



## Welsh Language Scheme

### Tir Coed

This voluntary scheme was prepared in line with the Welsh Language Board's Guidance under the Welsh Language Act 1993

This Welsh Language Scheme was approved by the Welsh Language Board on January 29<sup>th</sup>, 2010

## Background

Tir Coed is a registered charity (Charity number 1115229), established in 1999 as an alliance of countryside agencies. Through facilitation and partnership working, Tir Coed develops woodland initiatives for disadvantaged communities in rural Wales. Tir Coed uses one of our most plentiful untapped resources – Wales' woodlands – as a focus and meeting place where people can come together to learn new skills, whilst enjoying both the therapeutic and direct health benefits of woodland activities.

## Introduction

Tir Coed aims to achieve linguistic equality. In making this statement Tir Coed recognises that this aim requires investment in both training and support for staff.

In March, 2009, Tir Coed employs 4 part-time members of staff working out of 2 offices within west Wales. One member of staff is fluent in the Welsh language.

## Policy Statement

Tir Coed aims to treat the Welsh and English language equally in all areas of its work, from administration to interpretation, employment and in its dealings with the public. A copy of the Welsh Language Scheme will be provided to all staff, volunteers, contracted Service Providers and Directors.

### • Communications

#### • Written

All communications in writing that are submitted in Welsh will be answered in Welsh and signed. (This includes e-mail communications.)

#### • Telephone

A bilingual answering machine message will be available at all Tir Coed offices. All calls will be answered bilingually. Training will be provided to accomplish this.

Where people wish to continue to communicate in Welsh they will be given the right to do so.

If no Welsh speaker is available to assist them, arrangements will be made for a Welsh speaker to contact them within a reasonable and convenient period of time.

- **Face to face communications**

Where there is no Welsh language speaker to assist at a Tir Coed office an appointment will be made where this facility can be offered. If this cannot be achieved within a time span of 5 working days, Tir Coed will explain the situation to the service user and offer the choice of either providing a translator or continuing through the medium of English.

- **Events**

All Tir Coed events will be conducted bilingually where appropriate, provided there are trained Service Providers with the necessary skills and experience available to offer bilingual services. It will be made clear in all documentation for events that Welsh and English speakers are welcome to attend. The need for translation equipment will be assessed in advance of events and translation facilities will be made available where appropriate.

All promotional materials for events will be produced bilingually.

- **Public image**

- **Corporate identity**

Tir Coed as an organisation has a Welsh public image. Its logo portrays a landscape, with the words "Tir Coed" written below in Welsh only.

At the moment, Tir Coed corporate materials are partially bilingual.

Staff business cards and all other corporate materials will be produced bilingually at the time of replacement.

All permanent signs will be bilingual with font displayed in the same size and format. The Welsh version to be displayed above the English version.

All signs for public events will be displayed bilingually in the same form as stated above.

- **Publications**

Welsh and English versions will be presented in the same size font in every bilingual publication.

Tir Coed's Annual Report will be available bilingually.

At present, Tir Coed prepares comprehensive quarterly Progress reports. In order to target our translation budget on marketing and promoting Tir Coed activities to the public, Executive Summaries only of the Progress Reports will be available in Welsh.

- **Press statements**

Statements to the press, newspapers and media will be produced in the language of publication/broadcast.

Every effort will be made to ensure that a Welsh speaker is available for interviews with the Welsh media.

- **Marketing**

Marketing materials, such as forms, posters, display stands and information boards will be designed bilingually, to the same printing standard and font size, to be displayed side by side.

Annual Reports will be produced in English and Welsh.

- **Website**

The Tir Coed website is bilingual, it includes information on projects, old and new, as well as Executive Summaries of the Progress Reports and links to other useful websites. Tir Coed aims to maintain and develop this service.

- **Internal Management**

- **Appointments**

When a post becomes vacant Tir Coed will assess the post's language requirements in order to decide whether the ability to communicate with the public in both English and Welsh is desirable or essential.

Posts will be advertised in both English and Welsh, job descriptions and support materials will be available to applicants in both languages. Equality of opportunity

will be paramount in terms of the appointments made by Tir Coed. Tir Coed therefore reserves the right to appoint based upon the best applicant's merits, where the ability to communicate in English and Welsh will be considered as a desirable skill.

Tir Coed will endeavour to ensure a sufficient number of bilingual staff in order to meet the requirements of the Welsh Language Scheme.

- **New Initiatives**

Equality of linguistic representation will be built into the development planning for new initiatives and programmes. This will be implemented across the work of Tir Coed and funding implications for linguistic equality will be taken into account when planning new initiatives.

- **Current programmes**

All current programmes and initiatives will be reviewed with respect to the implementation of the Welsh Language Scheme within twelve months of its adoption.

- **Implementing and Monitoring**

- **Enquiries or complaints**

All enquiries or complaints relating to Tir Coed's Welsh Language Scheme should be referred to Gwyneth Davies:

Phone – 01974 282476

E-mail – [gwyneth@ystwyth-tircoed.fsnet.co.uk](mailto:gwyneth@ystwyth-tircoed.fsnet.co.uk)

- **Guidance and advice**

Tir Coed will seek and consider the advice and guidance of the Welsh Language Board, Estyn Llaw and WCVA when monitoring its performance in implementing this Scheme.

- **Monitoring**

The Tir Coed Board of Directors will measure the implementation of this Scheme at the Annual General Meeting held in October, or at any other given time, as and

when the Tir Coed Board of Directors deem this necessary.

An annual progress report will be presented to the Welsh Language Board, using the Board's reporting template.

This Welsh Language Scheme will only be edited with the agreement of the Welsh Language Board.

This Welsh Language Scheme will be reviewed within 3 years of the approval date.

### **TIMETABLE FOR ACTION**

Appointments	Posts will be advertised in both English and Welsh, job descriptions and support materials will be available to applicants in both languages.	Currently implemented
Communications	All communications in writing that are submitted in Welsh will be answered in Welsh.	Currently implemented
	A bilingual answering machine message will be available at all Tir Coed offices.	Implemented January 2009
	All calls will be answered bilingually.	Training to be implemented by April 2009
	Where people wish to continue to communicate in Welsh they will be given the right to do so.	Currently implemented
	All Tir Coed events will be conducted bilingually where appropriate, provided there are trained Service Providers with the necessary skills and experience available to offer bilingual services.	Implemented when Welsh-speaking Service Providers are available
	All promotional materials for events will be produced bilingually.	Currently implemented
Public image	Staff business cards and all other corporate materials will be produced bilingually	Implemented at time of replacement
	All signs for public events will be displayed bilingually.	Currently implemented
	Statements to the press, newspapers and media will be produced in the language of publication/broadcast.	Implemented April 2008

	Marketing materials, such as forms, posters, display stands and information boards will be designed bilingually, to the same printing standard and font size, to be displayed side by side.	Currently implemented
	Annual Reports will be produced bilingually. Executive Summaries of Progress Reports will be produced bilingually.	Implemented by April 2008
	The Tir Coed website is bilingual.	Implemented
Monitoring	Implementation of actions to be monitored at the Tir Coed Board of Directors AGM in October.  Annual report to be presented to the Welsh Language Board.  Review Scheme within 3 years	October  Annually from approval date.  April 2012