnancesurvey.co.uk/id/4000000074303263</a>
Cwmdâr	Cwmdâr	Anheddiad	SN9803	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/4000000074565226">http://data.ordnancesurvey.co.uk/doc/4000000074565226</a>
Cwm-parc	Cwm-parc	Anheddiad	SS9596	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551303">http://data.ordnancesurvey.co.uk/id/4000000074551303</a>
Cwmpennar	Cwmpennar	Anheddiad	SO0300	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074579995">http://data.ordnancesurvey.co.uk/id/4000000074579995</a>
Y Cymer	Y Cymer	Anheddiad	ST0290	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558665">http://data.ordnancesurvey.co.uk/id/4000000074558665</a>
Dan Caerlan	Dan Caerlan	Anheddiad	ST0583	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555655">http://data.ordnancesurvey.co.uk/id/4000000074555655</a>
Y Ddraenen Wen	Hawthorn	Anheddiad	ST0988	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559774">http://data.ordnancesurvey.co.uk/id/4000000074559774</a>
Dinas	Dinas	Anheddiad	ST0191	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559047">http://data.ordnancesurvey.co.uk/id/4000000074559047</a>
Edmondstown	Edmondstown	Anheddiad	ST0090	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074303222">http://data.ordnancesurvey.co.uk/id/4000000074303222</a>
Efailisaf	Efailisaf	Anheddiad	ST0884	Taf Rhondda	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555282">http://data.ordnancesurvey.co.uk/id/4000000074555282</a>
Fernhill	Fernhill	Anheddiad	ST0399	Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/86383">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/86383</a>

Y Gadlys	Y Gadlys	Anheddiad	SN9902	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074564918">http://data.ordnancesurvey.co.uk/id/4000000074564918</a>
Glan-bad	Upper Boat	Anheddiad	ST1087	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554927">http://data.ordnancesurvey.co.uk/id/4000000074554927</a>
Glan-llyn	Glan-llyn	Anheddiad	ST1284	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074543297">http://data.ordnancesurvey.co.uk/id/4000000074543297</a>
Glyn-coch	Glyn-coch	Anheddiad	ST0792	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557910">http://data.ordnancesurvey.co.uk/id/4000000074557910</a>
Glynrhedynog	Ferndale	Anheddiad	SS9996	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551304">http://data.ordnancesurvey.co.uk/id/4000000074551304</a>
Glyn-taf	Glyn-taf	Anheddiad	ST0889	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554928">http://data.ordnancesurvey.co.uk/id/4000000074554928</a>
Graig	Graig	Anheddiad	ST0689	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074556051">http://data.ordnancesurvey.co.uk/id/4000000074556051</a>
Graig-wen	Graig-wen	Anheddiad	ST0690	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557905">http://data.ordnancesurvey.co.uk/id/4000000074557905</a>
Y Groes-faen	Y Groes-faen	Anheddiad	ST0681	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074560128">http://data.ordnancesurvey.co.uk/id/4000000074560128</a>
Hendreforgan	Hendreforgan	Anheddiad	SS9888	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549086">http://data.ordnancesurvey.co.uk/id/4000000074549086</a>
Hirwaun	Hirwaun	Anheddiad	SN9605	Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565229">http://data.ordnancesurvey.co.uk/id/4000000074565229</a>



Llanharan	Llanharan	Anheddiad	ST0083	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551655">http://data.ordnancesurvey.co.uk/id/4000000074551655</a>
Llanhari	Llanhari	Anheddiad	ST0080	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554922">http://data.ordnancesurvey.co.uk/id/4000000074554922</a>
Llanilid	Llanilid	Anheddiad	SS9781	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551653">http://data.ordnancesurvey.co.uk/id/4000000074551653</a>
Llanilltud Faerdref	Llantwit Fardre	Anheddiad	ST0784	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555283">http://data.ordnancesurvey.co.uk/id/4000000074555283</a>
Llantrisant	Llantrisant	Anheddiad	ST0483	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555286">http://data.ordnancesurvey.co.uk/id/4000000074555286</a>
Llanwynno	Llanwynno	Anheddiad	ST0395	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074579962">http://data.ordnancesurvey.co.uk/id/4000000074579962</a>
Llwydcoed	Llwydcoed	Anheddiad	SN9904	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565227">http://data.ordnancesurvey.co.uk/id/4000000074565227</a>
Llwynypia	Llwynypia	Anheddiad	SS9993	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074550933">http://data.ordnancesurvey.co.uk/id/4000000074550933</a>
Maes-y-coed	Maes-y-coed	Anheddiad	ST0689	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557533">http://data.ordnancesurvey.co.uk/id/4000000074557533</a>
Meisgyn	Miskin	Anheddiad	ST0498	Taf Rhondda	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555292">http://data.ordnancesurvey.co.uk/id/4000000074555292</a>
Nantgarw	Nantgarw	Anheddiad	ST1285	Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554926">http://data.ordnancesurvey.co.uk/id/4000000074554926</a>

Penderyn	Penderyn	Anheddiad	SN9408	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565547">http://data.ordnancesurvey.co.uk/id/4000000074565547</a>
Penrhiw-ceibr	Penrhiw-ceibr	Anheddiad	ST0597	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555291">http://data.ordnancesurvey.co.uk/id/4000000074555291</a>
Pen-rhys	Pen-rhys	Anheddiad	ST0095	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554934">http://data.ordnancesurvey.co.uk/id/4000000074554934</a>
Pentre	Pentre	Anheddiad	SS9796	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/4000000074542919">http://data.ordnancesurvey.co.uk/doc/4000000074542919</a>
Pen-y-graig	Pen-y-graig	Anheddiad	SS9991	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549464">http://data.ordnancesurvey.co.uk/id/4000000074549464</a>
Pen-y-groes	Pen-y-groes	Ardal	ST1187	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/186775">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/186775</a>
Penyreglyn	Penyreglyn	Anheddiad	SS9497	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074542595">http://data.ordnancesurvey.co.uk/id/4000000074542595</a>
Pen-y-waun	Pen-y-waun	Anheddiad	SN9704	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565228">http://data.ordnancesurvey.co.uk/id/4000000074565228</a>
Perthcelyn	Perthcelyn	Anheddiad	ST0597	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/187167">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/187167</a>
Pont-y-clun	Pont-y-clun	Anheddiad	ST0381	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554559">http://data.ordnancesurvey.co.uk/id/4000000074554559</a>
Pont-y-gwaith	Pont-y-gwaith	Anheddiad	ST0094	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554932">http://data.ordnancesurvey.co.uk/id/4000000074554932</a>

Pontypridd	Pontypridd	Anheddiad	ST0789	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557909">http://data.ordnancesurvey.co.uk/id/4000000074557909</a>
Y Rhigos	Y Rhigos	Anheddiad	SN9205	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565231">http://data.ordnancesurvey.co.uk/id/4000000074565231</a>
Rhiwsaeson	Rhiwsaeson	Anheddiad	ST0782	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074541536">http://data.ordnancesurvey.co.uk/id/4000000074541536</a>
Rhydfelen	Rhydfelen	Anheddiad	ST0988	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554560">http://data.ordnancesurvey.co.uk/id/4000000074554560</a>
Stanleytown	Stanleytown	Anheddiad	ST0194	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554933">http://data.ordnancesurvey.co.uk/id/4000000074554933</a>
Tonpentre	Tonpentre	Anheddiad	SS9695	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551302">http://data.ordnancesurvey.co.uk/id/4000000074551302</a>
Ton-teg	Ton-teg	Anheddiad	ST0986	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074543356">http://data.ordnancesurvey.co.uk/id/4000000074543356</a>
Tonypandy	Tonypandy	Anheddiad	SS9992	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074550188">http://data.ordnancesurvey.co.uk/id/4000000074550188</a>
Tonyrefail	Tonyrefail	Anheddiad	ST0188	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549085">http://data.ordnancesurvey.co.uk/id/4000000074549085</a>
Tonysguboriau	Talbot Green	Anheddiad	ST0382	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555287">http://data.ordnancesurvey.co.uk/id/4000000074555287</a>
Trallwng	Trallwng	Anheddiad	ST0790	Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/4000000074556052">http://data.ordnancesurvey.co.uk/doc/4000000074556052</a>

Trealaw	Trealaw	Anheddiad	SS9992	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549465">http://data.ordnancesurvey.co.uk/id/4000000074549465</a>
Trebannog	Trebannog	Anheddiad	ST0190	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558287">http://data.ordnancesurvey.co.uk/id/4000000074558287</a>
Trecynon	Trecynon	Anheddiad	SN9903	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074564920">http://data.ordnancesurvey.co.uk/id/4000000074564920</a>
Trefforest	Trefforest	Anheddiad	ST0888	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555289">http://data.ordnancesurvey.co.uk/id/4000000074555289</a>
Trehafod	Trehafod	Anheddiad	ST0491	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558291">http://data.ordnancesurvey.co.uk/id/4000000074558291</a>
Treherbert	Treherbert	Anheddiad	SS9498	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074552034">http://data.ordnancesurvey.co.uk/id/4000000074552034</a>
Trehopcyn	Hopkinstown	Anheddiad	ST0690	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558285">http://data.ordnancesurvey.co.uk/id/4000000074558285</a>
Treorci	Treorci	Anheddiad	SS9596	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551659">http://data.ordnancesurvey.co.uk/id/4000000074551659</a>
Tresalem	Robertstown	Anheddiad	SO0003	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074578346">http://data.ordnancesurvey.co.uk/id/4000000074578346</a>
Trewiliam	Williamstown	Anheddiad	ST0090	Taf Rhondda	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558288">http://data.ordnancesurvey.co.uk/id/4000000074558288</a>
Tylorstown	Tylorstown	Anheddiad	ST0095	Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555290">http://data.ordnancesurvey.co.uk/id/4000000074555290</a>

Tŷ-nant	Tŷ-nant	Anheddiad	ST0685	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/400000007455284">http://data.ordnancesurvey.co.uk/id/400000007455284</a>
Tyntetown	Tyntetown	Anheddiad	ST0696	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554562">http://data.ordnancesurvey.co.uk/id/4000000074554562</a>
Tyn-y-bryn	Tyn-y-bryn	Anheddiad	ST0087	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074543009">http://data.ordnancesurvey.co.uk/id/4000000074543009</a>
Tŷ-rhiw	Tŷ-rhiw	Anheddiad	ST1283	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559040">http://data.ordnancesurvey.co.uk/id/4000000074559040</a>
Wattstown	Wattstown	Anheddiad	ST0193	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554931">http://data.ordnancesurvey.co.uk/id/4000000074554931</a>
Ynys-boeth	Ynys-boeth	Anheddiad	ST0796	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559779">http://data.ordnancesurvey.co.uk/id/4000000074559779</a>
Ynys-hir	Ynys-hir	Anheddiad	ST0292	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559048">http://data.ordnancesurvey.co.uk/id/4000000074559048</a>
Ynysmaerdy	Ynysmaerdy	Anheddiad	ST0384	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555656">http://data.ordnancesurvey.co.uk/id/4000000074555656</a>
Ynys-wen	Ynys-wen	Anheddiad	SS9597	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551660">http://data.ordnancesurvey.co.uk/id/4000000074551660</a>
Ystrad	Ystrad	Anheddiad	SS9895	Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551300">http://data.ordnancesurvey.co.uk/id/4000000074551300</a>

This page is intentionally left blank



**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**WELSH LANGUAGE CABINET STEERING GROUP**

**10 OCTOBER 2018**

**LIST OF STANDARDISED WELSH PLACE NAMES**

**REPORT OF THE DIRECTOR OF PUBLIC HEALTH, PROTECTION, AND  
COMMUNITY SERVICES IN DISCUSSION WITH THE RELEVANT PORTFOLIO  
HOLDER CLLR G. HOPKINS**

**Authors:** Wendy Edwards, Head of Community Learning (01443 744111)  
Steffan Gealy, Service Manager, Welsh Language Services (01443  
570002)

**1. PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to provide the Welsh Language Steering Group with information relating to the [List of Standardised Welsh Place-names](#) as published by the Welsh Language Commissioner in July 2018 (RCT is attached at Appendix 1), and the Council's responsibilities in relation to this.

**2. RECOMMENDATIONS**

It is recommended that the Welsh Language Cabinet Steering Group:

- 2.1 Note the content of the report;
- 2.2 Agree to recommend for Cabinet approval, the adoption of the place-names relevant to Rhondda Cynon Taf County Borough as published in the Welsh Language Commissioner's List of Standardised Welsh Place-names;
- 2.3 Subject to Cabinet approval, instruct officers to implement the standardised Welsh place-names in the administration of Rhondda Cynon Taf County Borough Council business in alignment with the Revised Policy and Procedures for Street Naming and House Numbering as adopted by the Council in November, 2015;
- 2.4 Agree that officers continue to collaborate with the Welsh Language Commissioner's office on any recommendations offered by Rhondda Cynon Taf County Borough Council with regards to the List of Standardised Welsh Place-names.

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 The Welsh Language Commissioner is responsible for providing advice on the standard forms of Welsh place-names to individuals and organisations of all kinds and emphasise the importance of adopting standard forms for public administration, maps signage and online search engines.
- 3.2 Although Local authorities are ultimately responsible for deciding on the forms they use, the Commissioner aims to ensure orthographic consistency and accuracy throughout Wales and the List of Standardised Welsh Place-names has been produced to support this.
- 3.3 The Welsh Language Commissioner wrote to the Chief Executive of Rhondda Cynon Taf County Borough Council in July drawing attention to the List of Standardised Welsh Place-names as published on the Welsh Language Commissioner's website, expressing the wish that the Council adopt this list.
- 3.4 As the Welsh Government is responsible for signage on trunk roads and motorways it is important that Local Authorities agree on the standard forms of Welsh place-names to avoid confusion.

### **4. BACKGROUND**

- 4.1 Following campaigns in the 1960s, a report was commissioned on bilingual road signs. In August 1972, the Bilingual Road Signs report was published by an Official Committee that was designed by the Secretary of State for Wales at the time. As a result of the report, central Government accepted the Committee's recommendation that bilingual road signs should be erected in Wales, and that a procedure should be established specifically to decide upon matters pertaining to place-names.
- 4.2 A system was established within the Welsh Office to advise Local Authorities, the Post Office, the Ordnance Survey and other organisations on standard place-name forms in Welsh. Indeed, a permanent committee was established to this effect – The Place-names Advisory Committee.
- 4.3 The National Assembly for Wales was established in 1999. The Welsh Assembly Government, as it was, inherited the Place-names Advisory Committee from the Welsh Office. In October 2001, the Welsh Assembly Government decided to hand over the Committee's work to Bwrdd yr Iaith Gymraeg / The Welsh Language Board. The Board was tasked, therefore, with ensuring that expert, reliable advice on the correct forms of Welsh place-names was still available to those who needed it.
- 4.4 The Board established a Place-names Standardisation Team, whose purpose was to offer advice on place-name forms in Wales and other matters related to place-names.



- 4.5 When the Welsh Language Board was abolished, its responsibility regarding place-names was transferred to the Welsh Language Commissioner, whose Office continue this work through the Place-names Standardisation Panel. This arrangement is broadly acknowledged in the Welsh Government's 'A living language, a language for living: Welsh language strategy 2012-2017' (p. 49), and in its programme of work for '[Cymraeg 2050](#)', its vision for reaching a million Welsh speakers (p.37).
- 4.6 The Place-names Standardisation Panel gave consideration to the meaning, history and etymology of the place-names, as well as their current usage. The Panel also followed specific guidelines to form its recommendations. The Panel consisted (and continues to consist of) Dr Dylan Foster Evans, Head of School of Welsh at Cardiff University; Gareth A. Bevan, former lecturer University of Bangor and adviser to the Ordnance Survey; Professor David Thorne (Chair), former Professor of Welsh at the University of Wales, Lampeter; Dr G. Angharad Fychan, Senior Editor of Geiriadur Prifysgol Cymru (A dictionary of the Welsh language) and is a founder and Secretary of the Welsh place-names Society; Professor Emeritus Hywel Wyn Owen, former Director of the Place-name Research Centre at Bangor University.
- 4.7 This has ensured that each recommendation given in the name of the Welsh Language Commissioner is made on a firm scholarly basis.
- 4.8 The majority of place-names in the List of Standardised Welsh included for Rhondda Cynon Taf County Borough are consistent with current usage. However, there are a very small number of suggestions that may be contentious. The names that specifically relate to Rhondda Cynon Taf can be seen at Appendix 2.

## **5. CURRENT POSITION**

- 5.1 Rhondda Cynon Taf County Borough Council currently holds a bilingual Local Land and Property Gazetteer (LLPG). The LLPG allows departments such as Planning, Highways, and Transportation to have a consistent approach to place names as they administer their respective duties.
- 5.2. Additionally, in 2015, the Welsh Language Cabinet Steering Group approved a revised policy for Street Naming and Numbering which includes the requirements of Welsh Language Standards Regulations 2015. This revised policy stipulates that naming and numbering for new developments and existing un-named roads, lanes or streets should be in Welsh only and replacement street names should be bilingual either by adding a relevant prefix/suffix and/or in cases where the main element of the street-name is in English, a suitable translation would be given,
- 5.3 Rhondda Cynon Taf County Borough Council informs all the statutory necessary bodies, including Ordnance Survey, of any names used by the Council which in turn are fed into the Geographic Information System/LLPG.

- 5.4 The majority of the place-names recommended by the Welsh Commissioner are consistent with the current Local Land and Property Gazetteer for RCT. However, the Welsh Language Commissioner recommends that the Council adopt a mono-lingual version for Llanhari, Treorci and Cwmdâr, with the aim of ceasing to use Llanharry, Treorchy and Cwmdare. Further recommendations may be proposed in future and in such circumstances, a further paper would be presented to the Steering Group.

## **6. NEXT STEPS**

- 6.1 If the Welsh Language Cabinet Steering Group decides to recommend the adoption of the List of Standardised Welsh Place-names to Cabinet for consideration, and if approved by Cabinet, officers from the relevant departments will work on its implementation.
- 6.2 Officers will also further co-operate with the Welsh Language Commissioner to ensure the List reflects current usage of any given place name.
- 6.3 Additionally, co-operation with surrounding Local Authorities, with particular regard to directional signage, will be needed to ensure consistency.

## **7. EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 An Equalities Impact Assessment has been undertaken by the Welsh Language Commissioner.

## **8. CONSULTATION**

- 8.1 Local Members have received written confirmation of these proposed changes and have been invited to respond with their comments for consideration, before a final decision is taken.

## **9. FINANCIAL IMPLICATION(S)**

- 9.1 There are no financial implications aligned to this report. However, there will be costs and resources as yet not fully ascertained in respect of implementation of the List of Standardised Welsh Place-names.

## **10. LEGISLATION CONSIDERED**

- 10.1 The Welsh Language (Wales) Measure 2011 regulates this area of work.

## **11. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT**

- 11.1 The Welsh language is a cross-cutting theme in the Corporate Plan and underpins all corporate priorities as the Council is required to comply with the amended Compliance Notice issued by the Welsh Language Commissioner in September 2016 under the Welsh Language (Wales) 2011 Measure in

addition to Strategies regarding the Welsh Language published by the Welsh Government.

- 11.2 This subject under discussion in this report is particularly relevant to goal seven of the Well-being of Future Generations Act 2015 - a Wales of vibrant culture and thriving Welsh language. It is designed to ensure that the Welsh language has equal status to the English language in Wales and it also serves to protect the heritage of Wales by ensuring that Welsh place-names are preserved.
- 11.3 The Welsh Language Commissioner's List of Standardised Welsh Place-names is consistent with the five ways of working as it is designed to be implemented across Wales over a number of years. It has involved collaboration across different organisations and with a range of scholars and Council Officers have been involved in liaising with the Commissioner's office and providing access to the Council's gazetteer. If implemented, it will prevent confusion by ensuring consistent use of place-names across all areas of Wales by a wide range of bodies including the Welsh Government and Local Authorities. Where there are areas of dispute, a wider consultation with Elected Members and/or residents may be undertaken.

## **12. CONCLUSION**

- 12.1 In order to maintain orthographic consistency and accuracy throughout Wales, Rhondda Cynon Taf County Borough Council has been asked (along with other Local Authorities in Wales) by the Welsh Language Commissioner to adopt a List of Standardised Welsh Place-names. The Commissioner stresses the importance of adopting standard forms for public administration, signage, maps and online search engines.
- 12.2 The List of Standardised Welsh Place-names is a live resource that will continuously grow and develop and the Welsh Language Commissioner wishes Rhondda Cynon Taf County Borough Council to continue to collaborate in this field.

This page is intentionally left blank

## Appendix 1 – List of place-names relating to Rhondda Cynon Taf

Aberaman	Aberaman	Settlement	SO0101	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074579997">http://data.ordnancesurvey.co.uk/id/4000000074579997</a>
Abercwmboui	Abercwmboui	Settlement	ST0299	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555661">http://data.ordnancesurvey.co.uk/id/4000000074555661</a>
Abercynon	Abercynon	Settlement	ST0895	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559780">http://data.ordnancesurvey.co.uk/id/4000000074559780</a>
Aberdâr	Aberdare	Settlement	SO0002	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074564919">http://data.ordnancesurvey.co.uk/id/4000000074564919</a>
Aber- nant	Aber-nant	Settlement	SO0103	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074578347">http://data.ordnancesurvey.co.uk/id/4000000074578347</a>
Aberpennar	Mountain Ash	Settlement	ST0499	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554561">http://data.ordnancesurvey.co.uk/id/4000000074554561</a>
Beddau	Beddau	Settlement	ST0585	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555657">http://data.ordnancesurvey.co.uk/id/4000000074555657</a>
Blaenclydach	Blaenclydach	Settlement	SS9893	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549825">http://data.ordnancesurvey.co.uk/id/4000000074549825</a>
Blaen-cwm	Blaen-cwm	Settlement	SS9298	Rhondda Cynon Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074552786">http://data.ordnancesurvey.co.uk/id/4000000074552786</a>
Blaen-gwawr	Blaen-gwawr	Locality	SO0001	Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/25101">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/25101</a>

Blaenllechau	Blaenllechau	Settlement	SS9997	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/400000007455296">http://data.ordnancesurvey.co.uk/id/400000007455296</a>
Blaenrhondda	Blaenrhondda	Settlement	SS9299	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/400000007456230">http://data.ordnancesurvey.co.uk/id/400000007456230</a>
Bryn-cae	Bryn-cae	Settlement	SS9882	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/4000000074551652">http://data.ordnancesurvey.co.uk/doc/4000000074551652</a>
Brynna	Brynna	Settlement	SS9883	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551656">http://data.ordnancesurvey.co.uk/id/4000000074551656</a>
Brynsadler	Brynsadler	Settlement	ST0280	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554921">http://data.ordnancesurvey.co.uk/id/4000000074554921</a>
Carnetown	Carnetown	Settlement	ST0794	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559775">http://data.ordnancesurvey.co.uk/id/4000000074559775</a>
Castellau	Castellau	Settlement	ST0586	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/45424">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/45424</a>
Cefnpennar	Cefnpennar	Settlement	SO0300	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074579996">http://data.ordnancesurvey.co.uk/id/4000000074579996</a>
Cilfynydd	Cilfynydd	Settlement	ST0892	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557911">http://data.ordnancesurvey.co.uk/id/4000000074557911</a>
Cross Inn	Cross Inn	Settlement	ST0583	Taf Rhondda	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555288">http://data.ordnancesurvey.co.uk/id/4000000074555288</a>
Cwmaman	Cwmaman	Settlement	ST0099	Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555662">http://data.ordnancesurvey.co.uk/id/4000000074555662</a>

Cwm-bach	Cwm-bach	Settlement	SO0201	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074303263">http://data.ordnancesurvey.co.uk/id/4000000074303263</a>
Cwmdâr	Cwmdâr	Settlement	SN9803	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/4000000074565226">http://data.ordnancesurvey.co.uk/doc/4000000074565226</a>
Cwm-parc	Cwm-parc	Settlement	SS9596	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551303">http://data.ordnancesurvey.co.uk/id/4000000074551303</a>
Cwmpennar	Cwmpennar	Settlement	SO0300	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074579995">http://data.ordnancesurvey.co.uk/id/4000000074579995</a>
Y Cymer	Y Cymer	Settlement	ST0290	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558665">http://data.ordnancesurvey.co.uk/id/4000000074558665</a>
Dan Caerlan	Dan Caerlan	Settlement	ST0583	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555655">http://data.ordnancesurvey.co.uk/id/4000000074555655</a>
Y Ddraenen Wen	Hawthorn	Settlement	ST0988	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559774">http://data.ordnancesurvey.co.uk/id/4000000074559774</a>
Dinas	Dinas	Settlement	ST0191	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559047">http://data.ordnancesurvey.co.uk/id/4000000074559047</a>
Edmondstown	Edmondstown	Settlement	ST0090	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074303222">http://data.ordnancesurvey.co.uk/id/4000000074303222</a>
Efailisaf	Efailisaf	Settlement	ST0884	Taf Rhondda	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555282">http://data.ordnancesurvey.co.uk/id/4000000074555282</a>
Fernhill	Fernhill	Settlement	ST0399	Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/86383">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/86383</a>

Y Gadlys	Y Gadlys	Settlement	SN9902	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074564918">http://data.ordnancesurvey.co.uk/id/4000000074564918</a>
Glan-bad	Upper Boat	Settlement	ST1087	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554927">http://data.ordnancesurvey.co.uk/id/4000000074554927</a>
Glan-llyn	Glan-llyn	Settlement	ST1284	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074543297">http://data.ordnancesurvey.co.uk/id/4000000074543297</a>
Glyn-coch	Glyn-coch	Settlement	ST0792	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557910">http://data.ordnancesurvey.co.uk/id/4000000074557910</a>
Glynrhedynog	Ferndale	Settlement	SS9996	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551304">http://data.ordnancesurvey.co.uk/id/4000000074551304</a>
Glyn-taf	Glyn-taf	Settlement	ST0889	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554928">http://data.ordnancesurvey.co.uk/id/4000000074554928</a>
Graig	Graig	Settlement	ST0689	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074556051">http://data.ordnancesurvey.co.uk/id/4000000074556051</a>
Graig-wen	Graig-wen	Settlement	ST0690	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557905">http://data.ordnancesurvey.co.uk/id/4000000074557905</a>
Y Groes-faen	Y Groes-faen	Settlement	ST0681	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074560128">http://data.ordnancesurvey.co.uk/id/4000000074560128</a>
Hendreforgan	Hendreforgan	Settlement	SS9888	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549086">http://data.ordnancesurvey.co.uk/id/4000000074549086</a>
Hirwaun	Hirwaun	Settlement	SN9605	Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565229">http://data.ordnancesurvey.co.uk/id/4000000074565229</a>



Llanharan	Llanharan	Settlement	ST0083	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551655">http://data.ordnancesurvey.co.uk/id/4000000074551655</a>
Llanhari	Llanhari	Settlement	ST0080	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554922">http://data.ordnancesurvey.co.uk/id/4000000074554922</a>
Llanilid	Llanilid	Settlement	SS9781	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551653">http://data.ordnancesurvey.co.uk/id/4000000074551653</a>
Llanilltud Faerdref	Llantwit Fardre	Settlement	ST0784	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555283">http://data.ordnancesurvey.co.uk/id/4000000074555283</a>
Llantrisant	Llantrisant	Settlement	ST0483	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555286">http://data.ordnancesurvey.co.uk/id/4000000074555286</a>
Llanwynno	Llanwynno	Settlement	ST0395	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074579962">http://data.ordnancesurvey.co.uk/id/4000000074579962</a>
Llwydcoed	Llwydcoed	Settlement	SN9904	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565227">http://data.ordnancesurvey.co.uk/id/4000000074565227</a>
Llwynypia	Llwynypia	Settlement	SS9993	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074550933">http://data.ordnancesurvey.co.uk/id/4000000074550933</a>
Maes-y-coed	Maes-y-coed	Settlement	ST0689	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557533">http://data.ordnancesurvey.co.uk/id/4000000074557533</a>
Meisgyn	Miskin	Settlement	ST0498	Taf Rhondda	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555292">http://data.ordnancesurvey.co.uk/id/4000000074555292</a>
Nantgarw	Nantgarw	Settlement	ST1285	Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554926">http://data.ordnancesurvey.co.uk/id/4000000074554926</a>

Penderyn	Penderyn	Settlement	SN9408	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565547">http://data.ordnancesurvey.co.uk/id/4000000074565547</a>
Penrhiw-ceibr	Penrhiw-ceibr	Settlement	ST0597	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555291">http://data.ordnancesurvey.co.uk/id/4000000074555291</a>
Pen-rhys	Pen-rhys	Settlement	ST0095	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554934">http://data.ordnancesurvey.co.uk/id/4000000074554934</a>
Pentre	Pentre	Settlement	SS9796	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/4000000074542919">http://data.ordnancesurvey.co.uk/doc/4000000074542919</a>
Pen-y-graig	Pen-y-graig	Settlement	SS9991	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549464">http://data.ordnancesurvey.co.uk/id/4000000074549464</a>
Pen-y-groes	Pen-y-groes	Locality	ST1187	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/186775">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/186775</a>
Penyreglyn	Penyreglyn	Settlement	SS9497	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074542595">http://data.ordnancesurvey.co.uk/id/4000000074542595</a>
Pen-y-waun	Pen-y-waun	Settlement	SN9704	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565228">http://data.ordnancesurvey.co.uk/id/4000000074565228</a>
Perthcelyn	Perthcelyn	Settlement	ST0597	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/50kGazetteer/187167">http://data.ordnancesurvey.co.uk/doc/50kGazetteer/187167</a>
Pont-y-clun	Pont-y-clun	Settlement	ST0381	Taf Rhondda	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554559">http://data.ordnancesurvey.co.uk/id/4000000074554559</a>
Pont-y-gwaith	Pont-y-gwaith	Settlement	ST0094	Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554932">http://data.ordnancesurvey.co.uk/id/4000000074554932</a>

Pontypridd	Pontypridd	Settlement	ST0789	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074557909">http://data.ordnancesurvey.co.uk/id/4000000074557909</a>
Y Rhigos	Y Rhigos	Settlement	SN9205	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074565231">http://data.ordnancesurvey.co.uk/id/4000000074565231</a>
Rhiwsaeson	Rhiwsaeson	Settlement	ST0782	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074541536">http://data.ordnancesurvey.co.uk/id/4000000074541536</a>
Rhydfelen	Rhydfelen	Settlement	ST0988	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554560">http://data.ordnancesurvey.co.uk/id/4000000074554560</a>
Stanleytown	Stanleytown	Settlement	ST0194	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554933">http://data.ordnancesurvey.co.uk/id/4000000074554933</a>
Tonpentre	Tonpentre	Settlement	SS9695	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551302">http://data.ordnancesurvey.co.uk/id/4000000074551302</a>
Ton-teg	Ton-teg	Settlement	ST0986	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074543356">http://data.ordnancesurvey.co.uk/id/4000000074543356</a>
Tonypandy	Tonypandy	Settlement	SS9992	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074550188">http://data.ordnancesurvey.co.uk/id/4000000074550188</a>
Tonyrefail	Tonyrefail	Settlement	ST0188	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549085">http://data.ordnancesurvey.co.uk/id/4000000074549085</a>
Tonysguboriau	Talbot Green	Settlement	ST0382	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555287">http://data.ordnancesurvey.co.uk/id/4000000074555287</a>
Trallwng	Trallwng	Settlement	ST0790	Cynon	<a href="http://data.ordnancesurvey.co.uk/doc/4000000074556052">http://data.ordnancesurvey.co.uk/doc/4000000074556052</a>

Trealaw	Trealaw	Settlement	SS9992	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074549465">http://data.ordnancesurvey.co.uk/id/4000000074549465</a>
Trebannog	Trebannog	Settlement	ST0190	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558287">http://data.ordnancesurvey.co.uk/id/4000000074558287</a>
Trecynon	Trecynon	Settlement	SN9903	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074564920">http://data.ordnancesurvey.co.uk/id/4000000074564920</a>
Trefforest	Trefforest	Settlement	ST0888	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555289">http://data.ordnancesurvey.co.uk/id/4000000074555289</a>
Trehafod	Trehafod	Settlement	ST0491	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558291">http://data.ordnancesurvey.co.uk/id/4000000074558291</a>
Treherbert	Treherbert	Settlement	SS9498	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074552034">http://data.ordnancesurvey.co.uk/id/4000000074552034</a>
Trehopcyn	Hopkinstown	Settlement	ST0690	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558285">http://data.ordnancesurvey.co.uk/id/4000000074558285</a>
Treorci	Treorci	Settlement	SS9596	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551659">http://data.ordnancesurvey.co.uk/id/4000000074551659</a>
Tresalem	Robertstown	Settlement	SO0003	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074578346">http://data.ordnancesurvey.co.uk/id/4000000074578346</a>
Trewiliam	Williamstown	Settlement	ST0090	Taf Rhondda	<a href="http://data.ordnancesurvey.co.uk/id/4000000074558288">http://data.ordnancesurvey.co.uk/id/4000000074558288</a>
Tylorstown	Tylorstown	Settlement	ST0095	Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555290">http://data.ordnancesurvey.co.uk/id/4000000074555290</a>

Tŷ-nant	Tŷ-nant	Settlement	ST0685	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/400000007455284">http://data.ordnancesurvey.co.uk/id/400000007455284</a>
Tyntetown	Tyntetown	Settlement	ST0696	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554562">http://data.ordnancesurvey.co.uk/id/4000000074554562</a>
Tyn-y-bryn	Tyn-y-bryn	Settlement	ST0087	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074543009">http://data.ordnancesurvey.co.uk/id/4000000074543009</a>
Tŷ-rhiw	Tŷ-rhiw	Settlement	ST1283	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559040">http://data.ordnancesurvey.co.uk/id/4000000074559040</a>
Wattstown	Wattstown	Settlement	ST0193	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074554931">http://data.ordnancesurvey.co.uk/id/4000000074554931</a>
Ynys-boeth	Ynys-boeth	Settlement	ST0796	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559779">http://data.ordnancesurvey.co.uk/id/4000000074559779</a>
Ynys-hir	Ynys-hir	Settlement	ST0292	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074559048">http://data.ordnancesurvey.co.uk/id/4000000074559048</a>
Ynysmaerdy	Ynysmaerdy	Settlement	ST0384	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074555656">http://data.ordnancesurvey.co.uk/id/4000000074555656</a>
Ynys-wen	Ynys-wen	Settlement	SS9597	Taf Rhondda Cynon	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551660">http://data.ordnancesurvey.co.uk/id/4000000074551660</a>
Ystrad	Ystrad	Settlement	SS9895	Taf	<a href="http://data.ordnancesurvey.co.uk/id/4000000074551300">http://data.ordnancesurvey.co.uk/id/4000000074551300</a>

This page is intentionally left blank