



Lolfa Lên, Literature Wales, National Eisteddfod of Wales

Arts Council of Wales

Welsh Language Annual Report 2015/16

Action Plan 2016/17



Cyngor Celfyddydau Cymru  
Arts Council of Wales



Noddir gan  
Lywodraeth Cymru  
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# 1. Introduction

The Welsh Language Act 1993 establishes the principle that the Welsh and English languages should be treated on a basis of equality in the conduct of public business and the administration of justice in Wales. To achieve this, public bodies, such as the Arts Council of Wales, are required to publish a Welsh Language Scheme that explains how they intend to meet this commitment.

This document is the Arts Council of Wales' Annual Report for 2015/16. It provides information on our performance against the aims, ambitions and requirements set out in our Welsh Language Scheme.

At the time of writing, legislation governing Welsh language issues is evolving and changing. The Welsh Language (Wales) Measure 2011 set a new context for the Welsh Language and official status was established for the language in Wales by Royal assent.

This Measure also established a Welsh Language Commissioner in Wales. The Commissioner has the responsibility for enforcing the legal duties of the Measure through a series of Standards.

Since 2014 the Welsh Government and the new Welsh Language Commissioner have been consulting on new arrangements for protecting and promoting the status of the Welsh Language. The legislative process for Phase 2 of the Welsh Language (Wales) Measure was completed in February 2016 with the publication of new Standards for Phase 2. As one of the designated bodies affected by the legislation, we are required to comply with these Standards.

On 31 March 2016, we received our Draft Compliance Notice and this started a formal process of consultation. The Draft Compliance Notice set out the proposed requirements under each of the Standards for us as an organisation. Following our response to this consultation, we received our Final Compliance Notice on 25<sup>th</sup> July 2016. This Final Compliance Notice included our suggested revisions. Preparations for compliance with these Standards will form the basis of much of our Welsh Language Action Plan for the forthcoming year.

A copy of our Plan may be found at Appendix 2.

During the course of 2016/17 we will also update our Welsh Language Scheme to reflect the new Standards.

Overall the Standards will:

- provide greater clarity to organisations regarding their duties with regard to the Welsh language
- provide greater clarity to Welsh speakers about the services they can expect to receive in Welsh
- ensure consistency of Welsh language services across organisations and improve their quality
- require organisations to use the Welsh language in a reasonable and proportionate manner

## 2. Our commitment to the Welsh language

Council has an unequivocal commitment to the importance of developing and promoting the arts in and through the medium of Welsh.

One of the obvious ways we express ourselves is through the words and the language that we use. We are a bi-lingual nation – legally, socially, culturally, and as individuals and communities. Nothing makes Wales more distinctive than the Welsh Language. The Language provides the means to understand and enjoy an extraordinarily rich literature and culture. The Arts thrive on this and are a key component in continuing the Welsh language's vital role at the heart of Welsh life.

Council will defend vigorously the right of people to explore their own culture, their own creativity through the language of their choice, whether as consumer, participant or artist.

### Our Welsh Language Scheme

Our commitment to working through the medium of Welsh is enshrined in our Welsh Language Scheme. This sets out the actions that we will take to try and ensure that we treat Welsh and English equally in the conduct of our public business.

To help monitor progress and guide our work in this area we have established a **Welsh Language Monitoring Group**. Chaired by a member of our Council, it includes staff representatives from across our organisation. The Group meets quarterly.

### Welsh Language Monitoring Group

The terms of reference for the Welsh Language Monitoring Group (the Group) were established at its initial meeting on 12<sup>th</sup> May 2003. (They are reviewed and, if necessary, revised on an annual basis by Council each March.)

#### The Role of the Group

1. To review, monitor and contribute to the development of policies and procedures that enable the Council to pursue a progressive agenda for advancing its bilingual service as set out in its Welsh Language Scheme and in compliance with the Welsh Language Standards.
2. To assist Council and its officers in ensuring that its activities in this area are consistent with the ambitions of the Welsh Government's Well-being of Future Generations Act.
3. To assist Council and its officers in embedding bilingualism as a routine aspect of Arts Council of Wales's investment, processes and programmes of work.

4. To contribute to the monitoring of Arts Council of Wales' compliance with all relevant statutory and regulatory requirements, including any associated general and specific duties, including monitoring the implementation of the Welsh Language Action Plan.
5. To advise on the development, implementation and monitoring of specific developmental projects.
6. To offer guidance and advice to its revenue funded organisations on the requirements of the Welsh Language Standards and to all its project-funded organisations, and others who rely on ACW's network, on how to reflect the bilingual nature of present-day Wales.
7. The Group will ensure that these functions are adhered to through the adoption of the following:
  - a) Active oversight of the effectiveness of the Arts Council of Wales's activities in demonstrating a commitment to bilingualism as a fundamental governing principle and as an object in its Royal Charter
  - b) Monitoring implementation of the requirements of the relevant legislation (including the Welsh Language Standards, the Welsh Language Scheme and Action Plan and the review of Equality Impact Assessments)
  - c) Offering guidance and advice on the role of the in-house translator
  - d) Dealing with complaints of a linguistic nature
  - e) Supporting use of Welsh Language in the Arts
  - f) Providing advice and guidance on bilingual matters for the benefits of artists and arts organisations
  - g) Advising on initiatives that assist in the training and professional development of Arts Council of Wales staff
  - h) Making recommendations to the Senior Management Team and Council on any of the above.

### 3. Key statistics

It is important that we understand as best we can the type and range of Welsh Language issues as they apply to contemporary life in Wales.

#### The Welsh speaking population

Census information reveals the following population trends.

	1991	2001	2011
Percentage of population able to speak Welsh	18.7%	20.8%	19.0%
Number of population able to speak Welsh	508,000	582,000	562,000

Source: Census 1991, 2001 & 2011

Although the percentage and number of Welsh speakers in Wales decreased between 2001 and 2011, the number of Welsh speakers is actually higher than recorded in 1991.

Differences between 2001 and 2011 vary by age group.

There have been considerable increases for younger children (aged 3-4), a slight increase for adults aged 20-44, and decreases for all other age groups.

	3-4 year olds		20-44 year olds	
	2001	2011	2001	2011
% of age group able to speak Welsh	18.8%	23.3%	15.5%	15.6%

Source: Census 2001 & 2011

#### Attendance and participation in the arts

We have a particular interest in encouraging people to enjoy and take part in the arts.

Each year we commission independent research – the Wales Omnibus – to assess what is happening to Welsh speaking audiences and participants.

#### Adult Omnibus

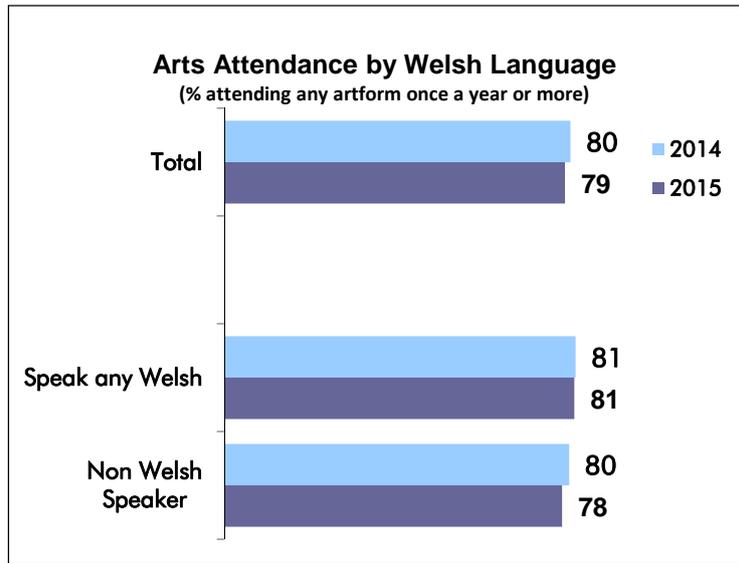
The figures for the adult population are as follows:

% Welsh speakers attending or participating in the arts once a year or more often 2010-2015						
	2010	2011	2012	2013	2014	2015
Attendance	80%	78%	79%	83%	81%	81%
Participation	37%	37%	46%	44%	47%	49%

Source: Beaufort Research Wales Omnibus Report 2010, 2011, 2012, 2013, 2014 & 2015.

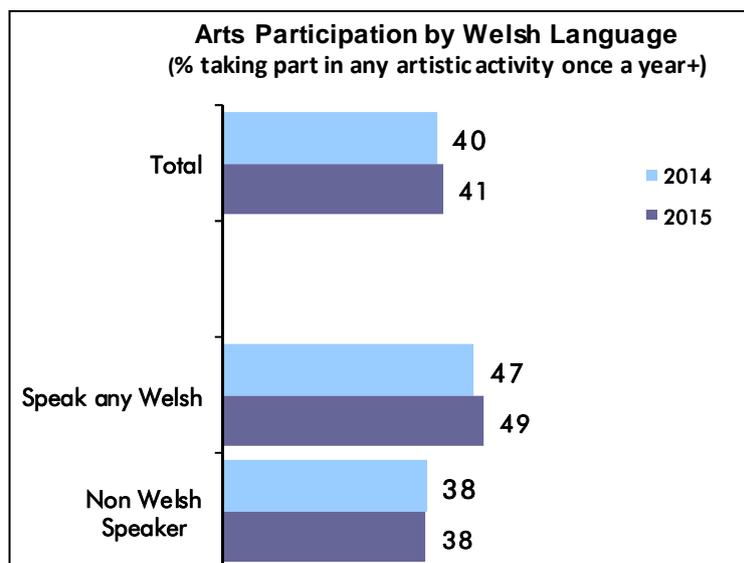
- Attendance levels amongst Welsh speaking adults in 2015 remained consistent with 2014. 81% of the adult population attended an arts event once a year or more often.
- Participation levels have experienced an increase among welsh speaking adults in 2015 from the previous year, a 2 percentage point increase and represents the highest levels of participation among welsh speakers since 2010.

**Welsh Language Data taken from the Omnibus survey report 2015**



Base: All Adults (2014:1,003, 2015:1,000)  
Source: Wales Omnibus survey 2014-2015

- In 2015, the gap in attendance between Welsh speakers and non-Welsh speakers increased from a one and a half (1.5) percentage point difference in 2014 to a 3 (2.8) point difference. Despite this year on year increase in the gap between the two groups it still remains narrower than the 10 percentage point difference in 2013.



Base: All Adults (2014:1,003, 2015:1,000)  
Source: Wales Omnibus survey 2014-2015

- Welsh speakers at 48.9%, remain more likely than non-Welsh speakers (38.1%) to take part in artistic activities.
- The gap in participation rates between Welsh speakers and non-Welsh speakers increased to eleven (10.8) percentage points in 2015, compared to nine (9.0) percentage points in 2014.

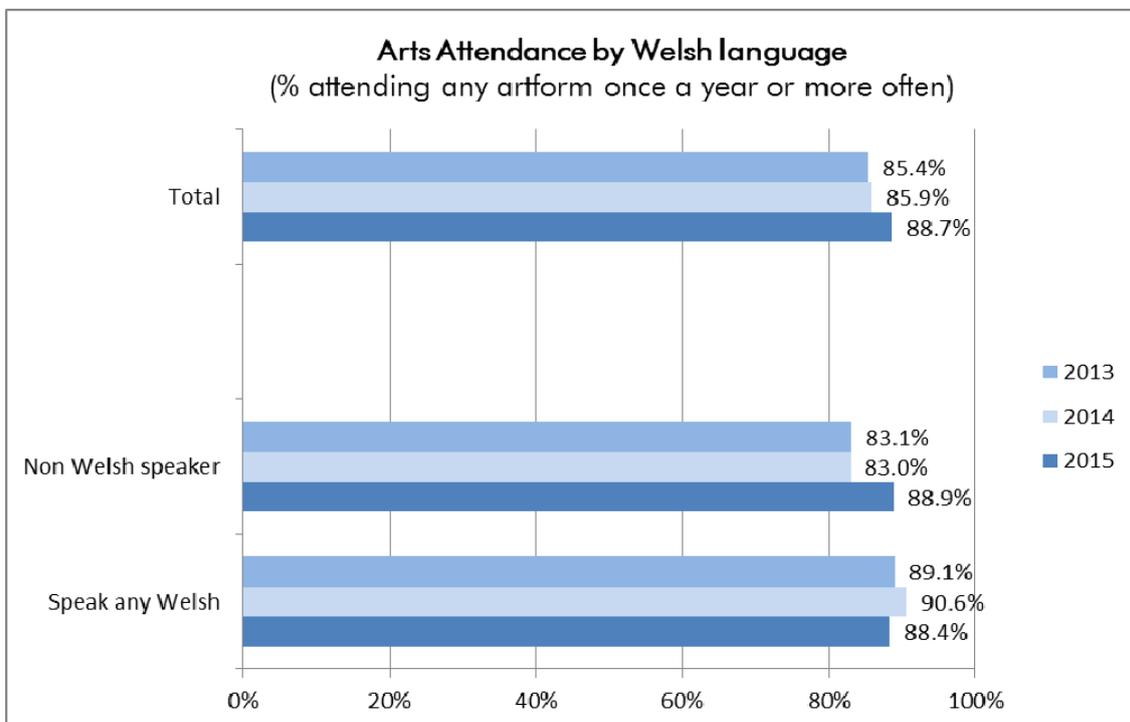
Children’s Omnibus

% Welsh speaking children (7-18) attending or participating in the arts once a year or more often 2010-2015						
	2010	2011	2012	2013	2014	2015
Attendance	80%	86%	85%	89%	91%	88%
Participation	82%	90%	87%	88%	86%	90%

Source: Beaufort Research Wales Omnibus Report 2010, 2011, 2012, 2013, 2014 & 2015

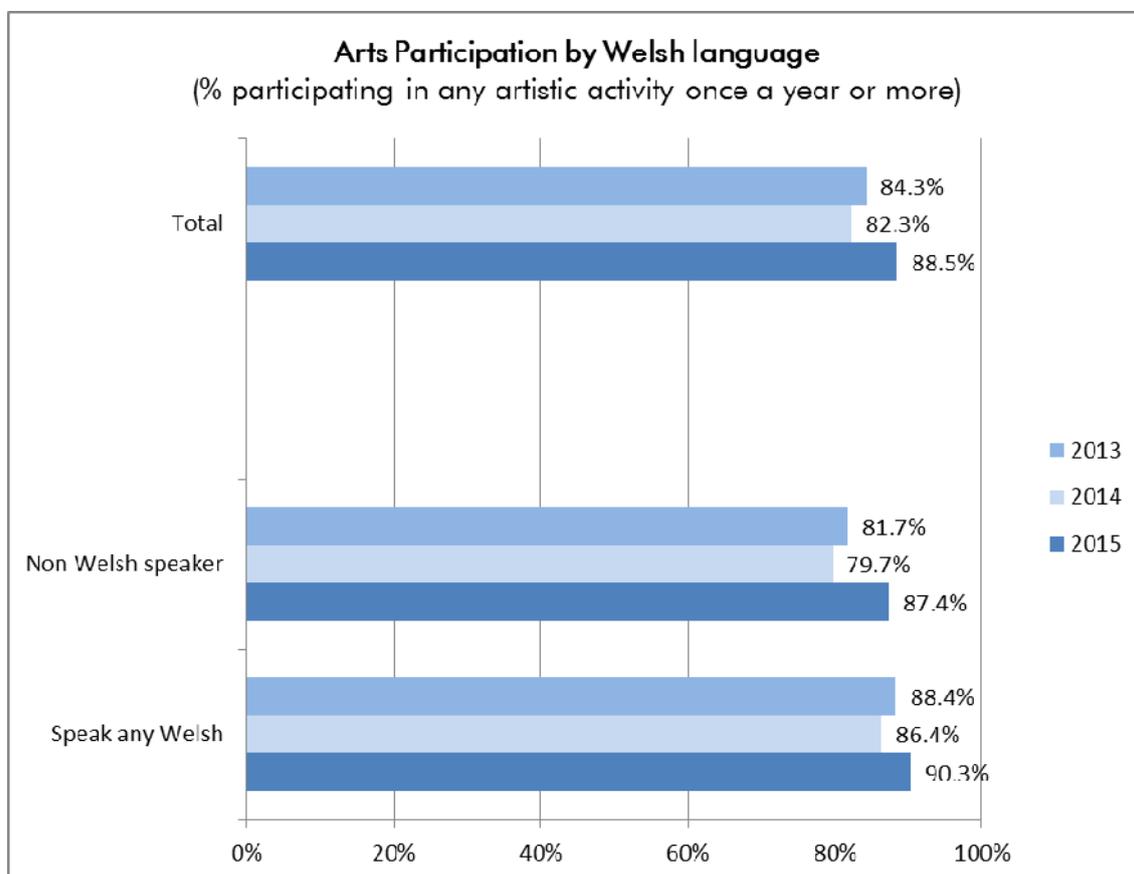
- Attendance levels amongst Welsh speaking children and young people in Wales decreased by 3 percentage points in 2015 from the previous year to 88% attending an arts event once a year or more often.
- Participation levels amongst Welsh speaking children and young people have increased from 2014 by 4 percentage points to 90% taking part in an arts activity once a year or more.

**Welsh language Data taken from the Children’s Omnibus survey report 2015**



Base: All 7-18 year olds (at least 1,000 per wave)  
Source: Children’s Omnibus 2013-2015

Since 2011 it has been the case that those children and young people who speak any Welsh have shown higher levels of attendance when compared with non-Welsh speakers (a difference of 7.6 percentage points in 2014, for example). This year, though, we see that attendance levels are 0.5 percentage points lower for Welsh speakers than for non-Welsh speakers (88.4% and 88.9%, respectively). Whilst this constitutes a change to the 5-year trend, it is reassuring that the gap between these groups has narrowed over the last year.



Base: All 7-18 year olds (at least 1,000 per wave)  
 Source: Children's Omnibus 2013-2015

The participation rate among Welsh speakers continues to be higher in 2015, with 90.3% of those who speak some level of Welsh taking part in the arts once a year or more compared to 87.4% of those who are not Welsh speakers.

## 4. Funded activity

### Lottery Funding

Although not required by law to do so, we encourage all organisations to try and operate within the spirit of the Act. We invite organisations in their applications for funding to address how they will reflect the bilingual nature of the community in which they operate and the audiences they are targeting.

During 2015/16 we funded 591 Lottery projects, a marked downturn on the previous two years. From their applications they delivered their projects in the following languages:

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Number of lottery projects funded	450	589	553	860	722	591
English language	352	477	259	440	359	298
Welsh / English	77	81	249	361	302	242
Welsh	21	30	28	33	41	28
Non-specific			16	26	16	20
Other			1	0	4	3

The figures above indicate fluctuations in the number of projects delivered through the medium of Welsh and of those delivered bilingually. As noted in previous reports, these variations are likely to be the result of changes to the wording on the application forms rather than a dramatic increase in bilingual activity. Trends in this area will be kept under review.

### Arts Portfolio Wales (APW)

The Arts Portfolio Wales (APW) comprises those organisations who receive recurrent grant funding from the Arts Council, awarded on an annual basis, towards their year round programme of activity.

Our APW ranges from national companies with international reputations, to others who operate at a smaller scale, often choosing to work with more locally based communities. Larger organisations are themselves expected to have a Welsh Language Scheme and will be required to adopt the Standards in full.

One of the key strands in our arts development strategy *Inspire* is about bringing high quality arts activity within easier reach of more people across Wales. So our APW provides the vitally important 'pins on the map' that provide local access to the arts – those fixed points in their locality providing a year-round programme of activity.

Given that these organisations are such an essential partner in the delivery of our vision for the arts in Wales, we expect them to embrace the spirit of the commitments that we make in our Welsh Language scheme. Our expectations are defined in the funding agreements that we have with them.

The performance of our APW is reviewed each year at an Annual Review Meeting.

From the evidence gathered through this process during 2015/16, it is clear that the level of the Portfolio's engagement with the Welsh language remains inconsistent. There has, however, been a positive improvement in the number of organisations who have come closer to meeting our expectations. Some organisations could be described as models of best practice both in terms of bilingual communication (websites, marketing, programmes) and increased programme delivery. However, others appear to remain disinterested in meeting their obligations so action is now being taken to address this over the year.

Within the 2015/16 Funding Agreements, operation of a bilingual website is once again a central requirement for all member of APW. A further audit of Portfolio websites was undertaken in January 2016. Progress has been made, and only 3 organisations now have no Welsh content at all on their websites compared to 7 in the previous year. 21 have only partial bilingual provision. The 2015/16 Funding Agreement contained specific targets for those organisations who were failing to comply with our bilingual requirements. Members of the APW who are still falling short in this area are expected to address this as a priority during 2016/17.

It is interesting to note that the size of an organisation – or its level of income – are not in themselves indicators of their ability to deliver a bilingual service. This is important because a number of organisations have argued that the production of marketing material in Welsh means, for example, diverting funds from front-line programme delivery. In other words, meeting bilingual requirements is too expensive. In practice, a number of organisations receiving less than £200,000 in revenue funding are exemplars in bilingual provision, whereas others receiving significantly larger amounts of Arts Council funding have made little or no attempt to address this aspect of their service. This cannot continue.

We convened a number of regional marketing symposiums in Quarter 2 of 2015 specifically to discuss bilingualism in the arts. In addition, an online toolkit was developed and is available on our website to provide further ongoing assistance.

The majority of our National Companies have published a Welsh Language Policy. One organisation, currently undergoing organisational change, has been given an extension.

We are obviously interested in the scale of Welsh language activity promoted and delivered by Portfolio organisations. The following statistics look at levels of attendance and participation.

Welsh Language Attendances						
	2014/15	2015/16	% Change	2014/15	2015/16	% Change
	Events	Events	Events	Attendances	Attendances	Attendances
Film Screenings	38	38	0.0	2,260	1,641	-27.4
Performances by Touring Companies	440	482	9.5	33,670	53,809	59.8
Performances at Presenting Venues	391	475	21.5	54,924	72,862	32.7
<b>Totals</b>	<b>869</b>	<b>995</b>	<b>14.5</b>	<b>90,854</b>	<b>128,312</b>	<b>41.2</b>

Source: ACW survey of Revenue Funded Organisations  
Base: 69 organisations in 2014/15 & 2015/16

Welsh Language Participation						
	2014/15	2015/16	% Change	2014/15	2015/16	% Change
	Sessions	Sessions	Sessions	Attendances	Attendances	Attendances
Children & Young People	2,895	3,498	20.8	79,164	101,536	28.3
General	3,373	4,331	28.4	51,186	55,242	7.9
<b>Totals</b>	<b>6,268</b>	<b>7,829</b>	<b>24.9</b>	<b>130,350</b>	<b>156,778</b>	<b>20.3</b>

Source: ACW survey of Revenue Funded Organisations  
Base: 69 organisations in 2014/15 & 2015/16

## Night Out Scheme

Night Out is our small-scale community touring scheme. The scheme works with local communities and promoters to stage performances in localities that might not otherwise have easy access to high quality arts provision.

The percentage of Welsh Language productions promoted through the scheme has continued to rise, now reaching 30% of the total bookings (161 of 535 shows)

We are now also able to measure Bilingual performances and this figure has been added into the table below:

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Number of Night Out performances	589	574	580	574	533	521	535
Number in the Welsh language	138	142	113	140	140	147	160
% of Welsh language productions	23.4%	24.7%	19.5%	24.4%	26.3%	28.2%	30%
Bilingual Performances							41(8%)

During 2015/16, 17 of the 22 local authority areas in Wales had a Night Out performance through the medium of Welsh. This increases to 20 if bilingual shows are included.

	Welsh Shows				Bilingual Shows
	2014/15	2014/15	2015/16	2015/16	2015/16
	number	%	number	%	number
Anglesey	15	10.3	21	13.1	0
Blaenau Gwent	0	0	0	0	1
Bridgend	1	0.7	1	0.6	1
Caerphilly	0	0	0	0	2
Cardiff	2	1.4	3	1.9	1
Carmarthenshire	12	8.2	18	11.3	2

	Welsh Shows				Bilingual Shows
	2014/15 number	2014/15 %	2015/16 number	2015/16 %	2015/16 number
Anglesey	15	10.3	21	13.1	0
Blaenau Gwent	0	0	0	0	1
Bridgend	1	0.7	1	0.6	1
Caerphilly	0	0	0	0	2
Cardiff	2	1.4	3	1.9	1
Carmarthenshire	12	8.2	18	11.3	2
Ceredigion	6	4.1	1	0.624	5
Conwy	11	7.5	8	5	10
Denbighshire	9	6.2	12	7.5	0
Flintshire	2	1.4	1	0.625	0
Gwynedd	63	43.2	68	42.5	0
Merthyr	1	0.7	3	1.875	1
Monmouthshire	0	0	0	0	0
Neath	1	0.7	1	0.625	0
Newport	1	0.7	0	0	1
Pembrokeshire	2	1.4	3	1.875	5
Powys			6	3.75	5
Rhondda	1	0.7	6	3.75	2
Swansea	4	2.7	2	1.25	0
Torfaen	0	0	0	0	0
Vale of Glamorgan			2	1.25	3
Wrexham	4	2.7	4	2.5	1
	<b>135</b>		<b>160</b>		<b>40</b>

Music remains the most popular art form booked - though this may also be due to the much greater range of product available.

Drama remains popular at 13% but this increases to 31% when you include young people's drama into the mix.

<b>Art Form</b>	<b>2014/15</b>	<b>2015/16</b>
Ceilidh -Twmpath	0	6.9
Circus	8.4	0.6
Comedy	4.5	8.6
Drama	20.1	13.2
Music Classical	3.4	0.6
Music Folk Roots / Celtic	21.2	29.9
Music Jazz	0	0.6
Music Popular Song	12.3	2.3
Music Rock/Pop	5.6	2.9
Music Brass Band	0	0.6
Music World	0.6	1.2
Opera	1.1	0.6
Puppetry	0	3.4
Storytelling	3.4	5.2
Theatre For Young People	2.8	17.8
Variety	0	5.8

## 5. Language and employment in the arts

### Welsh Language skills among Arts Council of Wales staff

As at 31<sup>st</sup> March 2016 we employed 97 people (which included 19 employees on a fixed term contract) and a FTE of 88.5. In 2015/16 the number of FTE was 76.7. This increase in numbers is mainly due to the recruitment of a team of staff on fixed-term contracts to deliver the Creative Learning in the Arts programme. Recruitment to the team started in July 2015 and continued across the remainder of the year.

Of the 97, 47% of staff are fluent Welsh speakers. This is less than our target of 50%. To ensure we fully engage with the Welsh Language Standards, Welsh language courses will be offered within the Learning and Development plan in 2016/17. This plan is currently being developed, capturing details from staff Appraisals and Work Plans. In addition to this, careful consideration will be given to future Job Descriptions and the inclusion of Welsh Language Essential / Desirable to ensure that there is sufficient Welsh Language representation across departments.

The chart below shows that the current number of Welsh speaking staff is continuing to reduce. We remain able to deliver services through the medium of Welsh, as required. However, the downwards trend is a matter that will be kept under close review and future recruitment campaigns will be assessed in terms of maintaining an appropriate balance.

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Welsh speaking staff as a % of total staff	64.75	66	67.25	63.75	57.3	56.3	51.2	47

### Welsh Language Internships

Two Welsh Language placements were supported during 2014/15 and into 2015/16 at Theatr Genedlaethol Cymru. These were in the positions of Marketing Manager and Technical Manager. Following this development opportunity, the Marketing Manager is now a full time employee of the company. The Technical Manager made the decision to pursue other opportunities but is still employed at a senior level in the arts in Wales.

### Welsh Language skills within the Revenue Funded Organisations

Employment	2014/15	2015/16	% Change
Total Number of Employees including Volunteers	5,445	5,570	2.3
Total Number of Employees excluding Volunteers	4,135	4,217	2.0

<b>Welsh Speakers</b>	<b>2014/15</b>	<b>2015/16</b>	<b>% Change</b>
Total number of Welsh Speaking employees	1,115	1,077	-3.4

Source: ACW survey of Revenue Funded Organisations  
Base: 69 organisations in 2014/15 & 68 organisations 2015/16

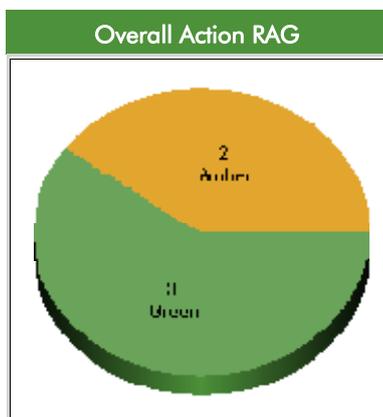
<b>Boards of Management</b>	<b>2014/15</b>	<b>2015/16</b>	<b>% Change</b>
Total number of members of Boards of management	764	728	-4.7

<b>Welsh Speakers</b>	<b>2014/15</b>	<b>2015/16</b>	<b>% Change</b>
Total number of Welsh Speakers on Boards of management	221	215	-2.7

Source: ACW survey of Revenue Funded Organisations  
Base: 69 organisations in 2014/15 & 68 organisations 2015/16

# Welsh Language Action Plan 2015-16 – Year End Report

## 1. Creating the environment for the arts to flourish



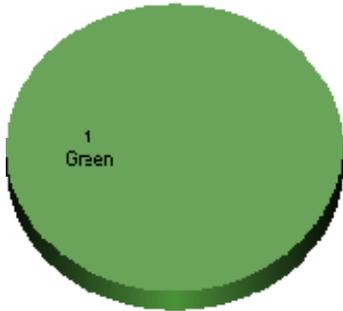
Action	Measure	Q3		Year End	
		RAG	RAG	Trend	Comment
1. Collate benchmark data from 2014/15 so that we may ensure that our arts development strategy, Inspire: Creativity and the arts, enables positive and practical promotion of opportunities through the medium of Welsh	<ul style="list-style-type: none"> <li>– Welsh language related measures of success for impact of Inspire established</li> <li>– 2014/15 internal and external data collated including national Welsh language data where available</li> </ul>	Green	Green	→	<p>This action has been completed.</p> <p>RFO Survey collated and detailed analysis published on our website in Q3.</p> <p>Of all the events run by revenue funded organisations, 872 were run through the medium of Welsh in 2014-15, which is the equivalent of 4% of all events. 91,154 Attendances were made to these events, representing 2.3% of all attendances.</p> <p>In terms of participatory activity 9.1% of all sessions (6,268) were run in Welsh. These sessions received 130,350 attendances in total, 11.6% of all attendances at participatory sessions.</p> <p>Children and Adult Omnibus survey data has been collated and published.</p> <p>The Adult Omnibus Survey showed the gap in attendance at arts events between Welsh speakers and non-Welsh Speakers increased from a one and a half (1.5)</p>

				<p>percentage points difference in 2014 to a three (2.8) point difference in 2015 (80.7% Welsh speakers, 77.9% non-Welsh speakers).</p> <p>For children, for the first time since 2011, more non-Welsh speaking children and young people than Welsh-speaking individuals attended the arts in 2015 (a difference of 0.5 percentage points). Whilst this is a change to the recent trend, it is reassuring that the gap between these groups has narrowed (the difference was 7.6 percentage points last year).</p> <p>With regards to arts participation, Welsh language speakers, at 48.9%, remain more likely than non-Welsh speakers (38.1%), to take part in artistic activities. The gap in participation between Welsh speakers and non-Welsh speakers increased in 2015 to eleven (10.8) percentage points from nine (9.0) in 2014.</p> <p>Whilst the larger year-on-year increase in participation was among non-Welsh speaking children and young people (up 7.7 percentage points to 87.4%), it remains the case in 2015 that there are more Welsh speaking individuals participating in arts activities (90.3%) than those who speak no Welsh.</p>
<p>2. Monitor the appropriateness of all new policies, projects and proposals</p>	<ul style="list-style-type: none"> <li>– Welsh language review carried out as part of the Equalities Impact Assessment process</li> </ul>	Green	Green	<p>→ Welsh language considerations are included as standard in our Equalities Impact Assessment template.</p> <p>Arrangements are in place for the Group to review the progress of Welsh Language related recommendations resulting from completed EIAs routinely throughout the year.</p>
<p>3. Work closely with Welsh language groups and organisations to improve the reach of our Funding Advice Sessions so that we may encourage applications from a wider</p>	<ul style="list-style-type: none"> <li>– New working partnerships with specialist organisations, and Welsh language community groups established</li> <li>– Attendance by these groups at our Funding Sessions</li> </ul>	Amber	Amber	<p>→ Grant Advice Sessions were held in various locations in Wales including the urban areas of Swansea, Newport and Wrexham. Through social media and wide marketing of the events, we aim to target a</p>

<p>diversity of Welsh speaking individuals and the organisations they run</p>	<ul style="list-style-type: none"> <li>Increased number of Welsh language applications received (based on 2014/15 figures)</li> </ul>			<p>wide an audience as possible, which include Welsh language artists, and through our own contacts and local authority arts development officers, and colleagues we ensure we reach the broadest possible range of potential artists, applicants and public.</p> <p>A collection of a full year's data on attendees has not been possible as the sessions were postponed during the Investment Review period. However, for 2016/17, the Information Team is investigating new ways of collecting data and working with Research colleagues to map trends.</p>
<p>4. Use existing partnerships and collaborations to further promote and increase awareness and publicity of Welsh Language based arts activity</p>	<ul style="list-style-type: none"> <li>At least 1 media campaign to promote Welsh language artists/arts activity</li> </ul>	Green	Green	<p>→ This has been completed.</p> <p>Campaigns promoting welsh language artists and arts activity to date include our media campaign for Horizons in April, and our digital campaign promoting the Urdd in May and a media campaign promoting the National Eisteddfod in August.</p>
<p>5. Promote the Welsh language as a community language</p>	<ul style="list-style-type: none"> <li>Key projects and initiatives, including Night Out programme, target Welsh language provision as a priority area.</li> <li>Representational geographical spread of funding surgeries and other public meetings locations</li> </ul>	Amber	Amber	<p>→ As at the end of Q4 there were 534 Night Out events, of which 161 performances were in welsh language and 40, bilingual, equating to 38% of performances included Welsh language provision.</p> <p>60% performers Wales based. As a standard practice we make sure we have a good geographical spread of funding advice sessions.</p>

## 2. Increasing the value of international cultural exchange to the arts in Wales

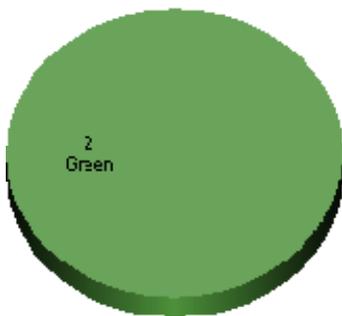
### Overall Action RAG



Action	Measure	Q3		Year End	
		RAG	RAG	Trend	Comment
6. Enable artists working through the medium of Welsh to develop new international markets for their work	<ul style="list-style-type: none"> <li>Attendance by at least 4 Welsh speaking artists/groups at international showcase events during 2015/16</li> </ul>	Green	Green	➡	<p>This target has been exceeded.</p> <p>12 Welsh speaking artists or organisations have received support to attend and participate in international showcase events, including WOMEX, IETM South Korea, NXNE, Canadian Music Week, Shanghai Book Fair and Festival.</p> <p>In addition, 4 Welsh speaking artists have been invited to showcase at Folk Alliance International and 1 at SXSW. 2 Welsh speaking musicians have also showcased at Celtic Connections which draws an international audience.</p>

### 3. Finding new opportunities, ways and places for people to enjoy and take part in the arts

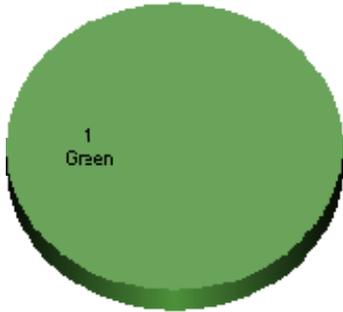
#### Overall Action RAG



Action	Measure	Q3		Year End	
		RAG	RAG	Trend	Comment
7. Providing artists and arts organisations with the practical tools to help them reach a broader and more representative audience	<ul style="list-style-type: none"> <li>– Equalities Guidelines and links to a Welsh Language Toolkit published on our website</li> <li>– 3 training/familiarisation sessions undertaken during 2015/16 to cover Guidance document and all protected characteristics, including Welsh Language</li> </ul>	Green	Green	→	<p>This action has been completed. The Equalities Guide was launched in late March, and three training/familiarisation sessions took place in April – North, South and West Wales. These were well received and prompted some useful debate around the issues.</p> <p>Our website contains links to Welsh language guidance issued by the Welsh Language Commissioner.</p>
8. RFOs to increase number of Welsh language targeted events, or participatory activities, and where activity is open to everyone they look to increase their attendance and participation figures	<ul style="list-style-type: none"> <li>– Data collated via RFO Survey returns</li> </ul>	Green	Green	→	<p>RFO Survey collated and detailed analysis published on our website in Q3.</p> <p>Of all the events run by revenue funded organisations, 872 were run through the medium of Welsh in 2014-15, which is the equivalent of 4% of all events.</p> <p>91,154 attendances were made to these events, representing 2.3% of all attendances.</p> <p>In terms of participatory activity 9.1% of all sessions (6,268) were run in Welsh. These sessions received 130,350 attendances in total, 11.6% of all attendances at participatory sessions.</p>

## 4. Developing the creativity of children and young people

### Overall Action RAG



Action	Measure	Q3		Year End	
		RAG	RAG	Trend	Comment
9. Ensure that children and young people's different abilities and needs are met, irrespective of language, by making sure that there is no differential impact on any child or young person involved in the programmes and projects we initiate	<ul style="list-style-type: none"> <li>All programmes and projects include provision for Welsh speaking children and young people</li> </ul>	Green	Green	→	<p>Equality Impact Assessment for Creative eLearning through the Arts which included Welsh Language considerations has been finalized</p> <p>The second phase of the Lead Creative Schools scheme targeted Welsh language schools and a higher number of applications were received from these schools. We also targeted Welsh language practitioners.</p> <p>Momentum is designed to address inequality amongst children and young people and this programme is being closely monitored. We need to assess the equality impact of other areas of development such as the youth arts festival project and Family Arts- one of the new objectives built in to phase 2 is addressing the needs of families from poorer backgrounds.</p>

## 5. Encouraging innovation, resilience and sustainability

### Overall Action RAG



Action	Measure	Q3	Year End		
		RAG	RAG	Trend	Comment
10. Support RFOs to operate fully compliant Welsh Language policies	<ul style="list-style-type: none"> <li>– Welsh language considerations a standard priority of lottery grant projects and RFAs</li> <li>– All RFOs to achieve a fully bilingual website during 2015/16</li> <li>– All National Companies publish a Welsh Language Policy</li> </ul>	Amber	Amber	→	<p>Welsh language considerations are stated in our Standard Conditions of Grant for lottery grant projects and Revenue Funding Agreements for our RFOs. Compliance is monitored via regular meetings/discussions with our RFOs and completion reports for project grants.</p> <p>As at the end of the year, 3 APW clients did not operate a bi-lingual website, whilst some others operated partially bilingual websites. Overall there have been improvements in this area over the last 2 years.</p> <p>Welsh language considerations are referenced in the revised Funding Agreements. APW organisations which are still falling short in this area will be expected to address this as a priority</p> <p>The majority of our National Companies have published a Welsh Language policy.</p>

## 6. Protecting and growing the funding for the arts in Wales

### Overall Action RAG



Action	Measure	Q3		Year End	
		RAG	RAG	Trend	Comment
11. Complete Equality Impact Assessments for all new policies and those undergoing significant re-write to ensure that the Arts Council's policies, procedures and projects have a positive impact on our equalities goals	<ul style="list-style-type: none"> <li>– Equality Impact Assessments completed at the time of the policy draft and consulted on as appropriate</li> <li>– Equality Impact Assessments reviewed on a regular basis</li> </ul>	Green	Green	→	<p>The Equality Monitoring Group monitors completed EIAs throughout the year for progress of recommendations. WL related EIA s are also presented to the WLMG for consideration.</p> <p>Equalities questionnaires are included in as standard in our Invitations to tender.</p>
12. Use the data we collect on Welsh language statistics in relation to how our funding is distributed to develop targeted initiatives to address any gaps identified or any under-represented areas	<ul style="list-style-type: none"> <li>– Data analysed and used to inform our future development work</li> <li>– Report on progress in our Annual Welsh Language Report</li> </ul>	Green	Green	→	<p>Welsh language data continues to be captured from a variety of sources for inclusion in the Welsh Language Annual report. The WLC approved our Annual Report for 2014/15. The 2015/16 report will be drafted later this year.</p> <p>Our Welsh language Standards Compliance Notice received on 31 March 2016 included a new requirement for us to assess the impact on the Welsh language of each lottery funded project. We are currently considering our actions in response to this.</p>

## 7. Demonstrating the value of the arts

### Overall Action RAG



Action	Measure	Q3		Year End	
		RAG	RAG	Trend	Comment
13. Collect and promote examples of good practice that demonstrate a positive approach to promoting the arts through the medium of Welsh	<ul style="list-style-type: none"> <li>– Minimum of 6 case studies collected and written up</li> <li>– At least 1 media campaign focusing on equalities issues</li> </ul>	Green	Green	→	<p>Best practice case studies were prepared and used during our Sgwrs Gelf events held in Q3 promoting bilingual marketing. The toolkit prepared in conjunction with the above can be found on our website.</p> <p>The media campaign centred around our presence at the national Eisteddfod and our partnership with the Care Council of Wales centred around arts and wellbeing..</p>
14. Ensure that all open consultation processes encourage feedback from Welsh language speakers and groups	<ul style="list-style-type: none"> <li>– Debate and engagement achieved through the Welsh language</li> </ul>	Green	Green	→	<p>All of our open consultations are published simultaneously in both languages and respondents are encouraged to reply in the language of their choice.</p>
15. Encourage debate about the role that the arts can play in advancing the promotion of the arts through the medium of Welsh	<ul style="list-style-type: none"> <li>– Welsh language issues a feature in one of the Sgwrs events during 2015/16</li> </ul>	Green	Green	→	<p>Regional Sgwrs Gelf events were held in Q3 on bilingual marketing which were very well received. A toolkit has been prepared following Sgwrs to assist organisations to develop this thread of work which can be downloaded from our website..</p>

## 8. Making the Arts Council an efficient and effective public body

### Overall Action RAG



Action	Measure	Q3	Year End		
		RAG	RAG	Trend	Comment
16. Deliver a fully bi lingual service in accordance with the Welsh Language Standards and our Welsh Language Scheme	<ul style="list-style-type: none"> <li>– Simultaneous bilingual publication of all corporate external material in print and online form</li> <li>– Customers’ language of choice recorded for reference – all correspondence (including applications for funding) replied to in the original language.</li> <li>– Evidence of use of Welsh language and provision of Welsh translation services at all public Corporate events</li> <li>– Initial first point of contact through our Information Service delivered bilingually</li> </ul>	Green	Green	→	<p>All publications are produced bilingually and uploaded simultaneously onto the website.</p> <p>Customer’s choice of language recorded on Gifts and all correspondence, including applications for funding, responded to in the original language.</p> <p>Assessment meetings include English and Welsh speaking staff. All applicants are responded to in their language of choice.</p> <p>Simultaneous translation is provided in all public events.</p>
17. Review and revise Welsh Language Scheme to reflect the new Standards defined by the Welsh Language Commissioner	<ul style="list-style-type: none"> <li>– Ensure appropriate prominence given to Welsh language, including our Welsh Language Scheme, on our website</li> <li>– Approval of revised Scheme by Welsh Language Commissioner secured</li> <li>– Staff briefed with understanding on how this impacts upon their work and more widely on the organisations that we work with</li> </ul>	Green	Green	→	<p>ur existing Welsh Language Scheme is approved by the Welsh Language Commissioner and sits within the publications section of the website. Any updates are publicised.</p> <p>ur Welsh language Standards Compliance Notice received on 31 March 2016 included new requirement for us in 3 key areas. We are currently considering our actions in response to this and is included as a separate paper for consideration at the Council meeting in May..</p> <p>anwhile ongoing talks are held with the Welsh Language Commissioner’s Office to ensure all policies are current and appropriate.</p>

<p>18. Arts Council meets its obligations and demonstrates a positive approach to Welsh language matters</p>	<ul style="list-style-type: none"> <li>- Welsh Language Plan for 2015/16 is published</li> <li>- Plan is monitored</li> <li>- Annual Welsh Language Report for 2014/15 produced and published</li> </ul>	<p>Green</p>	<p>Green</p>		<p>ur 2015/16 plan was approved by Council in March and has been published on our website.</p> <p>gress against our actions identified in the Welsh Language Action Plan is monitored quarterly and reported to both the Welsh Language Monitoring Group and Council.</p> <p>e Welsh Language Annual Report 2014/15 was approved by Council in September and by the Welsh Language Commissioner. We have received our Compliance Notice on 31 March 2016 and are currently considering its implications. The Standards will come fully into force for us in January 2017.</p>
<p>19. Annual Revenue Meetings conducted in RFOs language of choice</p>	<ul style="list-style-type: none"> <li>- All Annual Revenue Meetings conducted in RFOs language of choice, with translation services provided where necessary</li> </ul>	<p>Green</p>	<p>Green</p>		<p>ARMs are conducted in the RFOs language of choice, with additional support from Welsh speaking colleagues. However this is one area that is subject to change under the new Standards as currently presented and we are considering the implication for this on us as an organisation.</p> <p>r the 2015 ARMs 7 out of 68 were conducted through the medium of Welsh, 3 of which were facilitated through the use of simultaneous translation.</p> <p>e to Investment Review considerations we will not be undertaking ARMs in this current financial year.</p>
<p>20. Ensure that we have appropriate Welsh Language capability across our staff</p>	<ul style="list-style-type: none"> <li>- Minimum of 50% of staff able to speak Welsh</li> <li>- Future recruitment campaigns monitored to ensure we have appropriate Welsh speaking members of staff</li> <li>- All recruitment adverts offer candidates a fully bilingual application process</li> <li>- All HR policies and related material are available in bilingual format</li> <li>- Training provided for Welsh language learners and those wishing to improve their Welsh</li> <li>- Induction process revised</li> </ul>	<p>Amber</p>	<p>Red</p>		<p>is is a significant area of consideration under the recent Compliance Notice we have received – and is included as a separate paper on the Council agenda for the May meeting. Therefore this rating has been downgraded to align with the comments in the Council paper.</p> <p>rrently 50% of staff are Welsh speakers, however the current requirements of the Service Delivery Standards as described in our Compliance Notice may have an impact on the number of roles we</p>

				<p>currently regard as Welsh Language essential. Job Descriptions specify Welsh language requirements. At present only 17% of our Job Descriptions specify Welsh language as essential. All of these posts are filled by bilingual staff.</p> <p>recruitment adverts are posted bilingually and candidates invited to respond in the language of their choice. Welsh language skills are tested at interview stage for candidates applying for posts that are regarded as Welsh language essential.</p> <p>related policies are currently undergoing a programme of review, following which, as required by the Standards, they will be translated and posted on Hwb.</p> <p>we have not been able to source a consistent provider of Welsh Language Lessons for staff during the year. Providing appropriate training opportunities is, however, a priority and new arrangements will hopefully be put in place in the new financial year. These training sessions will consider written skills as well as oral. Meanwhile Cinio Cymraeg - informal internal Welsh Language sessions - have been introduced that provide staff with an opportunity to practice their Welsh Language skills with colleagues.</p> <p>the current induction process for new staff included information on our existing Welsh Language Scheme and associated procedures. Briefing for all staff on the new Standards has been produced and will be issued once the Standards are confirmed.</p>
<p>21. Policies and procedures for procurement of goods and services are fair, equitable and transparent and meet the requirements of our Welsh Language Scheme</p>	<ul style="list-style-type: none"> <li>- All Invitations to Tender encourage respondents to reply in their language of choice and subsequent correspondence issued in preferred language</li> <li>- data and statistics included in annual report</li> </ul>	<p>Green</p>	<p>Green</p>	<p>→ Invitations to Tender and Expressions of Interest enquiries are publicised in both Welsh and English.</p> <p>Our standard conditions for tendering and procurement include Welsh language considerations and potential providers are encouraged to</p>

				<p>respond in the language of their choice.</p> <p>We procure through 'Sell to Wales' portal and adopt its procurement practice. This involves the introduction of a Suppliers' Questionnaire that addresses Equalities considerations, including Welsh language. We include this questionnaire in our procurement and commissioning consultancy guides. The Welsh Language data will be collated and included in future Welsh Language Annual Reports.</p>
<p>22. Ensure that our IT systems and our organisational infrastructure complies with the Welsh Language Standards</p>	<ul style="list-style-type: none"> <li>- ICT systems include Welsh language interface option where available</li> <li>- Intranet meets the requirements of the Welsh Language Standards</li> </ul>	<p>Green</p>	<p>Red</p>	<p>↓</p> <p>This is a significant area of consideration under the recent Compliance Notice we have received – and is included as a separate paper on the Council agenda for the May meeting. Therefore this rating has been downgraded to align with the comments in the Council paper.</p> <p>We are aware of the software packages available in Welsh and offer the option as part of the ICT induction process. We have audited the rest of the applications and software suites used by the Council and none offer a Welsh language version of their software out of the box.</p> <p>Our online grant application system (IGAM) was developed to allow public forms to be published in Welsh. All other software would require significant investment from us to develop a Welsh language interface. Welsh Language requirements are included in all new software considerations. A number of systems such as Cascade, iPOS and expense may be helped by the use of third party software (Linguaskin) but legacy client server applications such as Gifts cannot make use of this software.</p> <p>Our Intranet software is available with a bilingual interface as an option for staff, however this would require the intranet to be recoded and redrafted. The content is</p>

				currently in English only, however, under the new Standards, our Compliance Notice requires us to provide all content bilingually. This would require significant increase in resource and administrative costs. We have previously highlighted this as part of our response to the WL Commissioner's audit on the WL Standards, and are in the process of considering this as part of our response to the Compliance Notice.
23. Increase awareness of the Welsh Language in our work place	<ul style="list-style-type: none"> <li>– Appropriate internal meetings conducted bilingually with the aid of translation services where necessary</li> </ul>			<p>→ Simultaneous translation is provided for the Welsh Language Monitoring Group and Council meetings to date.</p> <p>Extension of this provision to other internal meetings, whilst desirable, will need to be considered within current operating cost reductions but is deliverable. It is not however a requirement under our Compliance Notice to increase the use of Welsh language provision within internal meetings, only with those involving external parties where Welsh has been indicated as the language of choice. This consideration is covered under a separate Council paper.</p>
24. We report on our progress during the year, identifying our achievements against the targets in this Action Plan	<ul style="list-style-type: none"> <li>– Minutes of Welsh Language Monitoring Group forwarded to Council</li> <li>– Annual Report approved by Welsh Language Commissioner</li> </ul>			<p>→ Under its existing Terms of reference the Group reports to Council. Arrangements in place for minutes of the Group's meetings to be included on Council agendas.</p> <p>The Welsh Language Annual Report 2014/15 was approved by Council in September and presented the Welsh Language Commissioner for comment.</p>

# Welsh Language Action Plan 2016/17

## 1. Creating the environment for the arts to flourish.

### What are we trying to achieve?

We want to see our best artists and organisations able to create their best work and to sustain themselves through the quality of their activities. Our arts strategy *Inspire* includes a detailed explanation of the cultural importance that we attach to enabling people to engage with the arts through the medium of Welsh and English. Priorities will be our Investment Review that will re-invigorate our existing portfolio of revenue funded organisations (APWs), begin work on the implementation of the key principles of our arts strategy document, *Inspire*, support for the individual artist and promoting an environment that encourages and supports the use of the Welsh language for artists and arts organisations, participants and audience members.

To assist with benchmarking and monitoring of progress in this area, we collect information on the demographic profile of the Welsh language across Wales and use this information to inform strategy and policy.

Action	Measure	Lead team
<p>1. Monitor the impact (positive and negative) on the Welsh language of all new policies, projects and proposals</p> <p>Standard 85</p>	<ul style="list-style-type: none"> <li>– Welsh language review carried out as part of the Equalities Impact Assessment process</li> <li>– EIA template to be amended to include consideration of the positive effects, or increased positive effects, of the proposals on the Welsh language to be considered as part of the EIA</li> </ul>	<p>All teams</p> <p>Director E&amp;P</p>
<p>2. Ensure our current grant application process meets in full the requirements of the Standards as detailed in our Compliance Notice</p> <p>Standards 68, 68A &amp; 70</p>	<ul style="list-style-type: none"> <li>– Amend wording on our website, application forms and funding guidelines to state that applications may be submitted in Welsh and will be treated no less favourably than those submitted in English</li> <li>– Ensure Welsh language application are assessed in the same way as English language and there are no delays associated with the Welsh</li> </ul>	<p>Communications / HIFS</p> <p>HIFS</p>

	<p>language in corresponding with applicants</p> <ul style="list-style-type: none"> <li>– Applicants invited to an interview to discuss their application must be offered the option of conducting the interview in Welsh, using simultaneous translation services if required.</li> </ul>	Arts Development / Communications
3. Promote the Welsh language as a community language	<ul style="list-style-type: none"> <li>– Key projects and initiatives, including Night Out programme, target Welsh language provision as a priority area.</li> <li>– Representational geographical spread of funding surgeries and other public meetings locations</li> </ul>	Arts Development  Information Services

## 2. Increasing the value of international cultural exchange to the arts in Wales

### What are we trying to achieve?

We want to enable leading artists and arts organisations in Wales to realise their international ambitions by expanding horizons, encouraging potential and connecting with inspiring partners and markets. In an increasingly globalised world we want the arts in Wales to be able to operate effectively in the global market place.

Action	Measure	Lead team
4. Enable artists working through the medium of Welsh to develop new international markets for their work	<ul style="list-style-type: none"> <li>– Attendance by at least 4 Welsh speaking artists/groups at international showcase events during 2016/17</li> </ul>	Wales Arts International

### 3. Finding new opportunities, ways and places for people to enjoy and take part in the arts

#### What are we trying to achieve?

We want to encourage as many people as possible in Wales to enjoy and take part in the arts. It's not just about defending and protecting what already exists. We want to see the arts activities that we support reaching out to a wider cross section of the population of Wales – in new ways and in new places and through both languages – to people who've previously experienced barriers to attending and taking part in the arts.

Action	Measure	Lead team
5. APWs to increase number of Welsh language targeted events, or participatory activities, and where activity is open to everyone they look to increase their attendance and participation figures	– Data collated via APW Survey returns	Engagement and Participation  Arts Development

### 4. Developing the creativity of children and young people

#### What are we trying to achieve?

We want to see more children and young people across Wales actively involved in high quality creative activity. Whatever the circumstances that they face, we want all young people to have the opportunity to develop their talents (including to an advanced level of attainment).

Young Creators – our strategy for the development of arts and young people – commits us to ensuring that opportunities to engage with the arts are available to all children and young people in Wales. Children and young people have different skills, different abilities and different needs. In all of our programmes we will make sure that all of these needs and abilities are met.

A key priority will be working with the Welsh Government on the implementation of the Arts and Education Review, *Creative Learning through the Arts*.

Action	Measure	Lead team
6. Evaluate the provision of Welsh Language activity and reach	– Figures show comparable percentage of schools are	Engagement and Participation

<p>through Creative Learning Through the Arts including</p> <ul style="list-style-type: none"> <li>a. Number of Welsh language applications</li> <li>b. Number of Welsh speaking Creative Agents</li> </ul>	<p>involved in Welsh language activity to that of number of Welsh speaking schools in Wales</p>	
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## 5. Encouraging innovation, resilience and sustainability

### What are we trying to achieve?

We want to deliver a strategy for the Arts Council, and the arts in Wales, that encourages innovation and entrepreneurship and that enables the work of our artists and arts organisations to become more resilient and sustainable.

Our definition of sustainability is wide ranging and extends to environmental, social and economic well-being. A key feature of this is likely to be the extent that arts organisations are 'embedded' within their local communities, promoting activity which engages and reaches individuals across the complete range of society.

Work we have committed to undertake in this area will be beneficial to the health and economy of Wales and may produce increased working opportunities for Welsh speaking artists and arts organisations.

Action	Measure	Lead team
<p>7. Support APWs to operate fully compliant Welsh Language policies</p>	<ul style="list-style-type: none"> <li>– Welsh language considerations a standard priority of lottery grant projects and FAs</li> <li>– All APWs to achieve a fully bilingual website during 2016/17</li> <li>– All National Companies to publish a Welsh Language Action Plan</li> </ul>	<p>Investment and Funding Services</p> <p>Welsh Language Monitoring Group</p> <p>Investment and Funding Services</p>

## 6. Protecting and growing the funding for the arts in Wales

### What are we trying to achieve?

The arts in Wales are sustained by a range of different organisations contributing money, resources and expertise. However, funding (especially in the public sector) is being squeezed, with our local authorities in particular facing increasing difficulties in maintaining current levels of funding. Our priority during 2015/16 will be building further on our advocacy campaign designed to protect local authority investment in the arts.

Data and evidence allows us to monitor how effectively we are working. Improving our evidence base will be a priority during 2015/16.

Action	Measure	Lead team
<p>8. Use the data we collect on Welsh language statistics in relation to how our funding is distributed to</p> <p>a. Assess the affect on the Welsh Language for each grant awarded</p> <p>b. develop targeted initiatives to address any gaps identified or any under-represented areas</p> <p>Standard 90</p>	<ul style="list-style-type: none"> <li>- Amend existing Completion Reporting to include additional requirement (a)</li> <li>- Data analysed and used to inform our future development work</li> <li>- Report on progress in our Annual Welsh Language Report</li> </ul>	<p>Director - IFS</p> <p>Research</p> <p>Chief Executive</p>

## 7. Demonstrating the value of the arts

### What are we trying to achieve?

We want to promote a positive and engaging view of the arts in Wales, making sure that the arts sector and the wider public in Wales understand what we, the Arts Council, are trying to achieve.

Action	Measure	Lead team
<p>9. Ensure all research commissioned / undertaken to assist a policy decision includes consideration of</p>	<ul style="list-style-type: none"> <li>- Consideration included as part of the research as standard</li> </ul>	<p>Research</p>

<p>a. Opportunities for use of Welsh language</p> <p>b. Treats Welsh language no less favourably than English language</p> <p>Standards 91, 92 &amp; 93</p>		
<p>10. Ensure that all open consultation processes</p> <p>a. encourage feedback from Welsh language speakers and groups</p> <p>b. Include consideration of how the proposal could be formulated to include opportunities for the use of the Welsh language and ensuring Welsh language is treated no less favourably than the English language</p> <p>Standard 88</p>	<ul style="list-style-type: none"> <li>- Debate and engagement achieved through the Welsh language</li> <li>- Consideration included as part of the consultation as standard</li> </ul>	<p>Communications</p>

## 8. Making the Arts Council an efficient and effective public body

### What are we trying to achieve?

As a public body we have a responsibility to create a strong, confident organisation providing services that are relevant and useful. We provide professional services across a range of disciplines. As well as aiming for quality in the delivery of these services, we're committed to doing so in ways which reduce cost and recognise our responsibility to become a more environmentally sustainable organisation.

A key indicator of our effectiveness and efficiency is the extent to which we are able to meet high standards of public service irrespective of the language that we use.

Action	Measure	Lead team
<p>11. Deliver a fully bi-lingual service in accordance with the Welsh Language Standards and our Welsh Language Scheme</p>	<ul style="list-style-type: none"> <li>- Simultaneous bilingual publication of all corporate external material, including display material, in print, public presentations (including PowerPoint presentations)</li> </ul>	<p>Communications</p>

<p>Standard 30 Standards 2, 3, 7,8 9 &amp; 14</p>	<ul style="list-style-type: none"> <li>- and online forms</li> <li>- Webpages and letterheads amended to include a general statement inviting recipients to correspond / call in Welsh or English and corresponding / telephoning in Welsh will not lead to a delay</li> <li>- Customers' language of choice recorded for reference – all correspondence (including applications for funding) replied to in the original language.</li> <li>- Evidence of use of Welsh language and provision of Welsh translation services at all public Corporate events</li> </ul>	<p>Communications</p> <p>Investment and Funding Services</p> <p>Communications</p>
<p>Standard 8 &amp; 20</p>	<ul style="list-style-type: none"> <li>- All staff provide a bilingual greeting and any training required, provided</li> </ul>	<p>HR</p>
<p>Standard 9</p>	<ul style="list-style-type: none"> <li>- All callers to our main number are advised that a Welsh language service is available</li> </ul>	<p>Information Team</p>
<p>Standard 21</p>	<ul style="list-style-type: none"> <li>- When contacting / telephoning an individual for the first time, staff ask and record the recipient's language of choice for future reference.</li> </ul>	<p>HR / Communications</p>
<p>Standards 24, 24A, 25, 25A, 25D</p>	<ul style="list-style-type: none"> <li>- When inviting an individual(s) to a meeting for the first time, staff ask and record the recipient's language of choice for future reference and arrange for simultaneous translation services if at least 10% of attendees express Welsh Language preferences</li> </ul>	
<p>Standard 54</p>		

	<ul style="list-style-type: none"> <li>- All corporate twitter feeds initiated by all of our business areas must be in bilingual format, including Arts Wales, WAI and Night Out</li> </ul>	SMT/Communications
<p>12. Review and revise Welsh Language Scheme to reflect the new Standards defined by the Welsh Language Commissioner</p> <p>Standard 94, 150, 151, 156, 157, 159, 162</p>	<ul style="list-style-type: none"> <li>- Ensure revised Scheme includes policy on using the Welsh Language in our work place</li> <li>- Revised Scheme includes consideration of Welsh language complaints handling, compliance with the Standards</li> <li>- Approval of revised Scheme by Welsh Language Commissioner secured</li> <li>- Policy produced and published on our intranet</li> <li>- Staff briefed with understanding on how this impacts upon their work and more widely on the organisations that we work with</li> </ul>	<p>Communications</p> <p>Chief Executive</p> <p>Chief Executive</p>
<p>13. Arts Council meets its obligations and demonstrates a positive approach to Welsh language matters</p> <p>Standard 149, 161, 163, 165</p> <p>Standard 152, 153, 155, 158, 164, 167</p>	<ul style="list-style-type: none"> <li>- Welsh Language Plan for 2016/17 is published</li> <li>- Plan is monitored</li> <li>- Document evidencing our progress in complying with our Standards published on our website</li> <li>- Annual Welsh Language Report for 2015/16 produced and published that includes evidence of compliance with the Standards, records and policy making and Welsh language complaints</li> </ul>	<p>Chief Executive</p> <p>Monitoring Group</p> <p>Chief Executive</p> <p>Monitoring Group</p>

<p>14. Welsh language Standards in relation to recruitment of staff fully met</p> <p>Standard 133, 135</p>	<ul style="list-style-type: none"> <li>- All job adverts state that applications may be submitted in Welsh and treated no less favourably than English</li> <li>- All application forms allow for the individual to select either Welsh or English interview and that simultaneous translation services may be used if appropriate</li> </ul>	<p>HR</p> <p>HR</p>
<p>15. Ensure that we have appropriate Welsh Language capability across our staff</p> <p>Standard 147</p> <p>Standard 123 &amp; 145</p> <p>Standard 126 – 127, 146</p> <p>Standard 145</p> <p>Standard 128</p>	<ul style="list-style-type: none"> <li>- Minimum of 50% of staff able to speak Welsh</li> <li>- Copies retained of Welsh Language skills requirements assessments for each post</li> <li>- All recruitment adverts offer candidates a fully bilingual application process</li> <li>- Annual assessment of Welsh language skills of all employees</li> <li>- Training provided for Welsh language learners and those wishing to improve their Welsh and records maintained for end of year reporting</li> <li>- Induction process revised to include awareness of Welsh culture and history, Standards and use of Welsh in the workplace</li> </ul>	<p>HR</p> <p>HR</p> <p>HR</p> <p>HR</p> <p>HR</p> <p>HR</p>
<p>16. Policies and procedures for procurement of goods and services are fair, equitable and transparent and meet the requirements of our Welsh Language Scheme</p> <p>Standard 75</p>	<ul style="list-style-type: none"> <li>- All Invitations to Tender encourage respondents to reply in their language of choice and subsequent correspondence issued in preferred language</li> <li>- All interviewees as a result of a tender exercise are offered the</li> </ul>	<p>HICTI</p> <p>Communications</p>

	<p>option of conducting their meeting in Welsh, using simultaneous translation services if required</p> <ul style="list-style-type: none"> <li>- data and statistics included in annual report</li> </ul>	HICTI
<p>17. Ensure that our IT systems and our organisational infrastructure complies with the Welsh Language Standards</p> <p>Standard 116 &amp; 121</p> <p>Standard 66</p>	<ul style="list-style-type: none"> <li>- ICT systems include Welsh language interface option and spellcheck/grammar where available</li> <li>- Intranet pages include Welsh language support material for staff to assist in use of Welsh in the workplace</li> <li>- All internal notices to be displayed in bilingual format with the Welsh text first</li> </ul>	<p>HICTI</p> <p>Communications</p> <p>Facilities Manager</p>
<p>18. Ensure Welsh language options of the following HR related considerations are available for staff;</p> <ol style="list-style-type: none"> <li>a. Employment contracts</li> <li>b. Any paper correspondence in relation to an individual's employment</li> <li>c. Training requirements</li> <li>d. Performance and appraisal</li> <li>e. Absence records including sickness and annual leave</li> <li>f. All internal HR policies including internal complaints</li> <li>g. Meetings with HR to discuss related matters</li> </ol> <p>Standards 95 - 115</p>	<ul style="list-style-type: none"> <li>- HR policies amended to include the wording that Welsh language options are also available</li> <li>- Existing HR templates and policies be translated and published on Hwb</li> <li>- Staff aware that Welsh Language options available if preferred</li> <li>- HR software available in bilingual format</li> <li>- Meetings with HR to discuss related matters conducted in the individual member of staff's preferred language</li> </ul>	<p>Director Finance and Resources</p> <p>HICTI</p>