

Welsh Language Standards: Action Plan

This document is available in Welsh please see
[Safonau'r Gymraeg: Cynllun Gweithredu](#)

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1. INTRODUCTION

The Welsh Language (Wales) Measure 2011 established a legal framework in order to place a duty on certain organisations to comply with the Welsh Language Standards (No.1) Regulations 2015.

Rhondda Cynon Taf County Borough Council is required to comply with 171 standards as listed in our 'Compliance Notice - Section 44 of the Welsh Language (Wales) Measure 2011'.

This document summarises the Council's approach to compliance with the Service Delivery, Policy Making and Operational Standards, as is required of Standard 157, 159, 163, 165, 171. Its purpose is to make all employees, and the community as a whole, aware of the Council's commitment to the Welsh language and compliance with the regulations.

2. POLICY STATEMENT

The Council is committed to promoting equality of opportunity for all existing and potential employees and all those in our communities who speak Welsh and wish to use it with us. The Council considers the Welsh language to be of mainstream importance, taking its place equally within all corporate strategies, ideologies and principles.

We aim to be a Council that values and respects all employees, job applicants, customers, residents living in our area and visitors coming to the area. We believe that everyone living in and working in Rhondda Cynon Taf has the right to use the Welsh language with us.

We will work to ensure that everyone in our communities is able to access our services and information in the Welsh language. We will consider people's different needs as we develop our services and practices and aim to ensure that our approach is inclusive of everyone.

We aim to create a workplace culture that encourages bilingual working and use of the Welsh language within our organisation.

We recognise that we are better able to serve our communities if the diversity in our communities is reflected among our employees. We believe that our Council is enriched by people's differences and language skills and we will work to ensure that this message is communicated throughout Rhondda Cynon Taf and reflected in our recruitment practices.

3. **SERVICE DELIVERY STANDARDS**

The Council is committed to introducing wide-ranging policies and procedures to ensure compliance with the Service Delivery Standards. Service Delivery Standards are standards that require us to promote and facilitate the use of the Welsh Language within the Council and to ensure we do not treat the Welsh Language any less favourably than the English language when dealing with the public.

The Welsh Language (Wales) Measure 2011's aim is not to treat Welsh and English on the basis of equality but rather to have positive effects on the Welsh language. As such, the Measure allows bodies to exercise this aim independently of the English language.

How we intend to comply.

Recording Language Choices (Welsh Language Standard 2 & 3)

Individual services are responsible for recording their users' language choice. Some services (e.g. Social Care) record language choices on their own databases. If the service has not recorded a language choice, the service user will receive bilingual correspondence until such time as language preference is established.

Tender documents will include the need for new systems to have a facility to record language choices (see below for tender processes).

Correspondence (Welsh Language Standards 1, 2, 3, 4, 5, 6, & 7)

All emails sent by the Council will include the following statement:

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhwch wybod inni beth yw'ch dewis iaith h.y. Cymraeg neu'n ddwyieithog.	We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.
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New corporate letters will include the following statement in their footnote:

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhwch wybod inni beth yw'ch dewis iaith h.y. Cymraeg neu'n ddwyieithog.	We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.
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A Correspondence Decision Tree has been developed and widely distributed amongst Council Officers to address compliance with the standards requiring bilingual/Welsh only correspondence. It can be found in Appendix 1, or via the Council's Welsh Language Services Intranet pages.

Where service areas do not have internal capacity to provide written responses in Welsh, the Council invests in a central support service to ensure our compliance with these Standards.

Telephone Calls (Welsh Language Standards 8, 9, 11, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22)

All calls to the council will be answered with a bilingual greeting, Welsh first. Staff are supported to comply with this via our Welsh: What's Changed guidance (see appendix 2), our corporate mouse matts (see appendix 3), ad-hock training provided to service areas in need, regular updates by our Compliance Officer and via induction training where a Welsh language standards module is compulsory for all new starters.

Many of the Council's telephone calls are answered by the Council's contact center, where a dedicated number of staff deal with these Welsh language calls. These calls are only transferred out of the contact centre when a Welsh language officer is available in the back offices. Where a back office service is not available in Welsh at that time our customers will be provided a call back option by our contact centre agent or offered the option to continue in English.

Staff who received direct calls are aware of the filter function on the Council's internal intranet that allows them to find Welsh speakers should a Welsh speaking customer contact their service area and require a Welsh service.

The Council is aware of its duty to ensure that all initial queries presented to the organisation are dealt with in Welsh. This will be achieved through proactive recruitment practices and upskilling staff over the medium to long term.

When we publish our telephone number and or email address to encourage persons to contact us our corporate design colleagues ensure the following message appears on all publicity -

Mae croeso i chi gyfathrebu â ni yn y Gymraeg	You are welcome to communicate with us in Welsh.
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All translation requests are returned with a proactive message alerting content owners of their responsibility to ensure this message appears in the document (see appendix 4).

Staff are made aware via corporate guidance of the need to ensure voice mail messages are bilingual with a proactive offer for person to leave a Welsh message (see appendix 5).

Our Contact Centre ensures an automated message is played in all instances where a Welsh language advisor is not available to take a call, and all menu messaging is available in Welsh.

Closed Meetings (Welsh Language Standards 24, 24A, 26, 26A, 27, 27A, 27D, 29 & 29A)

Council staff are made aware of their responsibility to proactively offer for person to use the Welsh language in closed meetings, between Council Officers and one or more than one other invited person. Guidance on

successfully holding a bilingual meeting, to include organising simultaneous translation services has been published for all staff (see appendix 6). It is also an area that is highlighted in our corporate induction for all new staff. The following template is provided to Service Areas arranging such meetings (see also appendix 5).

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.
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Open Meetings (Standard 30, 31, 32, 33, 34)

Council staff are reminded of their responsibilities on induction, and through regular briefings (see appendix 5) of our responsibility to provide proactive offers for person to use Welsh with us in a public meeting.

Adverts for public meetings will include the following message -

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.
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Simultaneous translation services or Welsh speaking officers will attend the meetings where a response has been received. All invites are bilingual in line with our correspondence standards and material on display will be available in Welsh as default.

Public Events (Welsh Language Standard 35 & 36)

All council adverts, and publicity is bilingual by default and safeguards have been implemented to ensure all content published by our Design department is checked by Welsh Language Services. Welsh speaking council officers are also prioritised for attendance at public events in order to provide a Welsh language service.

Publicity, Materials on Display and General Council Documents (Welsh Language Standards 37, 38, 42, 43, 45, 47, 48, 49)

All documents published by RCT Council, to include advertising material, licences, certificates, brochure, leaflets and rules are published in Welsh and do not treat the Welsh language less favourably than the English language. We produce bilingually where possible to ensure the Welsh is to the left or above the English. Where this is not possible, we publish documents where the English is on the reverse of the Welsh version. In instances where document are completely separated then the following statement will be added to the document to make our residents aware that a Welsh version is available.

Mae'r ddogfen hon ar gael yn Gymraeg	This document is available in Welsh.
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Agenda and Minutes (Welsh Language Standard 41)

Agendas and minutes for all our committee meetings will be made available in Welsh on our website. Democratic Services work closely with Welsh Language Services to ensure these standards are met with dedicated officers providing a seamless service.

Policies, Strategies, Annual Reports, Corporate Plans, Guidelines, Code of Practice and Consultation Papers (Welsh Language Standard 44).

All documents that are required to be published are made available in Welsh. This is achieved by a central department providing translation or proof reading services.

Press Statements (Welsh Language Standard 46)

All press statements are published via the Council's website. All such releases are prepared in Welsh before sign off by the Council's press officers.

Forms (Welsh Language Standard 50, 50A, 50B & 51)

All forms, to include online forms, will be published bilingually where possible. In the case of separation then we will make those aware that a Welsh version is available by including our standard text on the form -

Mae'r ddogfen hon ar gael yn Gymraeg	This document is available in Welsh.
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In the case of online forms we will include a proactive language choice offer at the beginning of the form. For example our MS Forms and SNAP Surveys include a language choice option at the beginning of all forms.

Websites, Apps and Online Services (Welsh Language Standard 56 & 57)

All information published on our website, along with its menus are in Welsh. Staff are reminded of their responsibility to publish in Welsh as the system provides 'alerts' to input Welsh content. Furthermore our Press Officers, who have responsibility for final publishing, ensure a Welsh and English version before agreeing to publish. Our web team have developed support pages on our intranet to discuss these responsibilities in more detail, as we operate a devolved content management approach, and our translation department have developed a request template to ensure service areas consider the correct placement of Welsh content, the metadata and short url usage when creating welsh content (see appendix 7).

Service areas that commissioned an external partner to provide an online service, via our procurement services, will now include the relevant Welsh Language standards as part of the tender document, ensuring new services

are fully bilingual from the outset.

Social Media (Welsh Language Standard 58 & 59)

Council staff are reminded of their responsibility to comply with these standards via a Social Media officer network who are contacted regularly with updates.

This group have also received the Council's corporate guidance on these matters (see appendix 8).

Self Service Machines (Welsh Language Standard 60)

Council staff have ensured that where possible self service machines, such as our payment machines in car parks, or payment machines in one4all centres are available in Welsh and include a language choice option at the start of the process for our users.

Signage and Notices (Welsh Language Standards 61, 62, 63, 69 & 70)

The Councils' Design and Highways Print Shop services have all received training on the requirements of the Welsh Language Standards. Each new sign that is authorised has a Welsh version which has been checked by our translation department to ensure the Welsh is first and spellings are correct.

All notices published by our legal and public health departments are now bilingual (Welsh first) or Welsh and English separated.

Reception Services (Welsh Language Standards 64, 67 & 68)

All reception staff are aware of the need to provide reception services in Welsh. Our corporate inductions introduces this to all new employees and it is also covered in our staff guidance documents (appendix 2 and 5). All existing employees have received training to better equip them to deal with Welsh language enquiries. Proactive recruitment, over the medium to long term, will ensure a bilingual service for the council moving forward.

All reception centres display our 'You are welcome to use Welsh here' sign (see appendix 9) and staff have access to an internal directory of Welsh speakers in their buildings able to support a Welsh language reception service who all wear our corporate Welsh speaker lanyards to let our public know about their language skills.

Awarding Grants (Welsh Language Standards 71, 72, 72A, 74, & 75)

The expression of interest forms for Council Grants have been updated to include the following statement –

Mae modd i chi gyflwyno ffurflen mynegi diddordeb yn Gymraeg a fyddwn ni ddim yn trin unrhyw gais	An Expression of Interest form may be submitted in Welsh, and will not be treated any less favourable than
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a gaiff ei gyflwyno yn Gymraeg yn llai ffafriol na chais a gaiff ei gyflwyno yn Saesneg	an Expression of Interest form submitted in English.
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Letters inviting individuals to interviews include the following

Mae modd i chi gael y cyfweiliad drwy gyfrwng y Gymraeg. Pe hoffech chi wneud hyn, rhowch wybod erbyn xx/xx/xxxx.	Should you wish for the interview to be conducted in Welsh please inform me by xx/xx/xxxx.
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Outcome correspondence will be in the language preference of the individual (and in line with our correspondence decision tree in appendix 1).

Awarding Contracts (Welsh Language Standards 76, 77, 77A, 79 & 80)

The Council's Procurement Unit specifications have been updated in order to reflect the new requirements. The Invitation to Tender document is published bilingually on the Etender Wales website (which is also bilingual) and includes the following statement

Rhaid cwblhau'r tendrau yn Gymraeg neu'n Saesneg. Fydd tendrau a gaiff eu cyflwyno yn Gymraeg ddim yn cael eu trin yn llai ffafriol na thendrau a gaiff eu cyflwyno yn Saesneg.	Tenders must be completed in Welsh or English. Tenders submitted in Welsh will be treated no less favourably than a tender submitted in English.
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The website also sends out a message to inform individuals that a new document has been uploaded. This message is bilingual, as is the letter inviting people to interviews. The letter includes the following statement -

Mae modd i chi gael y cyfweiliad drwy gyfrwng y Gymraeg. Pe hoffech chi wneud hyn, rhowch wybod erbyn xx/xx/xxxx.	Should you wish for the interview to be conducted in Welsh please inform me by xx/xx/xxxx.
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The Council's Welsh Language Services Unit will provide/facilitate a simultaneous translation service.

Contract specifications will adhere to the following advice, which has been produced internally -

Rhaid i fanyleb y contract nodi holl ofynion y contract, gan gynnwys manylion unrhyw Safonau'r Gymraeg sy'n berthnasol i'r contract, a'i weithredu ar gyfer	The contract specification must set out the entire requirements of the contract, including details of the Welsh Language Standards applicable to the delivery of the
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cyfnod y cytundeb.	contract throughout the contract term.
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This is managed via our Contract Strategy Document which includes a mandatory section on the requirements of the Welsh language Standards, where managers are required to list the appropriate ones. This is often done with the expertise and advice of Welsh Language Services.

The Council has also produced a guide for our commissioned partners (appendix 10), in order to help them comply with prominent standards when operating on behalf of the Council.

Promoting Welsh Language Services (Welsh Language Standard 81 & 82)

All services areas are individually tasked with promoting their unique Welsh Language services and the Council utilises Diwrnod Hawliau'r Gymraeg / Welsh Language Rights day to promote these services to our community via our social media platforms.

Corporate Identity (Welsh Language Standard 83)

Our corporate identity has been updated to reflect the needs of the standards. Any legacy identities will be updated over time to ensure the Welsh is positioned first.

Courses Provided by the Council (Welsh Language Standard 84 & 86)

The Community Learning Service implement a proactive offer as people register and use the data to assess whether or not the course needs to be provided in Welsh. An assessment may also be conducted by assessing the current level of Welsh Language provision, our objectives to promote the Welsh Language and the geographical and demographic nature of the area.

4. POLICY MAKING STANDARDS

The Council is committed to introducing wide-ranging procedures to ensure compliance with the Policy Making Standards. Policy Making Standards are standards that require us to ensure that when formulating a new policy or reviewing or revising a policy we must consider how the policy decision could be formulated to have positive effects, or increased positive effect on opportunities for person to use the Welsh language and treating the Welsh language no less favourably than the English language.

The Welsh Language (Wales) Measure 2011's aim is not to treat Welsh and English on the basis of equality but rather to have positive effects on the Welsh language. As such, the Measure allows bodies to exercise this aim independently of the English language.

How we intend to comply.

Formulating a New Policy, Reviewing or Revising an existing Policy (Welsh Language Standards 90, 91 & 92)

The Council will ensure that in formulating a new policy, or reviewing or revising an existing policy, it conducts a Welsh Language Impact Assessment in order to consider how the policy decision could be formulated to increase positive effects on the Welsh Language, persons opportunities to use it, treating it no less favourably than the English language and how negative effects may be decreased.

We have developed Welsh language Impact Assessment Guidance and Tool (see appendix 11) to help and support our managers to complete a meaningful assessment that will seek to increase the positive effects on the Welsh language and help support robust decision making at RCT Council.

As part of this procedure, scrutiny by appropriate officers at the beginning of the policy making process will form part of the assessment in order to gather a wide range of opinions from person with a plethora of experience in a number of different Council services.

Consultation on Policy Decisions (Standards 91, 92 & 93)

The Council has developed a Consultation Checklist (appendix 12) for our managers to ensure they comply with the relevant standards when conducting consultations.

Most importantly is the need, as part of the consultation documentation, to include the Council's consideration on the proposed policy decision's effect on the Welsh Language (which the impact assessment process will generate) and seek the views of the persons completing the consultation on the effect on the Welsh language. This is done by asking specific questions on these matters (see appendix 12). The Council have also developed an easy read version of these questions in partnership with our stakeholders (see appendix 13).

Grants Policy (Welsh Language Standard 94)

The Council will produce a policy on awarding grants in line with the requirements of Welsh language Standard 94.

Conducting Research to assist a Policy Decision (Welsh Language Standard 95, 96 & 97)

The Council will ensure that when it conducts research to help inform policy decisions (usually by way of opinion surveys with networks and members of the public) it will include questions on how the policy decision could be

formulated to increase positive effects on the Welsh Language, persons opportunities to use it, treating it no less favourably than the English language and how negative effects may be decreased.

5. OPERATIONAL STANDARDS

The Council is committed to introducing wide-ranging procedures to ensure compliance with the Operational Standards.

These Standards deal with the use of the Welsh language within organisations. For example, ensuring that the Welsh language is not treated less favourably than the English language with regards to employment, recruitment, welfare and training matters and ensuring that all members of staff have the opportunity to learn Welsh and use it.

The Welsh Language (Wales) Measure 2011's aim is not to treat Welsh and English on the basis of equality but rather to have positive effects on the Welsh language. As such, the Measure allows bodies to exercise this aim independently of the English language.

How we intent to comply.

Internal Policy on Using the Welsh Language (Welsh Language Standard 98)

Welsh Language Services advise the Council on how best to ensure it promotes the use of the Welsh Language internally. Initiatives include our Welsh Culture Campaigns, Buddy Schemes, Welsh Language Lessons and software roll out.

Recruitment (Welsh Language Standards 99, 136, 136A, 137, 137A, 137B, 139, 140, 153)

RCT Council have taken a proactive approach to recruitment processes and have set a target for the number of Welsh language speakers within our organisation – we want our workforce to reflect the language skills within our community. Our approach to these standards is dealt with in more detail in our 'Welsh Language – Recruitment and Selection at Rhondda Cynon Taf Council' document available to view at appendix 14.

Recording Language Preference (Welsh Language Standard 100, 101, 102, 103)

Each staff record includes their language preference, recorded during the appointment process or gathered retrospectively for existing staff. Our HR System will include this information, for all managers to access, after a proposed upgrade during 2021. All documentation relating to training, performance or career planning needs are published in Welsh to allow for persons to use their preferred language.

Corporate Record Keeping Documents (Welsh Language Standard 104)

Corporate Documents recording annual leave, absences from work or flexible working hours are produced in Welsh or bilingually (see appendix 15 for examples).

HR Policies (Welsh Language Standard 105, 106, 107, 108, 109, 110, 111)

All Council Policies are available in Welsh via our intranet or RCT Source platforms.

Complaints, Disciplinary & Investigations (Welsh Language Standards 112, 112A, 114, 115, 116, 118, &119)

HR Council Policies dealing with staff complaints or the disciplinary process have all been updated to reflect the requirements of the standards. Ensuring managers and staff are aware of the rights of Welsh speaking staff to receive information and follow processes in Welsh if that is their wish. Our standard template letters regarding these issues also include a proactive offer for persons to use the Welsh language at any formal meetings.

IT Resources (Welsh Language Standard 120)

All new members of staff receive Cysill, Cysgeir, and To bach as default on all new devices, regardless of their language skills ability.

The Council also offers this package to existing staff who may contact the ICT Service Desk to arrange an install.

Going forward it is the Council's intention to load Welsh language interfaces as default for all new Welsh speaking staff – such as Microsoft packages (where an interface exists).

The Intranet (Inform) (Welsh Language Standard 122, 124, 125, 126)

The intranet homepage, news items, menus and pages concerning the Welsh Language are all available in Welsh. We have also deployed a splash screen to encourage more use of the Welsh language content.

Language Skills of our Workforce (Welsh Language Standard 127)

The language skills of new employees are gathered during the recruitment process, all existing employees are required to complete a self-evaluation.

A new HR System will allow staff to directly amend their level going forward, enabling us to have more up-to-date data.

Training in Welsh (Welsh Language Standards 128, 129, 130, 131, 132 & 133)

Corporate training is being developed in Welsh as an online offer. If it is face-

to-face training then the registration form will include an offer to receive the training in Welsh.

The Council has invested in a Welsh Language Tutor to provide lessons for staff, to include lessons on specific work related topics. Welsh language training is funded by RCT Council. This includes external provision in the community. All staff are strongly encouraged to undertake Welsh lessons. See appendix 16 for an example of a campaign.

The Council have developed a mandatory electronic induction module which discusses the Welsh language and the requirements of the standards. In addition all new staff are required to undertake Welsh Language Level 1 training where they do not already hold those skills.

Email Signatures, Out of Office & Iaith Gwaith Logo (Welsh Language Standard 134 & 135)

Staff guidance (see appendix 17) has been published to ensure staff produce bilingual email signatures, out of office replies, and include a iaith gwaith logo where appropriate.

Workplace Signage (Welsh Language Standards 141, 142 & 143)

Staff are reminded via induction training and guidance documents (see appendix 5) of the need to ensure all workplace signage is made available in Welsh.

6. SUPERVISING, PROMOTING AND FACILITATING

The Welsh Language Cabinet Steering Group on Welsh Language Affairs supervise strategic developments, consider reports from relevant sections relating to the Welsh language, present recommendations to the Council's Cabinet and monitor developments across the Council.

The Steering Group is responsible for assessing the Welsh Language Promotion Strategy Action Plan, by monitoring the Council's progress as it attempts to meet the Welsh Language Standards.

The Council invests in a robust Welsh Language Services Unit which includes 18 (2020/2021) employees. This includes a Welsh Language Compliance Officer who thoroughly audits the work of Council service areas.

The Unit strives to support all of the Council's services by doing the following:

- providing advice and support to all services in relation to their duties under the Standards.
- translating documents for the public
- identifying potential areas of non-compliance

- providing advice to all service areas on how best to respond to formal and informal complaints, and maintain a record for annual reporting.
- reporting on developments to the Welsh Language Cabinet Steering Group
- maintaining a presence on the Language Forum - working with Welsh language organisations in the community as appropriate
- investigating all alleged failures to comply received from the Regulator – The Welsh Language Commissioner and facilitating contact on behalf of the Council.
- Provide advice on the development of Welsh language impact assessments and attend panel to discuss with project offers.
- lead on community culture campaigns and internal promotion

7. **CONCLUSION**

If you need to discuss anything in this policy you are welcome to contact the

Welsh Language Services Unit

WelshLanguageOfficer@rctcbc.gov.uk

The Pavilions,

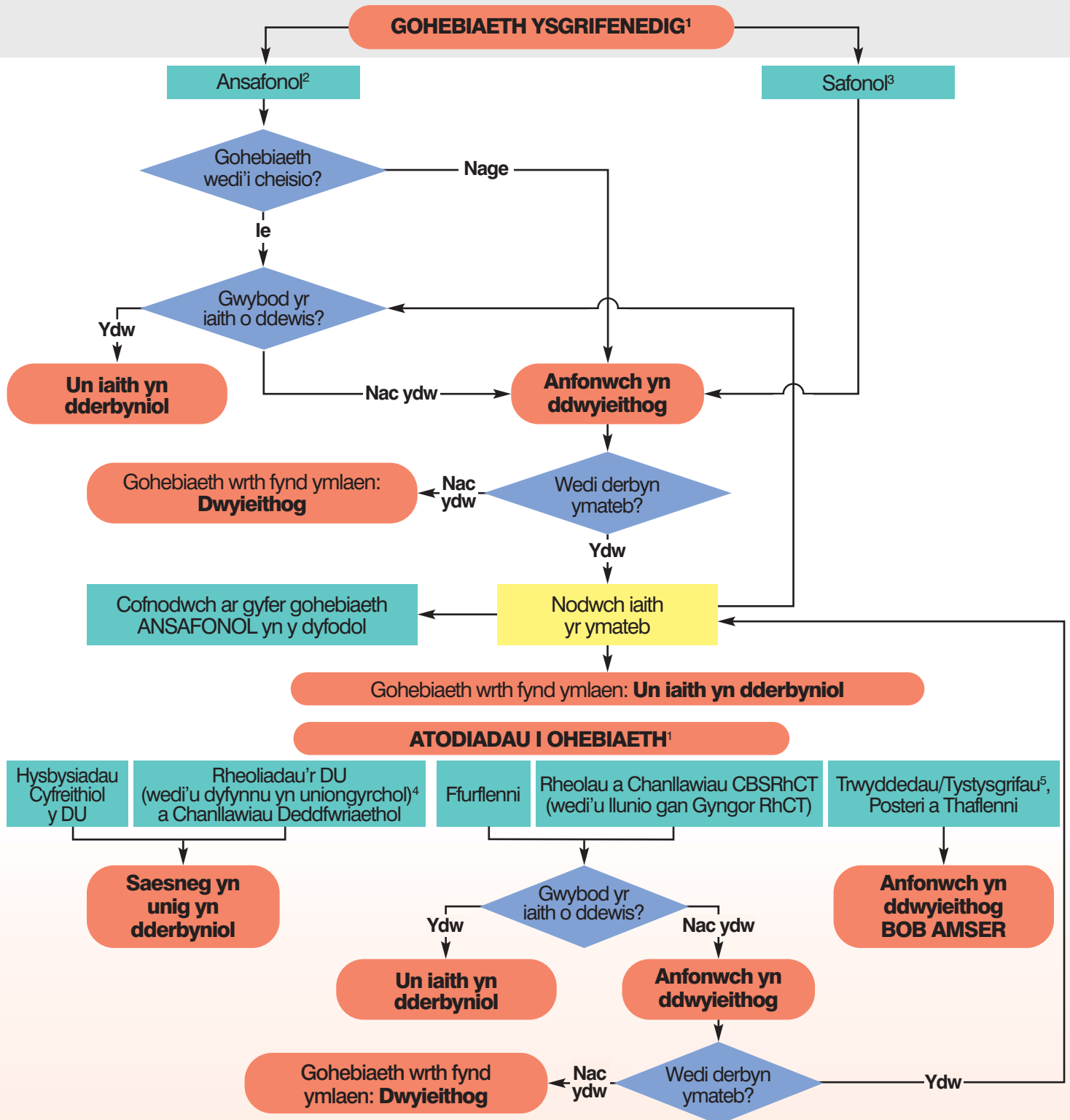
Cambrian Park,

Clydach Vale,

CF40 2XX

01443 570001

Coeden Benderfyniad - → Gohebiaeth â'r Cyhoedd



1. Fersiynau papur neu electronig, e.e. llythyrau, e-byst, dogfennau, ac ati; am enghreifftiau eraill gofynnwch am gyngor gan yr Uned Gwasanaethau Cymraeg

2. Gohebiaeth Ansafonol yw gohebiaeth sy'n cael ei hanfon at un person yn unig (h.y. ddim yn cael ei hanfon at fwy nag un person ar yr un pryd)

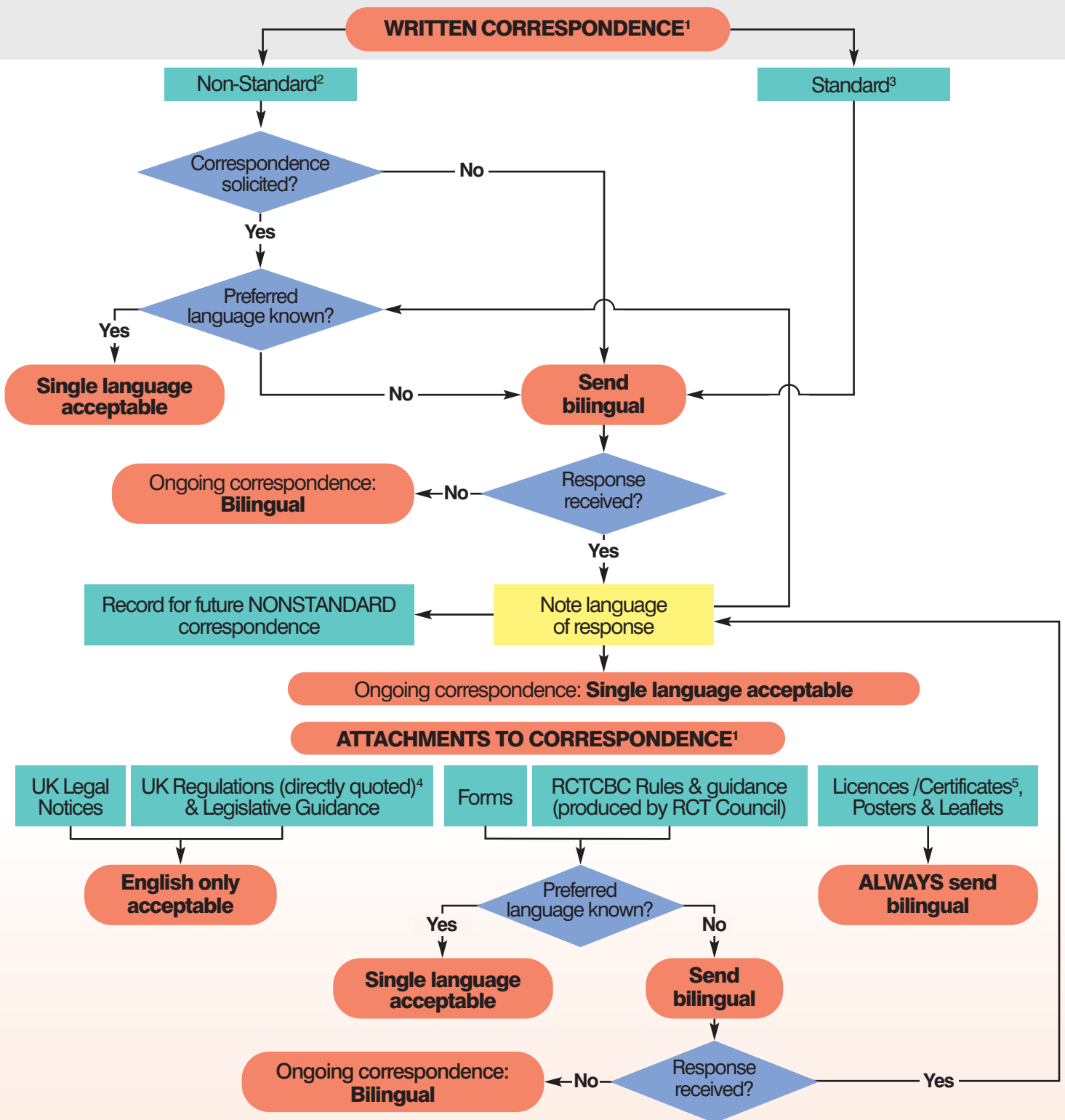
3. Gohebiaeth Safonol yw gohebiaeth sy'n cael ei hanfon at fwy nag un person ar yr un pryd

4. Ddylai enw 'CBSRhCT' ddim ymddangos ar reoliadau sy'n cael eu hanfon at unigolion, sydd wedi eu dyfynnu'n uniongyrchol o ddeddfwriaeth, a phan nad yw deddfwriaeth o'r fath ar gael yn Gymraeg, neu ei bod yn ddeddfwriaeth a gafodd ei llunio o dan gyfraith Lloegr, rhaid ei hanfon yn Saesneg yn unig, fel dogfen atodol

5. Mae Trwyddedau / Tystysgrifau yn cael eu hystyried yn ddogfennau sydd ar gael i'r cyhoedd eu gweld. Mae'n ofynnol bob amser iddyn nhw fod yn fersiynau CY/EN ar wahân, os dydy hi ddim yn bosibl cael fersiwn ddwyieithog

Correspondence with the Public

Decision Tree



1. Paper or electronic versions of, e.g., letters, e-mails, documents, etc; for other examples please seek advice from Welsh Language Services

2. Non-Standard Correspondence is correspondence being sent to one person only (not sent to more than one person at the same time)

3. Standard Correspondence is correspondence being sent to more than one person at the same time

4. Regulations sent to individuals, directly quoted from legislation should not be branded as 'RCTCBC' and where such legislation is not available in Welsh, or made under English law, it must be sent in English only, as a supplementary document

5. Licences / Certificates are classed as being available for the public to view. They are required to always be bilingual, or separated CY/EN versions if bilingual is not possible

Cymraeg: beth sydd wedi newid?

canllawiau iaith ar gyfer staff

Egwyddorion Arweiniol:

Mae unigolion â'r hawl i ddelio â ni yn Gymraeg

Rhaid i destun Cymraeg gael ei roi mewn safle fel mai hwnnw sy'n debygol o gael ei ddarllen yn gyntaf (hynny yw, i'r chwith neu uwchben y Saesneg)

Hawliau staff yn ymwneud ag iaith

Mae gwasanaeth o safon ac agwedd gadarnhaol yn bwysig

Rhaid i ni *gynnig* gwasanaethau yn y Gymraeg





Cyhoeddiadau

Yn amlach na pheidio, rhaid i bob cyhoeddiad fod yn ddwyieithog. Mae hyn yn cynnwys cyhoeddiadau papur a chyhoeddiadau electronig (e.e. cyfryngau cymdeithasol a gwefannau). Ddylen ni ddim disgwyl i unigolion orfod gofyn am gyhoeddiadau iaith Gymraeg, a **rhaid iddyn nhw fod ar gael ar yr un amser â'r Saesneg.**



Gohebiaeth

Os yw unigolyn, grŵp neu gymdeithas yn ysgrifennu aton ni yn Gymraeg – rhaid ateb yn Gymraeg.

Cadwch gofnod fel y byddwch chi'n gwybod bod rhaid ysgrifennu yn Gymraeg y tro nesaf, a pharchu'r dewis iaith – a all fod y Gymraeg neu yn ddwyieithog (teuluoedd cymysg, sgiliau iaith ac oedrannau amrywiol ac ati)

Os nad ydyn ni'n gwybod beth yw dewis iaith rhywun, rhaid i ni ysgrifennu ato yn Gymraeg a Saesneg (h.y. yn ddwyieithog) fel ein bod ni'n rhoi'r dewis iddo ynglŷn â pha iaith hoffai ei defnyddio wrth gyfathrebu â ni. Os yw'r unigolyn yn ymateb yn Saesneg, Saesneg amdani. Os yw'n ymateb yn Gymraeg - Cymraeg amdani (neu yn ddwyieithog os oes angen).

Rhaid i ddeunydd papur corfforaethol y Cyngor (e.e. papur pennawd a sliplau cyfarchion ac ati) gynnwys y canlynol:

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual

Yn ogystal â hynny, rhaid i chi gynnwys yr uchod os ydych chi'n paratoi unrhyw gyhoeddiadau neu wahoddiadau, ac rydych chi'n disgwyl ymateb

Wrth gyhoeddi eich prif rif ffôn, rhaid i chi ddatgan:

Croesawn alwadau yn y Gymraeg

We welcome calls in Welsh

Bydd yr Uned Cyfieithu yn cyfieithu neu'n prawffdarllen i chi oni bai fod gennych chi siaradwr Cymraeg hyfedr sydd â sgiliau ysgrifennu digonol.

Cofiwch gynllunio ymlaen llaw a gadael digonedd o amser ar gyfer y gwaith yma, neu ffonio 01443 744160 os ydych chi eisiau trafod eitemau ac amserlenni unigol.

Anlewch hefyd i feithrin gallu o ran y Gymraeg yn eich gwasanaethau.



Galwadau Ffôn

Rhaid i ni gyfarch y galwr yn Gymraeg yn gyntaf ymhob achos
(gan gynnwys llinellau uniongyrchol)

Bore da / Prynhawn da / Noswaith dda / neu'n syml Croeso

Ar gyfer rhai canolfannau/safleoedd, bydd angen i chi ddweud enw'ch gwasanaeth yn Gymraeg e.e.

Bore da, Good Morning. Cyngor Rhondda Cynon Taf Council

Prynhawn da. Blynyddoedd Cynnar. Early Years Service

Croeso. Welcome. Canolfan Hamdden Sobell Leisure Centre

Gwasanaeth ffôn awtomatig neu negeseuon peiriannau ateb

Rhaid i'r negeseuon fod yn gwbl ddwyieithog. Os nad oes siaradwr Cymraeg gennych chi yn eich gwasanaeth i recordio'ch negeseuon (cynorthwy-ydd awtomatig neu negeseuon peiriant ateb), gofynnwch i'r Uned Gwasanaethau Cymraeg am gymorth.

Os oes gwasanaeth ateb gennych chi, rhaid i chi hefyd gynnwys y canlynol yn y neges:

Croeso i chi adael neges yn y Gymraeg

You are welcome to leave a message in Welsh

Wrth gyhoeddi'ch rhifau ffôn cyswllt, rhaid i chi ddatgan ar y ddogfen:

Croesawn alwadau yn y Gymraeg

We welcome calls in Welsh



Prif rifau ffôn

e.e. Llinellau cymorth, Canolfan alwadau, Tŷ Glan-taf, Tŷ Trevithick, Tŷ Elái, Cwm Clydach, Swyddfeydd y Cyngor, Tŷ Bronwydd ac ati

Bore da / Prynhawn da / Croeso (enw'r gwasanaeth)

Hoffech chi siarad yn Gymraeg?

Do you wish to speak in Welsh?

Os yw'r galwr yn dymuno siarad yn Gymraeg,

trosglwyddwch yr alwad i siaradwr Cymraeg (dylai'ch gwasanaeth gadw rhestr) fel bydd y galwr yn derbyn y gwasanaeth yn Gymraeg

Os nad oes siaradwr Cymraeg ar gael

esboniwch y sefyllfa a gofyn i'r galwr a yw'n dymuno i siaradwr Cymraeg yn y gwasanaeth ei ffonio yn ôl

Rhaid i ni wneud **ymdrech deg bob tro** i fodloni anghenion yr unigolyn / unigolion sy'n dymuno siarad â ni yn Gymraeg



Cyfarfodydd

Ydych chi'n gwahodd un person neu sawl person i gyfarfod?

- > rhaid i chi **ofyn** a fydd e / fyddan nhw eisiau siarad yn Gymraeg yn y cyfarfod

Os felly, a does dim siaradwyr Cymraeg i hwyluso'r cyfarfod

- > rhaid i chi roi gwybod iddo fe / iddyn nhw y byddwch chi'n trefnu i rywun gyfieithu ar y pryd

Os bydd mwy na 10% eisiau defnyddio'r Gymraeg

- > rhaid i chi drefnu cyfieithydd ar y pryd yn awtomatig

Ar ben hynny, os yw'r cyfarfod ynglŷn â **lles** unigolyn / unigolion yn nhermau gofal cymdeithasol, a does dim staff sy'n siarad Cymraeg...

- > rhoch wybod i'r unigolyn / unigolion y byddwch chi'n trefnu cyfieithu ar y pryd, os oes angen (efallai bydd angen cyfieithu o'r Gymraeg i'r Saesneg **yn ogystal ag** o'r Saesneg i'r Gymraeg)



Cyfarfodydd sy'n agored i'r cyhoedd

Rhaid i unrhyw ddeunydd hysbysebu a gwahoddiadau fod yn ddwyieithog, a dylen nhw ddatgan:

Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod dim ond i chi roi gwybod inni ymlaen llaw

You are welcome to use Welsh at the meeting, just let us know in advance should you wish to do so

Os ydych chi'n cael ateb gan unigolion neu siaradwr / siaradwyr gwadd yn dweud eu bod nhw'n dymuno defnyddio'r Gymraeg; rhaid i chi:

- > drefnu cyfieithydd ar y pryd

Os yw unrhyw unigolion, neu'r siaradwr / siaradwyr gwadd, yn dweud eu bod nhw'n dymuno defnyddio'r Gymraeg, rhaid i chi

- > roi gwybod i bawb, yn Gymraeg, ar ddechrau'r cyfarfod bod croeso iddyn nhw ddefnyddio'r Gymraeg:

Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod gan fod cyfieithu ar y pryd ar gael

You are welcome to use Welsh in the meeting as simultaneous translation has been provided



Gwasanaethau Derbynfya

Rhaid i staff sy'n siarad Cymraeg wisgo bathodynau/cortynnau gwddf i ddangos eu gallu ieithyddol (mae bathodynau a chortynnau gwddf ar gyfer dysgwyr ar gael hefyd)

Rhaid i ni arddangos arwydd sy'n datgan

Croeso i chi ddefnyddio'r Gymraeg

You are welcome to use Welsh

Rhaid i bob hysbysiad Cyngor sy'n cael ei arddangos fod yn ddwyieithogl

Gwasanaethau Cymraeg a'r Uned Cyfieithu: 01443 744160

Translation-cyfieithu@rctcbc.gov.uk

Swyddog yr Iaith Gymraeg: 01443 744069

Welsh first

Record language choice

Respect language choice

Greet bilingually

Welsh: what's changed?

language guidelines for staff

Record language choice

Welsh in the workplace

Proactive offer

Welsh first

Bilingual to public

Greet bilingually

Welsh in the workplace

Guiding Principles:

Individuals have the right to deal with us in Welsh

Welsh must be positioned to be read first (to the left or above the English)

Language rights for staff

The quality of service and a positive attitude are important

We must offer Welsh language services



STRONG HERITAGE | STRONG FUTURE
RHONDDA CYNON TAF
TREFTADAETH GADARN | DYFODOL SICR



Publications

In the main, all publications to the public must be bilingual. This includes all paper-based publications and electronic publications (e.g. social media and websites). We should not expect individuals to have to ask for Welsh language publications and they **must be available at the same time** as the English.



Correspondence

If an individual, group or society etc writes to us in Welsh - answer in Welsh.

Keep a record so you know to continue to write in Welsh the next time, respecting language choice – which may be Welsh or bilingual (mixed families, varying language skills, ages etc).

Don't know someone's language choice? Then we must write to them in Welsh as well as English (i.e. bilingual) so that we give them the choice of language they want to deal with us in. If they respond in English, English it is. If they respond in Welsh, Welsh it is (or bilingual if required).

Council's corporate stationary (e.g. headed paper and compliment slips etc) is to carry the following:

**Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.
Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog**

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual

If you produce any **publications or invitations** and you expect a response, you must also include the above

If you publish your **main phone number**, you must state:

Croesawn alwadau yn y Gymraeg

We welcome calls in Welsh

The Translation Unit will translate or proof-read for you unless you have a proficient Welsh speaker with sufficient writing skills.

Remember, forward plan and build in enough time for this work or phone 01443 744160 if you need to discuss individual items and timescales.

Service areas should work towards building their own Welsh language capacity too.



Telephone calls

In all instances we must greet the caller in Welsh first
(including direct lines)

Bore da / Prynhawn da / Noswaith dda / or simply Croeso

For certain sites you will need your service name in Welsh
e.g.

Bore da, Good Morning. Cyngor Rhondda Cynon Taf Council

Prynhawn da. Blynyddoedd Cynnar. Early Years Service

Croeso. Welcome. Canolfan Hamdden Sobell Leisure Centre

Automated telephone service or answer machine recordings

Outgoing messages must be fully bilingual, If you do not have a Welsh speaker in your section to record your messages (automated assistant or answer machine messages) ask the Welsh Services Unit to help out.

If you have an answering service you must also record the following message on the outgoing message:

Croeso i chi adael neges yn y Gymraeg

You are welcome to leave a message in Welsh

If you publish your contact numbers you must state on the document

Croesawn alwadau yn y Gymraeg

We welcome calls in Welsh



Main numbers

e.g. Helplines, Contact Centre, Tŷ Glan-taf, Tŷ Trevithick, Tŷ Elái, Clydach Vale, Municipal Offices, Tŷ Bronwydd etc.

Bore da / Prynhawn da / Croeso (name of service)

Hoffech chi siarad yn Gymraeg?

Do you wish to speak in Welsh?

If yes,

**direct the call to a Welsh speaker (your section/department should maintain a list)
so that the caller receives a service in Welsh**

If there is an occasion where there is no Welsh speaker available

**explain the situation and offer that a Welsh speaker from your section/department rings
the caller back**

We must make **every attempt on all occasions** to meet the needs of the person(s) who wish to use Welsh with us.



Meetings

Inviting only one person or a number of people to a meeting?

- > you must **ask** the individual(s) if they want to speak in Welsh in the meeting

And if they do and you have no Welsh speakers to facilitate at the meeting

- > you need to let them know that you will arrange for a simultaneous translator to be present

If more than 10% wish to use Welsh

- > you must automatically arrange for a simultaneous translator

Moreover, if the meeting is about the **well-being** of an individual(s) in terms of social care of an individual(s) and you have no Welsh speaking staff ...

- > let the individual(s) know that you will provide a simultaneous translator, if required (which may need translation from Welsh to English **as well as** English to Welsh)



Meetings open to the public

Any **advertising material and invitations** must be bilingual and should state:

Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod dim ond i chi roi gwybod inni ymlaen llaw

You are welcome to use Welsh at the meeting, just let us know in advance should you wish to do so

If you have a response from an individual(s) or the invited speaker(s) that they wish to use Welsh then you need to

- > arrange for a translator

At the meeting, if you have had a response to the invitations and the speaker(s), individual(s) want to speak in Welsh you must

- > let everyone know, in Welsh, at the beginning of the meeting that they are welcome to use Welsh e.g.

Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod gan fod cyfieithu ar y pryd ar gael

You are welcome to use Welsh in the meeting as simultaneous translation has been provided



Reception services

Welsh speaking staff are to wear badges/lanyards to show language ability (learner badges and lanyards are available also)

We must display a sign which states

Croeso i chi ddefnyddio'r Gymraeg

You are welcome to use Welsh

All council notices on display must be bilingual

Welsh Services and Translation Unit: 01443 744160

Translation-cyfieithu@rctcbc.gov.uk

Welsh Language Officer: 01443 744069

- ▶ **Bore da/Prynhawn da/Noswaith dda.** Good morning/Good afternoon/Good evening.
- ▶ _____ yn siarad. _____ speaking.
- ▶ **Ga i'ch helpu chi?** May I help you?
- ▶ **Beth yw'r enw os gwelwch yn dda?** What's the name please?
- ▶ **Beth yw'r cyfeiriad?** What's the address?
- ▶ **Beth yw rhif y ffôn?** What's the phone number?
- ▶ **Beth yw'r cyfeiriad e-bost?** What's the e-mail address?
- ▶ **Bydd rhywun yn ffonio chi'n ôl.** Someone will ring you back.
- ▶ **Daliwch y lein.** Hold the Line.
- ▶ **Dw i'n trosglwyddo'r alwad nawr.** I'm transferring you now.
- ▶ **Does dim ateb. Bydd rhywun yn ffonio chi'n ôl.**
There's no answer at the moment. Someone will phone you back.
- ▶ **Diolch yn fawr.** Thanks very much.
- ▶ **Dw i'n dysgu Cymraeg.** I'm learning Welsh.
- ▶ **Dw i ddim yn siarad llawer o Gymraeg.** I don't speak much Welsh.
- ▶ **Hoffech chi siarad â siaradwr Cymraeg?**
Would you like to speak to a Welsh Speaker?
- ▶ **Hoffwn.** Yes I would.
- ▶ **Na hoffwn. Mae'n iawn.** No, it's fine.
- ▶ **Gwrandewch ar y clip sain am yr ynganu:** Go to the sound clip on: Inform >
Inform > Gwasanaethau Cymraeg Translation and Welsh Services
to listen to the pronunciation

Uned Gwasanaethau Cymraeg Welsh Services Unit

☎ 01443 570001 @ Swyddogiaith@rctcbc.gov.uk Welshlanguageofficer@rctcbc.gov.uk

Shwmae

Dyma'ch cyfieithiad wedi'i atodi. Os oes gyda chi unrhyw gwestiwn ynglŷn â'r cyfieithiad, mae croeso i chi gysylltu â ni.

Os ydych chi'n newid ei ddiwyg (e.e. o Word i Publisher), cofiwch ei ail-gyflwyno inni brawffddarllen y fersiwn diwygiedig.

Cofiwch hefyd i gynnwys

Mae'r ddogfen yma ar gael yn y Gymraeg / This document is available in Welsh.

- os yw'r ddogfen gyda fersiynau Saesneg a Chymraeg ar wahân.

A -

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

- os yw'n cynnwys manylion cyswllt.

Diolch,



Cynorthwy-ydd Gweinyddol

Cyngor Rhondda Cynon Taf
01443 570001

Hapus i gyfathrebu'n Gymraeg neu yn y Saesneg.

Anfonwch ***bob*** cais am gyfieithiad at: cyfieithu-translation@rhondda-cynon-taf.gov.uk

Mae cyfieithwyr Uned Gwasanaethau Cymraeg bob tro yn anelu at baratoi gwaith cyfieithu sy'n gymesur â safonau'r diwydiant, fan lleiaf, ac yn ddiwyd iawn yn hynny o beth. Ar adegau, serch hynny, mae rhaid i'r cyfieithwyr ymgymryd â chyfieithu pynciau sy y tu hwnt i unrhyw wybodaeth

Shwmae

Please find your translation attached. If you have any queries regarding the translation, please contact us – we're happy to help.

If you are changing its format (e.g. from Word to Publisher), please resubmit so we may proofread the newer version.

Please also remember to include -

Mae'r ddogfen yma ar gael yn y Gymraeg / This document is available in Welsh.

- if the document is separated into English and Welsh Versions.

And -

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

if it includes contact information.

Administrative Assistant

Rhondda Cynon Taf Council
01443 570001

Happy to communicate in Welsh or English.

Please send ***all*** translation requests to: cyfieithu-translation@rhondda-cynon-taf.gov.uk

The Welsh Services Unit consistently aims to provide and maintain a standard of translation work that is at least commensurate with industry standards and exercises due diligence in that regard. Nevertheless, at times, the translators must undertake translations of subjects beyond

dechnegol arbenigol. Felly ni all Uned Gwasanaethau Cymraeg fod yn gyfrifol am unrhyw amwysedd anfwriadol, gwall, camgymeriad, hepgoriad neu amwysedd mewn cyfieithiadau o'r math hynny ac efallai y bydd angen i adrannau gymhwysu'u harbenigedd i gyfieithiadau penodol.

any technical specialist knowledge. Therefore the Welsh Services Unit cannot be held responsible for any unintentional ambiguity, error, mistake, omission or imprecise language in such documents and service areas may need to apply their specialist knowledge to any given translations.



Gosod y Safonau Setting the Standards

Negeseuon Corfforaethol Corporate Messages

Cofiwch:

Dylai'r Gymraeg ymddangos er mwyn cael ei darllen yn gyntaf

Cyhoeddiadau: Ar bapur ac yn electronig

- Dylai'r Gymraeg ymddangos er mwyn cael ei darllen yn gyntaf (h.y. i'r chwith o'r Saesneg neu uwchben y Saesneg).
- Rhaid i fersiynau Cymraeg gael eu cyhoeddi a bod ar gael ar yr un pryd â'r Saesneg.
- Os caiff rhif ffôn ei nodi, rhaid cynnwys "Mae croeso i chi gyfathrebu â ni yn y Gymraeg."

Dogfennau:

- Ar wahoddiadau, llythyrau a neges droed e-bost, rhaid i ni gynnwys "Croesawn ohebu yn y Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith, h.y. Cymraeg neu'n ddwyieithog."

Gohebiaeth:

- Rhaid i ohebiaeth fod yn ddwyieithog os nad ydy dewis iaith y derbynnydd yn hysbys.
- Os oes cofnod dewis iaith, ac mae'r ohebiaeth yn cael ei hanfon at un person yn unig, cewch anfon yn un iaith yn unig.
- Os ydy gohebiaeth yn cael ei hanfon at fwy nag un person ar yr un pryd, rhaid iddi fod yn ddwyieithog, ta beth yw dewis iaith yr unigolion sy'n ei derbyn.

Ateb y Ffôn:

- Rhaid i'r cyfarch llawn fod yn ddwyieithog
- Cymraeg yn gyntaf e.e. "Bore Da (Enw'r Gwasanaeth) / Good Morning (English Service Name) Prynawn Da (Enw'r Gwasanaeth) / Good Afternoon (English Service Name)."

Gwasanaeth Peiriant Ateb/Neges Lais:

- Rhaid bod yn ddwyieithog
- Cymraeg yn gyntaf
- Rhaid i chi hefyd recordio'r neges yma "Croeso i chi adael neges yn y Gymraeg."

Gwasanaeth Derbynfaf:

- Rhaid arddangos yr arwydd corfforaethol "Croeso i chi ddefnyddio'r Gymraeg yma."
- Cyfarch cwsmeriaid yn ddwyieithog, Cymraeg yn gyntaf.
- Sicrhau bod yno gopi o'r pecyn 'safonau' corfforaethol sy'n cael ei anfon yn uniongyrchol i bob safle.

Remember:

Welsh must be positioned so as to be read first

Publications: Paper based and electronic

- Welsh must be positioned to be read first (i.e. to the left of the English or above the English).
- Must be published and available at the same time as the English.
- Where a telephone number is provided we must include "You are welcome to communicate with us in Welsh."

Documents:

- On invitations, letters and our e-mail footer we must include "We welcome correspondence in Welsh and corresponding in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual."

Correspondence:

- Correspondence must be bilingual where language preference of the recipient is not known.
- Where language preference is known, and the correspondence is being sent to one person only, single language is acceptable.
- Correspondence being sent to more than one person at the same time, must always be bilingual, regardless of the individuals language preference.

Answering the Phone:

- Full greeting must be bilingual
- Welsh first e.g. "Bore Da (Welsh Service Name) / Good Morning (English Service Name) Prynawn Da (Welsh Service Name) / Good Afternoon (English Service Name)."

Answering Service / Voicemail:

- Must be bilingual
- Welsh First
- You must also record this message "You are welcome to leave a message in Welsh."

Reception Service :

- Must display corporate sign "You are welcome to use Welsh here."
- Greet customers bilingually, Welsh first.
- Make available a copy of the corporate 'standards' pack that is sent directly to each site.



Arwyddion:

- Rhaid i bob arwydd newydd gan gynnwys rhai dros dro yn y gweithle fod yn ddwyieithog, Cymraeg yn gyntaf.

Gwefannau a Chyfringau Cymdeithasol:

- Rhaid i'r holl gynnwys fod yn ddwyieithog, Cymraeg yn gyntaf, ac wedi'i gyhoeddi ar yr un pryd.
- Os bydd rhywun yn cysylltu â chi yn y Gymraeg, atebwch yn y Gymraeg.
- Cofiwch gynnwys hyperddolenni i fersiynau Cymraeg.

Cyfarfodydd Cyhoeddus:

- Rhaid i chi gynnwys, ar wahoddiadau, gohebiaeth a phosteri yn rhoi gwybod i'r cyhoedd am gyfarfodydd/achlysuron
“Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod dim ond i chi roi gwybod i ni erbyn xx/xx/xx.”
- Nodwch yr wybodaeth gyswllt.
- Os caiff ymateb ei dderbyn, trefnwch wasanaethau cyfieithu ar y pryd trwy gysylltu â'r Gwasanaethau Cymraeg.

Cyfarfodydd Caeedig:

- Rhaid i chi gynnwys, ar wahoddiadau, gohebiaeth a phosteri yn rhoi gwybod i'r cyhoedd am gyfarfodydd/achlysuron
“Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod dim ond i chi roi gwybod i ni erbyn xx/xx/xx.”
- Os ydych chi'n derbyn ateb, cysylltwch â'r Gwasanaethau Cymraeg am gyngor pellach.

Gwasanaethau Cyfieithu ar y Pryd:

- Os bydd gwasanaeth Cyfieithu ar y Pryd ar gael, rhaid i chi ddatgan yn y cyfarfod
“Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod gan fod cyfieithu ar y pryd ar gael.”

Staff:

- Mae gofyn i bob aelod o staff sy'n siarad Cymraeg wisgoi linyr er mwyn dangos ei allu ieithyddol (caiff cortyn gwddf ei anfon ar ôl iddo gael ei benodi).
- Mae cortynnau gwddf a bathodynau dysgwyr ar gael hefyd.
- Mae gwersi Cymraeg, ar bob lefel, ar gael i staff. Cysylltwch am ragor o fanylion.

E-lofnodion a negeseuon 'ddim yn y swyddfa':

- E-bostiwr: cyfieithu-translation@rhondda-cynon-taf.gov.uk am gyfieithiad o'ch teitl swydd/e-lofnod.
- Mae templedi e-lofnodion ar gael ar ein tudalennau ar Inform.

Offer TGCh (Gweithio yn y Gymraeg):

- To Bach
- Cysgliad (gwiriwr sillafu, geiriadur, thesawrws)
- Rhaglenni Windows ac Office Cymraeg
- Os nad oes gyda chi'r offer yma wedi'u gosod yn awtomatig, e-bostiwr
DesgGwasanaethTGCh@rhondda-cynon-taf.gov.uk er mwyn trefnu'u lawrlwytho am ddim.

Signage:

- All new signage in the workplace, including temporary ones must be bilingual, Welsh first.

Websites & Social Media:

- All content must be bilingual, Welsh first and published at the same time.
- If you are contacted in Welsh, reply in Welsh.
- Remember to link to Welsh version in any hyperlinks.

Public Meetings:

- You must include, on invitations, correspondence and posters informing public of meeting/events
“You are welcome to use Welsh at the meeting, just let us know by xx/xx/xx should you wish to do so.”
- Include contact information.
- Where a response is received, you can arrange simultaneous translation services by contacting Welsh Language Services.

Closed Meetings:

- You must include, on invitations, correspondence and posters informing public of meeting/events
“You are welcome to use Welsh at the meeting, just let us know by xx/xx/xx should you wish to do so.”
- If you receive a reply, contact Welsh Language Services for further advice.

Simultaneous Translation Services:

- Where Simultaneous Translation is being used you must declare at the meeting
“You are welcome to use Welsh in the meeting as simultaneous translation has been provided.”

Staff:

- All Welsh Speaking staff are required to wear their lanyard to show language ability (sent out upon appointment).
- Learner lanyards and badges are also available.
- Welsh Language Lessons, at all levels, are available for staff. Please get in touch for more information.

Email Signatures and Out Of Office messages:

- Email: translation-cyfieithu@rctcbc.gov.uk for a translation of your job title/email signature.
- Email signature templates are available on our Inform Pages.

ICT Tools (Working in Welsh):

- To Bach (the circumflex)
- Cysgliad (spell checker, dictionary, thesaurus)
- Welsh Windows & Office
- If you don't have these automatically installed email ictservicedesk@rctcbc.gov.uk to request a free download.

Am ragor o wybodaeth chwiliwch ar Inform: “Translation and Welsh Services.” neu gysylltu â ☎ 01443 570001

✉ Swyddogiaith@rhondda-cynon-taf.gov.uk

✉ cyfieithu-translation@rhondda-cynon-taf.gov.uk

For more information search Inform: “Translation and Welsh Services.” or contact ☎ 01443 570001

✉ Welshlanguageofficer@rctcbc.gov.uk

✉ translation-cyfieithu@rctcbc.gov.uk

Cynnal

Cyfarfodydd Dwyieithog

**â chymorth Cyfieithu
ar y Pryd**



RHONDDA CYNON TAF

Cymraeg yn gyntaf

Cofnodi'r dewis iaith

Parchu'r dewis iaith

Cyfarch yn ddwyieithog

Cofnodi'r dewis iaith

Cymraeg yn y gweithle

Cynnig rhagweithio

Dwyieithog ar gyfer y cyhoedd

Cymraeg yn gyntaf

Cyfarch yn ddwyieithog

Cymraeg yn y gweithle



Mae Cyngor Bwrdeistref Sirol Rhondda Cynon Taf wedi ymrwymo i beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg, a bydd e'n sicrhau bod modd i bobl sy'n dymuno byw eu bywydau drwy gyfrwng y Gymraeg wneud hynny wrth ymwneud â'r Cyngor; a bod gan Gynghorwyr ac eraill sy'n dymuno defnyddio'r Gymraeg mewn cyfarfodydd Cyngor bob cyfle i wneud hynny, yn unol â Safonau'r Gymraeg.

Paratowyd y canllawiau yma er mwyn cefnogi Cynghorwyr a staff i:

- ddefnyddio'r Gymraeg os mai dyna yw eu dymuniad,
- ddefnyddio cyfarpar cyfieithu ar y pryd yn y modd mwyaf priodol os ydyn nhw am eu defnyddio, a
- sicrhau bod cyfarfodydd dwyieithog yn cael eu cynnal mor hwylus â phosibl.



Trefnu cyfarfod dwyieithog

Dylai'r rheiny sy'n dymuno trefnu cyfieithu ar y pryd mewn cyfarfodydd ystyried y canlynol:

- Yn unol â Safonau'r Gymraeg, dylai hysbysebion ac agendâu cyfarfodydd ddatgan y bydd modd siarad yn y naill iaith neu'r llall, ac y bydd gwasanaeth cyfieithu ar y pryd ar gael.
- Dylech chi roi cymaint o rybudd ag y bo modd i'r Uned Gwasanaethau Cymraeg er mwyn trefnu cyfieithydd ar y pryd.
- Sicrhau bod yr holl ohebiaeth sy'n ymwneud â'r cyfarfod yn ddwyieithog.
- Sicrhau bod y cyfieithydd ar y pryd / Uned Gwasanaethau Cymraeg (cyfieithu-translation@rctcbc.gov.uk) yn derbyn y dogfennau sy'n berthnasol i'r cyfarfod ymlaen llaw, gan gynnwys unrhyw ddatganiadau neu sgriptiau sydd wedi'u paratoi ymlaen llaw.
- Cylchredeg geirfa a therminoleg berthnasol os bydd y cyfarfod yn trafod pwnc sydd ddim fel arfer yn cael ei drafod drwy gyfrwng y Gymraeg.
- Cofio y caiff gwasanaeth cyfieithu ar y pryd ei ddarparu ar gyfer pobl ddi-Gymraeg. Pur anaml y bydd gwasanaeth cyfieithu ar y pryd o'r Saesneg i'r Gymraeg yn cael ei gynnig.
- Egluro i'r cyfieithydd ar y pryd wrth drefnu'r gwasanaeth pa fath o gyfarfod sydd dan sylw – cyfarfod cyhoeddus, cyfarfod pwyllgor, cyfweiliad, seminar, cyfarfod cymdeithas wirfoddol, ac ati.
- Sicrhau bod digon o amser i osod offer cyfieithu ar y pryd cyn i'r cyfarfod ddechrau a bod modd i bobl gael gafael ar yr offer yn hawdd.
- Sicrhau bod yr ystafell lle mae'r cyfarfod yn cael ei gynnal yn briodol ac o'r maint cywir, a bod yr acwsteg yn dderbyniol.
- Sicrhau bod cadachau diheintio ar gael yn yr ystafell er mwyn i ddefnyddwyr lanhau'r clustffonau pe hoffon nhw wneud hynny.



Defnyddio clustffonau cyfieithu yn ystod cyfarfod

- Sicrhewch bod y clustffonau wedi'u cynnu.
- Rhwng freichiau'r clustffon yn eich clustiau fel eu bod yn hongian o dan y gën.
- Gwnewch yn siŵr eich bod chi'n gallu clywed y cyfieithydd ar y pryd yn ystod prawf byr drwy'r Cadeirydd.
- Os allwch chi ddim clywed y cyfieithiad, addaswch y sain neu dynnu sylw'r Cadeirydd (a fydd yn siarad â'r cyfieithydd).
- Os oes angen codi mater ynglŷn â'r offer cyfieithu / y cyfieithiad, gwnewch hynny trwy'r Cadeirydd.
- Diffoddwch y clustffon ar ddiwedd y cyfarfod a'i adael ar y ddesg.
- Mae'r clustffonau yn cael eu glanhau ar ôl eu defnyddio. Fodd bynnag, mae croeso i ddefnyddwyr y clustffonau ddefnyddio cadachau diheinito i lanhau'r clustffonau.

Cyfrannu yn y Gymraeg yn ystod cyfarfod

- Yn Siambr y Cyngor, siaradwch yn glir trwy'r microffonau ar y desgiau a diffoddwch y microffonau ar ôl eich cyfraniad.
- Cyn i chi ddechrau siarad yn Gymraeg, gadewch i eraill wybod eich bod ar fin gwneud hynny.
- Cofiwch, oherwydd natur cyfieithu ar y pryd, dydy pob gair ddim yn cael ei gyfieithu.
- Sicrhewch bod cyfranwyr yn siarad yn eu tro, does dim modd i gyfieithydd gyfieithu dau lais ar yr un pryd.

Cadeirio cyfarfod dwyieithog

Mae gan gadeiryddion rôl bwysig wrth sicrhau bod modd i bobl ddefnyddio eu dewis iaith. Mae modd i gadeiryddion wneud y canlynol i hwyluso cyfarfod dwyieithog llwyddiannus:

- Agor y cyfarfod yn ddwyieithog:
“*Noswaith dda a chroeso i chi gyd*” / “*Good evening and welcome*”.
- Yn unol â Safonau'r Gymraeg, cyhoeddi bod gwasanaeth cyfieithu ar y pryd ar gael fel bod modd i unrhyw un sy'n dymuno cyfrannu yn Gymraeg wneud hynny.
- Cyhoeddi bod y clustffonau cyfieithu ar y pryd yn cael eu glanhau, ond bod croeso i ddefnyddwyr ddefnyddio cadachau diheintio i'w glanhau.
- Gofyn i ddefnyddwyr wisgo eu clustffonau a sicrhau bod yr offer yn gweithio'n iawn drwy gynnal prawf byr.
- Yn Siambr y Cyngor, atgoffar siaradwyr i ddefnyddio'r microffonau - dim ond yr hyn y mae'r cyfieithydd ar y pryd yn ei glywed fydd yn cael ei gyfieithu.
- Atgoffar rhai sy'n bwriadu cyfrannu yn Gymraeg i roi rhybudd ymlaen llaw fel bod modd i eraill wisgo'u clustffonau, e.e. “Dwi'n mynd i siarad Cymraeg”. Bydd gadael y clustffon ynghyn ac ar y clustiau (os yw defnyddiwr am wneud hynny) yn cyflymu'r broses hon.
- Esbonio y dylai pawb siarad yn ei dro gan fod dim modd i'r cyfieithydd ar y pryd gyfieithu dau lais ar yr un pryd.
- Os oes angen codi mater ynglŷn â'r offer cyfieithu / y cyfieithiad, gwnewch hynny trwy'r Cadeirydd.

Cymorth a hyfforddiant

Mae modd i Wasanaethau Llywodraethol a'r Uned Gwasanaethau Cymraeg drefnu hyfforddiant a chymorth o ran defnyddio offer cyfieithu ar y pryd mewn cyfarfodydd yn ogystal â hwyluso cyfarfodydd dwyieithog.

Yn ychwanegol at hyfforddiant cyffredinol, mae croeso i Gyngorwyr a staff gysylltu â'r naill wasanaeth neu'r llall yn uniongyrchol ar gyfer sesiynau hyfforddi 'drws agored' byr pan fo'n gyfleus. Mae modd cynnwys hyfforddiant ar gyfieithu ar y pryd / systemau dolen ar gyfer y rheiny sydd â nam ar eu clyw yn rhan o unrhyw hyfforddiant.



Am ragor o wybodaeth, cysylltwch â:

Gwasanaethau Llywodraethol:

gwasanaethaupwyllgor@rctcbc.gov.uk

Uned Gwasanaethau Cymraeg:

translation-cyfieithu@rctcbc.gov.uk

Welsh first
Record language choice
Respect language choice
Greet bilingually

Facilitating Bilingual Meetings

Record language choice
Welsh in the workplace
PROCESSES
Bilingual public

with **Simultaneous
Translation**

Welsh first
Bilingual public
Greet bilingually
Welsh in the workplace



RHONDDA CYNON TAF

In line with the Welsh Language Standards, Rhondda Cynon Taf County Borough Council is committed to treating the Welsh language no less favourably than the English language and will ensure that people who wish to live their lives through the medium of Welsh can do so in their dealings with the Council; and that Elected Members and others who wish to use the Welsh Language in Council meetings have every opportunity to do so.

This guidance has been prepared in order to support Elected Members and staff so that:

- those who wish to use the Welsh language can do so,
- those who rely on simultaneous translation can use the equipment appropriately, and
- bilingual meetings are as seamless as possible.



Arranging a bilingual meeting

Those who wish to arrange simultaneous translation at meetings should consider the following:

- In line with the Welsh Language Standards, announce on advertisements and the agenda of meetings that it will be possible to speak in either language, and that simultaneous translation facilities will be available.
- Give as much notice as possible to Welsh Language Services in order to schedule a simultaneous translator.
- Ensure all communication shared in relation with the meeting is bilingual.
- Ensure that the simultaneous translator/Welsh Language Services receives documentation relevant to the meeting beforehand, including any pre-prepared statements or scripts.
✉ translation-cyfieithu@rctcbc.gov.uk
- Share glossaries and relevant terminology with Welsh Language Services if the meeting deals with a field that is not usually discussed in Welsh.
- Remember that the simultaneous translation is mostly provided for those who do not speak Welsh. Simultaneous translation is not often offered from English to Welsh.
- Explain to the simultaneous translator when arranging the service what type of meeting will be held, such as a public meeting, a committee meeting, interview, seminar, meeting of a voluntary organisation.
- Ensure that there is sufficient time to set up the simultaneous translation facilities before the meeting and that people have easy access to them.
- Ensure that the room where the meeting is held is appropriate and of the right size, and that the acoustics are acceptable.
- Ensure that there are anti-bacterial wipes available in the room so users may choose to sanitize the translation headsets.



Using translation headsets during a meeting

- Switch on the headsets and leave in the 'on' position.
- Place the arms of the headsets in each of your ears to sit downwards.
- Make sure you can hear the simultaneous translator during a brief test via the Chairperson.
- If you cannot hear, adjust the volume or bring it to the attention of the Chairperson (who will speak to the simultaneous translator).
- If an issue needs to be raised with regards to the translation/simultaneous translation equipment, please do so via the Chairperson.
- Switch off the headset at the end of the meeting and leave on the desk.
- All headsets are cleaned after use by the simultaneous translators. However, users are welcome to use sanitising wipes to clean the headsets.

Contributing in Welsh during a meeting

- In the Council Chamber, speak clearly via the microphones on the desks and switch off the microphones after your contribution.
- Before you start speaking in Welsh, let others know that you are about to do so.
- Be mindful that due to the nature of simultaneous translation, not every word is translated.
- Ensure that contributors speak in turn as the simultaneous translator can never translate more than one contributor at a time.

Chairing a bilingual meeting

Chairpersons have an important role to play in ensuring that people can use their language of choice. They can do the following to facilitate a successful bilingual meeting:

- Open the meeting bilingually:
“*Noswaith dda a chroeso i chi gyd.*” / “*Good evening and welcome.*”
- In line with the Welsh Language Standards, announce that simultaneous translation is available so that anyone wishing to contribute in Welsh can do so.
- Announce that the simultaneous translation headsets are sanitized after each use, but users are also welcome to use sanitising wipes to clean the headsets.
- Ask users to wear their headsets to ensure that the equipment is working properly by conducting a short test.
- In the Council Chamber, remind the speakers to use the microphones, since the simultaneous translator can only translate what they can hear.
- Remind those who are going to contribute in Welsh to give notice just beforehand so that others can don their headsets, e.g. “I’m going to speak in Welsh”. Advise users that leaving the headsets ‘on’ (and in the ears if they choose) will speed up this process.
- Explain that everybody should speak in turn as the simultaneous translator can never translate more than one contributor at a time.
- Explain if there’s an issue with the translation/simultaneous translation equipment it should be raised via the Chairperson.

Training and Support

Training and support on using simultaneous translation equipment at meetings and facilitating bilingual meetings may be arranged by Democratic Services and Welsh Language Services.

In addition to pre-arranged training, Members and staff are welcome to contact either service directly for short ‘open-door’ training as and when convenient. Using simultaneous translation equipment alongside loop systems for the hard of hearing may also be covered by training.



For more information, contact:

Democratic Services:
committeeservices@rctcbc.gov.uk

Welsh Language Services:
translation-cyfieithu@rctcbc.gov.uk

Translation Request – Web Content

Link: <i>Add link to English web page</i>	
Page Title English <i>Paste English page title</i>	Welsh Page Title <i>Translation unit to add Welsh Page Title once translated</i>

Content;

English Content <i>Paste English content below (if amend to content only, please highlight change)</i>	Welsh Content <i>Translation Unit to paste welsh content below once translated</i>

Metadata;

Description English <i>Paste English description (from metadata tab)</i>	Description Welsh <i>Translation Unit to paste Welsh description once translated</i>
Keywords English <i>Paste English keywords (from metadata tab)</i>	Keywords Welsh <i>Translation Unit to paste Welsh keywords once translated</i>

Alias/Shortcut web addresses:

English shortcut web address <i>Paste English shortcut address that has been sent up by web team</i>	Welsh shortcut web address <i>Translation Unit to paste Welsh shortcut address once translated</i>

Safonau'r Gymraeg

CANLLAWIAU

CYFRYNGAU CYMDEITHASOL

Enwi Cyfrifon

Rhaid i deitl pob tudalen fod yn ddwyieithog. Rhaid i'r Gymraeg ddod yn gyntaf, yna lle gwag a '/', yna lle gwag a'r enw Saesneg.

Enwau Defnyddwyr a Dolenni

Dylai enwau defnyddwyr a dolenni fod yn ddwyieithog lle bo modd. Bydd modd i'r Uned Gwasanaethau Cymraeg gynorthwyo drwy ddarparu fersiwn Gymraeg.

Os nad oes modd cael enw defnyddiwr / dolen ddwyieithog, bydd enw defnyddiwr / dolen uniaith Saesneg yn cael ei ganiatáu, ar yr amod bod enw teitl y cyfrif yn ddwyieithog.

Gwybodaeth Ategol

Rhaid i'r holl wybodaeth ategol fod yn ddwyieithog gyda'r Gymraeg yn gyntaf.

Pan mae cyfyngiad ar y nifer o lythrennau, bydd modd defnyddio hyperddolenni i wefannau gyda 'rhagor o wybodaeth' fel ffordd o amgylch y broblem.

Rhaid darparu cyfeiriadau e-bost a URLau Cymraeg a Saesneg yn yr adran wybodaeth sydd ar gael i'r cyhoedd. Os yw'r platform yn caniatáu un yn unig, rhowch y Saesneg ond bydd rhaid cynnwys y Gymraeg yn yr adran 'gwybodaeth ategol'.

Brandio

Rhaid i ddelweddau proffil a phrif ddelweddau clawr (testun/logos) fod yn ddwyieithog gyda'r Gymraeg yn ymddangos yn gyntaf.

Postio Cynnwys

Mae modd i gynnwys fod yn ddwyieithog gyda'r Gymraeg yn gyntaf neu gyda'r ddwy iaith ar wahân.

Os ydych chi'n dewis rhannu'r cynnwys Cymraeg a Saesneg rhaid rhoi'r fersiwn Gymraeg yn gyntaf.

Mae angen i atodiadau'r Cyngor fod yn ddwyieithog neu raid cyhoeddi'r fersiynau Cymraeg a Saesneg ar wahân. Mae hyn yn cynnwys delweddau sy'n cynnwys testun, posterï, cynnwys fideo neu amlygrwng.

Os ydych chi'n defnyddio delweddau GIF, dewiswch rai sy'n ddwyieithog neu sydd ddim yn cynnwys testun.

Hyperddolenni

Rhaid i hyperddolenni gysylltu â'r fersiwn Gymraeg neu Saesneg berthnasol yn yr adran iaith berthnasol o fewn y neges. Mae modd defnyddio hyperddolen unigol lle mae sgrîn dewis iaith / rhagdudalen.

Os yw trydydd parti yn berchen ar y dudalen sy'n cael ei chysylltu ac mae hi ar gael yn Saesneg yn unig, bydd modd i chi ddefnyddio'r ddolen uniaith Saesneg yn y testun Cymraeg a'r testun Saesneg.

Hashnodau

Rhaid cyfieithu hashnodau. Mae angen cynnwys fersiynau Cymraeg a Saesneg mewn neges ddwyieithog. Os ydych chi'n dewis rhannu'r neges Gymraeg a Saesneg, rhowch yr hashnodau Cymraeg a'r hashnodau Saesneg yn y cynnwys Cymraeg a'r hashnodau Saesneg yn unig yn y neges Saesneg.

Bydd modd i'r Uned Gwasanaethau Cymraeg roi cymorth i greu hashnod Cymraeg sy'n addas ar gyfer eich ymgyrch.



RHONDDA CYNON TAF

Safonau'r Gymraeg

CANLLAWIAU

CYFRYNGAU CYMDEITHASOL

Ymgysylltu ac Ymatebion

Rhaid i'r holl atebion awtomataidd fod yn ddwyieithog gyda'r Gymraeg yn gyntaf.

Mae modd ateb cwestiynau yn iaith neges y defnyddiwr.

Er mwyn sicrhau ein bod ni'n ateb ymholiadau yn brydlon, dylai carfanau lunio rhestr o ddatganiadau dros dro ar gyfer eu defnyddio tra bod ateb ffurfiol yn cael ei baratoi. Dyma rai esiamplau o ddatganiadau dros dro:

Rydyn ni'n gwirio hyn ar eich rhan.	We're just checking on this for you.
Mae ein carfan wrthi'n datrys y broblem yma.	Our team are resolving this issue.

Achlysuron

Creu un achlysur yn unig, gyda theitl dwyieithog, gyda'r Gymraeg yn gyntaf. Rhaid i'r holl wybodaeth a delweddau ategol fod yn ddwyieithog hefyd, gyda'r Gymraeg yn gyntaf (oni bai eu bod wedi cael eu darparu gan drydydd parti).

Rhannu Cynnwys ac Ail-drydar

Mae modd rhannu cynnwys gan drydydd parti yn iaith y neges wreiddiol. Lle mae fersiwn Gymraeg o'r neges wedi cael ei chyhoeddi, dylech chi rannu'r cynnwys Cymraeg.

Wrth rannu cynnwys / ail-drydar o gyfrif Cyngor RhCT arall, rhaid i chi rannu / ail-drydar y fersiynau Cymraeg a Saesneg.

Dylai meysydd gwasanaeth rannu cynnwys heb unrhyw sylwadau ychwanegol.

Mewn amgylchiadau lle mae swyddogion yn dymuno gwneud sylwadau, datganiadau generig fydd orau er mwyn llunio templed i'w rannu ar unwaith.

Gweler gwybodaeth gan xx	Please see information from xx
Prosiect diddorol yma.	Interesting project here.
Ydych chi wedi clywed am yr achlysur yma?	Have you heard about this event?

Hysbysebu

Bydd y garfan Gyfathrebu yn arwain ar unrhyw hysbysebion cyfryngau cymdeithasol. Dylai hysbysebion fod yn ddwyieithog gyda'r Gymraeg yn gyntaf.

Gweithgaredd Byw

Rhaid i'r testun sy'n cael ei ddefnyddio ar straeon fod yn Gymraeg ac yn Saesneg, gyda'r Gymraeg yn gyntaf.

Dylai diweddariadau yn ystod achlysuron byw, cyfarfodydd neu o safle arbennig fod yn ddwyieithog a dylai'r negeseuon Cymraeg a Saesneg gael eu cyhoeddi ar yr un pryd.

Cymorth

Am ragor o wybodaeth, cysylltwch â:



Y Garfan Gyfathrebu:

cyfryngaucymdeithasol@rctcbc.gov.uk

Gwasanaethau Cymraeg:

Swyddogiaith@rctcbc.gov.uk

Welsh Language Standards

SOCIAL MEDIA GUIDANCE

Naming of Accounts

All page titles must be bilingual. Welsh positioned first followed by a space and a '/' then space and the English name.

Username & Handles

Username and handles should be bilingual where possible. Welsh Language Services will be able to assist by providing a Welsh version.

If a bilingual username / handle is not possible, an English-only username / handle is allowed, providing the title name of the account is bilingual.

Supporting Information

All supporting information must be bilingual, Welsh positioned first.

In instances where there is a character limit, hyperlinks to website pages where 'more information' can be found could be a workaround.

Welsh and English email addresses and URLs are to be provided in the information section available to the public. If the platform only allows one, insert the English with the Welsh included in the 'supporting information' section.

Branding

Profile images and main cover images (text/logos) must be bilingual with Welsh appearing first.

Posting Content

Posts may be bilingual, Welsh positioned first, or separated by language.

If you choose to separate Welsh and English posts, the Welsh version must be posted first.

Council attachments need to be bilingual or have Welsh and English versions published separately. This includes imagery containing text, posters, video or multimedia content.

If you use GIF images, select ones that are bilingual or do not contain text.

Hyperlinks

Hyperlinks must link to the relevant Welsh and English versions from their respective language section within the post. A single hyperlink may be used where a language choice screen / splash page is provided.

If the page being linked is owned by a third party and is only available in English, you can use the English-only link in both the Welsh and English text.

Hashtags

Hashtags to be translated. Both Welsh and English versions need to be included in a bilingual post. When posting separately, insert the Welsh and English hashtags in the Welsh post and English only in the English post.

Welsh Language Services will be able to assist in creating a Welsh language hashtag that meets your campaign brief.



RHONDDA CYNON TAF

Welsh Language Standards

SOCIAL MEDIA GUIDANCE

Engagement & Responses

All automated replies must be bilingual with Welsh positioned first.

Questions may be answered in the language of the user's post.

To ensure we answer queries in a timely manner, teams should compile a list of holding terms that can be used while a formal answer is being prepared. Here are a few examples of holding statements:

Rydyn ni'n gwirio hyn ar eich rhan.	We're just checking on this for you.
Mae ein carfan wrthi'n datrys y broblem yma.	Our team are resolving this issue.

Events

Create just the one event, with a bilingual title, Welsh positioned first. All supporting information and imagery must also be bilingual, Welsh positioned first (unless provided by a third party).

Sharing Content & Re-tweets

Sharing content from third parties may be done in the language of the original post. Where a Welsh version of a post has been published, the Welsh content should be shared.

When sharing content / re-tweeting from another RCT Council account, you must share / re-tweet both the Welsh and English version.

Service areas should share content without any additional comment.

In circumstances where officers wish to provide comment, generic statements are best used in order that a template may be produced for sharing immediately.

Gweler gwybodaeth gan xx	Please see information from xx
Prosiect diddorol yma.	Interesting project here.
Ydych chi wedi clywed am yr achlysur yma?	Have you heard about this event?

Advertising

The Communications team will lead on any social media advertising. Adverts should be bilingual with Welsh positioned first.

Live Activity

Text used on stories needs to be in Welsh and English, with Welsh positioned first.

Updates in live events, meetings or 'on-site' should be bilingual or separated Welsh and English posts published at the same time.

Support

For further guidance, please contact;



Communications Team:
socialmedia@rctcbc.gov.uk

Welsh Language Services:
welshlanguageofficer@rctcbc.gov.uk

Croeso i chi siarad Cymraeg yma.

Cymraeg

You are welcome
to use Welsh here.

Cymraeg yn gyntaf
Cofnodi'r dewis iaith
Parchu'r dewis iaith
Cyfarch yn ddwyieithog
Cymraeg:
Cofnodi'r dewis iaith
beth sydd wedi newid?

Canllaw manwl ar gyfer

PARTNERIAID
sydd wedi eu **COMISIYNU**

Dwyieithog ar gyfer y cyhoedd

Cymraeg yn gyntaf

Cyfarch yn ddwyieithog

Cymraeg yn y gweithle



RHONDDA CYNON TAF

Cyflwyniad

Beth mae'r Safonau'n ei olygu ar gyfer partneriaid sydd wedi eu comisiynu?

Bwriad Safonau'r Gymraeg yw hyrwyddo, hwyluso a normaleiddio defnydd y Gymraeg yng Nghymru, yn ogystal ag egluro sut mae disgwyl i sefydliadau ddefnyddio'r iaith mewn gwahanol sefyllfaoedd. Mae dros 170 o safonau i gyd, sydd wedi'u rhannu'n bum maes. Bydd y crynodeb hwn yn esbonio beth y mae Safonau'r Gymraeg yn ei olygu ar gyfer partneriaid sydd wedi eu comisiynu a sut mae disgwyl i'r holl bartneriaid sydd wedi eu comisiynu fodloni'r safonau penodol sy'n berthnasol iddyn nhw. Gwiriwch gyda'r Rheolwr Contract, y Swyddog Cydymffurfio neu wirio'ch contract i weld pa safonau sy'n berthnasol i chi yn benodol. Os oes gennych chi gwestiwn am y ddeddfwriaeth, cynnal sesiynau hyfforddiant neu weithredu'r Safonau, cysylltwch â'r Swyddog Cydymffurfio drwy ddefnyddio swyddogiaith@rctcbc.gov.uk.

Meysydd y Safonau

- **Cyflenwi Gwasanaethau** Mae hyn yn ymgorffori unrhyw wasanaeth rydyn ni'n ei gynnig i'r cyhoedd neu unrhyw beth a gynhyrchwn y bydd y cyhoedd yn ei weld. Os bydd unrhyw safon yn ymwneud â chyhoeddi dogfennau ar-lein, mae'n cyfeirio at y *rhyngrwyd*.



Awgrym! Dyma'r safonau y mae'n hynod bwysig bod partneriaid sydd wedi eu comisiynu yn ymwybodol ohonyn nhw, ac yn cydymffurfio â nhw.

- **Llunio Polisiâu** Mae hyn yn cynnwys unrhyw un sy'n cyfrannu at, waith ymchwil, gwneud neu lunio polisiâu – neu sy'n gyfrifol am y fath waith.
- **Gweithredu** Mae hyn yn cynnwys gweithdrefnau mewnol ac sy'n ymwneud â gweithwyr e.e. dogfennau cyflogaeth, sicrhau bod polisiâu ar gael, gweithdrefn gwyno ac ati
- **Cadw Cofnodion** Dyma fater i bob adran a'i charfanau ei reoli. Hynny yw, sicrhau bod cofnod yn cael ei gadw o'r holl weithiau mae cwsmeriaid wedi defnyddio gwasanaethau Cymraeg, a nodi'r Gymraeg fel eitem sefydlog ar bob agenda (yn debyg i UFA).
- **Hybu** Sicrhau bod y Gymraeg yn cael ei hyrwyddo, ei hwyluso a'i thyfu yn Rhondda Cynon Taf. Mae gofyniad i gynyddu nifer y siaradwyr Cymraeg yn Rhondda Cynon Taf erbyn 2021. Mae'n rhaid glynu at y geiriad sy'n rhan o Safonau'r Gymraeg 'i beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg' ym mhob achos, sy'n golygu:
 - **Rhaid** i'r Gymraeg gael ei rhoi lle bydd hi'n cael ei darllen yn gyntaf; naill ai i'r **chwith** neu **uwchben** y Saesneg.
 - **Ddylai fod dim gwahaniaethu** rhwng y dyddiad cau, amser cyflwyno, amser ymateb, amser cyhoeddi, ac ati, etc rhwng y fersiynau Cymraeg a'r fersiynau Saesneg.
 - **Ddylai'r testun Cymraeg ddim bod yn wahanol o ran amlygrwydd e.e. o ran lliw, ffont neu faint y testun o'i gymharu â'r Saesneg ac ati.**

Gellir cymhwyso hyn oll hefyd at bob maes gwasanaeth, adran a gwasanaethau sydd wedi eu comisiynu wrth ymgysylltu â chwsmeriaid a darparu gwasanaethau wyneb yn wyneb, dros y ffôn neu ar-lein e.e. **rhaid** defnyddio'r Gymraeg yn gyntaf wrth gyfarch yn bersonol neu ar y ffôn.

Darparu Gwasanaethau Mae'r Safonau Cyflenwi Gwasanaethau yn berthnasol i;

Cyhoeddiadau, dogfennau a ffurflenni

Os ydych chi'n paratoi, cyhoeddi neu'n cyflwyno unrhyw un o'r canlynol fel rhan o'r gwasanaeth sydd wedi ei gomisiynu:

- Cyhoeddusurwydd
- Deunydd hysbysebu
- Tystysgrifau
- Llyfrynau, taflenni, pamffledi neu gardiau
- Ffurflenni ar gyfer defnydd cyhoeddus
- Arwyddion
- Deunydd ar gyfer y cyhoedd
- Rheolau sy'n berthnasol i'r cyhoedd
- Dogfennau ar gyfer defnydd cyhoeddus

Rhaid ichi sicrhau bod y dogfennau / arwyddion ar gael yn Gymraeg (dwyieithog sy'n well), ac nad ydych chi wedi trin y Gymraeg yn llai ffafriol na'r Saesneg. Os ydych chi'n cynhyrchu unrhyw ffurflenni neu ddogfennau sydd â fersiynau ar wahân (Cymraeg a Saesneg), yna mae'n rhaid ichi nodi ar y fersiwn Saesneg bod fersiwn Gymraeg ar gael.

Achlysuron cyhoeddus / Cyfarfodydd sy'n agored i'r cyhoedd

Os ydych chi'n trefnu unrhyw achlysuron cyhoeddus, neu gyfarfodydd sy'n agored i'r cyhoedd ac yn rhan o'r gwasanaeth sydd wedi ei gomisiynu, rhaid i chi:

- Hyrwyddo'r digwyddiad yn Gymraeg sy'n cynnwys yr holl ddeunyddiau hysbysebu a gwahoddiadau;
- Sicrhau nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol yn yr achlysur. (Mae hyn yn cynnwys y gwasanaethau sy'n cael eu cynnig, arwyddion a chyhoeddiadau; cofiwch: Cymraeg yn gyntaf!)
- Trefnu bod cyfieithydd yn bresennol os bydd mwy na 10% o'r gynulleidfa / defnyddwyr yn datgan eu bod am ddefnyddio'r Gymraeg yn yr achlysur. (Dylech chi sicrhau bod digon o amser ar gael i wneud y trefniadau hyn, e.e. o leiaf wythnos).



Arfer da neu flaen gynllunio: Man cychwyn da fyddai nodi pa ddogfennau 'blaenoriaeth' neu 'fwyaf poblogaidd' sydd gennych chi' a, trefnwch iddyn nhw gael eu cyfieithu. Bydd hyn yn sicrhau nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg wrth ddsbarthu neu gyhoeddi'r dogfennau yma yn y dyfodol. Anfonwch geisiadau am gyfieithiad i cyfieithu-translation@rctcbc.gov.uk - efallai bydd tâl ychwanegol yn cael ei godi ar gyfer gwaith cyfieithu.

Gwasanaethau Derbynfafa

Rhaid i chi hefyd sicrhau bod unrhyw wasanaeth derbynfa sydd ar gael fel rhan o'r gwasanaeth sydd wedi ei gomisiynu ar gael yn Gymraeg a Saesneg, a ddylai siaradwyr Cymraeg ddim cael eu trin yn llai ffafriol na siaradwyr Saesneg wrth ddefnyddio'r gwasanaeth.

- Dylai staff y dderbynfa sy'n gallu cyflwyno gwasanaeth llawn yn Gymraeg wisgo bathodynau/cortynnau gwddf i ddangos eu gallu iaith. Mae modd i ddysgwyr gael bathodyn/cortyn gwddf 'Dysgwr' hefyd.
- Dylech chi arddangos poster sy'n dangos bod croeso i bobl ddefnyddio'r Gymraeg yn y dderbynfa.



Arfer da neu flaen gynllunio: Gwiriwch dderbynfa eich adeilad er mwyn sicrhau bod hysbysiadau a chyhoeddiadau wedi'u harddangos yn Gymraeg ac yn Saesneg.

Awgrym! Mae bathodynau/cortynnau gwddf/posteri ar gael o Uned Gwasanaethau Cymraeg y Cyngor; cysylltwch â'r Swyddog Cydymffurfio – Y Gymraeg drwy e-bost swyddogiaith@rhondda-cynon-taf.gov.uk er mwyn casglu nwyddau.

Gwefan ac apiau

Sicrhau bod unrhyw gynnwys y mae gennych chi gyfrifoldeb amdano, sy'n ymwneud â gwasanaeth wedi'i gomisiynu gan y Cyngor, ar gael yn Gymraeg ac yn Saesneg ar eich gwefan, gyda'r cyfieithiad cywir. Dylech chi hefyd sicrhau bod eich tudalen Saesneg yn dangos bod yna dudalen Gymraeg ar gael, a gwirio bod y dolenni ar eich tudalennau yn gywir. Eto, ddylai'r Gymraeg ddim cael ei thrin yn llai ffafriol a dylai'r wefan/tudalennau fod yn gwbl weithredol. Dylai pob rhyngwyneb a dewislen fod ar gael yn Gymraeg hefyd.



Arfer da neu flaen gynllunio: Anfonwch geisiadau am gyfieithiad i: cyfieithu-translation@rctcbc.gov.uk - efallai bydd tâl ychwanegol yn cael ei godi ar gyfer gwaith cyfieithu. Cofiwch mai eich cyfrifoldeb chi yw diweddarau eich tudalennau gwe, ac nid y Cyfieithwyr.

Cyfyngau Cymdeithasol

Pan fyddwch chi'n cyflwyno gwybodaeth am wasanaeth sydd wedi ei gomisiynu gan y Cyngor trwy gyfyngau cymdeithasol, sicrhewch nad yw'r Gymraeg yn cael ei drin yn llai ffafriol na'r Saesneg. Mae hyn yn golygu bod unrhyw wybodaeth/manylion yn cael eu cyhoeddi ar yr un pryd yn y ddwy iaith. Os yw rhywun yn cysylltu â'ch cyfrif cyfyngau cymdeithasol gyda chwestiwn yn Gymraeg, rhaid i chi ymateb yn Gymraeg. I ateb cwestiwn yn Gymraeg, dylech ofyn i siaradwr Cymraeg yn eich carfan sy'n ddigon hyderus i ysgrifennu ymateb.



Arfer da neu flaen gynllunio: Anfonwch restr o'r wybodaeth, ymadroddion neu'ch geiriau/brawddegau cyffredin at yr Uned Gyfieithu (cyfieithu-translation@rctcbc.gov.uk), fel bod gan eich carfan nifer o dempledi Cymraeg - efallai bydd tâl ychwanegol yn cael ei godi ar gyfer gwaith cyfieithu. Yna gallwch chi ddefnyddio'r rhain i ddechrau cyhoeddi manylion yn ddwyieithog neu ymateb i'r defnyddwyr gwasanaeth yn Gymraeg.

Gwasanaethau Cymraeg

Os ydych chi'n cynnig gwasanaeth trwy gyfrwng y Gymraeg, rhaid ichi hyrwyddo'r gwasanaeth yn weithredol a sicrhau bod deunydd cyhoeddusrwydd a hysbysebu'r gwasanaeth yn Gymraeg. Os ydych chi'n darparu gwasanaeth sydd ar gael yn Gymraeg ac yn Saesneg, rhaid i'r deunydd cyhoeddusrwydd a hysbysebu ar gyfer eich gwasanaeth Saesneg nodi bod y gwasanaeth hefyd ar gael yn Gymraeg.



Arfer da neu flaen gynllunio: Cynnal adolygiad o'r gwasanaethau rydych chi'n eu cynnig yn Gymraeg a Saesneg, yn ogystal â'r deunydd cyhoeddusrwydd a hysbysebu ar gyfer y ddwy iaith. Sicrhewch nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg. Os oes modd i'ch carfan neu adran ddechrau cynnig fersiwn Gymraeg o wasanaeth presennol, byddai hyn yn cael ei ystyried yn arfer da!

Cyrsiau Addysg

Fel rhan o wasanaeth sydd wedi ei gomisiynu gan y Cyngor, os ydych chi'n cynnig cwrs addysg i'r cyhoedd, mae'n rhaid i chi asesu'r angen i gynnig y cwrs yn Gymraeg, ac yna cyhoeddi'r asesiad ar y wefan.



Arfer da neu flaen gynllunio: Cysylltwch â phartneriaid eraill sydd wedi eu comisiynu i ganfod gofynion hyfforddiant Cymraeg posib, ac yna'n cynnig cyrsiau Cymraeg ar sail consortia.

Negeseuon allan o'r swyddfa a llofnodion e-bost

Dylai negeseuon allan o'r swyddfa a llofnodion e-bost fod yn ddwyieithog, gan sicrhau nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r Saesneg. Mae gennych chi gyfrifoldeb i sicrhau bod eich teitl swydd a'ch manylion cyswllt ar gael yn Gymraeg ac yn Saesneg.



Arfer da neu flaen gynllunio: Ar gyfer gweithwyr / gwirfoddolwyr sydd ddim yn hyderus o ran ysgrifennu negeseuon 'allan o'r swyddfa' sylfaenol, rydyn ni'n annog defnyddio rhifau yn hytrach na dyddiau, misoedd, bore neu brynhawn. Mae templedi o'r rhain eisoes wedi'u creu. Cysylltwch â'r Swyddog Cydymffurfio – Y Gymraeg, Swyddogiaith@rhondda-cynon-taf.gov.uk i gael copi. Anfonwch eich llofnodion e-bost i cyfieithu-translation@rctcbc.gov.uk

Llunio Polisiâu

Os bydd gofyn i chi ddiweddarau polisi neu baratoi un newydd yn ystod eich contract sy'n mynd i effeithio ar y gwasanaeth rydych chi'n ei gynnig i'r Cyngor, mae'n ofynnol i chi ystyried sut y gallai'r polisi gael ei lunio (neu os oes modd newid y polisi presennol) fel bod y penderfyniad polisi yn cael effeithiau cadarnhaol, neu'n cynyddu'r effeithiau cadarnhaol o ran:

- Cyfleoedd i bobl ddefnyddio'r Gymraeg;
- Peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.

Rhywbeth i'w gofio...

Mae yna lawer o gyfleoedd i ddysgu Cymraeg. Dylai rheolwyr annog a chefnogi staff sydd wedi dangos diddordeb mewn dysgu'r iaith. Dylai pob aelod o staff dderbyn cyfarwyddyd ar Safonau'r Gymraeg a sicrhau cydymffurfiaid bob amser.

Am ragor o wybodaeth am Safonau'r Gymraeg neu am ddysgu Cymraeg, cysylltwch â'ch Rheolwr Contract neu'r Swyddog Cydymffurfio – Y Gymraeg ar Swyddogiaith@rhondda-cynon-taf.gov.uk



Nodyn Atgoffa!

- Rhaid i'r Gymraeg ymddangos yn **gyntaf**, bob tro: naill ai uwchben neu ar ochr chwith y testun Saesneg, a pheidio ag ymddangos yn wahanol o ran lliw, ffont neu faint.
- Ddylai dim bod unrhyw wahaniaethu rhwng y dyddiad cau, amser cyflwyno, amser ymateb neu amser cyhoeddi rhwng y fersiynau Cymraeg a Saesneg.

Welsh first
Record language choice
Respect language choice

Welsh: what's changed?

A detailed guide for:
**COMMISSIONED
PARTNERS**

Welsh first
Bilingual to public
Greet bilingually
Welsh in the workplace



Introduction

What do the Standards mean for commissioned partners?

The Welsh Language Standards aim to, promote, facilitate and normalise the use of the Welsh language in Wales and explain how organisations are expected to use the language in different situations. There are over 170 standards in total which are split into five areas. This summary of the standards will explain what the Welsh Language Standards mean for commissioned partners and how all commissioned partners are expected to comply with the specific Standards which are applicable to them. Check with your Contract Manager, the Compliance Officer or your Contract to see which ones you specifically need to comply with or if you have a query about the legislation, training or implementing the Standards please contact the Welsh Language Compliance Officer on welshlanguageofficer@rctcbc.gov.uk.

Areas of the Standards

- **Service Delivery** incorporates any service we offer to the public or anything we produce that is public facing. If any standard requires publishing documentation online, it's referring to the *internet*.



Tip! These standards are most important for commissioned partners to be aware of and ensure compliance with.

- **Policy Making** is for anyone who has any involvement in or responsibility for researching, making or formulating policies.
- **Operational** is internal and predominantly employee based e.g. employment documentation, policy availability, grievance procedure etc.
- **Record Keeping** is for all departments to manage on a team by team basis i.e. ensuring a record is kept of how many times customers have accessed Welsh language services, placing Welsh as a standing item on all agendas (similar to AOB).
- **Promotional** is to ensure that the Welsh language is promoted, facilitated and grown in RCT. There is a requirement to increase the number of Welsh speakers in RCT by 2021. The phrase 'the Welsh language must not be treated less favourably than the English language' from the Welsh Language Standards needs to be adhered to in every instance, this means:
 - *The Welsh language **must** be positioned to be read first; either **above** or to the **left** of the English language.*
 - *There should be **no differentiation** between deadline, allocated submission time, response time, publishing time etc between Welsh language versions and English language versions.*
 - *Welsh text must not be different in prominence e.g. with regards to colour, font or size to the English text etc.*

The phrase can also be applied to all service areas, departments and commissioned services when engaging with customers and delivering services face to face, on the telephone or online e.g. when greeting in person or on the telephone, Welsh **must always** be used first.

Service Delivery The Service Delivery Standards apply to;

Publications, documents and forms

If you produce, publish or issue any of the following as part of the commissioned service:

- Publicity
- Advertisement material
- Certificates
- Brochures, leaflets, pamphlets or cards
- Forms for public use/consumption
- Signage
- Public facing material
- Rules that apply to the public
- Documents for public use/consumption

You must ensure the documents/signs are available in Welsh (bilingual is preferred) and that you have not treated the Welsh language less favourably than the English language. If you produce any forms or documents which have separate versions (Welsh and English) then you must state on the English version that a Welsh version is available.

Public events / Meetings open to the public

If you organise any public events, or meetings that are open to the public and are part of the commissioned service, you must:

- Promote the event in Welsh which includes all advertising materials and invitations;
- Ensure that the Welsh language is treated no less favourably at the event (this includes services offered, signage and announcements; remember: Welsh first!)
- Arrange for a translator if more than 10% of the audience/users state they wish to use the Welsh language at the event (you should ensure sufficient time is given to make these arrangements i.e. at least one week).



Good practice or forward planning: A good start would be to identify your 'priority' or 'most requested' documents and get them translated. This will ensure that the Welsh language is treated no less favourably than the English language when distributing, publishing or issuing these documents in the future. Forward requests for translation to translation-cyfieithu@rctcbc.gov.uk - an additional charge may be levied for translation work.

Reception Services

You must also ensure that any reception service you provide as part of the commissioned service is available in Welsh and English and Welsh speakers should not be treated less favourably than an English speaker when using the service.

- Staff who can offer a full (fluent) reception service in Welsh should wear a badge/lanyard to indicate that they can do so. Learners are also able to wear a 'Dysgwr' lanyard badge.
- You should display a poster that indicates people are able to use Welsh in the reception



Good practice or forward planning: Check the reception area of your building to ensure notices and publications are displayed in both Welsh and English.

Tip! The badges/lanyards/posters are available from the Council's Welsh Language Unit; please contact the Welsh Language Compliance Officer on welshlanguageofficer@rctcbc.gov.uk should you require any.

Website and apps

Ensure that any and all content that you have responsibility for that relates to the Council's commissioned service is available in both Welsh and English on your website, with the correct translation. You should also make sure that your English language page indicates that there is a Welsh language page available (you should ensure all the links on your page are correct). Again, Welsh should not be treated less favourably and should be fully functional. All interfaces and menus should also be available in Welsh.



Good practice or forward planning: Forward requests for translation to translation-cyfieithu@rctcbc.gov.uk - an additional charge may be levied for translation work. Remember that updating your web pages is your responsibility and not that of Welsh Translators.

Social Media

When posting via social media, about a Council's commissioned service, the Welsh language must not be treated less favourably than the English language, meaning posts are to be issued/published at the same time. If someone contacts your social media account with a question in Welsh, you must respond in Welsh. To respond to a question in Welsh you should draw on a Welsh speaker in your team who is confident enough to write a response.



Good practice or forward planning: Send the Translation Unit (translation-cyfieithu@rctcbc.gov.uk) a list of your most frequently used posts, phrases or words so your team can build a bank of Welsh language templates - an additional charge may be levied for translation work. You can then use these to start posting bilingually or responding to the service users in Welsh.

Welsh Services

If you offer a service through the medium of Welsh, you must actively promote that service and ensure the publicity and advertising material of the service is in Welsh. If you provide a service that is available in Welsh and English, the publicity and advertising material for your English language service must state that the service is also available in Welsh.



Good practice or forward planning: Conduct a review of the services you offer in Welsh and English as well as the publicity and advertising material for both. Ensure that the Welsh language is not treated less favourably than the English language. If you have capacity within your team or department to start offering a Welsh language version of a current service this would be deemed good practice!

Education Courses

If you offer an education course to the public, as part of the Council's commissioned service, you must assess the need for the course to be offered in Welsh and then publish the assessment on the website.



Good practice or forward planning: Liaise with other commissioned partners to ascertain potential Welsh language training requirements and then offer courses in Welsh on a consortia basis.

Out of Office and email signatures

Out of office and email signatures should be bilingual, with the Welsh language not being treated less favourably than the English. You have a responsibility to ensure your job title and contact details are offered in Welsh and English.



Good practice or forward planning: For employees/volunteers who lack confidence writing basic out of office messages we actively encourage the use of numbers as opposed to days, months, morning or afternoon. Templates to help you with this have already been created.

Please contact the Welsh Language Compliance Officer on welshlanguageofficer@rctcbc.gov.uk for a copy of them and send your email signatures to translation-cyfieithu@rctcbc.gov.uk to be translated.

Formulating Policy

If, during the course of your contract period, you are requested to create or update a policy which has an effect on the Council's commissioned service, you are required to consider how the policy could be formulated (or how the existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects on:

- Opportunities for persons to use the Welsh language;
- Treating the Welsh language no less favourably than the English language.

Something to remember...

There are many opportunities to learn Welsh. Staff who have a desire to learn the language should be encouraged to do so by their managers. All staff should be briefed on the Welsh Language Standards and ensure compliance at all times.

For more information on the Welsh Language Standards or about learning Welsh, please contact your Contract Manager or the Welsh Language Compliance Officer on Welshlanguageofficer@rctcbc.gov.uk



Recap:

- The Welsh language must **always** be positioned **first**: either above or to the left of the English language, and not appear any different with regards to colour, font or size
- There should be no differentiation between deadline, allocated submission time, response time or publishing time between Welsh and English versions!

WELSH LANGUAGE IMPACT ASSESSMENT GUIDANCE

This document is available in Welsh please see
[CANLLAWIAU ASESU EFFAITH AR Y GYMRAEG](#)



RHONDDA CYNON TAF

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Appendix 1 – Welsh Language Impact Assessment Tool

Appendix 2 – Consultations @ RCT Council Checklist

INTRODUCTION

These guidelines have been developed to assist officers in completing a Welsh Language Impact Assessment. Please ensure you read them in connection with our Welsh Language Impact Assessment (WLIA) Tool (see [appendix 1](#) or [download from Inform here](#)).

The Welsh Language Standards (No.1) Regulations 2015 require the Council to ensure

- the person making, reviewing or revising a policy decision considers what effects, if any (whether positive or adverse), the policy decision would have on—
 - opportunities for persons to use the Welsh language, or
 - treating the Welsh language no less favourably than the English language
- the person making, reviewing or revising a policy decision considers how the decision might be made so that the decision has positive, or increased positive effects—
 - opportunities for persons to use the Welsh language, or
 - treating the Welsh language no less favourably than the English language
- the person making, reviewing or revising a policy decision considers how the decision might be made so that the decision does not have adverse effects, or so that the decision has decreased adverse effects—
 - opportunities for persons to use the Welsh language, or
 - treating the Welsh language no less favourably than the English language

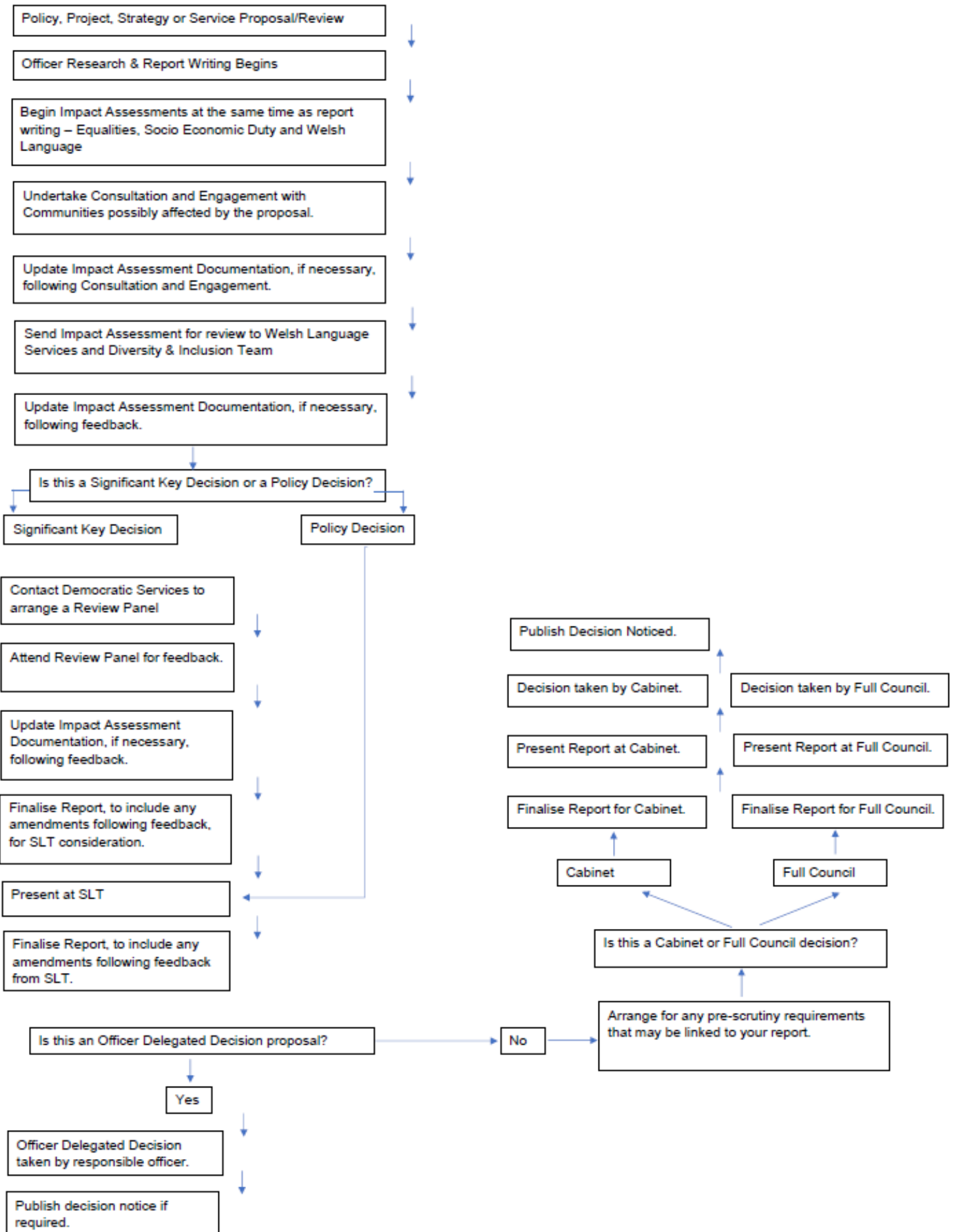
These guidelines aim to assist officers in ensuring the above considerations are an integrated aspect of policy development within RCT Council whilst also ensuring that decision makers (including Full Council / the Executive (Cabinet) / and Senior Officers through delegated decisions) are aware of their duties when making a decision.

Completing a Welsh Language Impact Assessment will demonstrate that you have acknowledged and responded to the need to consider the Welsh language. Therefore, a Welsh Language Impact Assessment must:

- identify any effect on the Welsh Language (positive, negative or both)
- note ways of promoting the Welsh Language, including the use of Welsh
- reduce any adverse effects on the Welsh language
- demonstrate due regard to the various effects listed in the Standards

1. WELSH LANGUAGE IMPACT ASSESSMENT PROCESS OVERVIEW

Below is an overview of the process to follow, integrated with the Equality and Socio-economic Impact Assessments you may also need to complete.



2. DO I NEED TO WORRY ABOUT A WELSH LANGUAGE IMPACT ASSESSMENT?

If you have responsibility for a policy proposal i.e. policy, procedure, project, strategy, service or function the answer is **YES**.

As a general rule, if your policy has the potential to impact on people, it will impact in some way on Welsh speakers and therefore on the Welsh language.

If impact on the Welsh Language is not assessed, then the Council is open to legal challenge, accusations of non-compliance with the Welsh Language Standards (No.1) Regulations 2015 and statutory investigations by the regulator.

3. WHAT IS A POLICY PROPOSAL?

Many public bodies define what they consider to be “policy” and “practice” differently.

Policy decisions may include -

- enforcement arrangements,
- policy statements on street naming, grants or investments
- a local development plan
- housing strategy
- corporate plan
- recruitment structures
- restructuring
- office and building locations
- governance procedures
- price changes
- research projects
- reviews and evaluations

If you are unsure if your proposal requires an impact assessment, please contact Welsh Language Services via Welshlanguageofficer@rctcbc.gov.uk for further advice.

4. WHEN DO I START THE WELSH LANGUAGE IMPACT ASSESSMENT PROCESS?

It is important that you start completing the Welsh Language Impact Assessment (WLIA) tool as soon as possible, as highlighted in the flowchart above. The form is designed to reflect the natural path you follow when assessing impact and the decision should already be included within the Cabinet / Council Work Programme if it is a [Significant Key Decision](#).

Make sure you leave enough time to complete the full assessment process, as you will be required to continually update to reflect any feedback from Welsh Language Services and/or Review Panel recommendations before the report is considered by the relevant decision maker pathway. There should also be the opportunity for potential pre-scrutiny of the decision if appropriate.

You will also need to plan time for formal engagement and consultation if necessary and update the Impact Assessment to reflect the findings. As part of the planning you should consider which community groups with a Welsh Language interest may benefit from being

approached for comment and ensure compliance with the Welsh Language Standards. [See section 8 for more information.](#)

5. WHAT IS A WELSH LANGUAGE IMPACT ASSESSMENT?

Welsh Language Impact Assessments;

- provide a process for systematically assessing the likely (or actual) effects of initiatives on the Welsh language within our workforce or in the community as is required of The Welsh Language Standards (No.1) Regulations 2015.

The impact assessment tool requires you to consider negative and positive impacts on the below key areas, along with possible modifications that may reduce any negative impacts;

- opportunities to promote the Welsh language,

e.g. status, use of Welsh language services, use of Welsh in everyday life in work and in the community,

- opportunities for persons to use the Welsh language

e.g staff, residents and visitors, encouraging more use of our Welsh language services

- numbers and / or percentages of Welsh speakers

e.g Welsh Medium Education / Study Opportunities. Any links with the Welsh Government's Cymraeg 2050 Strategy / RCTCBC Five Year Welsh Language Strategy

- compliance with the Council's Statutory Welsh Language Standards

e.g increasing or reducing the Council's ability to delivery services through the Medium of Welsh.

- treating the Welsh language no less favourably than the English language

6. WHAT DO WE MEAN BY IMPACT?

A Negative or Adverse Impact

This is where it is identified that an initiative (or some aspect of it) may have a negative effect on the Welsh Language by reducing opportunities for persons to use the language, reducing the number or percentage of Welsh speakers, treating the Welsh language less favourably than the English language or not promoting it. A negative impact may be entirely unintentional and only become apparent when research or consultation takes place.

A negative impact may also occur when an initiative is removed or no longer continued. Therefore, a WLIA should also be conducted during decision-making about whether to end an initiative.

A Positive Impact

This is where it is identified that an initiative (or some aspect of it) may have a positive impact on the Welsh Language by increasing opportunities for persons to use the language,

promoting the Welsh Language, increasing numbers or percentage of Welsh speakers or treating the Welsh language more favourably than the English language

Positive impacts assist the Council to meet its obligations under the Welsh Language (Wales) Measure 2011.

No impact/Negligible

This is where it is identified that an initiative (or some aspect of it) may not have any impact on the Welsh Language.

7. GATHERING EVIDENCE.

As part of completing the impact assessment, you will be required to support your statements regarding impacts with robust evidence.

You may wish to commission your own piece of research to help support your proposals, or use other data relevant to the proposal. Alternatively evidence may be sourced from the following locations which are all hyperlinked -

2011 Census

The main source of information on the number of Welsh speakers. Contains information on understanding, reading and writing Welsh. As it is a census, the data is available for different subgroups and for small areas.

Welsh language use survey: 2013 to 2015

More detailed information on the fluency of Welsh speakers, and their use of Welsh in a range of settings. The most recent Welsh Language Use Survey was conducted in 2013-15.

The Position of the Welsh Language 2012-2015: The Welsh Language Commissioner's 5-year report

This report summarises those aspects which appear most significant today. That includes a summary of the Welsh language context in 2015; an analysis of the Welsh language skills of the people of Wales based on the Office for National Statistics' 2011 Census; an analysis of the success of efforts to create new Welsh speakers; and an analysis of the use of Welsh in some specific contexts.

Annual Population Survey

This survey collects information on people's ability in terms of the Welsh language and how often they speak it. The results are published quarterly (since 2004) and are historically higher than those produced by the Census.

Welsh Language Commissioner's assurance reports

The Commissioner publishes an assurance report every year, to show how bodies are performing and what are the experiences of users. The report is based on a range of evidence, including the results of survey work, public engagement sessions and general engagement with organisations.

[National Survey for Wales](#)

An annual survey that collects information on the ability of adults aged 16 and over to speak Welsh. This survey is capable of cross-analysis by a number of other topics and includes additional questions about the language in some survey years. Speaker estimates are higher than those produced by the Census.

[Cymraeg 2050: A million Welsh Speakers – Annual report 2017-18](#)

In order to fulfil the requirements of the Government of Wales Act 2006, ‘Cymraeg 2050: A million Welsh speakers’ was launched in July 2017, when the previous strategy came to an end. The Government of Wales Act 2006 requires an annual report to be published to monitor progress against the Welsh Language Strategy. With regard to education in particular, the report includes data on the proportion of learners in Welsh-medium education, the percentage of education activities conducted in Welsh or bilingually by type of provider, and the number of teachers who can teach through the medium of Welsh, among other statistics.

[RCT Council’s Welsh in Education Strategic Plan 2017 – 2020](#)

Welsh in Education Strategic Plans are made under Section 84 of The School Standards and Organisation (Wales) Act 2013 and require local authorities and their partners in Wales to show clear leadership and commitment in their vision to grow and expand Welsh medium education, from pre-statutory school age right the way through to post-16 education. The new ten year WESP from 2022-2030 contains ambitious strategic targets which correspond to the milestones of Cymraeg 2050: A million Welsh Speakers mentioned as above.

[Local Development Plan](#)

Each Local Planning Authority in Wales must produce a Local Development Plan (LDP) for its area. LDPs include planning policies and site allocations which, when adopted, are used to determine planning applications.

[Technical advice note \(TAN\) 20: planning and the Welsh language](#)

The purpose of the TAN is to provide guidance on how the Welsh language may be given appropriate consideration in the planning system and on compliance with the requirements of planning and other relevant legislation.

Health and Welsh language data

[General practitioners Welsh language ability by local health board and year](#)

Data relating to the economy and the Welsh language

[Report of the Welsh language and economic development task and finish group](#)

[Welsh language skills needs in eight sectors – Government Social Research](#)

Data relating to Welsh language skills of RCT Workforce

Please contact Welsh Language Services directly for this information.

Data relating to Welsh language pre-school, school age and adult education provision.

Please contact Education / Adult education directly for this information.

8. CONSULTATION AND ENGAGEMENT

Involving communities and third sector organisations in decision-making is key to getting decisions right and making sure they achieve positive outcomes.

What is engagement?

Engagement is a broad term which covers a range of different activities, from formal public consultations to direct involvement and engagement with people from protected groups in designing and delivering services. Engagement can tell you where you are successful in promoting the Welsh Language and where action is most needed. It is particularly useful where there are information gaps.

Why engage?

Engagement can help you understand the impact of your proposal on the Welsh Language. It will help you gather the views, experiences and ideas of those who are, or will be affected by your decisions. It can help you to base your policy on evidence rather than on assumptions. It can be useful for finding solutions to problems and for overcoming barriers faced by particular groups. Stakeholder engagement can be a valuable way of monitoring and evaluating the success of your initiatives and of understanding where improvements may be necessary.

Engagement will help you to design more appropriate services. These are more likely to be effective and make better use of resources. You can avoid the costs of remedying and adapting services after their implementation and pre-empt complaints, which can be costly and time-consuming.

Who should you engage with?

You should engage with those who may have an interest in the initiative you are assessing. In practical terms you will not be able to engage with everybody on every decision, as a starting point you will need to decide how relevant the initiative is for any particular group or groups. This information should have been identified during the initial assessment stages.

How should you engage?

It is vital to be clear from the outset what you want to get out of your engagement, you should consider:

- What are your aims?
- What are the timeframes you have?
- Is there information already in existence that you can use?
- What method/s of engagement will you use?

The Council's Corporate Policy & Consultation Team should be contacted whenever you wish to set up an engagement process as they will be able to help and advise you.

What documents should I publish?

It is vital that those we are consulting with are given information that will help and support them to undertake informed considerations of the policy proposals. As such it is recommended to ensure compliance with the Welsh Language Standards that you publish the Welsh Language Assessment as part of your consultation document.

What questions should I ask?

In addition to questions relating to the aims and objectives of the proposal it is a statutory requirement for us to include specific questions regarding the proposals effects on the Welsh Language. We have created a handy consultation checklist for you to complete to ensure compliance with the Welsh language standards before going to consult with residents/service users. Please see [appendix 2](#).

Finally, check your engagement plan against the [Gunning Principles](#) shown below. These set out 4 principles for appropriate consultation and can be used to support public bodies in applying fairness in its engagement and consultation.

Principle 1
Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.
Principle 2
Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?
Principle 3
Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?
Principle 4
The product of consultation must be conscientiously taken into account when finalising the decision.

9. STRENGTHENING THE PROPOSALS

After you have considered all the likely impacts on the Welsh Language in Stage 2 of the Assessment you will then be required to list what actions you propose to take, that is which ones will you include in your policy proposal, to mitigate any highlighted negative impacts or to better contribute to positive impacts.

You are also provided with an opportunity to list the reason and rationale for not taking forward all the ways possible of reducing the impact. An example is provided below -

EXAMPLE 1

Policy Proposal – Reduce Community Hubs Investment

Will the proposed action affect any or all of the following?				
	Does the proposal have any positive, negative or neutral impacts? (Input: Positive, Negative or Neutral)	Describe why it will have a positive/negative or neutral impact on the Welsh language.	What evidence do you have to support this view?	What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Opportunities for persons to use the Welsh language <i>e.g. staff, residents and visitors</i>	Negative	<p>The policy proposal will result in the library being removed from the building. This will result in access to Welsh language resources being reduced significantly. The local Welsh Language school attend the site on a regular basis to take out books – this will no longer be an option for them.</p> <p>The local librarian speaks fluent Welsh and provides a reception and library service to citizens. The proposal would</p>	<p>10% of all book loans on site are for Welsh Language books.</p> <p>YGG xx attend the site xx times a year.</p> <p>The member of staff is recorded as having a WL Skill level x.</p>	<p>The School will be approached directly by the Schools Librarian to discuss an SLA to ensure students still have access to Welsh Language resources.</p> <p>All parents of pupils will be provided with a letter sign posting them to the nearest library/online services to ensure book loans continue.</p>

		<p>mean the removal of this service entirely.</p> <p>The library currently offer a free location for Cymraeg I Blant to conduct Baby yoga and storytime in Welsh. These may no longer go ahead if the library is closed.</p>	<p>The member of staff is to be retained within the service and re-deployed to another location to provide a WL services.</p> <p>Cymraeg I blant are to be approached to source an alternative location, supported by the LA, to continue classes – this may be in another community building/school or library.</p>
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Stage 3 - Strengthening the proposal

Having listed actions in section 2 which may mitigate any negative impacts or better contribute to positive impacts – please record below which ones you will imbed into the policy proposal and who will be responsible for them.

Also consider is the proposal necessary? Would it be possible to meet demand without any new developments? Could other existing provision be used? Where should the development be?

What are you going to do?	When are you going to do it?	Who is responsible?
The School will be approached directly by the Schools Librarian to discuss an SLA to ensure students still have access to Welsh Language resources.	xx/xx/xxx	Officer Name/Designation
All parents of pupils will be provided with a letter sign posting them to the nearest library/online services to ensure book loans continue.	xx/xx/xxx	Officer Name/Designation

The member of staff is to be retained within the service and re-deployed to another location to provide a WL services.	xx/xx/xxx	Officer Name/Designation
Cymraeg I blant are to be approached to source an alternative location, supported by the LA, to continue classes – this may be in another community building/school or library.	xx/xx/xxx	Officer Name/Designation
If ways of reducing the impact have been identified but are not possible to implement, please explain why. Give sufficient detail of data or research that has led to your reasoning.		
What was identified?	Why is it not possible?	

10. REVIEW

Welsh Language Services Review

Impact Assessments at the review stage need to be forwarded to Welsh Language Services via welshlanguageofficer@rctcbc.gov.uk.

Welsh Language Services Officers will review the impacts you have discussed and provide feedback on the strengths and highlight any potential areas for improvement.

Officer Review Panel

As part of the Welsh Language, Equalities and Socio-Economic Duty Impact Assessment Process all proposals that fall within the definition of a Significant Key Decision - should be presented at an Officer Review Panel. This panel is made up of officers from across Council Services and acts as a critical friend before your report is finalised and published for consideration.

A significant Key Decision is likely to be -

“a decision, which is likely – but not limited to:

- a) result in the relevant Local Authority incurring expenditure which is, or the making of savings which are, significant [...] or

b) be significant in terms of its effects on Communities living or working in an area comprising two or more wards or electoral divisions.”

Key Decisions will either relate to an executive function (Cabinet) or non executive function (Council) and can be taken forward by either Members or Officers unless such function cannot be delegated. Officers must determine in consultation with Members, (when appropriate) whether the decision to be taken is a ‘Key Decision’ and the best framework for this decision to be taken either by:

- (i) Council in the case of a non executive function
- (ii) Cabinet (or Cabinet Sub Committee) in the case of an executive function; or
- (iii) an Officer Delegated Decision.

If this proposal is a significant Key Decision please forward your impact assessment to CouncilBusiness@rctcbc.gov.uk for an Officer Review Panel to be organised to discuss your proposal (in addition to welshlanguageofficer@rctcbc.gov.uk for some initial guidance and feedback).

Recording the Process

It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable Welsh language considerations wherever possible. Please ensure you update the relevant sections within the assessment (Stage 3 & 4) with any updates as evidence of this.

11. WHAT IS THE OFFICER REVIEW PANEL?

The Officer Review Panel is an essential part of RCT Council’s compliance with the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010, Welsh Language Measure 2011 and the Welsh Language Standards (No.1) Regulations 2015.

The Review Panel will ensure consideration is given to the many different effects of the proposal and will review the impacts identified on our communities and how the proposal may be amended to achieve better outcomes. The panel will act as an additional safeguard to the service area by robustly scrutinising the proposal being considered and the initial impact assessment completed by the Leading Officer, to reduce any potential complaint being taken forward against the Council.

The panel’s considerations and those of the lead officer following feedback (and via any engagement exercise) will always be recorded in the impact assessment tools and thereafter be presented to decision makers. The ability to evidence considerations via the impact assessment tools will ensure compliance with the relevant statutory requirements and provide a greater evidence base to our decision makers when making their final decision.

The panel will include the following officers to ensure a structured and robust approach:

- a representative from Democratic Services/Executive Officer Support

- a representative from the Diversity & Inclusion Team
- a representative from the Consultation & Engagement Team
- a representative from Welsh Language Services
- a representative from Legal Services
- a Service Director/Head of Service/Service Manager from another service area than that which is generating the policy proposal.

The panel will be convened by Democratic Services Officers after receiving your impact assessment, as discussed in the section above. All comments provided by the panel members should be summarised by the lead officer in the assessment tool documents.

Recording the Process

It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable Welsh language considerations wherever possible. Please ensure you update the relevant sections within the assessment (Stage 3 & 4) with any updates as evidence of this.

Reports to Cabinet

All Cabinet Reports request evidence that an Equality Impact Assessment and Welsh Language Impact Assessment has been completed, and where necessary, confirmation of submission and consideration by the Review Panel. As you will be working in accordance with the Cabinet Work Programme it is **essential** that you build in sufficient time within your project plan to undertake robust engagement, data gathering and submission to the Review Panel. As well as taking into consideration any pre-scrutiny requirements that may be linked to your report.

12. REPORTING AND MONITORING

After completing your assessment and having reviewed it in light of Welsh Language Services, Officer Review Panel, and any consultation responses you will then be required to record how and who will monitor the impact and effectiveness of the proposal moving forward. This will also be asked of you in your Equality and Socio-Economic Duty Assessments.

You will then be required to write a Summary of the Impact for the Proposals which will be included within the body of your report for consideration of a decision. When the report is published, you will need to ensure that a copy of the full Impact Assessment is provided as an appendix.

This will ensure that our decision makers have the information to hand to ensure they are able to consider the effects on the Welsh language when coming to their final decision on a proposal – which is another legal requirement placed on them by the Welsh Language Standards.

By publishing the final assessment tool, we ensure that we keep a record of the assessment in line with the Welsh Language Standards.

13. CONTACT DETAILS

Further details can be obtained from:

Welsh Language Services

The Pavilions

Cambrian Park

Clydach

CF40 2XX

Tel: 01443 570001

e-mail: welshlanguageofficer@rctcbc.gov.uk

This Welsh Language Impact Assessment (WLIS) tool enables RCT Council to consider the principles and requirements of the [Welsh Language Standards \(No.1\) Regulations 2015](#) to ensure compliance with the [Welsh Language \(Wales\) Measure 2011](#).

Stage 1 – Information Gathering	
NOTE: As you complete this tool you will be asked for evidence to support your views . Please see Welsh Language Impact Assessment Guidance for more information on data sources.	
Proposal Name:	
Department	
Service Director	
Officer Completing the WLIA	
Email	
Phone	
Brief Description	
Date	
Please outline who this proposal affects? (Service Users, Employees, Wider Community)	

What are the aims of the policy, and how do these relate to the Welsh Language?	
Who will benefit / Could the policy affect Welsh language groups? If so, list them here.	
Current linguistic profile of the geographical area(s) concerned	
Other relevant data or research	

Stage 2 – Impact Assessment

In this section you need to consider the impact, the evidence and any action you are taking for improvement. This is to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language (Wales) Measure 2011.

Please note there is a separate impact assessment for Equality and Socio-Economic duty that must also be completed for policy proposals.

Remember that effects that are positive for some groups could be detrimental to others - even among Welsh language groups. Consider the effects on different groups. For example, a proposal may be beneficial to Welsh learners, but not to Welsh speakers.

Will the proposed action affect any or all of the following?

	Does the proposal have any positive, negative or neutral impacts?	Describe why it will have a positive/negative or neutral impact on the Welsh language.	What evidence do you have to support this view?	What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Opportunities for persons to use the Welsh language e.g. staff, residents and visitors The rights of Welsh speakers and learners to use Welsh when dealing with the council and for staff to use Welsh at Work	Positive/ Negative/ Neutral			

Stage 2 – Impact Assessment

Will the proposed action affect any or all of the following?

	Does the proposal have any positive, negative or neutral impacts?	Describe why it will have a positive/negative or neutral impact on the Welsh language.	What evidence do you have to support this view?	What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Numbers and / or percentages of Welsh speakers e.g Welsh Medium Education / Study Opportunities. Links with the Welsh Government's Cymraeg 2050 Strategy / RCTCBC Five Year Welsh Language Strategy				
Opportunities to promote the Welsh language e.g. status, use of Welsh language services, use of Welsh in everyday life in work and in the community Actively encourage and promote the use of our services in Welsh to see an increase in demand over time				

Stage 2 – Impact Assessment

Will the proposed action affect any or all of the following?

	Does the proposal have any positive, negative or neutral impacts?	Describe why it will have a positive/negative or neutral impact on the Welsh language.	What evidence do you have to support this view?	What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?
<p>Compliance with the <u>Council's Statutory Welsh Language Standards</u> e.g increasing or reducing the Council's ability to deliver services through the Medium of Welsh.</p> <p>Consider the rights of Welsh speakers to use Welsh when dealing with the Council and for staff to use Welsh at Work</p>				
<p>Treating the Welsh language, no less favourably than the English language</p>				

Stage 3 - Strengthening the proposal

Having listed actions in section 2 which may mitigate any negative impacts or better contribute to positive impacts – please record below which ones you will imbed into the policy proposal and who will be responsible for them.

Also consider is the proposal necessary? Would it be possible to meet demand without any new developments? Could other existing provision be used? Where should the development be?

What are you going to do?	When are you going to do it?	Who is responsible?

If ways of reducing the impact have been identified but are not possible to implement, please explain why. Give sufficient detail of data or research that has led to your reasoning.

What was identified?	Why is it not possible?

Stage 4 – Review

As part of the Welsh Language, Equalities and Socio Economic Duty Impact Assessment Process all proposals that fall within the definition of Significant Key Decision should present at the Officer Review Panel. This panel is made up of officers from across Council Services and acts as a critical friend before your report is finalised and published for SLT/Cabinet approval.

If this proposal is a Key Strategic Decision please forward your impact assessment to CouncilBusiness@rctcbc.gov.uk for an Officer Review Panel to be organised to discuss your proposal. [See our guidance document](#) for more information on what a Significant Key Decision is.

For all policy proposals, whether it is a Significant Key Decision or not you are required to forward this assessment to Welsh Language services in the first instance for some initial guidance and feedback.

It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable Welsh language considerations wherever possible. Please ensure you update the relevant sections below

Welsh Language Services Comments	Date Considered	Brief description of any amendments made following Welsh Language Services feedback
Officer Review Panel Comments	Date Considered	Brief description of any amendments made following Officer Review Panel considerations
Consultation Comments	Date Considered	Brief description of any amendments made following consultation

Stage 5 – Monitoring, Evaluating and Reviewing

How and who will you monitor the impact and effectiveness of the proposal?

Stage 6 – Summary of Impacts for the Proposal

Provide below a summary of the impact assessment. This summary should be included in the Welsh Language Considerations section of the SLT/Cabinet report template. The impact assessment should be published alongside the report.

A Welsh Language Impact Assessment has been completed and the main findings are as follows -

Stage 7 – Sign Off			
Name of Officer completing the WLIA		Service Director Name:	
Position		I recommend that the proposal: (Highlight decision)	Is implemented with no amendments
			Is implemented taking into account the mitigating actions outlined
			Is rejected due to disproportionate negative impacts on the Welsh language
Signature		Service Director Signature	
Date		Date	

If you are completing a consultation on behalf of RCT Council please complete the below checklist to ensure the Council complies with the requirements of The Welsh Language Standards (No.1) Regulations 2015.

Making sure you comply will reduce the chance of any complaint, appeals or investigations by the regulator and the various costs associated with this.

<p>All information about the consultation is available in Welsh and will be published at the same time as the English version, including any plans, designs and supporting documentation.</p>	
<p>The Council's Welsh Language Impact Assessments, which considers the effect on the Welsh Language, is included as part of the consultation literature to enable residents an opportunity to provide a detailed consideration of the effects on the Welsh Language.</p>	
<p>The consultation questionnaires - online and paper based - are available in Welsh and will be published at the same time as the English version.</p>	
<p>The consultation questionnaires ask what effect the proposals could have on the Welsh Language. They include the below question (although you may amend to better reflect the policy proposal)</p> <p>Rhowch wybod i ni:</p> <ul style="list-style-type: none"> •Sut byddai'r cynnig yn effeithio ar gyfleoedd i bobl ddefnyddio'u Cymraeg a'i hybu (cadarnhaol neu negyddol), ac a fyddai'n trin y Gymraeg yn llai ffafriol na'r Saesneg mewn unrhyw ffordd? •Sut byddai modd estyn effeithiau cadarnhaol, neu leihau effeithiau negyddol? <p>Please let us know:</p> <ul style="list-style-type: none"> • How you feel the proposal could impact opportunities for people to use and promote the Welsh Language (Positive or Negative) and if in any way it treats the Welsh Language less favourably than the English Language? • How positive effects could be increased, or negative effects be decreased? 	
<p>The following sentence has been included in the English questionnaires (where it is separated from the Welsh version).</p> <p>Mae'r ddogfen yma ar gael yn Gymraeg This document is available in Welsh</p>	
<p>Where an email address or telephone number is being used to ask people to get in touch the following sentence has been included in the poster, email or public notice.</p> <p>Mae croeso i chi gyfathrebu â ni yn y Gymraeg You are welcome to communicate with us in Welsh.</p>	

<p>The proactive offer listed below for persons to use to the Welsh Language at consultation meetings has been included on posters, in email content, press releases and public notices. This includes hybrid and virtual meetings.</p> <p>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.</p>	
<p>Welsh Language Simultaneous Translation Services have been arranged in response to a resident letting us know they wish to speak Welsh at the meeting*. Email translation-cyfieithu@rctcbc.gov.uk to organise this service.</p>	
<p>A Welsh Speaking Officer will be in attendance at the informal drop in sessions in response to a resident letting us know they wish to speak Welsh*. Email WelshLanguageOfficer@rctcbc.gov.uk for a breakdown of Welsh Speaking Officers.</p>	
<p>All information on display in the public meeting will be available in Welsh and English – this includes PowerPoint presentations.</p>	

Please note that subcontracting to a third party does not absolve the Council of its statutory responsibilities to comply with the above Welsh Language Standards. As such, contract managers must ensure that the requirements listed above, and any others depending on the nature of the project, are included in the contract agreement.

*No Welsh language face-to-face / simultaneous translation service is needed where no response has been received from the offer.

Let us know if you have any questions -

welshlanguageofficer@rctcbc.gov.uk

Consultations @ RCT Council

If you are completing a consultation on behalf of RCT Council please complete the below checklist to ensure the Council complies with the requirements of The Welsh Language Standards (No.1) Regulations 2015.

Making sure you comply will reduce the chance of any complaint, appeals or investigations by the regulator and the various costs associated with this.

<p>All information about the consultation is available in Welsh and will be published at the same time as the English version, including any plans, designs and supporting documentation.</p>	
<p>The Council's Welsh Language Impact Assessments, which considers the effect on the Welsh Language, is included as part of the consultation literature to enable residents an opportunity to provide a detailed consideration of the effects on the Welsh Language.</p>	
<p>The consultation questionnaires - online and paper based - are available in Welsh and will be published at the same time as the English version.</p>	
<p>The consultation questionnaires ask what effect the proposals could have on the Welsh Language. They include the below question (although you may amend to better reflect the policy proposal)</p> <p>Rhowch wybod i ni:</p> <ul style="list-style-type: none"> •Sut byddai'r cynnig yn effeithio ar gyfleoedd i bobl ddefnyddio'u Cymraeg a'i hybu (cadarnhaol neu negyddol), ac a fyddai'n trin y Gymraeg yn llai ffafriol na'r Saesneg mewn unrhyw ffordd? •Sut byddai modd estyn effeithiau cadarnhaol, neu leihau effeithiau negyddol? <p>Please let us know:</p> <ul style="list-style-type: none"> • How you feel the proposal could impact opportunities for people to use and promote the Welsh Language (Positive or Negative) and if in any way it treats the Welsh Language less favourably than the English Language? • How positive effects could be increased, or negative effects be decreased? 	
<p>The following sentence has been included in the English questionnaires (where it is separated from the Welsh version).</p> <p>Mae'r ddogfen yma ar gael yn Gymraeg This document is available in Welsh</p>	
<p>Where an email address or telephone number is being used to ask people to get in touch the following sentence has been included in the poster, email or public notice.</p> <p>Mae croeso i chi gyfathrebu â ni yn y Gymraeg You are welcome to communicate with us in Welsh.</p>	
<p>The proactive offer listed below for persons to use to the Welsh Language at consultation meetings has been included on posters, in email content, press</p>	

<p>releases and public notices. This includes hybrid and virtual meetings.</p> <p>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.</p>	
<p>Welsh Language Simultaneous Translation Services have been arranged in response to a resident letting us know they wish to speak Welsh at the meeting*. Email translation-cyfieithu@rctcbc.gov.uk to organise this service.</p>	
<p>A Welsh Speaking Officer will be in attendance at the informal drop in sessions in response to a resident letting us know they wish to speak Welsh*. Email WelshLanguageOfficer@rctcbc.gov.uk for a breakdown of Welsh Speaking Officers.</p>	
<p>All information on display in the public meeting will be available in Welsh and English – this includes PowerPoint presentations.</p>	

Please note that subcontracting to a third party does not absolve the Council of its statutory responsibilities to comply with the above Welsh Language Standards. As such, contract managers must ensure that the requirements listed above, and any others depending on the nature of the project, are included in the contract agreement.

*No Welsh language face-to-face / simultaneous translation service is needed where no response has been received from the offer.

Let us know if you have any questions -

welshlanguageofficer@rctcbc.gov.uk

Yr iaith Gymraeg



Rydyn ni eisiau gwneud yn siŵr bod pobl yn gallu defnyddio'r Gymraeg pan maen nhw eisiau, a bod rhagor o bobl yn cael y cyfle i ddefnyddio'r Gymraeg.



Rydyn ni eisiau gwneud yn siŵr nad ydy ein cynlluniau yn ei gwneud hi'n fwy anodd i bobl ddefnyddio'r Gymraeg os ydyn nhw eisiau.

12. Ydych chi'n meddwl y gallai ein cynlluniau ei gwneud yn fwy anodd i bobl ddefnyddio'r Gymraeg os ydyn nhw eisiau?



Ydw



Nac Ydw

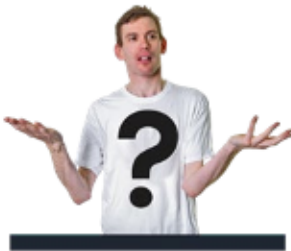


Dim yn siŵr



Sut ydych chi'n meddwl rydyn ni'n gallu newid ein cynlluniau i'w gwneud hi yn fwy hawdd i bobl ddefnyddio'r Gymraeg?

Defnyddiwch y blwch isod i ddweud wrthyn ni beth rydych chi'n feddwl:



Oes yna unrhyw beth arall rydych chi eisiau ei ddweud wrthyn ni am sut y gallai ein cynlluniau effeithio ar y Gymraeg?

Defnyddiwch y blwch isod i ddweud wrthyn ni beth rydych chi'n feddwl:

Welsh language



We want to make sure that people can use Welsh when they want to, and more people get the chance to use Welsh.



We want to make sure that our plans don't make it harder for people to use Welsh if they want to.

12. Do you think our plans could make it harder for people to use Welsh if they want to?



Yes



No

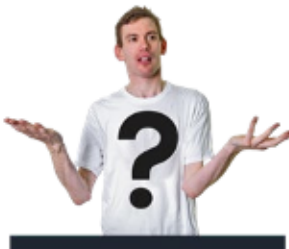


Not sure



How do you think we could change our plans to make it easier for people to use the Welsh language?

Use the box below to tell us what you think:



Is there anything more you want to tell us about how our plans could affect the Welsh language?

Use the box below to tell us what you think:



Y GYMRAEG

RECRIWTIO A DETHOL – CYNGOR RHONDDA CYNON TAF

Wedi'i baratoi yn unol â gofynion
Mesur y Gymraeg (Cymru) 2011 a
Chynllun Gweithredu 5 Mlynedd Cyngor
Rhondda Cynon Taf ar gyfer Strategaeth
Hybu'r Gymraeg

Ionawr 2018

WELSH LANGUAGE

RECRUITMENT AND SELECTION AT RHONDDA CYNON TAF COUNCIL

Prepared in accordance with the
requirements of the
Welsh Language (Wales) Measure 2011
and RCTCBC's 5 Year Action Plan for
Welsh Language Promotional Strategy

January 2018

CYNNWYS

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CYFLWYNIAD

Ein gweledigaeth yw datblygu Rhondda Cynon Taf yn sir gwbl ddwyieithog. Bwrdeistref Sirol lle mae modd i drigolion fyw, gweithio a chwarae, yn ogystal â manteisio ar wasanaethau a chymorth, trwy gyfrwng y Gymraeg a'r Saesneg. Ardal lle mae dwyieithrwydd yn cael ei hybu'n gwbl naturiol ac mae'r iaith Gymraeg yn cael ei diogelu er mwyn i genedlaethau'r dyfodol ei defnyddio a'i mwynhau.

Sefydlodd Mesur y Gymraeg (Cymru) 2011 fframwaith cyfreithiol i osod dyletswyddau ar sefydliadau penodol i gydymffurfio â safonau mewn perthynas â'r Gymraeg. Cafodd hyn ei orfodi trwy Reoliadau Safonau'r Gymraeg (Rhif 1) 2015. Mae'r safonau sydd wedi'u gosod ar Gyngor Rhondda Cynon Taf wedi'u nodi yn y ddogfen 'Hysbysiad Cydymffurfio Terfynol Cyngor Bwrdeistref Sirol Rhondda Cynon Taf – Adran 44 Mesur y Gymraeg (Cymru) 2011'.

Un o reoliadau'r safonau yw cyhoeddi Strategaeth Hybu'r Gymraeg a Chynllun Gweithredu sy'n nodi sut rydyn ni'n bwriadu cynyddu nifer y siaradwyr Cymraeg yn ein cymunedau a'n gweithlu.

Mae'r ddogfen hon yn egluro ymagwedd Cyngor RhCT tuag at brosesau recriwtio a sut rydyn ni'n asesu, prosesu a chofnodi gofynion sgiliau'r Gymraeg o ran swyddi'r Cyngor.

Nod pennaf y ddogfen yw cynyddu nifer y gweithwyr dwyieithog y mae'r Cyngor yn eu cyflogi er mwyn diwallu ein rhwymedigaethau o dan Safonau'r Gymraeg i ddarparu'n gwasanaethau trwy gyfrwng y Gymraeg a'r Saesneg.

INTRODUCTION

Our vision is to develop a truly bilingual Rhondda Cynon Taf. A County Borough where our citizens can live, work and play, as well as access services and support in Welsh or English equally.

A place where bilingualism is promoted as something completely natural, and where the Welsh language is protected and nurtured for future generations to use and enjoy.

The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of the statutory Welsh Language Standards (No.1) Regulations 2015. The standards applied to Rhondda Cynon Taf Council are listed in 'Rhondda Cynon Taf County Borough Council's Final Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011'.

One of the requirements of the standards is for the Council to publish a Welsh Language Promotion Strategy and Action Plan; detailing how we intend to increase the number of Welsh speakers in our communities and workforce.

This document clarifies RCT Council's approach to recruitment processes and how we assess, process and record the Welsh language skill requirements of Council posts.

The overarching aim of the document is to increase the number of bilingual staff employed by the Council in order to meet our obligations under the Welsh Language Standards to provide our services in Welsh and English.

CYD-DESTUN Y POLISI

Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015

Ers 30 Mawrth 2016, mae dyletswydd statudol ar bob awdurdod lleol yng Nghymru i gydymffurfio â Safonau'r Gymraeg sy'n gosod dyletswyddau mewn perthynas â'r ffordd y dylai'r Gymraeg gael ei thrin. Felly yr egwyddor sylfaenol yw na ddylai'r Gymraeg gael ei thrin yn llai ffafriol na'r Saesneg, a bod rhaid i'r Cyngor hybu a hwyluso'r defnydd o'r iaith Gymraeg.

Cymraeg 2050: Miliwn o siaradwyr

Dyma strategaeth Gweinidogion Cymru ar gyfer hybu a hwyluso defnyddio'r Gymraeg. Fe'i paratowyd yn unol ag Adran 78 o Ddeddf Llywodraeth Cymru 2006. Mae'r strategaeth hon yn disodli iaith fyw: iaith byw – Strategaeth y Gymraeg 2012–17 a'r datganiad polisi cysylltiedig, iaith fyw: iaith byw – Bwrw mlaen. Mae Strategaeth Cymraeg 2050 yn nodi dull hirdymor Llywodraeth Cymru o gyrraedd y targed o filiwn o siaradwyr Cymraeg erbyn 2050.

Y Gymraeg mewn addysg: Cynllun gweithredu 2017–21

Diben y cynllun gweithredu hwn yw gosod cyfeiriad Llywodraeth Cymru ar gyfer datblygu addysg cyfrwng Cymraeg ac Addysg Gymraeg dros y pedair blynedd nesaf, yn unol â gweledigaeth *Cymraeg 2050: Miliwn o siaradwyr* ac *Addysg yng Nghymru: Cenhadaeth ein cenedl, Cynllun gweithredu 2017–21*.

Cynllun Strategol y Gymraeg mewn Addysg

Mae Deddf Safonau a Threfniadaeth Ysgolion (Cymru) 2013 yn gosod dyletswydd ar Awdurdodau Lleol i ymgynghori ar gynlluniau tair blynedd (a'u paratoi a'u hadolygu) sy'n pennu cyfeiriad strategol ar gyfer cynllunio a darparu addysg cyfrwng Cymraeg ac addysg Gymraeg yn y sir.

Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015

Nod y ddeddf hon yw gwella llesiant

POLICY CONTEXT

Welsh Language (No.1) Regulation Standards 2015

From 30th March 2016, all local authorities in Wales have had a statutory duty to comply with the Welsh Language Standards that impose duties in relation to how the Welsh language should be treated. The underlying principle is that the Welsh language should not be treated less favourably than the English language, and the Council must promote and facilitate the use of the Welsh language.

Cymraeg 2050: A million Welsh speakers

This is the Welsh Ministers' strategy for the promotion and facilitation of the use of the Welsh language. It has been prepared in accordance with Section 78 of the Government of Wales Act 2006. This strategy supersedes *A living language: a language for living – Welsh Language Strategy 2012–17*, and its associated policy statement, *A living language: a language for living – Moving forward*. The Cymraeg 2050 Strategy sets out the Welsh Government's long-term approach to achieving the target of a million Welsh speakers by 2050.

Welsh in education: Action plan 2017–21

This action plan sets out the Welsh Government's direction for the development of Welsh-medium and Welsh language education over the next four years, in line with the vision of *Cymraeg 2050: A million Welsh speakers* and *Education in Wales: Our national mission, Action plan 2017–21*.

Welsh in Education Strategic Plan

The School Standards and Organisation (Wales) Act 2013 places a duty on Local Authorities to consult on, produce and review three year plans that provide the strategic direction for the planning and delivery of Welsh medium and Welsh language education in the Authority.

The Well-being of Future Generations (Wales) Act 2015

This Act aims to improve the social, economic, environmental and cultural well-being of Wales.

cymdeithasol, economaidd, amgylcheddol a diwylliannol Cymru. Bydd y ddeddf yn gwneud i'r cyrff cyhoeddus, sydd wedi'u rhestru yn y ddeddf, ystyried y tymor hir, gweithio gyda phobl, cymunedau a'i gilydd yn well, rhwystro problemau a mabwysiadu dull sy'n fwy cydweithredol. Un o'r saith nod sydd wedi'u rhestru yn y ddeddf yw "Cymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu".

Llywodraeth Cymru: Mwy na geiriau

'Mwy na geiriau' yw fframwaith strategol Llywodraeth Cymru ar gyfer gwella gwasanaethau iaith Gymraeg ym meysydd iechyd, gwasanaethau cymdeithasol a gofal cymdeithasol. Mae hyn yn hollbwysig i sicrhau deilliannau llesiant cadarnhaol ar gyfer unigolion; sydd hefyd yn ategu Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014. Mae'r codau ymarfer o dan y Ddeddf yn gofyn i awdurdodau lleol sicrhau bod gwasanaethau Cymraeg yn cael eu cynnwys wrth gynllunio a chynnal gwasanaethau. Mae hefyd yn gofyn eu bod nhw'n cael eu cynnig trwy gyfrwng y Gymraeg i siaradwyr Cymraeg yn awtomatig, fel y gorfodir gan y 'Cynnig Rhagweithiol'.

The Act will make the public bodies listed in the Act think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. One of the seven Well-being goals listed in the Act is "A Wales of vibrant culture and thriving Welsh language".

Welsh Government: More than just words

'More than Just Words' is the Welsh Government's strategic framework for improving Welsh language services in health, social services and social care. This is vital in ensuring positive well-being outcomes for individuals, something which underpins the Social Services and Well Being (Wales) Act 2014. The Codes of Practice under the Act require local authorities to ensure Welsh language services are built into service planning and delivery and that services are offered in Welsh to Welsh speakers without them having to request it as required by the 'Active Offer'.

SAFONAU'R GYMRAEG A CHYDYMFFURFIO

Mae'r safonau canlynol yn cyfeirio at brosesau recriwtio yn benodol ac mae rhaid i'r prosesau yma gael eu gweithredu:

99 – Pan fyddwch yn cynnig swydd newydd i unigolyn, rhaid ichi ofyn i'r unigolyn hwnnw a yw'n dymuno i'r contract cyflogaeth neu gontract am wasanaethau gael ei ddarparu yn Gymraeg; ac os yw'r unigolyn yn dymuno hynny rhaid ichi ddarparu'r contract yn Gymraeg.

Mae ein ffurflenni cais (fersiynau electronig a phapur) yn cynnwys cwestiwn ynghylch dewis iaith ymgeiswyr ar gyfer y dogfennau yma, ar ddechrau'r broses ymgeisio.

136 – Pan fyddwch yn asesu'r anghenion ar gyfer swydd newydd neu swydd wag, rhaid ichi asesu'r angen am sgiliau yn y Gymraeg. Rhaid hefyd ei rhoi yn un o'r categorïau canlynol a'i chategoreiddio fel swydd pan fo un neu ragor o'r canlynol yn gymwys – (a) bod sgiliau yn y Gymraeg yn hanfodol; (b) bod angen dysgu sgiliau yn y Gymraeg pan benodir rhywun i'r swydd; (c) bod sgiliau yn y Gymraeg yn ddymunol; neu (ch) nad yw sgiliau yn y Gymraeg yn angenrheidiol.

Bydd y Broses Asesu, sydd wedi'i nodi isod, yn sicrhau cydymffurfiad â'r safon yma.

136A – Os byddwch wedi categoreiddio swydd fel un sy'n gofyn bod sgiliau yn y Gymraeg yn hanfodol, yn ddymunol neu fod angen eu dysgu, rhaid ichi - (a) pennu hynny wrth hysbysebu'r swydd, a (b) hysbysebu'r swydd yn Gymraeg.

Mae dogfennau Disgrifiad Swydd a Manyleb Person y Cyngor yn nodi bod y Gymraeg yn ddymunol ar bob hysbyseb. Mae'r Broses Asesu (isod) yn mynd i'r afael â'r newid angenrheidiol yn ein dull. Mae holl swyddi'r Cyngor yn cael eu hysbysebu yn Gymraeg ac yn Saesneg waeth beth yw'r meini prawf ieithyddol.

137 – Pan fyddwch yn hysbysebu swydd, rhaid ichi ddatgan y caniateir i geisiadau gael eu cyflwyno yn Gymraeg, ac na fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na

WELSH LANGUAGE STANDARDS & COMPLIANCE

The following Welsh Language standards refer specifically to recruitment processes and must be addressed:

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.

RCT Council applications forms (electronic and paper) include a question around a candidates language preference for these documents, at the beginning of the application process.

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.

The Assessment Process highlighted below will ensure compliance with this standard.

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.

Council Job Description and Person Specification documents currently list Welsh Language as desirable on all applications. The Assessment Process (below) addresses the necessary change in our approach. All Council posts are advertised in Welsh and English regardless of the language skill criteria.

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.

chais a gyflwynir yn Saesneg.

Mae'r wefan recriwtio yn nodi hyn yn glir.

137A – Os byddwch yn cyhoeddi - (a) ffurflenni cais am swyddi; (b) deunydd esboniadol ynghylch eich proses ar gyfer ymgeisio am swyddi; (c) gwybodaeth am eich proses gyfweld, neu am unrhyw ddulliau asesu eraill wrth ymgeisio am swyddi; (ch) swydd-ddisgrifiadau; rhaid ichi eu cyhoeddi yn Gymraeg a rhaid ichi sicrhau nad ydych yn trin unrhyw fersiynau Cymraeg o'r dogfennau yn llai ffafriol na fersiynau Saesneg ohonynt.

Mae'r holl wybodaeth gefnogol ar gael yn ddwyieithog ar wefan recriwtio Cyngor Rhondda Cynon Taf.

137B – Rhaid ichi beidio â thrin cais am swydd a wneir yn Gymraeg yn llai ffafriol na chais a wneir yn Saesneg (gan gynnwys, ymysg pethau eraill, o ran y dyddiad cau yr ydych yn ei osod ar gyfer cael ceisiadau, ac o ran amseriad rhoi gwybod i unigolion ynghylch penderfyniadau).

Bydd Adnoddau Dynol a Rheolwyr Gwasanaeth yn effro i'r ffaith bod rhaid i geisiadau, sydd wedi'u cyflwyno trwy gyfrwng y Gymraeg, gael eu hanfon i'r Uned Gwasanaethau Cymraeg am gyfieithiad cyn eu hasesu yn erbyn fframwaith cymhwysedd Cyngor RhCT. Hynny yw, os nad oes siaradwr Cymraeg ar gael o fewn y gwasanaeth i asesu'r cais yn erbyn y meini prawf.

139 – Rhaid ichi sicrhau bod eich ffurflenni cais am swyddi - (a) yn rhoi lle i unigolion nodi eu bod yn dymuno defnyddio'r Gymraeg mewn cyfweiliad neu ddull arall o asesiad, a (b) yn esbonio y byddwch yn darparu gwasanaeth cyfieithu o'r Gymraeg i'r Saesneg at y diben hwnnw os oes angen; ac, os yw'r unigolyn yn dymuno defnyddio'r Gymraeg yn y cyfweiliad neu'r asesiad, rhaid ichi ddarparu gwasanaeth cyfieithu ar y pryd yn y cyfweiliad neu asesiad (os nad ydych yn cynnal y cyfweiliad neu'r asesiad yn Gymraeg heb y gwasanaeth cyfieithu hwnnw).

Mae gwefan e-recriwtio Cyngor RhCT yn cynnig cyfweld ag ymgeiswyr yn Gymraeg ac mae ein llythyr sy'n gwahodd ymgeiswyr i gyfweiliad a'r

Recruitment website states this clearly.

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.

All supporting information available on RCT Council's Recruitment website is available bilingually.

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).

Human Resources and Service Managers to be made aware that applications submitted in Welsh are to be forwarded to Welsh Services for translation into English before assessment against RCT Council competency framework if there is no Welsh speaker available within the service to assess against criteria.

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).

RCT Council's e-recruitment website offers candidates and option for us to arrange an interview through the medium of Welsh and our

ateb awtomatig ar ein systemau hefyd yn cynnwys neges sy'n cynnig yr opsiwn yma.

140 – Pan fyddwch yn rhoi gwybod i unigolyn beth yw'ch penderfyniad mewn perthynas â chais am swydd, rhaid ichi wneud hynny yn Gymraeg os gwnaed y cais yn Gymraeg.

Mae negeseuon awtomatig o'r system e-recriwtio yn cydymffurfio â'r safon yma. Os gwnaed y cais yn Gymraeg, bydd y neges awtomatig sy'n rhoi gwybod am statws yr ymgeisydd hefyd yn Gymraeg.

153 – Rhaid ichi gadw cofnod o bob asesiad a gynhaliwch (yn unol â safon 136) mewn cysylltiad â'r sgiliau Cymraeg y gallai fod eu hangen mewn perthynas â swydd newydd neu swydd wag.

Mae'r Broses Asesu, sydd wedi'i nodi isod, yn sicrhau cydymffurfiad â'r safon yma.

'Invite to Interview' letter template and auto-generated reply from our systems also include a message offering this option.

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.

Auto-generated messaging from the e-recruitment system complies with this standard. If the application was made in Welsh the auto-message informing a candidate of their status will be in Welsh.

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.

The Assessment Process highlighted below will ensure compliance with this standard.

Y BROSES ASESU

Bydd Cyngor RhCT yn cynnal yr asesiad canlynol ar holl swyddi'r Cyngor; mae hyn yn cynnwys swyddi dros dro, achlysurol, mewnlol, allanol, a swyddi newydd.

1. Bydd holl swyddi'r Cyngor yn cael eu hysbysebu fel Cymraeg Lefel 1 hanfodol gyda Lefel 2-5 yn ddymunol.

Bydd raid i holl weithwyr newydd y Cyngor ddilyn cwrs Cymraeg er mwyn cyrraedd Lefel 1 os nad oes ganddyn nhw'r sgiliau yma cyn iddyn nhw gael eu penodi.

2. Bydd Rheolwyr Recriwtio yn penderfynu a yw lefel uwch o hyfedredd yn faen prawf hanfodol a nodi hyn ar y Disgrifiad Swydd.

Mae'r wefan e-recriwtio yn cadw penderfyniad y rheolwr recriwtio, boed hynny'n lefel 1 yn hanfodol (awtomatig) neu 2 - 5. Bydd hyn ar gael at ddibenion adrodd ar ddiwedd pob cyfnod monitro wedi'i osod gan Gomisiynydd y Gymraeg.

Os nad yw Lefelau 2-5 wedi cael eu nodi fel sgil angenrheidiol yn y disgrifiad swydd, bydd y datganiadau isod yn cael eu cyflwyno i'r rheolwyr cyflogi. Bydd hyn yn rhoi cyfle iddyn nhw wneud asesiad a phenderfyniad terfynol, a rhoi cyfrif dros y penderfyniad hwnnw.

Fydd y gweithiwr ddim yn siarad â defnyddwyr y gwasanaeth nac yn paratoi gohebiaeth ysgrifenedig ar eu cyfer nhw.

Mae yna ddigon o weithwyr yn y garfan sy'n ddigon rhugl i allu darparu gwasanaeth ysgrifenedig/llafar llawn ar gyfer defnyddwyr y gwasanaeth yn y Gymraeg.

Mae modd defnyddio dull gwahanol er mwyn darparu gwasanaeth ysgrifenedig/llafar llawn yn y Gymraeg, heb i'r dull yma beri oedi neu anhwylostod i ddefnyddwyr y gwasanaeth, ac heb ddefnyddio gwasanaethau'r Uned Gwasanaethau Cymraeg.

ASSESSMENT PROCESS

RCT Council will conduct the following assessment on all council posts; this includes all temporary, casual, internal, external, new and vacant positions.

1. All council posts will be advertised as Welsh Language Level 1 essential with Level 2-5 as desirable.

All new council employees will be required to undertake a basic Welsh Language induction to reach Level 1 if they do not already hold that skill level on appointment.

2. Recruiting Managers will decide whether a higher level of proficiency is an essential criterion and mark this on the Job Description.

The e-recruitment website will capture the decision of the recruiting manager, whether level 1 essential (default) or 2 - 5 and will be made available for reporting purposes at the end of each Monitoring period set by the Welsh Language Commissioner.

If Level 2-5 is not noted as essential the following statements will be presented to hiring managers for them to assess, decide and account for their final decision -

The employee will not be speaking or preparing written communication to service users.

There are enough workers in the team fluent enough to be able to provide a full written/oral service in Welsh to service users.

There is an alternative way of providing a full written/oral service in Welsh without causing delay or inconvenience to service user without using the services of the Welsh Language Unit.

Lefelau iaith

Bydd pob disgrifiad swydd yn nodi pa lefel iaith sydd ei hangen ar gyfer y swydd.

Lefel 1

Lefel 2

Lefel 3

Lefel 4

Lefel 5

Gweler adran Canllawiau Lefelau Sgiliau Cymraeg am ddadansoddiad pellach.

Language Levels

Each job description will note what language level is required for the post.

Level 1

Level 2

Level 3

Level 4

Level 5

See Welsh Language Skills Guidance section for detailed breakdown.

Y BROSES BENODI

Caiff rheolwyr penodi Cyngor RhCT gynnig contract i unigolion sydd heb sgiliau hanfodol Lefel 1 oherwydd bydd hi'n ofynnol i weithwyr newydd fynd i ddsbarth Lefel 1 gorfodol yn rhan o'r broses ymsefydlu, neu yn ystod eu cyfnod prawf.

Bydd Tiwtor y Gymraeg yn cysylltu â rheolwr llinell y gweithiwr newydd er mwyn trefnu iddo fynd i sesiwn sefydlu corfforaethol gyda gweithwyr newydd eraill.

Fel arfer, bydd angen tua 2 awr o wersi er mwyn bodloni gofynion Lefel 1. Os nad yw'r sgiliau angenrheidiol wedi cael eu dysgu o fewn y sesiwn 2 awr gyntaf, bydd Tiwtor y Gymraeg yn gofyn i'r gweithiwr ddod i'r sesiwn nesaf sydd ar gael neu yn cael cymorth un i un.

Bydd y Tiwtor Cymraeg hefyd yn gwneud addasiadau rhesymol lle bo angen er mwyn darparu ar gyfer yr holl ddysgwyr newydd. Byddwn ni'n darparu ar gyfer gweithwyr sydd ag anghenion dysgu ychwanegol drwy gytundeb rhwng y gweithiwr a'r Tiwtor Cymraeg.

Bydd gweithwyr sydd wedi cwblhau sesiwn Sgiliau Cymraeg Lefel 1 yn cael cyfle i symud ymlaen at lefelau eraill, os byddan nhw eisiau gwneud hynny. Bydd gwersi sy'n cael eu darparu gan Diwtor y Gymraeg am ddim ac yn cael eu cynnal mewn lleoliadau cyfleus drwy gydol y flwyddyn. Bydd Tiwtor y Gymraeg ar gael i roi cyngor pellach yn ystod y sesiwn sefydlu.

APPOINTMENT PROCESS

RCT Council hiring managers will be free to contract individuals to employment if they don't hold the necessary Level 1 essential skills as all new employees will need to attend a compulsory Level 1 lesson as part of their induction or probation period.

The Welsh Language tutor will contact the Line Manager to arrange for the staff member to attend a corporate induction session with other new appointees.

Normally, Level 1 will require around 2 hours of tutoring. Where necessary, if the skill level hasn't been achieved within the first 2 hour session, as determined by the Welsh Language Tutor, the member of staff will be asked to attend the next available session or given one-to-one support.

The Welsh Language Tutor will also make reasonable adjustments where necessary in order to accommodate all prospective Welsh Language learners. Those with additional learning needs will be accommodated for by mutual agreement between the employee and Welsh Language Tutor.

Staff who have completed Welsh Language Level 1 will be offered the opportunity to progress to other levels should they wish. Lessons provided by the Welsh Language Tutor will be free of charge and held in convenient council locations throughout the year. The Welsh Language Tutor will be able to advise further in the induction session.

<u>CANLLAWIAU SGILIAU IAITH</u>		<u>WELSH LANGUAGE SKILLS GUIDANCE</u>	
Darllen	Dim sgiliau	Reading	No skills
Ysgrifennu	Dim sgiliau	Writing	No skills
Siarad	Dim sgiliau	Speaking	No skills
Deall	Dim sgiliau	Understanding	No skills
Lefel 1		Lefel 1	
Darllen	Rydw i'n gallu: Deall geiriau allweddol syml sy'n berthnasol i fy swydd, er enghraifft: Enw cyntaf, Cyfenw, Rhif Ffôn, Cyfeiriad E-bost, Teitl Swydd, Rhif Staff, Adran, Rheolwr Llinell, Lleoliad, Derbynfa, Swyddfa, Allanfa Dân, Mynedfa, Annwyl..., Cofion.	Reading	I can: Understand simple key words relating to my job, such as: First Name, Surname, Phone Number, E mail Address, Job Title, Staff Number, Department, Line Manager, Location, Reception, Office, Fire Exit, Entrance, Dear ..., Regards.
Ysgrifennu	Rydw i'n gallu: Cwblhau ffurflen syml gan nodi gwybodaeth er enghraifft Enw Cyntaf, Cyfenw, Cyfeiriad, Rhif Ffôn, Cyfeiriad E-bost, Teitl Swydd, Rhif Staff, Adran, Rheolwr Llinell, Lleoliad. Nodi gwybodaeth sy'n cael ei chyfleu ar lafar er enghraifft, enw, rhif ffôn a chyfeiriad e-bost.	Writing	I can: Fill in information on a simple form, e.g. First Name, Surname, Address, Phone Number, E mail Address, Job Title, Staff Number, Department, Line Manager, Location. Note down spoken information e.g. name, phone number and email address.
Siarad	Rydw i'n gallu: Ynganu geiriau Cymraeg, enwau lleoedd, enwau adrannau. Cyflwyno fy hun a dweud teitl fy swydd, adran a ble rydw i'n gweithio. Defnyddio cyfarchion, er enghraifft, bore da, prynhawn da, hwyl fawr, sut dych chi? Iawn, diolch. Defnyddio ymadroddion a gofyn cwestiynau syml, er enghraifft, Ga i'ch helpu chi? Cyflwyno fy hun. (Enw) sy'n siarad. Dydw i ddim yn gallu siarad Cymraeg Un munud, os gwelwch yn dda.	Speaking	I can: Pronounce Welsh words, place names, department names. Introduce myself and state my job title/ department/place of work. Use greetings, e.g. good morning, good afternoon, goodbye, How are you? Fine, thank you. Use simple requests and statements, e.g. May I help you? Introduce myself. (My name) speaking. I can't speak Welsh. One minute, please.

Deall	Rydw i'n gallu: Deall cyfarchion, gwybodaeth syml, er enghraifft, enw, rhif ffôn a chyfeiriad e-bost a'u nodi nhw ar bapur. Deall ceisiadau, e.e. Ga i siarad â...? Hoffwn i siarad yn y Gymraeg.	Understanding	I can: Understand greetings, basic information such as name, phone number and email and note these down. Understand requests, e.g. May I speak to...? I would like to speak in Welsh.
Lefel 2		Level 2	
Darllen	Rydw i'n gallu: Deall gwybodaeth ffeithiol syml mewn neges, llythyr neu bamffled, e.e. cais syml am wybodaeth neu apwyntiad.	Reading	I can: Understand simple factual information in a message, letter or leaflet eg: a simple request seeking information or requesting an appointment.
Ysgrifennu	Rydw i'n gallu: Ysgrifennu nodiadau/neges fer a syml gan gynnwys ymadroddion ar ddechrau ac ar ddiwedd e-bost, ymddiheuro, esbonio pryd bydda i neu fydd rhywun arall ar gael / yn gallu delio â'r ymholiad.	Writing	I can: Write short simple notes / message including: expressions for starting and ending an email, apologising, stating when I or someone else will be available / can deal with the query.
Siarad	Rydw i'n gallu: Gofyn a fyddai'n well gan rhywun siarad yn y Gymraeg, dweud 'rydw i'n dysgu'r Gymraeg' / 'rydw i'n gallu siarad ychydig bach o Gymraeg' a gofyn i rywun siarad yn araf neu ailadrodd. Rydw i'n gallu esbonio os yw unigolyn ar gael i helpu, ymddiheuro ac esbonio pryd bydd rhywun yn cysylltu â'r cwsmer. Rydw i'n gallu gofyn 'sut alla i helpu?' a gofyn i rywun ddal y lein wrth drosglwyddo'r alwad. Rydw i'n gallu gofyn i rywun lofnodi mewn a rhoi cyfarwyddiadau syml.	Speaking	I can: Ask if someone would like to speak in Welsh, say I am learning Welsh/ I speak a little Welsh, ask someone to repeat or speak slowly, say whether someone is available, apologise, say when someone will contact the caller/client, ask how I can help someone, ask someone to hold the line while I transfer the person, ask someone to sign in and give simple directions to the person/ place required.

Deall	<p>Rydw i'n gallu: Deall cwestiynau ac ymholiadau syml, er enghraifft deall â phwy mae'r unigolyn eisiau siarad a natur yr ymholiad. Rydw i'n gallu gofyn am eglurhad os oes angen. Deall natur sgysiau syml yn y gweithle e.e. sut mae cydweithiwr yn teimlo neu gais syml, a ble mae rhywun/rhywbeth.</p>	Understanding	<p>I can: Understand simple questions and enquiries, such as who the person wishes to speak to and the gist of the enquiry, seeking clarification if necessary. Understand the gist of simple conversations at work e.g. how a colleague is feeling or a simple request, and where someone/something is.</p>
Lefel 3		Level 3	
Darllen	<p>Rydw i'n gallu: Darllen a deall amrywiaeth o destunau yng nghydd-destun fy swydd ble mae iaith safonol yn cael ei defnyddio gyda chymorth geiriadur, e.e. e-byst, llythyrau, nodiadau.</p>	Reading	<p>I can: Scan and understand a fair range of job-related texts when standard language is used, e.g. emails, letters, notes, with support of a dictionary.</p>
Ysgrifennu	<p>Rydw i'n gallu: Ysgrifennu e-byst a llythyr ffurfiol sy'n ymwneud â maes fy swydd, gan sicrhau ei fod yn cael ei wirio gan berson sy'n siarad Cymraeg. Paratoi nodiadau personol sy'n cynnwys gwybodaeth sy'n cael ei chyfleu ar lafar.</p>	Writing	<p>I can: Write emails and a formal letter relating to my job area, checked by a Welsh speaker. Make notes for my own use, from a spoken source.</p>
Siarad	<p>Rydw i'n gallu: Bod yn rhan o sgwrs syml sy'n ymwneud â maes fy ngwaith. Mae'n bosib y bydd angen i fi droi at y Saesneg i drafod/rhoi gwybod am wybodaeth gymhleth neu dechnegol. Ateb cwestiynau rhagfynegadwy neu ffeithiol. Cynnig cyngor ynglŷn â materion sy'n ymwneud â'r swydd. Mynegi barn syml sy'n ymwneud â fy ngwaith.</p>	Speaking	<p>I can: Keep up a simple conversation on a routine work related topic, but may need to revert to English to discuss/report on complex or technical information. Answer predictable or factual questions. Offer advice on simple job-related matters. Express simple opinions relating to my area of work.</p>

Deall	Rydw i'n gallu: Nodi a throsglwyddo negeseuon ar lafar. Deall llawer o'r hyn sy'n cael ei ddweud yn y gweithle neu mewn cyfarfod.	Understanding	I can: Take and pass on most messages in standard spoken form. Understand much of what is said at work or in a meeting.
Lefel 4		Level 4	
Darllen	Rydw i'n gallu: Darllen a deall y rhan fwyaf o ddeunydd yng nghyd-destun fy swydd sydd ddim yn cynnwys gwybodaeth gymhleth neu dechnegol gyda chymorth geiriadur a thrwy wirio gyda siaradwr Cymraeg. Hynny yw, e-byst, llythyrau, nodiadau, adroddiadau, cofnodion cyfarfod, ffurflenni cais.	Reading	I can: Read and understand most work – related material which does not contain complex or technical information e.g. e mails, letters, notes, reports, minutes of a meeting, application forms, with the help of a dictionary and checking with a Welsh speaker.
Ysgrifennu	Rydw i'n gallu: Paratoi llythyrau cyfarwydd ffurfiol, er enghraifft, ymholiadau, cwynion, dymuniadau a cheisiadau ac ymateb iddyn nhw. Paratoi nodiadau o gyfarfodydd a nodiadau arddweud syml sy'n weddol gywir. Paratoi adroddiad / dogfen syml yng nghyd-destun fy swydd. Mae'n bosibl y bydd angen i siaradwr Cymraeg wirio'r gwaith yma.	Writing	I can: Prepare and respond to familiar formal letters such as an enquiry, complaint, request and application. Take reasonably accurate notes in meetings or straightforward dictation. Write a straightforward report / document relating to my job area, which may need to be checked by a Welsh speaker.
Siarad	Rydw i'n gallu: Cynnal sgwrs anffurfiol estynedig gyda rhuglder a gan ddefnyddio ystod o ymadroddion yng nghyd-destun fy swydd. Mae'n bosibl y bydd angen i fi ofyn am eglurhad yn y Saesneg os yw iaith gymhleth neu dechnegol yn cael ei defnyddio. Cyfrannu at gyfarfodydd mewn modd effeithiol. Mynegi barn sy'n ymwneud â maes fy swydd.	Speaking	I can: Take part in an extended informal work related conversation with a good degree of fluency and range of expression, but may revert to or ask for clarification in English when complex or technical language is used. Contribute effectively to meetings. Give an opinion relating to my job area.

Deall	Rydw i'n gallu: Deall iaith lafar anffurfiol a gweddol ffurfiol sy'n cael ei defnyddio yn y gweithle, e.e. mewn cyfarfodydd, cyflwyniadau, cyfweiliadau a thrafodaethau.	Understanding	I can: Understand informal and fairly formal spoken language used at work e.g. meetings, presentations, interviews and discussions.
Level 5		Level 5	
Darllen	Rydw i'n gallu: Deall gwybodaeth a syniadau mewn dogfennau, adroddiadau, gohebiaeth, cofnodion, ceisiadau ac erthyglau, sy'n cael eu cyfleu mewn iaith gymhleth neu iaith arbenigol.	Reading	I can: Understand information and ideas expressed in complex or specialist language in documents, reports, correspondence, minutes of a meeting, applications and articles etc.
Ysgrifennu	Rydw i'n gallu: Paratoi llythyrau anffurfiol a ffurfiol am unrhyw bwnc. Paratoi cofnodion llawn a chywir o gyfarfodydd gan barhau i ddilyn sgysiau a chyfrannu atyn nhw. Paratoi adroddiadau a dogfennau gyda chymorth gwirydd sillafu/gramadeg.	Writing	I can: Write informal and formal letters on any subject. Write full, accurate notes of meetings whilst continuing to follow discussions and participate in them. Write reports and documents confidently with the help of spell/ grammar check for minor errors.
Siarad	Rydw i'n gallu: Siarad am faterion cymhleth ac arferol yng nghydestun fy swydd, a rhoi cyngor i eraill amdany'n nhw. Rhoi cyflwyniad/arddangosiad. Ymdopi â chwestiynau anrhagweladwy neu heriol mewn modd hyderus. Cynnal trafodaethau gan ddefnyddio termau cymhleth/technegol. Cynnal/cymryd rhan mewn cyfweiliad am swydd. Rhoi cyfweiliadau i'r cyfryngau.	Speaking	I can: Talk about and advise others on routine and complex work - related issues. Give a presentation / demonstration. Deal confidently with unpredictable or challenging questions. Carry out negotiations using complex / technical terms. Conduct / take part in a job interview. Give media interviews.

Deall	Rydw i'n gallu: Deall pob sgwrs yng nghyd-destun fy swydd. Deall iaith gymhleth ac arbenigol sy'n cael ei defnyddio mewn cyfarfodydd, cyflwyniadau, trafodaethau, sgysiau a chyfweiliadau.	Understanding	I can: Fully understand all work – related conversations. Understand complex and specialist language used in meetings, presentations, negotiations, discussions and interviews.
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CASGLIAD

Mae Cyngor RhCT yn rhanddeiliad allweddol yng ngwaith hyrwyddo'r iaith Gymraeg

- a ninnau'n y trydydd awdurdod lleol mwyaf yng Nghymru o ran trigolion
- mae gennym ni gynnydd arfaethedig ym mhoblogaeth o 10,000 erbyn 2039
- a Chyngor RhCT yw cyflogwr mwyaf y sir.

Mae ein Bwrdeistref Sirol yn ardal ddeniadol, fywiog ac amrywiol i fyw ynddi ac rydyn ni wedi ymrwymo i brif-ffrydio dwyieithrwydd yn rhan o'n gwasanaethau.

Uchelgais Cyngor RhCT yw datblygu Bwrdeistref Sirol gwbl ddwyieithog lle mae modd i drigolion fyw, gweithio a chwarae, yn ogystal â manteisio ar wasanaethau a chefnogaeth, trwy gyfrwng y Gymraeg a Saesneg.

Dylai ein dull rhagweithiol tuag at recriwtio gweithlu dwyieithog, trwy'r broses asesu, ganiatáu i ni ddenu'r ymgeiswyr gorau i'n hawdurdod; gan ein rhoi mewn sefyllfa gadarnhaol i ddiwallu ein rhwymedigaethau cyfreithiol o dan Fesur y Gymraeg (Cymru) 2011.

CONCLUSION

RCT Council is a key stakeholder in the promotion of the Welsh Language

- we are the third largest Local Authority in Wales by residents
- we have a projected population increase of 10,000 by 2039
- we are the largest employer in the locality.

Our County Borough is an attractive, vibrant, diverse place to live and we are committed to mainstreaming bilingualism into our services.

RCT Council's vision is to develop a truly bilingual Rhondda Cynon Taf where our citizens can live, work and play as well as access services and support in Welsh and English equally.

Our proactive approach to recruiting a bilingual workforce, by way of the assessment process, should allow us to attract the very best to our authority; placing us in a positive position to meet our legal obligations under the Welsh Language Measure (Wales) 2011.



CYFRINACHOL – HUNANARDYSTIO SALWCH SA3 CONFIDENTIAL - SELF CERTIFICATION OF SICKNESS SA3

Bydd rhaid llenwi'r ffurflen yma ar gyfer pob cyfnod o absenoldeb rhwng diwrnod a saith diwrnod o hyd.
This form must be completed for all absences between one and seven days inclusive.

RHAN 1/PART 1

Enw:/Name: _____ Teitl y swydd:/Post Title: _____

Uwchadran:/Division: _____ Gweithle:/Location: _____

Rhif staff:/Payroll No: _____

RHAN 2/PART 2

(i) Rydw i wedi bod yn sâl ers:/I have been sick since: _____
(Nid o reidrwydd yn ddiwrnod gwaith – gallai fod yn ddydd Sul, er enghraifft)/(This need not be a working day - it could for example be a Sunday)

(ii) Rydw i wedi bod yn absennol o'r gwaith oherwydd salwch ers:/
I have been absent from work due to sickness since:

Amser:/Time: _____ ar:/on: _____ (dydd a dyddiad)/(day and date)

(iii) Roeddwn i'n ffit i ddod yn ôl i'r gwaith ar:/I was fit to return to work on:

_____ (dydd a dyddiad)/(day and date)

(iv) Roeddwn i'n ôl yn y gwaith ar:/I returned to work on:

_____ (dydd a dyddiad)/(day and date)

(v) Pam doeddech chi ddim yn ffit i weithio? (Rhowch fanylion)

Cofiwch: Fydd geiriau fel 'salwch' a 'ddim yn teimlo'n dda' **DDIM** yn ddigon manwl. Fydd dim disgwyl i chi fynegi barn feddygol, ond, dylech chi roi syniad o'r math o salwch.

Why were you unfit for work? (Please be specific)

Please note: Words like 'illness', 'unwell' are **NOT** sufficient and whilst you are not expected to give a medical opinion you should give an indication of the type of illness.

RHAN 3/PART 3

- (i) Nodwch enw, cyfeiriad a rhif ffôn eich Meddyg a/neu'ch Meddyg Ymgynghorol.
Please give the name, address and telephone number of your Doctor and/or Consultant.

- (ii) Ydych chi wedi ceisio cyngor eich Meddyg a/neu'ch Meddyg Ymgynghorol?
Have you sought advice from your Doctor and/or Consultant?

Ydw/Nac ydw/Yes/No _____

- (iii) Os 'ydw', beth oedd y cyngor?/if yes, what advice was given?

- (iv) Pa gymorth sydd wedi'i gynnig i chi?/What support has been offered to employee?

RHAN 4/PART 4

Rydw i'n cydnabod bydd yr wybodaeth ar y ffurflen yma'n cael ei defnyddio ar gyfer penderfynu:

- (i) a oes gen i hawl i gael Tâl Salwch Statudol;
(ii) a oes gen i hawl i gael Tâl Salwch Galwedigaethol o dan y darpariaethau ynglŷn â salwch, sy'n rhan o Delerau ac Amodau fy nghyflogaeth.

Rydw i'n deall bydd gwneud datganiad anwir, yn fwriadol, yn golygu bydd posibilrwydd fydd gen i ddim hawl i gael Tâl Salwch Statudol a/neu Dâl Salwch Galwedigaethol, a bydd yn cael ei ystyried yn dramgwydd disgyblaethol difrifol.

Rydw i'n derbyn bod Telerau ac Amodau fy nghyflogaeth yn galluogi fy nghyflogwr i fynnu i mi gael archwiliad gan ymarferydd meddygol.

Rydw i'n datgan bod yr wybodaeth ar y ffurflen yma'n wir ac yn gyflawn.

I acknowledge that the information given on this form will be used to determine:

- (i) My entitlement, if any, to Statutory Sick Pay.
(ii) My entitlement, if any, to Occupational Sick pay under the sickness provisions contained in the Terms and Conditions under which I am employed.

I understand that any false statement knowingly made may disqualify me from either Statutory Sick Pay and/or Occupational Sick Pay and will be regarded as a serious disciplinary offence.

I accept that the Terms and Conditions under which I am employed enables my employer to require me to submit to an examination by a medical practitioner.

I declare the information given on the form to be true and complete.

Llofnod:/Signed: _____

Dyddiad:/Dated: _____

I'w llenwi gan y swyddog cyfrifol priodol./To be completed by the appropriate responsible officer.

Llofnod:/Signed: _____

Dyddiad:/Dated: _____



Hoffech chi ddysgu Cymraeg?

Dilynwch y 3 cham yma er mwyn bwrw iddi

Mae'r awdurdod lleol bob amser yn eich annog chi i wella sgiliau fydd yn eich helpu chi yn y gweithle, ac mae dysgu Cymraeg yn un o'r sgiliau yma.

Do you want to learn Welsh?

Follow these 3 easy steps to get started

The local authority continuously encourages you to improve your skills, and Welsh language skills are no different to other skills to help you in the workplace.

DOD O HYD I GWRS

Ewch I
www.rctcbc.gov.uk/GwersiCymraeg
am restr lawn o'r
cyrсияu sydd ar gael.

1

FIND A COURSE

Go to
www.rctcbc.gov.uk/WelshCourses
for a full list of courses and
find the right one for you.

CAEL CANIATÂD

Gofynnwch i'ch rheolwr llinell.
Mae sesiynau ar gael yn ystod oriau gwaith.

2

SEEK APPROVAL

Ask your line manager.
Training opportunities are available in work time.

CADW LLE

Cysylltwch â'r tiwtor/darparwr yn uniongyrchol
er mwyn cadw lle ar gyfer y cwrs.
Yna...
os bydd rhaid talu ffioedd,
trefnwch i'ch rheolwr llinell eu talu.

3

BOOK YOUR PLACE

Contact the tutor/provider directly to
book yourself onto the course.
Then...
if there are course fees to be paid, please
arrange payment via your Line Manager.

UNRHYW GWESTIYNAU ERAILL?

Anfonwch e-bost:
swyddogiaith@rhondda-cynon-taf.gov.uk

Dylai rheolwyr gofio y bydd gwella sgiliau
Cymraeg y staff yn helpu i sicrhau bod y Cyngor yn
bodloni gofynion y Safonau Cymraeg.

Os yw'n bosibl, ni ddylech chi drefnu cyfarfodydd
mewnol sy'n mynd i wrthdaro â'r cyrsiau yma.

ANY FURTHER QUESTIONS?

Contact:
welshlanguageofficer@rctcbc.gov.uk

Managers should be aware that increasing the Welsh
language abilities of staff will help ensure that the Council
meets its Welsh Language Standards requirements.

If possible, internal meetings should not be
arranged to clash with these courses.



Llofnodion e-bost a Negeseuon allan o'r swyddfa

Llofnodion e-bost

Mae rhaid i bob llofnod e-bost for yn ddwyieithog, gyda'r Gymraeg yn arddangos yn gyntaf. Dylai staff hefyd defnyddio un o'r logos isod yn dibynnu ar sgiliau iaith Cymraeg nhw.

Siaradwyr Cymraeg



Dysgwyr



Negeseuon allan o'r swyddfa

Mae rhaid i bob neges allan o'r swyddfa fod yn ddwyieithog, gyda'r Gymraeg yn arddangos yn gyntaf. Mae templed isod yn cynnwys y brawddegau mwyaf gyfarwydd.

Email Signatures and Out of Office Replies

Email signatures

All email signatures need to be bilingual, with the Welsh appearing first. Staff should also include one of the below logos if they have Welsh Language skills depending on their Welsh Language Level.

Welsh speakers



Learners



Out of Office Replies

All out of office replies need to be bilingual with the Welsh appearing first. Below are frequently used phrases in out of office replies already translated.

'Dw i ddim yn y swyddfa tan xx/xx/xxxx

I am not in the office until xx/xx/xxxx

'Dw i ddim yn y swyddfa tan ddydd

I am not in the office until

- Llun
- Mawrth
- Mercher
- Iau
- Gwener

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Am gymorth yn fy absenoldeb cysylltwch â (name) ar (tel no/email address)

For assistance in my absence contact (name) on (tel no/email address)

Dw i mewn cyfarfod, a bydda i'n ôl yn y swyddfa:

I am in a meeting, back in office

bore yfory
prynhawn yfory

tomorrow morning
tomorrow afternoon

Dw i ar wyliau tan ddydd xx/xx/xxxx

I am on annual leave until xx/xx/xxxx

Dw i'n mynychu cwrs hyfforddi tan xx/xx/xxxx

I am on a training course until xx/xx/xxxx

Dw i'n cymryd cyfnod mamolaeth tan xx/xx/xxxx

I am taking maternity leave until xx/xx/xxxx

Dw i'n cymryd cyfnod tadolaeth tan xx/xx/xxxx

I am taking paternity leave until xx/xx/xxxx

