

The Office of the Public Guardian and Court of Protection Welsh Language Scheme

The Office of the Public Guardian and Court of Protection Welsh language scheme was prepared under Section 21 of the Act - and in accordance with guidelines issued by the Welsh Language Board under Section 9 of the Act.

It came into effect on 14 September 2007.

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Section 1 – Introduction

1.1 The scheme

Under the Welsh Language Act 1993 every public body providing services to the public in Wales has to prepare a scheme setting out how it will provide those services in Welsh.

This is our scheme. It describes how we will give effect, so far as is both appropriate in the circumstances and reasonably practicable, to the principle established by the Welsh Language Act that, in the conduct of public business and the administration of justice in Wales, the Welsh and English languages should be treated on a basis of equality.

The scheme covers the services that we provide to the public in Wales. The term public means individuals, legal persons and corporate bodies, including voluntary organisations, charities, directors and others representing limited companies. It does not include persons who are acting in a capacity, which is representative of the Crown, Government or the State.

Further information about the scope and purpose of Welsh language schemes can be found in the Welsh Language Board's guidelines (www.Welsh-language-board.org.uk).

The name of the Office of the Public Guardian in Welsh is **Swyddfa'r Gwarcheidwad Cyhoeddus**.

The name of the Court of Protection in Welsh is **Y Llys Gwarchod**.

1.2 The Office of the Public Guardian

1.2 (a) Background

The Office of the Public Guardian (OPG) was established on 1 October 2007, to support the Public Guardian. The OPG is an executive agency of the Ministry of Justice.

The OPG is based in London, and has responsibilities that extend across the whole of England and Wales (separate arrangements exist for Scotland and Northern Ireland). It is responsible for providing services that support the financial, property, health and welfare matters of people who lack mental capacity to make decisions in a particular area. Capacity is assessed in accordance with the requirements set out in the Mental Capacity Act 2005.

The OPG is responsible for:

- The provision of administrative support to the Public Guardian
- Establishing and maintaining a register of Lasting Powers of Attorney
- Establishing and maintaining a register of Enduring Powers of Attorney
- Establishing and maintaining a register of orders appointing deputies
- Supervising deputies appointed by the Court of Protection
- Maintaining and ensuring compliance with the Code of Practice

2.2 (b) OPG strategic objectives

Protection of Rights

The OPG will protect the rights of people who lack mental capacity. We will work with others to ensure that all those involved in their care understand their duty to act and make decisions only when necessary and only in the best interests of those for whom they are responsible.

Support Donors

The OPG will support donors in empowering decision makers by maintaining records of powers granted and responding quickly and proportionately to allegations of misuse or abuse of power.

Regulate and Support Deputies

The OPG will regulate and support deputies appointed to make decisions on behalf of people who lack mental capacity. We will provide safeguards for clients, assess and manage the risks and minimise bureaucracy and cost.

Delivery Standards

The OPG will monitor the service and delivery standards expected by our stakeholders and provide excellence in delivery by improving our service to reflect the expectations of a modern regulatory and administrative service.

Policy

In accordance with the Mental Capacity Act 2005 the OPG will lead on the development of Government policy on decision-making for people lacking mental capacity, emphasising the clear separation of Judicial decision-making from regulation of deputies and attorneys, and policy development.

Partnerships

As a new organisation the OPG will develop partnerships with other relevant individuals and organisations involved in matters of mental capacity in order to ensure that those who require our assistance are provided with a timely, proportionate and appropriate service.

Public Awareness

The OPG will provide information and advice to the public about mental capacity issues. We will highlight the choices available to enable people to make decisions on behalf of others who cannot do so due to mental incapacity.

1.3 The Court of Protection

1.3 (a) Background

The Court of Protection (the Court) oversees the financial, property, health and welfare affairs of people who lack mental capacity. It does this by appointing deputies to make decisions on behalf of people who lack mental capacity to make the decision in question, and determining questions relating to Enduring and Lasting Powers of Attorney.

The Court has a central administration (Registry) based in London, but will have hearing venues in a handful of locations across England and in Wales.

Section 2 – Service Planning and Delivery

2.1 Policies and initiatives

Our policies, initiatives and services will be consistent with this scheme. We will consult the Welsh Language Board in advance regarding proposals that will affect the scheme, or affect the schemes of other organisations. We will not alter this scheme without the Board's approval.

When considering the development and implementation of policies and initiatives we will ensure that staff and advisors involved are aware of the scheme and our responsibilities under the Welsh Language Act.

We will assess the linguistic consequences of any policies and initiatives affecting our service provided to the public in Wales. We will also endeavour to ensure that our policies and initiatives promote and facilitate the use of Welsh and in doing so move the organisation closer to implementing the principle of treating the Welsh and English languages on the basis of equality.

All policies and initiatives will be consistent with this scheme and the measures contained within it and will not undermine it.

Whenever possible, our consultation documents will discuss the relationship between the Welsh language and the policies, initiatives and services under development.

We will take advantage of every opportunity to ensure that new primary and secondary legislation will support the use of Welsh.

When we contribute to the development and/or delivery of policies, initiatives, services or legislation led by other organisations, we will do so in a way that is consistent with this scheme.

2.2 Delivery of services

We will ensure that as many as possible of our services are available in Welsh – and we will let the public know when they are.

2.3 Services delivered on behalf of the OPG/the Court by third parties

Any arrangements which we make with third parties based outside Wales will be consistent with the relevant parts of this scheme.

Any arrangements which we make with third parties based in Wales will be consistent with the relevant parts of the Welsh Language Board's standard scheme.

2.4 Standards of quality

Services provided in Welsh and English will be of equal quality and will be provided within the same timescale.

Section 3 – Dealing with the Welsh Speaking Public

New customers will be asked their preferred language of communication at first contact and existing customers will be informed of the availability of the service. Responses will be placed on a central record and all future communications to the customer will be made in their preferred language. Where a response is not received, it will be assumed that the customer has decided not to use the service, and communication will continue in English.

We will use a scoring system, to be agreed with the Board, to identify objectively any standard or circular correspondence, which need not be published in Welsh, or bilingually (for instance, when the correspondence is very technical or lengthy).

3.1 Written communication

Members of the public in Wales are welcome to correspond with the OPG and COP in either Welsh or English. When we receive any correspondence in Welsh we will provide a signed response in Welsh within the same timescale as correspondence received in English. Where it is not possible to issue a substantial reply in this time, a written acknowledgement and explanation will be sent in Welsh, if appropriate. Correspondence through the medium of Welsh should not itself lead to a delay.

Subject to the scoring system referred to above, when we send standard or circular correspondence to several recipients in Wales, it will be bilingual unless we know that all recipients would prefer to receive it in Welsh or English only.

If the Welsh and English versions of any correspondence have to be published separately, our normal practice will be to ensure that both versions are available at the same time.

Enclosures sent with Welsh or bilingual letters will be Welsh or bilingual (whichever is applicable), when available.

All hard-copy Welsh language correspondence that we issue will be signed.

3.2 Decision letters

A decision letter is a letter aimed towards a wider public audience.

If a decision letter is intended to convey policy to a much wider audience than those directly involved with the inquiry, or other statutory procedure, we will treat it, under this scheme, as a publication.

3.3 Telephone communications

Because of our location, it would not be practicable for us to conduct telephone conversations in Welsh. However, if a caller wishes to speak in Welsh, they will be given two options:

- Continuing the call in English; or
- Writing in to us in Welsh and receiving a written response to the enquiry in Welsh.

3.4 Electronic mail

We welcome e-mail correspondence. Members of the public who wish to communicate with us by e-mail in Welsh will receive a standard acknowledgment response in Welsh, this acknowledgement will advise them that a full response in Welsh will follow. A response in Welsh will then be provided within the same timescale as e-mails received in English.

All Welsh e-mail correspondence that we issue from Wales will bear a Welsh (or bilingual) electronic signature.

Enclosures sent with Welsh or bilingual e-mail correspondence will be Welsh or bilingual (whichever is applicable), when available.

Due to data protection regulations, we may not be able to deal with all queries via e-mail. In these situations, a letter will be sent addressing the particular issue raised within the standard written correspondence time scales.

3.5 Hearings in Wales

Section 22(1) of the Welsh Language Act 1993 provides that:

“In any legal proceedings in Wales the Welsh language may be spoken by any party, witness or other person who desires to use it, subject in the case of proceedings in a court other than a Magistrates’ Court to such prior notice as may be required by rules of court; and any necessary provision for interpretation shall be made accordingly.”

You have the right to use Welsh in court proceedings taking place in Wales. When we send the first documents for a Court hearing in Wales, we will include a notice giving details of our Welsh Language services. The notice will explain that English or Welsh may be spoken in the proceedings and invite customers to let us know beforehand if they wish to conduct the hearing in Welsh.

In any case where it is possible that the Welsh Language may be used by any party or witness (or any document placed before the Court), the parties or their legal representatives must inform the court of the fact so that appropriate arrangements can be made for the management of the case.

If costs are incurred as a result of a party failing to comply with this, costs may be claimed from the offending party.

Whenever an interpreter is needed to translate evidence from English to Welsh or from Welsh to English, the Court Manager in whose court the case is to be heard will take steps to ensure the attendance of an interpreter whose name is included in the list of approved court interpreters.

The Welsh Language Act 1993 grants the right to use the Welsh language in courts in Wales, it does not grant the right to speak Welsh at a hearing outside Wales. The decision whether or not to allow Welsh to be spoken at a court outside of Wales is for the judge but where it is allowed, we will arrange for translation facilities and bear any translation costs.

The Court may use tele-video links for conducting hearings with members of the public in Wales. In such instances, and where the customer so requests, arrangements will be made to hold the hearing in Welsh.

3.6 Public meetings and conferences in Wales

Members of the public are welcome to speak Welsh or English at any public meetings or conferences held by the OPG or the Court. Notices or publicity for such meetings will refer to this and advise the public of how to inform us that they wish to address the meeting in Welsh. Arrangements will then be made to ensure the availability of simultaneous translation equipment.

We will ensure that public notices, invitations and other information setting out arrangements for meetings and conferences are circulated in Welsh to those recipients who we know prefer to communicate in Welsh. Where a preferred language is not known, bilingual documents will be circulated/made available.

Those attending public meetings or conferences, who have provided us with advance notice that they wish to speak in Welsh, will have simultaneous interpretation or translation facilities provided. We will ensure that reports and papers produced following public meetings will be published in English and Welsh.

3.7 Visits

The Mental Capacity Act entails changes to the way individuals' capacity is assessed. When an assessment is made by the Court of Protection, or one of its appointed deputies, about the capacity of a member of the public in Wales, if appropriate, there must be access to a Welsh language service. Making the assessment in Welsh is a reasonable step in ascertaining capacity in the case of Welsh speakers and the OPG/COP's standard practice will be to make sure that this service is available.

The practice described above should also serve as guidance in those instances where decisions are made about an individual's capacity without the direct involvement of OPG/COP.

It is not practicable to provide Welsh speaking visitors. However, this will be monitored and reviewed on a regular basis.

Invitations and other information setting out arrangements for visits in Wales will be circulated in Welsh to those recipients who we know prefer to communicate in Welsh, or bilingually if not known.

3.8 Other dealings with the public in Wales

When we undertake **public surveys** and we know that a customer has indicated that they wish to communicate in Welsh, all aspects of the survey will be conducted in Welsh.

Respondents will be asked if they wish to respond to the survey in Welsh or English.

When we arrange **seminars, training courses** or similar events for the public in Wales, we will assess the need to provide them in Welsh. In conducting this assessment, we will consider the preferred language of those attending and the availability of Welsh speaking trainers.

Section 4 – The Office of the Public Guardian and Court of Protection Public Face

4.1 Publicity campaigns, exhibitions and advertising

All of the publicity, public information, exhibition and advertising material we use in Wales (in order to target the general public) will be produced 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 - and both versions will be available simultaneously and will be equally accessible.

Any advertisements placed in English language newspapers (or similar material) distributed mainly or wholly in Wales, will be bilingual, or will appear as separate Welsh and English versions (with both versions appearing simultaneously, and being equal with regard to size, prominence and quality).

In Welsh language publications advertisements will be in Welsh only.

Television, cinema, broadband and radio advertising in Wales will be conducted in Welsh and English. Television campaigns that appear on S4C during Welsh programming hours will be in Welsh. Radio campaigns broadcast during Welsh language programmes on commercial radio stations will be in Welsh.

We will avoid using Welsh language subtitles, or dubbing adverts into Welsh (excepting voice-overs).

Any audio-visual displays, audio tours or interactive media that we prepare will be bilingual.

4.2 Corporate identity

We will adopt a fully bilingual corporate identity on all correspondence, documents and publications produced for the public in Wales. This will include the Welsh translation of the OPG and Court titles (**Swyddfa'r Gwarcheidwad Cyhoeddus & Y Llys Gwarchod**).

We will provide the appropriate translation/artwork for use internally and externally to publishers, agents, contractors and others who reproduce our corporate image.

4.3 Publications

We are committed to ensuring that all materials directed at the public in Wales will be published and printed in bilingual form where reasonably practicable; otherwise documents will be available in separate English and Welsh versions at the same time.

All Welsh or bilingual material produced for the public in Wales will be equal in size and format to the English versions and we will ensure that when separate Welsh and English versions are produced they are published simultaneously.

We will achieve this by ensuring that: -

- Material produced by the OPG, the Court, or others acting on their behalf, for use by the public in Wales, will either be produced bilingually or in separate Welsh and English versions, depending on its size, complexity or cost
- Where prescribed forms, regulations, rules or procedures are required for use by the public, these will either be produced bilingually or in separate Welsh and English versions, depending on size, complexity or cost

- We will consult with organisations acting on our behalf in the provision of services to the public in Wales when developing new policies and initiatives affecting those services

4.4 Forms

The complexity of the existing forms makes bilingual versions impractical; therefore forms will generally be full Welsh or English versions. We will advise the public of this, and provide them with the form in their preferred language choice.

To ensure that the public in Wales have no difficulty in obtaining bilingual or dual versions of any of the documents listed above, we will maintain procedures to ensure that they are all available for download from the respective websites or by requesting a hard copy.

Forms may be completed in Welsh. We will translate into English any forms received in Welsh, and will bear the costs of the translation.

4.5 Internet

All essential information will be available in Welsh on the OPG web site (www.publicguardian.gov.uk). Any document not available on the web site, will be translated upon request.

As we make publications available on the Internet, we will use our bilingual logo and include English and Welsh language versions.

Our websites will include pages in both Welsh and English.

We will provide Welsh versions of the interactive pages on our websites.

We will prepare a programme, to be agreed with the Welsh Language Board, setting out how we will increase the Welsh language content of our website, over time.

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.

Whenever we post English language publications on our websites, the Welsh versions will be posted at the same time, if available.

4.6 Information and communications technology

The need to provide information and services in Welsh, and operate in accordance with this scheme, will be catered for as we develop, design and purchase information and communications technology (ICT) products and services.

We will modify our existing ICT systems to ensure that they enable us to provide information and services in Welsh - and operate in accordance with this scheme.

As we develop or procure ICT systems we will take into account the Board's Bilingual Software Guidelines and Standards.

4.7 Official notices, public notices and staff recruitment notices

Official notices, public notices and staff recruitment notices placed in English language newspapers (or similar media) distributed mainly or wholly in Wales, will be bilingual, or appear as separate Welsh and English versions. Notices will be in Welsh in Welsh language publications.

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.

In the English language media, posts where the ability to speak Welsh is essential may be advertised in Welsh, with a brief description in English.

Recruitment notices placed in English language journals (and other publications) with a UK-wide distribution may be in English, unless the post is one where the ability to speak Welsh is essential, in which case the notice may be fully bilingual, or in Welsh with a brief explanation in English.

Any official notices, public notices or staff recruitment notices placed elsewhere in Wales will be bilingual.

4.8 Press releases and contact with the media

Press releases to the Welsh language press and broadcasting media in Wales will be issued in Welsh where deadlines permit.

When we post press releases on our website, our normal practice will be to post them in Welsh and English.

Section 5 – Recruitment and Training

5.1 Staffing

We have no offices in Wales. Even so, we will seek information about the Welsh language skills of staff.

5.2 Recruitment

For any posts having extensive and regular contact with the public in Wales (such as courts in Wales) we will consider whether fluency in Welsh should be a desirable or essential skill – and this will be stated in job competencies and advertisements.

5.3 Language training

We will support and fund training for staff that, as part of their duties, have extensive and regular contact with the public in Wales – and who wish to learn Welsh, or improve their Welsh.

We will allow staff to attend courses during work hours.

5.4 Vocational training

Whenever practicable, we will provide vocational training in Welsh to develop the ability of staff who, as part of their duties, have extensive and regular contact with the public in Wales.

5.5 Partnership working

When we are the strategic and financial leader within a formal partnership, we will ensure that any public service aspects comply with this scheme.

When we join a formal partnership, which another organisation is leading, our input to the partnership will comply with this scheme and we will encourage the other partners to comply.

When we are a partner in a consortium, we will encourage the consortium to comply with this scheme. When acting in the name of the consortium, we will operate in accordance with this scheme.

The above refers only to formal partnerships dealing with services available to the public in Wales.

Section 6 – Internal Arrangements

The measures contained within this scheme will be integrated within the normal administrative processes of the OPG and the Court.

6.1 Responsibility

The commitments and arrangements set out in this scheme carry the full authority and support of the Public Guardian and the Court.

Branch Managers will take responsibility for the day to day implementation of the scheme within their areas of work. Directors will be responsible for ensuring the overall compliance with the scheme.

We will appoint a senior member of staff to coordinate the work required to deliver, monitor and review this scheme.

We will prepare, and continuously update, a detailed action plan to be agreed with the Board, setting out how we will ensure that we will operate in accordance with this scheme. The action plan will come into effect on the date on which the scheme comes into effect, or as soon as possible thereafter. The plan will include targets, deadlines and a report on progress against each target. The overall aim of the action plan will be to ensure that we deliver the commitments set out in this scheme as soon as possible.

6.2 Instructions and guidance

All staff will be made aware of the responsibilities under this scheme and asked to take them into account in the conduct of their work.

This will be done by:-

- making a hard copy of the scheme available to all staff via their branch managers
- issuing guidance to staff on:
 - handling correspondence in the Welsh language
 - using the HMCS Welsh Language Unit and accredited alternatives
 - when to consider issuing bilingual or both Welsh and English language documents, publications and publicity material
 - the implications of this scheme for those procuring services from third parties
- making the guidance available on the intranet
- publishing the scheme in a prominent place on the website.

Any form of contact with the public in Wales, which is not specifically dealt with by this scheme, will be undertaken in a manner which is consistent with the general principles enshrined in this scheme.

6.3 Publicity

We will publicise the scheme, once agreed and approved by the Welsh Language Board, both internally and externally.

Internally the scheme will be publicised in:

- Internal staff newsletter
- Intranet
- Team Brief
- Training

Externally, the scheme will be publicised:

- by issue of a press notice;
- by making the scheme available as a free bilingual document from our communications team;
- in a prominent place on our website;
- through our regular customer publication and
- from the Communications team at the OPG.

6.4 Freedom of Information Act and the Environmental Information Regulations

When we release information under the Freedom of Information Act or the Environmental Information Regulations, we will translate them into the applicant's preferred language provided that the number of words to be translated is less than 100.

Section 7 – Monitoring and Reporting

Monitoring and review of the scheme will be co-ordinated by the Performance & Change team.

7.1 Monitoring

We will monitor our performance in meeting the commitments made in this scheme and against the targets set out in its accompanying action plan and record the demand for services in Welsh, including any demand for services, which go beyond the commitments we have made.

We will establish structured and continuing arrangements to monitor our performance, and the performance of any third party providing or administering services on our behalf, in meeting the commitments made in this scheme.

We will report to the Welsh Language Board on our progress in delivering this scheme, when requested by them.

Our target is to ensure that we act in accordance with this scheme within four years of its coming into effect. We will use a self-assessment procedure, to be agreed with the Board, in order to monitor this progress against our target.

7.2 Reporting on performance

We will publish information comparing performance with the standards and targets set out in this scheme in the OPG Annual Report (or similar published document).

7.3 Reviewing and amending the scheme

We will review this scheme within four years of its coming into effect.

Also, from time to time, we may need to review this scheme, or propose amendments to this scheme, because of changes to our functions, or to the circumstances in which we undertake those functions, or for any other reason.

No changes will be made to this scheme without the Welsh Language Board's approval.

Section 8 – Suggestions and Contact Information

8.1 Complaints and suggestions for improvement

Complaints related to this scheme or suggestions for improvement should be directed to the senior member of staff with responsibility for the scheme at the following address:

OPG Communications
Performance and Change Team
Office of the Public Guardian
Archway Tower
2 Junction Road
London N19 5SZ

email:
communications@publicguardian.gsi.gov.uk

We will cooperate with the Welsh Language Board in order to resolve complaints and during any investigations held under s17 of the Welsh Language Act.

Section 9 – Action Plan

Scheme Reference	Action Required	Target Date	Responsibility	Progress to date / Notes
2. Service planning and delivery				
Policies, legislation and initiatives				
2.1	Ensure all staff responsible for policy, initiatives & service delivery (current and new) are aware of the OPG/Court commitment under the scheme	Within 3 months of adopting the scheme		
2.1	Prepare worksheet/guidance for staff, to assist in delivering the commitment	On adoption of the scheme		
Delivery of services				
2.2	Delivery of services by us	On adoption of the scheme and as available thereafter		
2.3	Delivery of services by third parties	As required		
2.4	Inform the public of services available through the medium of Welsh <ul style="list-style-type: none"> - Web site - Newsletter - Letters/notice to current customers living in Wales 	On adoption of the scheme		

Scheme Reference	Action Required	Target Date	Responsibility	Progress to date / Notes
3. Dealing with the Welsh speaking public				
Communications (written, email and telephone)				
3.1-3.4	Prepare guidelines for staff on how to deal with Welsh communication	3 months prior to adoption of the scheme		
3.8	Customer survey	On adoption of the scheme & as required thereafter		
3.6 Public meetings				
	Inform public of availability of translators etc.	As required		
	Process for dealing with requests to speak Welsh / have translators	On adoption of the scheme		
3.7 Visits				
	Process for dealing with visits in Wales	On adoption of the scheme		
	Determine requirement for Welsh speaking visitor	With new recruitment of visitors		

Scheme Reference	Action Required	Target Date	Responsibility	Progress to date / Notes
4. The OPG and Court public face				
4.2	Corporate identity	On adoption of the scheme		
4.3	Publications	On adoption of the scheme & as required thereafter		
4.4	Forms and leaflets	On adoption of the scheme & as required thereafter		
4.5	Internet	On adoption of the scheme & as required thereafter		
4.7	Official notices, public notices and staff recruitment notices	As required		
6. Internal arrangements				
6.2	Instructions & Guidance	On adoption of the scheme & as required thereafter		
6.3	Publicity	On adoption of the scheme		

Scheme Reference	Action Required	Target Date	Responsibility	Progress to date / Notes
7. Monitoring and reporting				
7.1	Monitoring	On adoption of the scheme		
7.2	Reporting	Annually		
7.3	Reviewing and amending	Quarterly review with amendments as required		
8. Suggestions and Complaints				
8.1	Handling complaints	On adoption of the scheme		

Section 10 – Scoring System for Publications

The following documents will be produced in Welsh as a matter of course:

- Code of Practice
- Guidance booklets/leaflets
- Newsletters
- Letters to customers addressing specific issues
- Statutory Forms
- Consultation Documents

If the document does not fall in the above list, the below scoring system will be used to determine whether a Welsh translation should be produced.

Scoring:

0-6 points = English only at present, but might be redesigned in the future.

7-11 points = Documents should be mono/bilingual but whether they are or not depends on the availability of translation resources at the time. If a decision is made not to translate the document in its entirety, a summary of the document will be produced in Welsh.

12+ points = Documents should and will be bilingual.

Note: The formula will provide a true reflection of the need for bilingual documents in the majority of cases. There will always be exceptions and staff should use careful judgement in ensuring that the correct decision is taken.

Advice can be sought from the Communications Team (Performance & Change Directorate).

CONSIDERATIONS	1 POINT	2 POINTS	3 POINTS
1. No of copies to be printed each year (if electronic version only, number on distribution list, or estimated number of hits)	Less than 500	501 to 2,000	More than 2,000
2. Length (number of words)	Less than 1,000	1,001 to 2,000	More than 2,000
3. Technical (i.e. would it be incomprehensible to the lay reader)	Yes	To some extent	No
4. Life span of publication (how long will the publication be used for?)	Less than 6 months	6 months to 2 years	More than 2 years
5. Status/profile of document	Low (little external profile)	Medium (specific groups only)	High (media; lead document)
6. Will the document be relevant - to a subject area or - a part of Wales of particular interest with regard to Welsh?	No	To some extent	Yes

