



Caerdydd
Ddwyieithog



Welsh Language Standards Annual Report 2023-24

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

Local authorities in Wales have a statutory duty to comply with regulation Welsh language standards that explain how they as organisations should use the Welsh language in different situations. The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Regulation (No.1) Standards 2015). The standards issued to Cardiff Council are listed in ‘The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011’.

A copy of the standards, which is referred to in this report, is available from www.cardiff.gov.uk/bilingualcardiff

1. Introduction

The principal aim of the legislation (standards) is to ensure that the Welsh language is treated no less favourably than the English language, with the emphasis on actively offering and recording language choice rather than the onus being on the individual service user or employee to request information or services in Welsh. Each local authority is required to publish each year an annual report detailing the following information:

Complaints
<ul style="list-style-type: none">• The number of complaints received during that financial year which relating to compliance with the Welsh language standards.
Employees Welsh language skills
<ul style="list-style-type: none">• The number of employees who have Welsh language skills at the end of the financial year in question.
Welsh Medium Training
<ul style="list-style-type: none">• The number of members of staff who attended training courses offered in Welsh during the year.• If a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version.

Posts Advertised

- The number of new and vacant posts that were advertised during the year which were categorised as posts where:
 - Welsh language skills were essential,
 - Welsh language skills needed to be learnt when appointed to the post,
 - Welsh language skills were desirable, or
 - Welsh language skills were not necessary.

Each local authority was issued with a compliance notice from the Welsh Language Commissioner, which lists the standards, and the compliance date for each of the standards.

The Welsh Language Standards Annual Report 2023-24 will be agreed and approved by full Council prior to being published on the Council's website in accordance with the statutory requirements of the standards.

The report will be considered in Cabinet on the **16th of May 2024** and full Council on the **23rd of May 2024**.

Once approved the final report will be published on the Council's website www.cardiff.gov.uk/bilingualcardiff by the statutory publication date which is **30th of June 2024**.

2. Achievements

- Cardiff translated **14,291,057 words** during 2023-24 (**99.8%** of all requests returned to the client by the agreed deadline date).
- The number of staff with Welsh language skills has increased by **35%** since 2022-23 and represents **26%** of the workforce registered on the Council's DigiGOV HR system.
- A total of **1765** Cardiff Council staff participated in Welsh language training courses in 2023-24.

- **454** Cardiff Council staff members attended formal Welsh language courses provided by Cardiff Academy and the National Centre for Learning Welsh.
- Cardiff Council's Welsh Language Awareness e-module has been completed by **995** staff members in 2023-24.
- The Council advertised **52** posts where Welsh language skills were an essential requirement and a further **1001** posts where Welsh was desirable.
- The Southeast Wales Welsh Language Education Champion partnership was launched in 2023-24 to promote Welsh-medium education in the region. The partnership is made up of Cardiff Capital Region Local Authorities, Mentrau Iaith, and other partners, and is funded by Welsh Government.
- Welsh language youth provision in Cardiff – under the CFTi brand - is supported by three dedicated Welsh language youth officers as a partnership between the Cardiff Youth Service, Menter Iaith Caerdydd and the Urdd.
- The Bilingual Cardiff Youth Forum met regularly in 2023-24 and agreed a programme of Welsh language youth provision that was delivered with the support of CFTi and Cardiff Youth Service.
- Sub-groups have been established with Bilingual Cardiff and Welsh Education Forum partners to support specific outcomes in the Bilingual Cardiff strategy and the Welsh in Education Strategic Plan.
- The Gyrfa Gymraeg Welsh language careers fair was held at Cardiff and Vale College's Dumballs Road campus, and it was attended by over **300** Year 9 pupils from Plas Mawr and Bro Eder secondary schools.
- **665** pupils were allocated Reception places at Welsh-medium primary schools for September 2023, which made up **17.8%** of the total intake across the city.
- Welsh cultural events such as Dydd Miwsig Cymru, St David's Day, Diwrnod Shwmae and Welsh Language Rights day were successfully promoted across the Council.

- Cardiff Academi held a St. David's Day event at County Hall on the 1st of March 2024 to promote Welsh language courses with Cardiff Council staff.

3. Cardiff Council's Welsh Language Skills Strategy

Cardiff Council's Welsh Language Skills Strategy offers the opportunity to all Council staff to engage with Welsh language training. Cardiff Academy - the Council's in-house training provider - has developed a variety of Welsh language courses to suit all proficiency levels and they are a mixture of digital, tutor-led, and hybrid learning. This training offer is supplemented with courses offered through the National Centre for Learning Welsh Working Welsh scheme.

To support and promote this training offer two mandatory e-modules have been produced by Cardiff Academy:

- Introduction to Welsh Level 1 e-module - this provides a short taster course for staff, including simple greetings and vocabulary. It was completed by **1311** staff members in 2023-24.
- Welsh Language Awareness e-module – this offers cultural and historical context to Council staff about the Welsh language and Welsh speakers. It was completed by **995** staff members in 2023-24.

In addition, **454** staff members have completed the Welsh language training courses offered by Cardiff Academy and the Working Welsh scheme.

The total number of Cardiff Council staff who have engaged with Welsh language training in 2023-24 has increased by a further **11%** in comparison with the total for 2022-23.

The Welsh Language Skills Strategy supports manager-led workplace assessments to measure capacity in relation to the provision of Welsh language services. The results of these assessments are used to inform Welsh language training requirements, identification of Welsh essential and desirable posts, and staff recruitment.

The following guidance documents have been produced to assist with the conduct of these assessments and to develop and recruit Welsh speaking staff:

- Assessing Welsh Language Skills and Identifying Welsh Essential Roles.

- Recruitment, Interview, and Selection Procedures and the Welsh Language.

All customer facing roles at Cardiff Council include Welsh language and/or Community language skills as a desirable requirement.

A Council-wide review of designated Welsh essential posts commenced in 2023-24. The review is ongoing, but the first results have allowed the identification of individual teams and service areas to receive bespoke support and advice on Welsh language training and recruitment. Tailored advice sessions with teams and managers are being developed by the Bilingual Cardiff policy team and Council Directorate performance officers.

As a result of the measures presented by the Welsh Language Skills strategy **26%** of Council (non-schools) staff registered on the DigiGOV HR system have recorded they have some level of Welsh language skills. As not all staff members are registered on the DigiGOV system the number of staff members who have reported they have Welsh language skills represents **18%** of the entire (non-schools) Council workforce in 2023-24.

4. Policy Development

A review of Cardiff Council's policy development processes was undertaken in 2023-24 to ensure compliance with the Welsh Language Standards.

A guidance note was shared with Council staff to outline the requirements and their application to all stages of policy making and revision. These include the policy development and revision process itself, Welsh language impact assessments, and the conduct of policy consultations.

A more detailed Policy Development guidelines document has also been developed. Its purpose is to assist officers to comply with the requirements of Cardiff Council's statutory Welsh Language Standards when developing new policies or revising existing policies. It details the legislative and statutory requirements for policy development and provides a framework for Council officers to ensure the Welsh language is treated no less favourably than the English language.

The Welsh Language Commissioner has confirmed evidenced conscientious consideration of all effects deriving from a policy decision - and their impact on the Welsh language - is a legal requirement. This requires Welsh language impact assessments to be conducted and recorded for all new and revised policies. These assessments must identify all positive and negative effects that derive directly and indirectly from the proposed policy - and detail actions to promote positive effects and mitigate negative effects. The Council's Welsh Language Impact Assessment form has been updated to support this.

Welsh Language Impact Assessments

As part of the review into the Council's policy development processes it was identified that the conduct of impact assessments represented a risk as they tended to be completed late in the process. The Impact Assessment Forward Planning Group has been established to address this and it reviews all new and revised policies and confirms requirements and provides advice in terms of impact assessments for areas including equalities, Welsh language, and children's rights. This allows the need for full impact assessments to be confirmed much earlier in the development process.

In 2023-24, **29** impact assessments have been reviewed by Bilingual Cardiff and comments provided to the relevant service areas on how the document should be strengthened and promotional and mitigation actions for inclusion. This has been supported by briefing sessions with Directorate and Service Area senior management teams and support for conduct of staff and public consultations.

These actions have provided a vital control point in the process and assessments are developed for publication alongside public consultation documents to provide sufficient context and evidence for the public to consider and to demonstrate conscientious consideration on the part of the Council.

The Impact Assessment Forward Planning Group has also considered the Council Integrated Impact Assessment form template and made a number of improvements and updates to the various sections to clarify some of the wording and make it easier for officers to complete. Bilingual Cardiff has specifically looked at the Section C of the Welsh Language Impact Assessment and updated the wording to refer to the Welsh *language* and Welsh *speakers* as the original wording was unclear.

A dedicated Bilingual Cardiff mailbox has also been established for policy matters - [Materion Polisi Iaith Gymraeg / Welsh Language Policy Matters](#) – and is promoted as a the location for all queries from Council officers concerning the Welsh Language Standards and Welsh language policy.

The Council's updated Participation Strategy has also been revised to include the text below linking the linking the Welsh Language Standards with the policy consultation processes:

When carrying out any form of engagement, we must do so bilingually. Where consultations are to do with developing or updating policies, strategies or any form of service delivery, those consultations must be done in accordance with Welsh Language Standards 91-93. Cardiff Council's full Welsh Language Standards Compliance Notice can be found [here](#).

Local Development Plan (LDP) Assessment

In October 2023 *Iaith Cyf.* and *Burum* were commissioned to jointly prepare a Welsh Language Impact Assessment on the LDP Preferred Strategy and on the subsequent full LDP Deposit Plan. This will be the first time a Cardiff LDP has been assessed in this manner and will address many of the relevant legislative and planning developments in the past ten years and how they impact and interact with the Welsh language. This impact assessment work is timely, and the Council is practising conscientious effort with regards to its consultation processes and policy development work and the Welsh language.

More detailed 2021 Census results were released in 2023 giving the project a sound statistical baseline. The data confirmed Cardiff as one of the few areas of language growth in Wales and the sheer density of Welsh speakers available across Cardiff's neighbourhoods, compared to other areas of Wales. Cardiff, as a local authority area, is of demonstrably importance to the health and growth of the language over the next ten to fifteen years. The project has been supported by working in tandem with both consulting companies and the Council's LDP team. This effort will complement the Authority's other strategies in the language arena such as the Bilingual Cardiff Strategy and the WESP. Once the final plan is adopted the work currently underway will be supported by suitable supplementary planning guidelines.

The final LDP Deposit Plan will be subject to consultation in September 2024 and presented for approval by the Planning Inspectorate in 2025.

5. Bilingual Cardiff Strategy

Cardiff Council's 2022-27 Bilingual Cardiff strategy was launched in April 2022. This is the second iteration of the Council's Welsh language 5-year promotion plan, and the first Bilingual Cardiff strategy was in operation from 2017 until 2022.

The 2022-27 Bilingual Cardiff strategy is aligned with Cymraeg 2050 – the Welsh Government's action plan to achieve a million Welsh speakers by 2050 - and its three themes:

- Theme 1:** Increasing the number of Welsh speakers
- Theme 2:** Increasing the use of Welsh
- Theme 3:** Creating favourable conditions – infrastructure and context

Actions and targets to support the Welsh Government's ambition been identified and included in the Bilingual Cardiff strategy's action plan.

The Bilingual Cardiff strategy 2022-27 is delivered in partnership with the Bilingual Cardiff Forum. The Forum's membership includes Cardiff's primary and secondary schools, higher and further education providers, cultural bodies, and Welsh language organisations such as the Urdd, Mudiad Meithrin, and Menter Caerdydd.

The strategy also complements Cardiff Council's Welsh in Education Strategic Plan 2022-32 (WESP) and shared objectives and outcomes have been identified and detailed in both strategies' action plans.

Sub-groups have been established to support the delivery of individual objectives in the Bilingual Cardiff strategy and WESP action plans and these are supported by Bilingual Cardiff Forum and Welsh Education Forum partners.

Gyrfa Gymraeg

The Gyrfa Gymraeg sub-group was established in February 2023 to support the development and delivery of an event to promote the Welsh language and Welsh language career opportunities. The group included representatives from Bilingual Cardiff, Cardiff and Vale College, Cardiff Metropolitan University, Cardiff University, Careers Wales, Cardiff Commitment, and Cardiff and Vale University Health Board.

Gyrfa Gymraeg was held at Cardiff and Vale College's Dumballs Road campus on 23 June 2023. Over **300** Year 9 pupils from Plas Mawr and Bro Eder secondary schools attended. The day included hands on vocational sessions provided by Cardiff and Vale College trainers, discussion panels featuring partners from the public, private and third sectors, and partner stalls. Feedback received from the schools about the day's activities and events has been overwhelmingly positive.

The Gyrfa Gymraeg sub-group was reformed in January 2024 to begin the preparation and planning work for the 2024 event. This will be held at Cardiff University's Students Union on the 18th of June 2024.

Increasing Numbers in Post-16 Education

This sub-group was established in January 2024 to support increasing the number of students following Welsh language post-16 courses in Cardiff. The group includes representatives from Bilingual Cardiff, the Council's WESP Team, Cardiff Youth Service, the Education Consortium, Cardiff's secondary schools, colleges and universities, and Menter Caerdydd.

The purpose of this sub-group is to identify opportunities to support colleges and universities to meet their targets to increase the number of students following courses in Welsh. These targets have been presented to the colleges and universities by Coleg Cymraeg Cenedlaethol. The group will map the provision currently offered in Cardiff and develop a publicity campaign to promote the Welsh language offer.

Pilot Initiative with Primary Schools

This sub-group was established in October 2023 to support 3 Welsh-medium primary schools in Cardiff who have experienced reduced Reception class entries. It includes representatives from Bilingual Cardiff, the Council's WESP Team, the Welsh Language Education Champion, Flying Start Mudiad Meithrin, Cardiff Commitments, Menter Caerdydd and the three primary schools themselves.

The purpose of the sub-group is to identify and deliver actions and initiatives to support the schools and to promote Welsh-medium education within their catchment areas. This includes supporting nursery provision, open days for parents, and promotional events. The feedback received from the schools has been extremely positive. The work with the 3 primary schools is a pilot and the promotional models developed will be rolled out to other schools in the future.

7. Children and Young People

CFTi is the brand for the Welsh language provision provided for young people in Cardiff. It is a partnership between Cardiff Youth Service, Menter Iaith Caerdydd and the Urdd. Branding this provision under a single, easily identified banner, facilitates its promotion and access to activity for Cardiff's young people.

In 2023-24 CFTi presented a city-wide consultation to allow young people to give their views on Welsh language and bilingual youth provision in Cardiff. Over 1800 responses were received. This information was presented for discussion with the Bilingual Cardiff Youth Forum and a programme of activity was developed as a result. The Forum has continued to meet regularly throughout the year and some of its members stayed for a weekend at the Urdd's Centre in Llangrannog participate and assess this provision. This consultation demonstrated that Cardiff's young people wishes to see more social opportunities and to develop new skills with their friends and for this provision to be offered outside school settings.

A consultation was also undertaken with Cardiff Youth Service staff to identify the support they required to deliver the agreed provision. They confirmed they required sufficient resources, and this must be supported by a calendar of Welsh language events, opportunities to speak Welsh

with colleagues, and translation support for documents and signs. An information padlet was developed and Welsh language training given to Cardiff Youth Centre managers as a result.

After collating all information received from the consultations and action plan was agreed with short- and long-term targets for each objective and evaluation at the end of each term to measure success.

19 Welsh language sessions are now held each week across nearly all Welsh and English medium secondary schools and further education colleges in Cardiff. These sessions are held at lunchtime, after school, or in the evening. A team of 8 youth workers now work directly supporting Welsh language youth provision in Cardiff for young people who speak Welsh as their first or second language.

Mentors for young people have also been established in Cardiff's Welsh-medium secondary schools to provide one to one support to pupils.

7. Ein Dinas, Ein Hiaith / Our City, Our Language Website

The [Ein Dinas, Ein Hiaith / Our City, Our Language](#) website was launched on the 1st of March 2024. It is a collaboration between the Council's Bilingual Cardiff and Welsh in Education Strategic Plan Teams. The website presents information about Welsh language education and culture across the city and aims to deliver a one stop shop to access all Welsh language activities and opportunities offered in Cardiff.

The website offers dedicated sections based on age group:

- **0 to 3 years:** Welsh language baby clubs, toddler activities, and parent and baby groups.
- **3 to 11 years:** Welsh-medium primary education and Welsh language activities outside school.
- **11 to 16 years:** Welsh-medium secondary education and Welsh language activities outside school.
- **Post 16:** Welsh-medium sixth forms, tertiary colleges and Welsh language activities.
- **Students:** Welsh-medium university courses in Cardiff and Welsh language activities.
- **Adults:** Opportunities for adults to learn Welsh, cultural and social events, and Welsh language shops and services.

8. Southeast Wales Welsh Language Education Champion

The Southeast Wales Welsh Language Champion initiative is a partnership with Cardiff Capital Region Local Authorities and Mentrau Iaith. It is funded by the Welsh Government.

The Champion works with Local Authority Welsh language and Education officers and the Mentrau Iaith to develop and maintain networks across the Cardiff Capital Region. The focus is increasing the accessibility of Welsh language provision and its promotion with parents and communities. The partnership has been branded under Cymraeg i Bawb / Welsh for Everyone.

This work is supported by a partnership of 10 Local Authorities and 8 Mentrau Iaith in Southeast Wales.

During 2023-24 the projects supported by the Cymraeg i Bawb partnership include:

- Mapping Welsh-medium education provision across the Southeast Wales region.
- Assessment of Local Authority Welsh in Education Strategic Plan targets.
- Development of videos to promote Welsh-medium education with ethnic minority communities.
- Development of videos to promote Welsh-medium Additional Learning Needs provision.
- Development of a Welsh-medium education engagement and marketing plan for Local Authorities
- Provision of bilingual Welsh medium education promotional banners for all Welsh-medium primary schools across the Southeast Wales region
- Launching the [Cymraeg i Bawb](#) website.

The Cymraeg i Bawb / Welsh for Everyone conference was held at Bedwellty House in Tredegar on the 15th of March 2024 to demonstrate best practice in promoting Welsh-medium education. It was attended by over 70 partners from Local Authorities, Mentrau Iaith, Welsh Government, and other organisations from across the Southeast Wales region. Presentations were received about the work of the Welsh Education Champion, Local Authorities and Mentrau Iaith, the Welsh Language Immersion Unit in Ysgol Glan Ceubal, the soon to be opened Ysgol Gymraeg Tredegar, and Ysgol Panteg and Carreg Lam Welsh Language Immersion Unit in Torfaen.

A further event to showcase the partnership's successes is planned for October 2024.

9. Welsh in Education Strategic Plan 2022-31 (WESP)

WESP Vision: A truly bilingual Cardiff.

We will ensure the growth of our Welsh-medium education sector across each phase in order to increase the number of people of all ages becoming fluent in both Welsh and English with the confidence and desire to use all of their languages in every aspect of their lives.

The [2022-31 WESP](#) can be viewed on the Council's website.

Developing the WESP and the WESP Action Plan

The Welsh in Education Strategic Plan 2022-31 has been implemented since April 2022 with the target for Cardiff that between 25% and 29% of pupils are in Welsh-medium education by 2031-32.

An action plan to support the delivery of the WESP received approval from the Council's Welsh Education Forum in November 2022 and the Welsh Government in December 2022. It was developed with the support of sub-groups for each of the 7 WESP Outcomes. These sub-groups were supported by the Bilingual Cardiff Policy Team and the Bilingual Cardiff Forum partners.

At the time of the most recent school census in January 2023, the number of pupils enrolled in Reception in Welsh-medium education was **658** pupils, which was **17.1%** of the total intake. This falls below the Council's projected percentage of Reception age children that would need to enrol in Welsh-medium Reception classes to make consistent progress against the target of 19% - 19.8% set for 2022-23.

To reach Cardiff's adopted lower range WESP target of 25% of learners enrolled in Welsh-medium Reception classes by 2032, there would need to be a percentage increase of approximately 8%. To reach the upper range target there would need to be a percentage increase of approximately 12%.

Early preference data for the number of pupils entering Reception in September 2024 provides an indication of intakes to Welsh-medium schools and growth in some areas of the city. For admission in September 2023, three children were offered places in the Welsh stream and four in the dual language stream at Ysgol Gynradd Groes-wen Primary School. The preference data for September 2024 shows an increase to 14 first preferences for admission to the Welsh-medium stream and 25 pupils for admission to the dual language stream. Ysgol Hamadryad is expected to be fully subscribed with over 60 first preferences. This is an increase from intakes of c50 pupils in the previous three years.

First preferences for Ysgol Gymraeg Coed Y Gof and Ysgol Pen Y Pil and Ysgol Y Wern suggest the intakes to these schools will continue to fall in September 2024.

First preferences for Ysgol Mynydd Bychan from children living in the catchment area exceed the number of available places in the school. In January 2024 the Council Cabinet agreed proposals to increase Ysgol Mynydd Bychan's intake from 30 places to 60 places from September 2025 to support the growth of Welsh-medium education in the Cathays and Gabalfa area.

In January 2023 the capacity in Welsh-medium primary schools and classes was 27.9FE leaving c21% surplus in Welsh-medium Reception classes. The capacity increased to 28.9FE in September 2023 with the opening of Ysgol Gynradd Groes-wen Primary School increasing the surplus to c24%. This demonstrates the Council's sustained investment in and growth of Welsh-medium provision in recent years to ensure that parents have confidence in securing placement in the language of their preference and to continue to drive and nurture growth of the Welsh language in each community.

Pupil Enrolment

The number of pupils enrolled at entry to Reception in Welsh-medium grew consistently between 2008-09 and 2012-13, although the percentage of total intake fluctuated. Numbers and percentages since then have both fluctuated, but with the general trend towards an increase in both. Pupils enrolled in 2023-24 is slightly higher than the number enrolled in 2022-23, although this is still a slight decrease from the highest number and percentage of pupils enrolled in Welsh-medium Reception classes reported for Cardiff in 2020-21. As the number of pupils enrolled in Welsh-medium classes directly relates to the pupil population, which may rise or fall, an increase in the percentage is a more appropriate measure of the success in promoting Welsh-medium education.

Table 1 below details the enrolment of pupils as captured in school census data each year (*2023-24 census data not yet available; allocation data provided).

<i>School Year</i>	<i>Actual Intake (WM)</i>	<i>Actual Intake (WM, EM and Faith)</i>	<i>% Actual Intake (WM)</i>	<i>School Year</i>	<i>Actual Intake (WM)</i>	<i>Actual Intake (WM, EM and Faith)</i>	<i>% Actual Intake (WM)</i>
<i>2008-09</i>	<i>555</i>	<i>3,474</i>	<i>16.0%</i>	<i>2016-17</i>	<i>744</i>	<i>4,340</i>	<i>17.1%</i>
<i>2009-10</i>	<i>572</i>	<i>3,683</i>	<i>15.5%</i>	<i>2017-18</i>	<i>707</i>	<i>4,098</i>	<i>17.3%</i>
<i>2010-11</i>	<i>594</i>	<i>3,859</i>	<i>15.4%</i>	<i>2018-19</i>	<i>702</i>	<i>4,125</i>	<i>16.9%</i>
<i>2011-12</i>	<i>651</i>	<i>4,019</i>	<i>16.2%</i>	<i>2019-20</i>	<i>683</i>	<i>4,119</i>	<i>16.6%</i>

School Year	Actual Intake (WM)	Actual Intake (WM, EM and Faith)	% Actual Intake (WM)	School Year	Actual Intake (WM)	Actual Intake (WM, EM and Faith)	% Actual Intake (WM)
2012-13	686	4,221	16.3%	2020-21	749	4,136	18.1%
2013-14	678	4,256	15.9%	2021-22	657	3,789	17.3%
2014-15	706	4,246	16.6%	2022-23	658	3,844	17.1%
2015-16	690	4,335	15.9%	2023-24*	665*	3,741*	17.8%*

Table 1: Numbers and Percentage of pupils admitted to Welsh-medium education from 2008/09 to 2023/24

665 pupils were allocated Reception places at Welsh-medium primary schools for September 2023, which made up **17.8%** of the total intake across the city. This is a slight increase in number and percentage from the previous year. A further four pupils were offered places in the dual language class at Ysgol Gynradd Groeswen Primary School, increasing the combined Welsh-medium and dual language figures to **669** pupils and **17.9%** respectively. However, this data represents placed offered, rather than the census data of pupils enrolled at a later date and should be considered with caution.

Early preference data for the number of pupils entering Reception in September 2024 suggests a decrease in the total number of pupils allocated a Welsh-medium primary school place from the peak intakes. This reflects the fall in the birth rate.

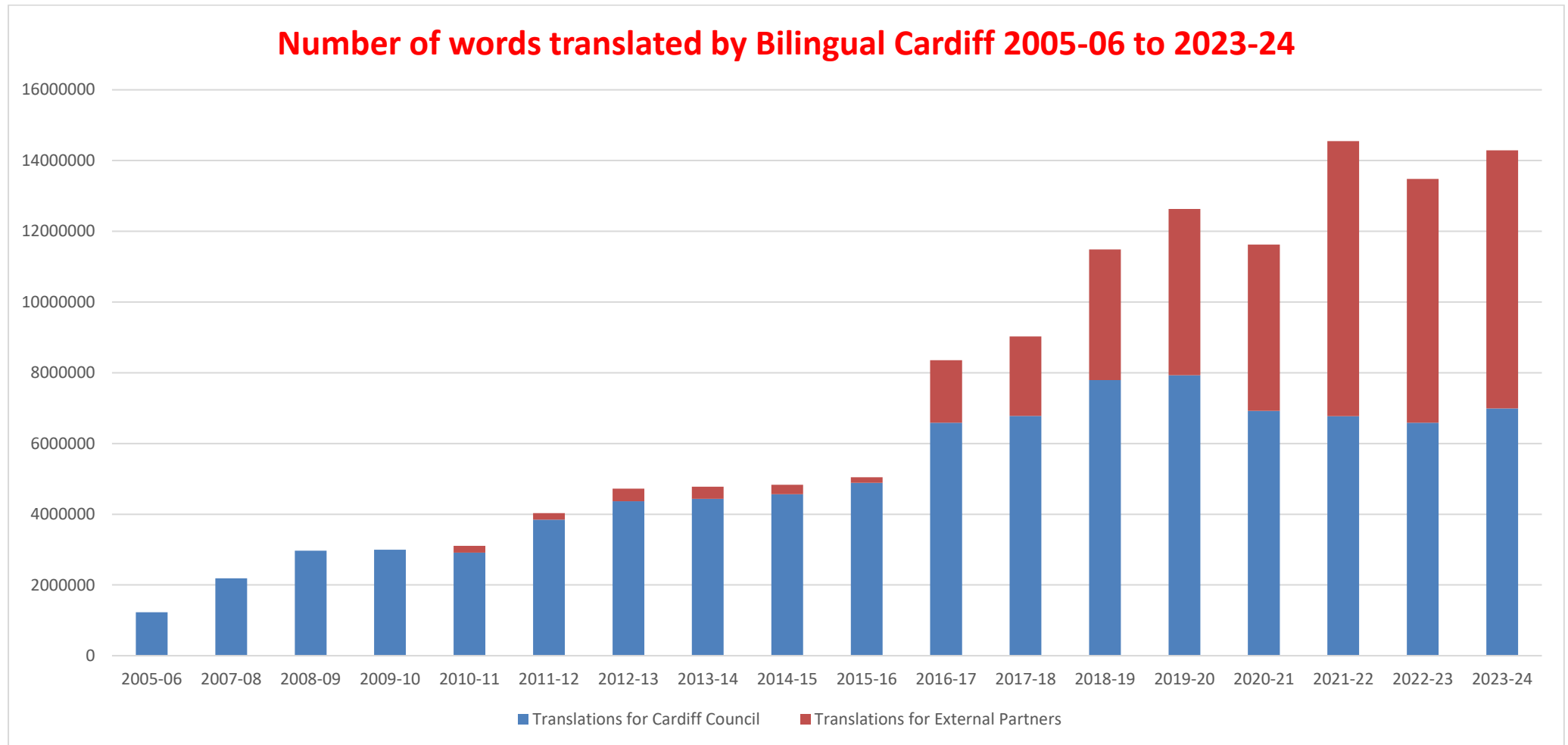
Low Reception intakes, compared to the peak period, are projected in September 2025 and September 2026. However, greater surplus places allow for a greater proportion of the population to enrol in Welsh-medium schools in Reception. The total number of Welsh-medium places available at entry to primary education city-wide could accommodate approximately 27% of the projected pupil population in 2025 and 2026. Therefore, there is sufficient capacity within the Welsh-medium primary sector to allow for a significant increase in take up.

10. Welsh Translation

Bilingual Cardiff returned **99.8%** of translation requests by agreed deadlines. The total number of words translated (**14,291,057 words**) represents a 6% increase compared to the total wordcount translated in 2022-23.

Bilingual Cardiff supports a number of external partners such as Local Authorities and Health Boards through the provision of document and simultaneous translation provision. In 2023-24 the volume of translation work completed by the Bilingual Cardiff Translation team for external

partners (**7,297,301 words**) was slightly higher than the total of work completed for Cardiff Council (**6,993,756 words**). This is testament to the Translation Team's dedication and hard work in delivering work of the highest quality for internal and external customers and to provide vital assistance and support to our partners across Southeast Wales.



11. Complaints against the Welsh Language Standards

During 2023-24, a total of **7** complaints were received from the public in relation to the Welsh Language Standards. Whether the complaints were received in English or Welsh, they were dealt with in accordance with the [Corporate Complaints Procedure](#).

The Council was also subject to **3** new investigations into the possible failure to comply with standards under section 71 of the Welsh Language Measure (Wales) 2011 by Welsh Language Commissioner.

In 2023-24, the Council received:

- **2** investigations which remain ongoing.
- **1** investigation where it was agreed with the Welsh Language Commissioner that the subject of the investigation did not fall within the Council's responsibility and were subsequently closed or discontinued.

12. Posts advertised in 2023-24

During 2023-24 **2312** posts were advertised.

- **52** posts were advertised where Welsh language skills were essential.
- **1001** posts were advertised where Welsh language skills were desirable.
- **54% (1259)** of posts were advertised with Welsh language skills not deemed necessary at present.

Please note that these figures **relate to non-school posts only**.

13. Welsh Language Training & Welsh Medium training courses

In 2023-24 **1765** staff participated in Welsh language training courses, of which:

- **1311** members of staff completed Cardiff Academy's Introduction to Welsh Level 1 e-module.
- **348** members of staff attended Welsh language training courses developed internally by Cardiff Council's Academy and this includes taster and short courses (**140** attendees), intensive 120-hour courses (**208** attendees).
- **11** members of staff completed the 60-hour online course for beginners through the 'Working Welsh' scheme.
- **46** members of staff completed the 10-hour online course for beginners through the 'Working Welsh' scheme.
- **49** members of staff completed the vocation specific online courses through the 'Working Welsh' scheme.

Furthermore:

- **995** members of staff completed Cardiff Council's Welsh Language awareness e-module in 2023-24.

The number and percentage of staff who received Welsh language and Welsh language awareness training is monitored closely and individual records kept on the Council's internal HR System (DigiGOV).

The following e-learning courses are provided in Welsh:

- Violence Against Women, Domestic Abuse & Sexual Violence
- Corporate Safeguarding
- Children's Rights
- How to Deliver Great Customer Service

- Fraud Awareness
- Data Protection Essentials
- Welsh Language Awareness
- Introduction to Welsh Level 1
- Payment Card Industry Security Standard
- Corporate Induction

14. Employees Welsh Language Skills

The development of the HR System (DigiGOV) and the opportunity for staff to validate their own personal data, has enabled the Council to record the Welsh language ability (and other languages) of staff. As of 31st March 2024, **7566** (non-school based) staff are employed by Cardiff Council, and of these a total of **5144** staff have validated their entries on the HR system. From these, **1344** staff have stated they have a level of Welsh language skills. This is an increase on the number reported in 2022-23 (**994**) and represents **26%** of those registered on the system or **17.76%** of the Council's corporate workforce.

Service Area	Proficiency Levels					Total	Percentage of service area staff
	Entry Level	Foundation	Intermediate	Advanced	Proficient		
ADULTS HOUSING & COMMUNITIES	289	77	62	41	59	528	17.30%

CHILDRENS SERVICES	85	28	14	11	20	158	23.51%
ECONOMIC DEVELOPMENT	59	22	23	13	16	133	9.88%
EDUCATION & LIFELONG LEARNING (Excluding Schools)	78	30	21	8	34	171	19.79%
GOVERNANCE & LEGAL SERVICES	20	4	4	4	11	43	41.75%
PERFORMANCE & PARTNERSHIPS	17	5		4	26	52	47.71%
PLANNING TRANSPORT & ENVIRONMENT	36	10	7	2	8	63	10.64%
RESOURCES	93	28	16	25	34	196	23.67%
							Percentage of Corporate staff
Total	677	204	147	108	208	1344	17.76%

The number of staff with Welsh language skills has increased by **35%** since 2022-23 (**1344** in 2023-24 compared to **994** in 2022-23). This increase is attributed to awareness raising, the Bilingual Cardiff Strategy (which includes a target to increase the number of staff with Welsh language skills) and Welsh courses provided internally through our in-house Welsh language tutor as well as well as the 'Working Welsh' Scheme). Staff are reminded regularly to update their personal detail records on DigiGOV, and these include language choice and Welsh language proficiency.

15. Mwy na Geiriau / More than just Words - Strategic Framework for Welsh Language in Health, Social Services and Social Care

The Forum's Terms of Reference as currently being revised, and an action plan developed, to move the Mwy Na Geriau agenda forward. The Forum's membership is now made up of Cardiff Council, Vale of Glamorgan Council, Cardiff and Vale University Health Board, and Cardiff and Vale College. This reflects a greater focus on engagement with training providers to address the current recruitment challenges in the field of social

care. Membership is to be expanded further to include additional training providers, and higher and further education partners, to develop and implement recruitment initiatives to encourage Welsh speakers to enter the field of social care.

16. Monitoring & Overseeing Compliance with the Standards

WELSH LANGUAGE COORDINATORS & CHAMPIONS

The Council has a network of Welsh language coordinators and champions across our various Directorates and Service Areas, who support the work of the Bilingual Cardiff team in implementing the Welsh Language Standards and promoting the use of the Welsh language internally. The role of the coordinators network includes:

- Assisting their service area or directorates to meet the Council's statutory duties and the requirements of the Welsh Language Standards.
- Providing feedback on issues relating to the Welsh language from the service area to the group, and vice versa as necessary.
- Providing feedback on any complaints or issues regarding the Welsh language from services users to the group.
- Distributing relevant documentation and information within service areas.
- Coordinating their service area's response for the Annual Report on the implementation of the Welsh Language Standards.

Coordinators and Champions do not need to speak Welsh, and each directorate is responsible for nominating at least one Coordinator, and one Champion, at Operational Manager level or above, to represent their directorate.

The Champion acts as a point of contact at a senior management level concerning directorate specific Welsh language issues. They also monitor senior management group agendas for items with Welsh Language Standards implications and support their service area's Welsh Language Coordinator with their work on facilitating the implementation of the Welsh language standards within their directorates. Welsh Language Coordinators meetings are held bimonthly and chaired by Bilingual Cardiff.

BILINGUAL CARDIFF MEMBERS GROUP

The Bilingual Cardiff Member Group is a cross-party group established to take a lead role in developing a truly bilingual Cardiff where citizens and Cardiff Council staff can access services and support in either language equally through improved partnership working. During 2023-24 the group

met every quarter to discuss Welsh language matters, including the implementation of the Welsh Language Standards, Welsh Language Commissioner investigations, the development and delivery of the Council's Welsh in Education Strategic Plan, delivering the objectives supporting the Bilingual Cardiff Strategy 2022-27, and the implementation of the Council's revised Welsh Language Skills Strategy.

Bilingual Cardiff Forum and other partners are invited to present at the Bilingual Cardiff Members Group meetings. In 2023-24 presentations have been received from the CFTi team about Welsh language youth provision in Cardiff and the Southeast Wales Welsh Language Education Champion about the partnership's work promoting the Welsh-medium education offer.

DIRECTORATE DELIVERY PLANS

Every Council directorate must provide details of Enforcement Actions received from the Welsh Language Commissioner in their Departmental Delivery Plans. The information required includes a description of the individual Enforcement Actions, responsible Council officers, Enforcement action completion dates, and evidence of completion presented to the Welsh Language Commissioner.

This information is updated during the year as Enforcement Actions are received and actioned providing a living record of how they are implemented by the Council implements and facilitating reporting for the Annual Report on the Welsh Language Standards and correspondence with the Welsh Language Commissioner.

Guidance advising Council officers of the requirements is available on the Bilingual Cardiff intranet page.

SENIOR MANAGEMENT TEAM

Matters relating to the Welsh language standards including information on Welsh Language Commissioner investigations are regularly taken to SMT meetings for information and steer.

CABINET & FULL COUNCIL

Cardiff Council's Welsh Language Standards Annual Report is considered by the Cabinet and full Council to ensure scrutiny at the highest level.

17. Promoting & Facilitating the Standards

STAFF GUIDELINES

To promote and facilitate the implementation of the standards, the Council has created and updated guidelines for staff. These include:

- A summary of the 'Service Delivery Standards'

- Communicating Bilingually
- Bilingual Reception Services
- Holding Meetings Bilingually
- Welsh Language Calls
- Guidance Note: Bilingual Signage & Official Notices
- Translation Guidelines
- Welsh Language Standards: Quick Wins Guide
- Welsh Language Standards: Guide to Third Parties
- Assessing Welsh Language Skills and Identifying Welsh Essential Roles
- Recruitment, Interview, and Selection Procedures and the Welsh Language.

These guidelines are available for staff on the Bilingual Cardiff Intranet page and have been regularly promoted through Staff Information messages and the Welsh Language Matters brief.

Reception signs (standard 67) and email signature logos (standard 134) are also available to staff on the Bilingual Cardiff intranet page as well as a copy of the full standards, annual reports, and online translation request form.

The web content and translation request form have both been updated to remind staff to include the corporate statements to comply with standards 2, 3 & 7 (Correspondence), 49 (forms) and 50A (documents).

WELSH LANGUAGE MATTERS BRIEF

The Welsh Matters brief is distributed to staff via the Welsh language coordinators network. The brief contains policy advice on complying with the Welsh language standards, information on Welsh training, and other articles relating to the Welsh language agenda.

C4 SOCIAL CLUB

A resource to promote and facilitate virtual Welsh language events has been developed and launched by the Council's in-house Welsh language trainer. The resource is presented on the Microsoft Teams platform and allows users to set up meetings, discussion groups, and social events so Welsh speakers and learners may meet to converse in Welsh and improve language skills. A weekly meet up has also been arranged by the Council's Welsh language tutor.

BILINGUAL CARDIFF: TRANSLATION & POLICY ADVICE

Bilingual Cardiff provides a full Welsh language translation and simultaneous translation service for all Council Directorates.

The team offer guidance and advice to all Council staff, along with organisations, companies and individuals who provide services on behalf of the Council, on issues regarding the Welsh language, translation, and the Council's commitment under the statutory Welsh Language Standards.

A dedicated e-mail mailbox WelshLanguagePolicyMatters@cardiff.gov.uk has been established as a point of contact for Council staff for advice on the Welsh Standards, Welsh language impact assessments, policy consultations, and any other matters in relation to the Welsh language and Welsh language service delivery.

WELSH LANGUAGE TRAINING

Cardiff Council is committed to provide all its staff members with the opportunity to engage with Welsh language training.

The Introduction to Welsh Language Level 1 and Welsh language Awareness e-modules allow staff to learn Welsh language vocabulary and common phrases and provide historical and cultural context for the language.

The Cardiff Council Academy have also developed a wide variety of Welsh language courses. These have been tailored to allow as much flexibility as possible to encourage Council staff to participate. The courses developed by Cardiff Council Academy in the last year are:

- **Mynediad Online (Welsh Level 1)** – a mainly self-study virtual course.
- **Mynediad (Welsh Level 1)** – a mixed self-study and tutor-led virtual course.

- **Sylfaen (Welsh Level 2)** – a more advanced mixed self-study and tutor-led virtual course.
- **Half Day Taster** – a tutor-led introduction course.
- **Canolradd (Welsh Level 3)** - a mixed self-study and tutor-led course for more confident learners and those who speak Welsh but have lost their spoken confidence.
- **Two Day Beginners** – a tutor-led virtual course to develop robust basic Welsh language skills.
- **WELCOME Part 1** – a fully self-study virtual course that may be completed by staff at any time.
- **Mynediad (Welsh Level 1) Immersive** – a fully tutor-led course delivered through a weekly 4-hour session.
- **Uwch (Welsh Level 4)** – a mixed self-study and tutor-led course with a focus on using Welsh in the workplace.
- **Hyfedredd (Welsh Level 5)** – a mixed self-study and tutor-led course focussing on written Welsh and more formal spoken Welsh.

A tutor has been provided by the National Centre for Learning Welsh to assist Cardiff Council Academy's in-house Welsh tutor to deliver these courses and to support staff who are learning Welsh.

Cardiff Council is committed to providing its staff with the opportunity to receive Welsh language training and there is no individual cost to Council staff, or their directorates, and staff have their hours credited for time attending courses.

WELSH LANGUAGE AWARENESS TRAINING

The Welsh language awareness module was revised in 2020-21 and presented as an e-module by Cardiff Council's Academy learning platform. It is currently being rolled out to all staff (including schools' staff).

The e-module provides information on the following:

- The historical context of the Welsh language.
- The importance of the Welsh language in the delivery of Council services to the citizens of Cardiff.

- Staff roles and responsibilities in delivering Welsh language and bilingual services.
- Assess the delivery of Welsh language services and identify areas for improvement.

'IAITH GWAITH' LANYARDS & BADGES

Iaith Gwaith lanyards are produced by the Welsh Language Commissioner's office for Welsh speaking staff, so they demonstrate to service users and colleagues that they speak Welsh. These lanyards - along with Welsh learner lanyards - may be requested at any time from Bilingual Cardiff.