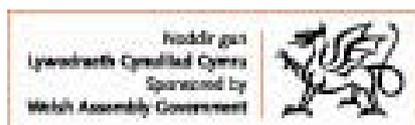




Ministry of
JUSTICE

Welsh language scheme

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julia.bradford@justice.gsi.gov.uk

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1. Introduction

1. The Ministry of Justice (MoJ) Welsh Language Scheme (the Scheme) has been prepared in accordance with Section 21 of the Welsh Language Act 1993.
2. MoJ has adopted the principle that in the conduct of public business and the administration of justice in Wales, it will treat the English and Welsh languages on a basis of equality, so far as is both appropriate in the circumstances and reasonably practicable. The Scheme sets out how MoJ will give effect to that principle in the services to the public in Wales for which it is responsible. The name of this Department in Welsh is *Y Weinyddiaeth Cyfiawnder*.
3. The Scheme has been adopted by Ministry of Justice and was approved by the Welsh Language Board on 24 March 2010.
4. MoJ is a department of central government. Its major responsibilities and some of its main associated bodies include:
 - The National Offender Management Service: administration of correctional services in England and Wales through Her Majesty's Prison Service and the Probation Service, under the umbrella of the National Offender Management Service (NOMS). The NOMS Agency is developing a Welsh Language Scheme that will include the appropriate provision of Welsh Language provision for Welsh speaking adults held in custody in either England or Wales or community sentences in Wales. The Ministry of Justice Welsh Language Scheme will provide guidance to NOMS on the development of their Welsh Language Scheme to ensure consistency, and will support NOMS Agency in its efforts to best meet the needs of Welsh Language offenders.
 - Youth Justice and sponsorship of the Youth Justice Board.
 - Sponsorship of the Parole Board, Her Majesty's Inspectorates of Prison and of Probation, Independent Monitoring Boards and the Prisons and Probation Ombudsmen.
 - Criminal, civil, family and administrative law: criminal law and sentencing policy, including sponsorship of the Sentencing Guidelines Council and the Sentencing Advisory Panel and the Law Commission.
 - The Office for Criminal Justice Reform: hosted by the Ministry of Justice but working trilaterally with the three CJS departments - the Ministry of Justice, Home Office and Attorney General's Office.
 - Her Majesty's Courts Service: administration of the civil, family and criminal courts in England and Wales.
 - The Tribunals Service: administration of some tribunals across the UK.

- Legal Aid and the wider Community Legal Service and Criminal Defence Service through the Legal Services Commission.
 - Support for the Judiciary: judicial appointments via the newly created Judicial Appointments Commission, the Judicial Office and Judicial Communications Office.
 - The Privy Council Secretariat and Office of the Judicial Committee of the Privy Council.
 - Constitutional affairs: electoral reform and democratic engagement, civil and human rights, freedom of information, management of the UK's constitutional arrangements and relationships including with the devolved administrations and the Crown Dependencies.
 - Law and policy governing coroners, inquests and burial and cremation.
 - Ministry of Justice corporate centre: focused corporate centre to shape overall strategy and drive performance and delivery.
5. Since the formation of MoJ, the Scotland and Wales Offices come under the umbrella of MoJ, but report to the Secretaries of State for Scotland and Wales respectively.
 6. The Lord Chancellor and Secretary of State for Justice have approved the Scheme for use in MoJ and a number of the bodies sponsored by MoJ. A complete list of the bodies sponsored by MoJ can be found at Annex A.
 7. You should read references in the Scheme to the general public as including members of the legal profession and any particular interest group in Wales to which we provide a service.

2. Policy development and implementation

1. As a Government department we are typically responsible for advising Ministers on the development of new policies and initiatives, for some support functions and in some circumstances in specifying the nature of services to be delivered by others. We will ensure that staff and advisers involved in policy formulation and the preparation of instructions for new primary and secondary legislation take into account the Scheme and our responsibilities under the Welsh Language Act. As we consider and develop new policies, or review existing policies in the usual course of policy business, we will:
 - assess the linguistic consequences of policies affecting services provided to the people in Wales;
 - promote and facilitate the use of Welsh wherever possible;
 - implement the principle of equality at every opportunity, so far as is both appropriate in the circumstances and reasonably practicable.
1. We will ensure that the same measures are applied on implementation. We will assess the linguistic consequences of service provision to the people of Wales, promote and facilitate the use of Welsh whenever possible and implement the principle of equality at every opportunity. When policies are to be implemented by MoJ directly, or through third parties, we will ensure that those services are delivered in Wales in a way which treats the English and Welsh languages as equal, for example:
 - assisting rule making bodies where necessary to amend, rules, procedures or prescribed forms that inhibit the use of Welsh where the services are provided to people in Wales;
 - ensuring that specifications for services to be supplied by other organisations on our behalf include relevant measures relating to the use of Welsh, for example,
 - that printed information such as leaflets and information packs should be available in both Welsh and English, and
 - that either language may be used at any Event¹ in Wales and in any other business with the organisation providing the service. Attendees are invited to say at least two weeks in advance of an Event if they intend to speak Welsh.

¹ Event means any conference, seminar or meeting publicised to the public in Wales

3. On the development and delivery of IT systems and products or the updating of old ones, we will:
 - at the outset assess the linguistic requirements in respect of services provided in Wales.
 - promote and facilitate the use of Welsh wherever possible; and implement the principle of equality at every opportunity.
 - As we develop or procure ICT systems we will take into account the Board's *Bilingual Software Guidelines and Standards*.

4. MoJ is not normally directly involved in the provision of specific services to the public. These are typically delivered by its delivery arms (e.g. HM Courts Service (HMCS), National Offender Management Service(NOMS) and Tribunals Service.

5. We will, in so far as is within our responsibilities:
 - enable these organisations to implement the commitments made in their schemes by;
 - assisting rule making bodies where necessary to amend, rules, procedures or prescribed forms that may inhibit the use of Welsh where the services are provided to people in Wales;
 - allowing services to be organised and delivered in a way which facilitates the use of Welsh by organisations and by the public;
 - consulting them, as described above, as we develop policies and initiatives to ensure that full account is taken of the implications for the provision of these services in Wales.

6. We will consult the Judicial Studies Board, the Presiding Judges of Wales and the HMCS Director for Wales to determine what guidance or training may be needed in relation to the use of the Welsh language for the judiciary who hear cases in Wales.

3. Recruitment

Staff appointments

1. Since our offices are mainly located in London, we recruit nationally and advertise in the English language. We do not expect to change this practice. However, when recruiting for vacancies in Wales, these will be advertised bilingually. Notices will be in Welsh in Welsh language publications.
2. The Welsh and English versions will be equal in terms of format, size, quality and prominence – whether produced as a single bilingual version, or as separate Welsh and English notices.
3. MoJ does not generally provide services direct to Welsh speakers, services are provided by our delivery arms and that position is very unlikely to change. Therefore, the recruitment of Welsh-speaking staff is not a crucial factor in delivering this Scheme nor is training other staff in the use of the Welsh language.

Judicial appointments

4. The Judicial Appointments Commission selects candidates for judicial office and recommends them to the Secretary of State and Lord Chancellor for appointment. The Secretary of State and Lord Chancellor, in accordance with the Constitutional Reform Act 2005, makes the appointments or recommends the appointments to The Queen.
5. The Presiding Judges and Director for Wales regularly assess the judicial complement and need for judicial recruitment in Wales. In doing so, they also consider when successful candidates will be expected to have essential Welsh Language Skills² (either to maintain current complements of Welsh speaking judges or to meet an increase in demand). Once vacancies have been assessed the Judicial Appointments Commission is asked to advertise all Welsh vacancies bilingually and make specific reference to any that require Welsh Language Skills as an 'essential' criterion.
6. The appointments most frequently made in Wales are appointments of magistrates. Local Advisory Committees are responsible for the recruitment and selection of magistrates. Recent changes to the way in

² Welsh language skills means the ability to converse and write fluently and easily in the Welsh Language

which Magistrates are recruited in Wales now means that Advisory Committees in Wales will be able to make specific reference to any vacancies that require Welsh Language Skills as an 'essential' criterion. This change will be implemented on the issuing of guidelines to the Advisory Committees in Wales on the recruitment and selection of bilingual magistrates in Wales. The guidance will be issued by April 2010.

7. Other judicial appointment exercises are administered within the Department. Where vacancies arising in Wales are advertised we will use a bilingual advertisement in the Wales-based daily press. We will also consider whether the ability to conduct proceedings through the medium of Welsh would be a desirable attribute in a candidate. The nature and location of the particular post, and current capacity to conduct hearings in Welsh, will be relevant factors. Welsh language application material will be made available.
8. The Administrative Justice and Tribunals Council has its own statutory Welsh Committee.

Other public appointments

9. If a non-judicial appointment arises in Wales in future, the particular procedure to be adopted for the appointment will depend on the nature of the post. We will consider, in light of the nature and location of any particular post, whether specifically to seek Welsh-speaking candidates.

4. Provision of services to the public

General

1. Where MoJ provides services in Welsh, it will deliver the same quality of service as it provides when that service is provided in English. Specifically:
 - our target times for response to correspondence will be the same whether the correspondence is conducted in English or in Welsh;
 - when we produce documentation in English and in Welsh, we will provide the material in both languages to the same quality and timescale.

Correspondence

2. We will respond in Welsh to any correspondence sent to us in Welsh within the same timescale as other correspondence. We expect to use the Welsh Language Unit in HM Courts Service for translation services, and will issue guidance to staff on the use of the translation service before the Scheme comes into effect.

Telephone calls

3. The MoJ Corporate Centre is mainly located in central London and we have only limited direct contact with the general public. Therefore it is not practicable for us to offer a Welsh Language telephone service. We will offer those who call us and who wish to speak in Welsh the option of writing to us in Welsh or continuing the conversation in English.

Events

4. If we hold Events in Wales, these will be publicised in both Welsh and English and we will make it clear that participants will be welcome to contribute in Welsh and English. In order to assist with arrangements we will:
 - when issuing notice of the Event, make it clear that we will respect the right of persons attending to speak in Welsh or English;
 - invite anyone proposing to attend to say at least two weeks in advance if they intend to speak Welsh or English;

- issue guidance to staff to help them decide whether translation facilities³ are needed having regard to the subject to be considered, the location of the meeting and who is likely to attend, as well as whether there has been prior indication that both languages will be used by participants.

Corporate identity

5. We will present a fully bilingual corporate identity on all MoJ correspondence, documents and publications to be used in Wales. That includes the Welsh form of the title for the Department (*Y Weinyddiaeth Cyfiawnder*). These documents will also be made available on the MoJ website (<http://www.justice.gov.uk/>).
6. Any departmental correspondence addressed to a member of the public in Wales will be on bilingual headed paper, regardless of whether the letter is written in Welsh or not.

Publications and forms

7. Our publications include reports, consultation papers and leaflets relating to our responsibilities throughout England and Wales. Publications and forms will be available for the public in Wales either through the MoJ website or will be distributed by our delivery arms on our behalf.
8. MoJ will use the Welsh Language Board scoring systems for publications and forms to determine whether to make these available in Welsh or in a bilingual format. Where the scoring system justifies a Welsh publication we will undertake to provide an electronic PDF version of this which will be available to download. The scoring systems can be found at Annex B and Annex C of this Scheme.
9. Where a Welsh version of a document or summary is issued, we will do so at the same time as the English language version in the majority of instances.
10. MoJ will produce forms to use in Wales in Welsh or in a bilingual format according to the Welsh Language Board's scoring system for forms. Translation on request will remain an option. Where the scoring system justifies a Welsh form we will undertake to provide an electronic PDF version of this which will be available to download.
11. Downloaded versions will be available from the MoJ website (www.justice.gov.uk). These will be available for printing.

³ Translation facilities include the translation of Event materials and/or a translator.

12. MoJ will reach agreement with delivery arms in Wales to establish when it is necessary to produce printed Welsh versions in addition to PDF versions.

Press notices

13. Press releases to the Welsh language press and broadcasting media in Wales will be issued in Welsh where deadlines permit.
14. These press notices will also be made available on the MoJ internet website (www.justice.gov.uk/news.htm).

Publicity campaigns and advertising

15. All of the publicity, public information, exhibition and advertising material we use in Wales (in order to target the general public) will be produced fully bilingually, or as separate Welsh and English versions. If the Welsh and English versions have to be published separately, both versions will be equal with regard to size, prominence, and quality. Both versions will be available simultaneously and will be equally accessible.
16. When we issue a general advertisement, that is not for recruitment purposes, we will issue a bilingual version in the Welsh press if it relates to:
 - matters of major significance to Great Britain as a whole;
 - matters of a particular interest in Wales.

Official notices and public notices

17. All official notices and public notices published or posted in public places in Wales will be issued bilingually or in both Welsh and English language versions.

Website

The MoJ Website will include items in Welsh where those items are required to be in Welsh by other sections of the Scheme.

18. When designing new websites, or redeveloping our existing websites, we will take into account the Welsh Language Board's *Bilingual Software Guidelines and Standards* and any other guidance issued by the Board with regard to developing websites. (Note: MoJ along with other government departments is limiting the number of new websites it can develop).
19. Whenever we post English language publications on our websites, the Welsh versions will be posted as soon as practically possible.

20. MoJ along with other government departments is rationalising its websites and moving public facing content to DirectGov which is fully bilingual. MoJ will create and maintain a Welsh page on its website with links to publications in Welsh as required by other sections of the Scheme.

Administrative arrangements

21. We expect generally to use the Welsh Language Unit in HM Courts Service for translation services. We will develop standards to ensure that, if we need occasionally to secure outside services, the translators we use are suitably qualified and able to provide a high quality service.

Services delivered on behalf of the MoJ by other parties

22. We will ensure that arrangements and contracts with third parties that relate to the provision of services to the public in Wales are consistent with the terms of the Scheme and are implemented accordingly.
23. Specifications for services will include relevant measures relating to the use of Welsh (most particularly that printed information such as forms, leaflets and information packs should be available in both Welsh and English, that either language may be used at any Event and, so far as practicable, in any other business with the organisation providing the service.

Allocation of grants

24. Any organisation which applies for sponsorship or grant aid for activities which involve the delivery of service to people in Wales, will be expected to address in their applications where appropriate how they intend to provide those services in Welsh as well as English. This will then be incorporated as one of the funding conditions.

When we award grants and loans for activities to be undertaken in Wales we will include conditions where appropriate with regard to the use of Welsh. In doing this, we will have regard to the Welsh Language Board's guidelines document *Awarding Grants, Loans and Sponsorship: Welsh Language Issues*.

5. Implementing, monitoring and publishing the scheme

1. All the provisions of the Scheme are available from the date it comes into force except those outlined in the MoJ action plan (Annex D).
2. The Head of Legal Policy will coordinate implementation of the Scheme and liaise with the relevant business areas to ensure that they apply the requirements of the Scheme.
3. Monitoring arrangements will cover in particular:
 - **forward planning and procurement:** delivery of current policies and services (ensuring that new policies and procedures, new publications and computer programmes will be compatible with the delivery of bilingual services on a basis of equality and that current policies and procedures etc do not inhibit the delivery of those services by others).

Each year we will remind policy-making and operational managers to consider the application of the Scheme to those policy and procedural areas for which they are responsible as they draw up their new annual business plans; and we will require them to report each year on work arising from the requirements of the Scheme which:

- is in hand;
 - will fall in the coming year;
 - has been dealt with in the past year.
- **our public face:** the Departmental press and publications unit will monitor, record and report periodically on the introduction of those bilingual publications, forms and press notices which it produces and/or distributes; each business unit will be required to monitor, record and report periodically on bilingual documentation or notices which it issues and which are not produced and/or distributed by the press and publications unit;
 - **agents and contractors:** each business unit which uses agents or contractors to deliver services to the public in Wales will be required to monitor and report annually on the agents' or contractors' compliance with the Welsh Language terms of their agreements or arrangements;
 - **grievances:** complaints relating to our Welsh Language Service will be dealt with in accordance with our normal complaints procedure. Please see www.justice.gov.uk/contactus.htm for further information.
4. The Scheme will generally be operative from the date of implementation. We will make sure that all staff involved in policy making and support services are aware of the requirements of the Scheme and take them into account in the conduct of their work. This will be done;

- by making a copy of the Scheme available to all staff;
 - by issuing guidance to staff on:
 - handling correspondence in the Welsh language;
 - using the Welsh Language Unit in HM Courts Service and the alternatives;
 - when to consider issuing bilingual or both Welsh and English language documents, publications and publicity material;
 - the implications of the Scheme for those procuring services from third parties;
 - by monitoring implementation of the Scheme;
 - by introducing checks into policy and procurement processes, to ensure the Welsh language dimension is taken into account at the right time. The HMCS Director for Wales, who is the MoJ's Key holder for Welsh Language issues, can be consulted for guidance as appropriate;
 - by regularly consulting the Judicial Studies Board to determine what guidance on training may be needed by the judiciary who hear cases in Wales in relation to the use of the Welsh language;
 - by producing all documents produced in both Welsh and English versions to the same standard and to the same timescale.
5. Each year the MoJ will provide the Welsh Language Board with an assessment form evaluating performance in implementing the Scheme. The report will be presented to the Management Board and to Ministers. After three reports, we will review the operation of the Scheme and discuss implementation and future priorities with the Welsh Language Board.

Publishing information

6. We will publish information comparing performance with the standards and targets set out in the Scheme in the annual Departmental Report (or a similar published document). If we do not meet the published standards and targets we will explain the steps we intend to take to remedy the position.

Publicity

9. We will publicise the Scheme, when agreed and approved by the Board:

- by issue of a press notice;
- by making the Scheme available as a free bilingual document from our press office, on our website and from the Head of Legal Policy at:

Ministry of Justice

102 Petty France

London

SW1H 9AJ

- please note that copies of the Scheme will be made available in Braille or alternative formats on request.
- the Scheme will be widely publicised internally and externally within the administration of justice sector.

10. The Head of Legal Policy will also be the point of contact for any enquiry or complaint from members of the public concerning the Scheme.

11. We will monitor our performance in meeting the commitments made in the Scheme and record the demand for Welsh language services, including any demand for services that go beyond the commitments we have made.

Annex A: The organisations sponsored by the Ministry of Justice

MoJ sponsored organisations covered by the Ministry of Justice Welsh Language Scheme

Administrative Justice and Tribunals Council Advisory non departmental public body (NDPB).

Law Commission Advisory non departmental public body (NDPB). The Commissioners at the Law Commission have agreed that it should adopt the MoJ's Welsh Language Scheme.

Offices of Court Funds, Official Solicitor and Public Trustee Independent statutory office.

Office for Judicial Complaints Other independent office.

Office of the Legal Services Complaints Commissioner Independent statutory office.

Office of the Legal Services Ombudsman Independent statutory office.

MoJ sponsored and/or associated organisations with their own Welsh Language Scheme or policy

HM Courts Service (HMCS) Executive agency, which has adopted its own Welsh Language Scheme

HM Inspectorate of Probation Independent Inspectorate, which has its own Welsh Language policy.

HM Land Registry Non Ministerial Dept and Trading Fund Executive Agency, which has adopted its own Welsh Language Scheme.

Legal Services Commission (LSC) Executive non departmental public body (NDPB), which has adopted its own Welsh Language Scheme.

Office of the Information Commissioner Executive non departmental public body (NDPB), which has adopted its own Welsh Language Scheme.

Office of the Public Guardian Executive agency, which has adopted its own Welsh Language Scheme.

The Boundary Commission, Wales Advisory non departmental public body (NDPB), which has adopted its own Welsh Language Scheme.

The National Archives (TNA) Non ministerial department and executive agency, which does not fall within the scope of the Welsh Language Act but which has adopted a policy statement on the use of the Welsh Language.

Tribunals Service Executive agency, which has adopted its own Welsh Language Scheme.

Wales Office Office relating to devolved administrations, which has adopted its own Welsh Language Scheme.

Youth Justice Board for England and Wales Executive non departmental public body (NDPB), which has its own Welsh Language Scheme.

MoJ-sponsored organisations developing or planning to develop their own Welsh Language Scheme or policy:

HM Inspectorate of Court Administration Independent statutory office, which is looking into developing its own Welsh Language policy.

HM Inspectorate of Prisons Independent Inspectorate which plans to look into developing its own Welsh Language Scheme.

Judicial Appointments Commission (JAC) Executive non departmental public body (NDPB) which follows the policy of HMCS Welsh Language Services but is considering the development of its own Welsh Language policy.

National Offender Management Service (NOMS), which is developing its own Welsh Language Scheme and which comprises:

- **HM Prison Service** Executive Agency; and
- **National Probation Service** The individual 42 Probation Area Boards are Bodies Corporate established by statute.

Parole Board Executive non departmental public body (NDPB), which will develop and adopt its own Welsh Language Scheme.

Organisations sponsored by Ministry of Justice which for a variety of reasons are not covered by this Welsh Language Scheme:

Advisory Committees on Justices of the Peace in England and Wales
Advisory non departmental public body (NDPB).

Advisory Committees on Justices of the Peace in Lancashire, Greater Manchester and Merseyside Advisory non departmental public body (NDPB).

Advisory Council on Historical Manuscripts Advisory non departmental public body (NDPB) to The National Archives.

Advisory Council on National Records and Archives Advisory non departmental public body (NDPB) to The National Archives.

Advisory Council on Public Records Advisory non departmental public body (NDPB) to The National Archives.

Advisory Panel on Public Sector Information Advisory non departmental public body (NDPB).

Assessor for Compensation for Miscarriages of Justice Independent Body.

The Boundary Commission, England Advisory non departmental public body (NDPB).

The Boundary Commission, Scotland Advisory non departmental public body (NDPB) to Scotland Office.

Civil Justice Council Advisory non departmental public body (NDPB).

Civil Procedure Rule Committee Advisory non departmental public body (NDPB).

Correctional Services Accreditation Panel Advisory non departmental public body (NDPB).

Courts Boards Advisory non departmental public body (NDPB).

Criminal Cases Review Commission Executive non departmental public body (NDPB).

Criminal Injuries Compensation Authority Executive non departmental public body (NDPB).

Criminal Procedure Rule Committee Advisory non departmental public body (NDPB).

Crown Court Rule Committee Advisory non departmental public body (NDPB).

The Directorate of Judicial Offices for England and Wales Independent directorate comprising: the Judicial Office; Judicial Studies Board; and Judicial Communications Office.

Family Justice Council Advisory non departmental public body (NDPB).

Family Procedure Rule Committee Advisory non departmental public body (NDPB).

Independent Monitoring Boards Advisory non departmental public body (NDPB).

Insolvency Rules Committee Advisory non departmental public body (NDPB).

Judicial Appointments and Conduct Ombudsman Independent statutory office.

Land Registration Rule Committee Advisory non departmental public body (NDPB).

Legal Services Consultative Panel Advisory non departmental public body (NDPB).

Northern Ireland Court Service (NiCtS) Separate Civil Service, which does not deliver services in Wales and consequently does not come within scope of the MoJ's Welsh Language Scheme.

Northern Ireland Judicial Appointments Commission Executive non departmental public body (NDPB) to Northern Ireland Court Service.

Northern Ireland Legal Services Commission Executive non departmental public body (NDPB) to Northern Ireland Court Service.

Office for Criminal Justice Reform (OCJR) Tri-lateral body (hosted by Ministry of Justice), which is currently covered by the Home Office's Welsh Language Scheme.

Office of the Judge Advocate General Independent body.

Office of the Judicial Committee Part of Ministry of Justice, reporting ministerially to the Lord President of the Council.

Parliamentary Boundary Commission for England Advisory non departmental public body (NDPB).

Prisons and Probation Ombudsman Ombudsman.

Privy Council Office Part of Ministry of Justice, reporting ministerially to the Lord President of the Council.

Scotland Office Office relating to devolved administrations, which does not deliver services to the public in Wales and consequently does not come with the scope of the MoJ Welsh Language Scheme.

Sentencing Advisory Panel Advisory non departmental public body (NDPB).

Sentencing Guidelines Council Advisory non departmental public body (NDPB).

Strategic Investment Board Advisory non departmental public body (NDPB).

Victims Advisory Panel Advisory non departmental public body (NDPB).

4. For how long will the form be used? (Reprinting the form; small changes such as changing the year at the top of the form, or changing part of the form to reflect new rules, should not be considered as the end of the life cycle of the old version).

0 – 6 months: score = 1

6 months – 2 years: score = 2

over 2 years: score = 4

5. Number of words in the form:

0 – 500: score = 4

500 – 1000: score = 3

1000 – 5000: score = 2

over 5000: score = 1

6. Number of pages in the form:

1 – 5: score = 4

5 – 10: score = 3

10 – 20: score = 2

over 20: score = 1

The score of all questions should be added – and compared with the following:

Decision on a **paper** version of the publication:

0 – 14 : there is no need to prepare a Welsh version

15 – 18 this score suggests that a Welsh version should be prepared,
(but if not, a Welsh summary should be prepared instead)

over 18 : a Welsh version needs to be prepared

Decision on an **electronic** version of the publication (to be included on the body's website et c). Please **ignore** questions 1 and 6 as you calculate this score:

- 0 – 11 : there is no need to prepare a Welsh version
- 12 to 14 this score suggests that a Welsh version should be prepared, (but if not, a Welsh summary should be prepared instead)
- over 14 : a Welsh version needs to be prepared.

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- individuals representing specific fields (or low status): score = 0

3. Will the publication be relevant to a subject area or a part of Wales of particular interest with regard to Welsh? For example, work involving young people, the elderly, agriculture, education, sport or the arts – or will it be aimed exclusively at areas with a high percentage, or number, of Welsh speakers.

- yes: score = 10
- no: score = 0

4. For how long will the publication be used? (Reprinting the publication; small changes such as changing the year at the top of the publication, or changing part of the publication to reflect new rules, should not be considered as the end of the life-cycle of the old version). **However, if the publication is a consultation document**, this question should be ignored and question 7 answered instead (because of the special nature and status of those documents):

- 0 – 6 months: score = 1
- 6 months – 2 years: score = 2
- over 2 years: score = 4

5. Number of words in the publication:

- 0 – 1000: score = 4
- 1000 – 5000: score = 2
- over 5000: score = 1

6. Best estimate of number of pages *in a single language version* of the publication:

- 1 – 10: score = 4
- 10 – 20: score = 2
- over 20: score = 1

7. (Question for **consultation documents only**). Dealing with a subject which is:

Specialist / very technical: score 1

Fairly complex but of interest to many: score 2

Easy to understand / of general interest: score 4

The scores should be added – and compared with the following:

Decision on a **paper** version of the publication:

0 – 14 : there is no need to prepare a Welsh version

15 – 18 this score suggests that a Welsh version should be prepared,
(but if not, a Welsh summary should be prepared instead)

over 18 : a Welsh version needs to be prepared

Decision on an **electronic** version of the publication (to be included on the body's website et c). Please **ignore** questions 1 and 6 as you calculate this score:

0 – 11 : there is no need to prepare a Welsh version

12 to 14 this score suggests that a Welsh version should be prepared,
(but if not, a Welsh summary should be prepared instead)

over 14 : a Welsh version needs to be prepared.

Decision on publishing as a **bilingual** document, or as separate Welsh and English versions

The Welsh Language Board recommends that the starting point should be a presumption in favour of bilingual documents rather than separate Welsh and English versions. Providing bilingual material is easier administratively (in terms of stock management and distribution) than providing separate English and Welsh documents. It also has advantages in terms of meeting the needs

of mixed-language families, other mixed audiences and learners. It also ensures that both versions of a document are equally accessible in any location – avoiding the need for Welsh speakers to choose between having to use the English version, or requesting the Welsh version and suffering delays as a consequence.

This is also true where a document is published by an organisation based outside Wales, for distribution in Wales and England. Again, the Board recommends that a bilingual version should be published for use in Wales (rather than publishing a separate supply of the document in Welsh).

Decisions may be taken, however, to publish a document as separate Welsh and English versions if cost and practicality make the issue of separate versions unavoidable. This could reflect the number of pages in the document (if preparing a bilingual version would make it too bulky and unwieldy).

For documents published as separate Welsh and English versions, which are distributed 'on demand' (in response to an advertising campaign, for instance) and where the predicted use of the document is low, it may be possible to justify publishing the Welsh language version on an organisation's website only. In these cases, the organisation should be prepared to arrange printing of a hard copy document, if requested by the public. This can be done in house, or arranged through professional printers specialising in small print runs.

This advice on publishing a document bilingually, or as separate Welsh and English versions, does not apply to documents published on an organisation's website. By its very nature, an electronic Welsh document will be as equally accessible as its English counterpart, whether published as a bilingual PDF document, or as separate Welsh and English versions.

Apart from the above, the Board has published a *Guide to Bilingual Design* which can be found on its website

Annex D: Ministry of Justice action plan

The main targets for the Welsh Language Scheme to deliver

Section	Action	Success Criteria	Responsible	Target Date
Policy development and implementation	<p>Co-ordinate implementation of the scheme. This will include:</p> <ul style="list-style-type: none"> - Issuing a press release; - Publicising the launch of the Welsh Language Scheme (WLS) internally and externally within the administration of justice sector; - Making the Scheme available as a free bilingual document from our press office, on our website and from the Legal Policy Team (LPT); 	Policies, initiatives and services to be consistent with commitments made in the WLS	LPT	June 2010

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	<p>Introduce checks into policy development to ensure the Welsh language dimension is taken into account at the right time. The HMCS Director for Wales, who is the MoJ's Key holder for Welsh Language issues, can be consulted for guidance as appropriate.</p> <p>Monitor the development of policy to ensure that it is meeting the requirements under the WLS.</p> <p>Provide guidance on the WLS to policy teams as and when necessary.</p> <p>Include reference to the Scheme in general guidance/ awareness initiatives where relevant.</p> <p>Establish a network of Welsh language coordinators from each of MoJs delivery arms.</p>		<p>LPT</p> <p>LPT</p> <p>LPT/ COMMS</p> <p>COMMS/LPT</p> <p>LPT</p> <p>LPT</p>	<p>July 2010</p> <p>June 2010</p> <p>June 2010</p> <p>June 2010</p> <p>July 2010</p> <p>August 2010</p>
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	<p>Arrange half yearly updates to discuss MoJ Welsh Language Schemes and any other Welsh Language matters. – group to disseminate relevant information including annual reports on implementing Welsh Language Schemes.</p> <p>First network meeting held.</p>		LPT	November 2010
Recruitment	<p>Ensure Human Resources are aware of MoJ's commitments in the WLS in relation to the recruitment of staff.</p> <p>Set up a system within HMCS to monitor the number of appointed Welsh speaking judges and their locations.</p>	<p>An effective system exists to monitor MoJ's recruitment of staff and appointment of judges to ensure that it meets its commitments made in the Welsh Language Scheme</p> <p>Court proceedings are held in Welsh effectively where required</p>	<p>LPT</p> <p>HMCS/ LPT</p>	<p>June 2010</p> <p>August 2010</p>

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	<p>Regularly consult the Judicial Studies Board to determine what guidance on training may be needed by the judiciary who hear cases in Wales in relation to the use of the Welsh language;</p> <p>Review the progress made in relation to the Lord Chancellor's reconsideration of the appointment of magistrates in Wales.</p>	<p>Consistent approach to the Welsh language in the recruitment of magistrates and judges</p>	<p>Judicial Studies Board / LPT</p> <p>LPT</p>	<p>August 2010/ ongoing</p> <p>August 2010</p>
Correspondence	<p>Extend current monitoring arrangements to enable separate monitoring of the response times for Welsh and English language correspondence.</p> <p>Issue guidance to staff on handling correspondence in the Welsh language.</p>	<p>Welsh correspondence is responded to in Welsh within the same timescales as other correspondence</p>	<p>Comms/ Correspondence Unit</p> <p>Comms/ LPT</p>	<p>August 2010</p> <p>August 2010</p>
Meetings	<p>Issue guidance as to when translation facilities are necessary.</p>	<p>Staff are clear when translation facilities are needed</p>	<p>Comms/ LPT</p>	<p>August 2010</p>

Corporate identity	The Departmental Communications and Publications Divisions will continue to monitor, record and report periodically on the use of Welsh by MoJ's Press Office and publications branch.	Consistency in the way the Welsh language is used.	Comms/ LPT	June 2010 – on going
Publications and Forms	<p>Monitoring as above</p> <p>Issue guidance to staff on when to consider issuing bilingual or both Welsh and English language documents, publications and publicity material.</p> <p>Publish information comparing performance with the standards and targets set out in the WLS in the annual Departmental Report (or a similar published document). If the published standards and targets are not met, we will explain the steps we intend to take to remedy the position.</p>	<p>Consistency in the way the Welsh language is used.</p> <p>As above</p> <p>All documents produced in both Welsh and English versions are produced to the same standard and to the same timescale.</p>	<p>Comms/ LPT</p> <p>Comms/ LPT</p> <p>LPT</p>	<p>June 2010</p> <p>August 2010</p> <p>On going</p>

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Press notices	Monitoring as above.	Consistency in the way the Welsh language is used.	Comms/ LPT	June 2010
Website	The MoJ will create and maintain a Welsh page on its website with links to publications in Welsh as required by other sections of the Scheme.	Consistency in the way the Welsh language is used.	Comms/ Web/ LPT	December 2010
Services delivered on behalf of the MoJ by other parties	Where MoJ enters into arrangements with third parties it will include the monitoring of arrangements concerning use of the Welsh language alongside other monitoring requirements. Monitor service providers who are under a duty to provide their services in Welsh ensuring that specifications comply with the requirement of the Scheme.	Ensure a consistent approach to the commitments made in the WLS	LPT/ Procurement team Policy teams/ LPT	June 2010 June 2010

	<p>Each business unit which uses agents or contractors to deliver services to the public in Wales will be required to monitor and report annually on the agents' or contractors' compliance with the Welsh Language terms of their agreements or arrangements.</p> <p>Issue guidance to staff on the implications of the Scheme for those procuring services from third parties.</p> <p>Introduce checks into procurement processes, to ensure the Welsh language dimension is taken into account at the right time. The HMCS Director for Wales, who is the MoJ's Key holder for Welsh Language issues, can be consulted for guidance as appropriate.</p>		<p>Policy teams/ LPT</p> <p>LPT/ Procurement</p> <p>LPT/ Procurement.</p>	<p>June 2010</p> <p>August 2010</p> <p>August 2010</p>
<p>Allocation of grants</p>	<p>Ensure that MoJ third Sector team is aware of the provision under Section 4:24 of the Scheme relating to the allocation of grants.</p>	<p>Grants are awarded in accordance with the commitments made in the Scheme</p>	<p>LPT/Third sector team</p>	<p>June 2010</p>

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<p>Monitoring the WLS</p>	<p>Establish structured and continuing arrangements to monitor our performance, and the performance of those who provide or administer services on our behalf, in meeting the commitments made in the Scheme. Please note above sections where monitoring relates to specific sections of the Scheme.</p> <p>Monitor MoJ's performance in meeting the commitments made in the Scheme and record the demand for Welsh language services, including any demand for services that go beyond the commitments we have made.</p> <p>Each year the MoJ will provide the Welsh Language Board with a completed assessment form evaluating performance in implementing the Scheme. The report will be presented to the Management Board and to Ministers.</p> <p>After three assessment forms, we will review the operation of the Scheme and discuss implementation and future priorities with the Welsh Language Board.</p>	<p>Ensure that the Scheme is fit for purpose</p>	<p>LPT</p> <p>LPT/ Comms</p> <p>LPT</p> <p>LPT</p>	<p>October 2010</p> <p>October 2010</p>
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