

To:	Board
Date of Meeting:	24 March 2010
Item:	Paper (10) 25

Title:	Draft Welsh language scheme
Workstream(s):	Demonstrating value for money and good governance
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Status:	Unclassified

Summary:
<p>The paper outlines the purpose and content of the LSB's Welsh language scheme ('the Scheme') and sets out the process for consultation and approval by the Welsh Language Board.</p> <p>The Board is asked to:</p> <ol style="list-style-type: none"> to agree the approach to meeting our obligations under the Welsh Language Act; and to approve the content of the draft Scheme for publication for consultation. <p>We have liaised with the Welsh Language Board in formulating the draft Scheme, and taken into account their advice to mirror, where appropriate, the Ministry of Justice's Scheme.</p>

Risks and mitigations	
Financial:	N/A
FoIA:	N/A
Legal:	If a Scheme is not consulted and published, the LSB will contravene its responsibilities under s7 of the Welsh Language Act. We have developed the Scheme at the earliest opportunity to ensure that we are compliant with our statutory obligations.
Reputational:	The Scheme is not seen to address the needs of Welsh Speakers appropriately or does not treat the English and Welsh Languages on a basis of equality, so far as is both appropriate in the circumstances and reasonably practicable. To mitigate, the commitments that we make in the Scheme should be seen as proportionate to the role and scope of the LSB and a clear rationale can be provided for each paragraph if necessary.
Resource:	N/A.

Consultation	Yes	No	Who / why?
Board Members:	✓		Barbara Saunders.
Consumer Panel:	✓		Elizabeth Davies.
Others:	Welsh Language Board.		

Recommendations:

The Board is invited:

- a) to agree the approach to meeting our obligations under the Welsh Language Act; and
- b) to approve the content of the draft Welsh language scheme for publication for consultation.

LEGAL SERVICES BOARD

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Welsh language scheme

Executive summary

Recommendations

The Board is invited:

- a) to agree the approach to meeting our obligations under the Welsh Language Act; and
- b) to approve the content of the draft Welsh language scheme for publication (**Annex A**).

Background / context

1. Under s7 of the Welsh language Act 1993 (**'the Act'**), public bodies are required to adopt the principle that in the conduct of the public business and the administration of justice in Wales, they will treat the English and Welsh Languages on a basis of equality, so far as is both appropriate in the circumstances and reasonably practicable.
2. The Act also makes provisions for the preparation and approval of Welsh language schemes that public bodies must issue and that must specify the measures that they propose to take in connection with the provision of their services in Welsh.
3. This paper presents the LSB's draft Welsh language scheme (**'the Scheme'**) for approval for consultation.

Chosen approach

4. The Act makes a number of stipulations with regard to what must be included in the Scheme. Public bodies must make a commitment to facilitate the use of Welsh through correspondence, at public meetings, in publications and on websites. In addition, they must present a fully bi-lingual corporate identity on any publicity material or adverts used in Wales and on any Welsh language documents or publications.
5. Due to its scope of activity and the fact that we do not deal directly with the public, we propose that we take a proportionate approach to our use of Welsh in the provision of our services.
6. This will mainly manifest itself via the website (paragraph 4.9), through the provision of Welsh or bi-lingual versions of some, or some aspects, of our publications.

Implementation

7. Along with the Scheme, we are required to produce an action plan outlining how we will meet the commitments made in the Scheme.
8. The draft Scheme must go through a 12 week public consultation period before it can be approved by the Welsh Language Board.
9. A desk-top guidance document will be produced for colleagues outlining their role in meeting the commitments made in the Scheme.
10. When it has been implemented, progress against our action plan will be reviewed on an annual basis by the Welsh Language Board. Roles and responsibilities in this process are outlined in the Scheme.

Consultation

11. The following plan has been developed outlining the target dates for completing each stage of development and potential costs:

	Activity	Target Date	Cost
Prepare documentation for translation	Compose cover letters	08/03/10	-
	Finalise scheme (agreement from Board)	24/03/10	-
	Compose advert	08/03/10	-
	Commission bi-lingual logo	06/03/10	TBC
	Receive bi-lingual logo	19/03/10	
Translate documents	Commission translation service	08/03/10	See para.11
	Send scheme, advert and cover letters for translation	29/03/10	-
	Receive translated documents back	07/04/10	-
	Format scheme if necessary	09/04/10	-
Organise advert space	Liaise with Western Mail	05/03/10	TBA
	Send adverts	09/04/10	-
	Proof adverts	16/04/10	-
Consultation	Send out letters	25-26/04/10	-
	Send e-mail alerts	26/04/10	-
	Place adverts	26/04/10	
	Launch Consultation	26/04/10	
	Bi-lingual scheme available from LSB website	26/04/10	-
	Close Consultation	19/07/10	-
Seek internal Approval	Amend Scheme if necessary	21/07/10	-
	Prepare Consultation report	21/07/10	-
	Board Approval	27/07/10	-
Submit consultation report and updated Scheme to Welsh Language Board for Approval	Submit report	28/07/10	-
	Scheme Approved	31/08/10	-
Final Scheme Published	Scheme Translated	06/09/10	-
	Scheme Published	17/09/10	-

12. Three potential suppliers have been identified and quotes for cost and time obtained:

Supplier	Approximate Cost (£)	Estimated Time Required
Fiona Gannon Translation	£337 (no VAT)	7 days (including proofreading)
Aktuel Translations	£421.41 (inc VAT)	3-4 days (including proofreading)
Foreign and Commonwealth Office Translation service	562.50	2 – 3 days

13. Aktuel Translations has been recommended to us by the Council for Healthcare Regulatory Excellence, which we approached for advice during the development of the Scheme. The firm also offers an interpreting service, which will be useful in complying with our responsibilities in paragraph 4.3.1.

14. A supplemental Consultation plan, submitted to the Welsh Language Board, is attached (**Annex B**).

03.03.2010