

Arranging and conducting meetings (that include members of the public by invitation)



Why arrange and conduct meetings in Welsh?

Users can express their opinions and needs better in their first language, and there are certain groups of Welsh speakers who really need to receive a service in their first language in order for their needs to be met effectively.



When is it necessary to conduct a meeting in Welsh?

When arranging a meeting with an individual

You must ask the individual if they would like to use Welsh.

If the individual answers yes, you should arrange the meeting to be in Welsh with Welsh medium staff (where this is possible).

If the appropriate members of staff are unable to speak Welsh, you will need to arrange a translation service so that they can understand the individual using Welsh.

But, if the meeting is to do with an individual's **well-being**, a translation service must be provided from **Welsh into English** and from **English into Welsh** so that the whole meeting can be conducted in Welsh for the individual.



When arranging a meeting with more than one person

You must ask everyone whether they would like to use Welsh

- If **everyone** answers that they would. The meeting will have to be arranged in Welsh with Welsh members of staff (where this is possible).

If the appropriate members of staff are unable to speak Welsh, you will need to arrange a translation service so that they can understand the individuals using Welsh,

- If **10%** or more answer that they would like to use Welsh, you should arrange for the meeting to be in Welsh with Welsh medium members of staff where this is possible.

If the appropriate members of staff are unable to speak Welsh, you will need to arrange a translation service so that they can understand the individuals using Welsh,

- But, if the meeting is to do with the **well-being** of any of those in the meeting, you should arrange the meeting to be in Welsh with Welsh medium staff (where this is possible).

If the appropriate members of staff are unable to speak Welsh, a translation service must be provided from **Welsh into English** and from **English into Welsh** so that the whole meeting can be conducted in Welsh for the individual.



If the meeting is conducted in Welsh or partly in Welsh with a translation service, you will need to ensure that any written materials (including agendas, minutes, PowerPoint presentations) are bilingual and it will need to be of the same layout and standard in both languages.



Further information:

For further advice: iaithgymraeg@sirgar.gov.uk
To see the Standards, go to:
www.comisiynyddygyymraeg.cymru

Standards 24-29, 41, 47