



**POLICY AND RESOURCES SCRUTINY COMMITTEE -
29TH SEPTEMBER 2009**

**SUBJECT: INFORMATION ON WELSH LANGUAGE COSTS FOR CAERPHILLY
COUNTY BOROUGH COUNCIL**

REPORT BY: CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To inform members of the cost of aspects of implementing the Welsh Language Scheme for the Authority.
- 1.2 This report covers staff costs, training and translation of public material but excludes Welsh medium education costs.

2. SUMMARY

- 2.1 The Welsh Language Act 1993 requires that all public bodies within, or operating within Wales, treat the Welsh and English languages on the basis of equality.
- 2.2 Caerphilly County Borough Council has operated a mixed approach to written translations since April 1996 using internal staff and external companies to provide the work to meet the client service area's deadlines. All translation costs are met through the budget within the Policy Unit.
- 2.3 The Policy Unit has two translators (grade 6) and together with the Déjà Vu translation software, this has ensured that far less material is now sent to external companies and more done in-house in order to achieve efficiency savings.
- 2.4 Training costs are also met from the budget within the Policy Unit, and are kept to a minimum as many taster courses for example are delivered in house by a staff member from the Policy Unit. This means that there is no cost other than the staff time as trainer and class resources and refreshments.
- 2.4 The full cost breakdown for the above can be found in the attached Appendices, however as an example, the 2008/09 Policy Unit costs are shown here:-

Staff Costs	£	97,755.00
Translation Costs	£	53,701.67
Training Costs	£	5,412.99
SLA income	- £	1,400.00

The table is not totalled, as doing so would double-count staff costs and translation costs as two of the staff are the in-house translators.

- 2.5 Other costs such as printing, websites and advertising are outlined in Appendix C together with some explanatory notes.

3. LINKS TO STRATEGY

3.1 The Welsh Language Scheme is a crosscutting policy and impacts on every other council policy that is aimed at the public.

3.2 It also has direct links with a number of council policies and strategies: -

- The Community Strategy
- Linguistic Skills Strategy
- Equalities
- Staff Development
- Freedom of Information
- E-Government
- Customer Care
- Recruitment and Selection

4. THE REPORT

4.1 The Appendices detail the relevant information for staff costs, translation costs and also provide information on Service Level Agreements that exist or are proposed, which bring some income into the Policy Unit to cover Welsh language costs.

- Appendix A covers staff costs
- Appendix B covers translation costs
- Appendix C covers examples of publication costs
- Appendix D covers training costs
- Appendix E is a briefing note regarding the SLA's

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications to this information report.

6. PERSONNEL IMPLICATIONS

6.1 There are no personnel implications to this information report.

7. CONSULTATION

7.1 The draft report was circulated to the consultees (shown at the end of this report) and any additional information and comments received has been reflected in this final version.

8. RECOMMENDATIONS

8.1 It is recommended that members note the content of the report.

9. REASONS FOR RECOMMENDATIONS

9.1 The Welsh Language Scheme is part of the council's policy framework and the report details various costs and efforts to increase efficiency savings.

10. STATUTORY POWER

10.1 Monitoring of the implementation of the Welsh Language Scheme is required under the Welsh Language Act 1993.

Author David A. Thomas, Policy Officer (Welsh Language), Ext 4353
thomada@caerffili.gov.uk

Consultees Nigel Barnett, Director of Corporate Services
Colin Jones, Head of Performance and Policy
Nicole Scammell, Head of Corporate Finance
Pat Mears, Chief Planning Officer and Chair of Welsh Language Equality Sub-Group
Rosemary Mathews, Communications Manager
Web Development, IT