

national **dance**
company **wales**
cwmni **dawns**
cenedlaethol **cymru**

Cynllun Iaith Gymraeg

Welsh Language Scheme

2022-2025

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Last Updated July 2022

If you have any queries about this policy, please contact the Communications Director.

I. Introduction

This scheme outlines why the Welsh language is important to National Dance Company Wales (NDCWales); how we propose to understand, strengthen and develop it across all strands of our work over the next 4 years; and how we'll review and assess the success of our plan.

NDCWales is committed to developing bilingualism across its activities because:

- Wales is a bilingual country, and as a national company we want to champion and advocate the Welsh culture and language
- As a company taking work beyond our borders, we recognise that we are ambassadors for the country, its culture, and its language
- We recognise the significance of Welsh as a distinct creative and cultural resource.

National Dance Company Wales creates ambitious, engaging dance work, taking Wales to the world and reflecting the world in Wales. We dream of a Wales celebrated as a nation passionate about dance and dancing, where dance is part of everyone's life. Our collaborative activity seeks out and nourishes potential, supporting Wales and all of its people to flourish, championing the development of dance as an art form. Let's change the world by dancing.

We aim to ensure everyone can access what we have to offer. We want to be relevant to people's lives and aspirations, especially here in Wales. Our Welsh identity is an important part of who we are as a company.

One of our priorities is delivering social justice, underpinned by a commitment to the Wellbeing of the Future Generations Act which includes the Welsh Language.

We are already committed to bilingualism in many of the ways we operate, especially in our marketing and promotion, e-communications, and recruitment. Employees are supported in learning Welsh. However, the Company still has some work to do to ensure that we are promoting the use of Welsh in our work, and employing the use of Welsh appropriately, especially in those parts of the nation where there is a high proportion of first language Welsh speakers.

The objectives of this policy will be regularly reviewed, with the aim of continuously improving. We ensure the provision of the same high standard in both languages by:

- Making all staff/volunteers aware of the implications of this Welsh Language Scheme
- Encouraging people to feel comfortable using Welsh by making use of the available resources
- Using reliable translation services of a high standard to ensure that all relevant material is translated accurately
- Providing all marketing materials in Welsh and English

2. Statement

NDCWales has adopted the Welsh Government requirement that in Wales we will treat Welsh and English languages based on equality. We understand that offering services which respect an individual's choice of language can make a significant difference to the experience of that individual. We wish to encourage people who have dealings with NDCWales to feel comfortable using their preferred language. We will provide our services in Welsh and English wherever it is practical and appropriate.

Welsh provision will be an essential part of our activities. Our procedures for identifying spending and resources will reflect this. We will aim to ensure that spending and allocation of resources is standard practice, so it becomes business as usual to offer a provision in Wales's two official languages wherever that is suitable, reasonable, and practical.

This Scheme sets out how we will put into effect this principle when providing provision to the public. The implementation plan will explain how and by what date the organisation aims to achieve its objectives. Learning from experience will be a feature of this Scheme, and we will endeavour to ensure regular progress to offer the best possible provision to our users.

This Scheme adheres to the Welsh Language Standards published by the Welsh Language Commissioner. The Standards are a set of legally binding requirements which ensure that Welsh must be treated no less favourably than English.

3. Planning and delivering provision

Aims

We have specific aims in developing bilingualism:

- To achieve direct communication with our Welsh-speaking stakeholders (including but not limited to audiences, staff, artists, and funders)
- To enrich the work we make by embracing the unique cultural identity of Wales
- To raise awareness of NDCWales as a distinctly Welsh company

Actions

We will develop bilingualism in the following delivery areas:

- Artists

- Staff and Board
- Performances
- Dance House
- Partnerships
- Engagement
- Recruitment

Performances

- Relatively little spoken language is used in our works. Often the precise meaning of the words is less important than the idea or spirit behind them. We will continue to explore imaginative ways to use Welsh, as appropriate in our work (3.1)

Dance House Programme

- The Dance House is available for a wide range of artists to create, rehearse and present their own work. The Company will continue to support companies working in Welsh, offering hire information in Welsh and English (3.2)
- We will encourage Welsh-speaking artists an equal opportunity to lead and deliver Company projects and activities at the Dance House (3.3)

Partnerships

- We will seek out more partnerships with organisations in Welsh heartlands (such as our existing partners Pontio, Bangor - one of our Welsh Priority Venues, and Dawns i Bawb and other North Wales youth dance agencies – each of whom already help us to connect with young dance talent from Welsh-speaking backgrounds) (3.4)
- We will enable bilingual communication with those partners, either through the deployment of Welsh-speaking staff or the provision of interpreters/translators at meetings/public events (3.4)

Engagement

- The Company employs Welsh-speaking Dance Ambassadors to work with Welsh language schools and community groups

Recruitment

- We will offer people the option to interview in either Welsh or English where practical
- All advertised posts will be targeted at Welsh speakers and recruitment assets will be available in Welsh as standard

Staff and Board

- We have named Welsh language champions at Board level (3.5)
- We intend that at least 25% of the staff and Board membership at any time are Welsh speakers or learners (3.6)
- We will discuss our Welsh Language Policy at a Board meeting annually (3.7)
- Each post will be assessed as it becomes available and be readvertised as an essential Welsh speaking post where appropriate

Artists

- We will engage with Welsh-speaking choreographers, designers, directors, composers and musicians so that the work reflects our Welsh identity and makes our work as accessible and appealing as possible to a Welsh speaking audience (3.8)

	How/ current situation	Lead responsibility	By when
3.1	Conversations with creatives early in the process	Artistic Director/ Rehearsal Director	Ongoing
3.2	All hire information available in Welsh and English. Head of Production fluent Welsh speaker and Welsh-speaking Events Assistants available	Operations Director	Ongoing
3.3	Programmes developed with this as a key objective – for example, <i>Plethu</i>	Executive Producer/ Engagement Producer	Ongoing
3.4	Welsh-speaking Dance Ambassadors. Aim to recruit Welsh speaking Engagement Producer to role	Engagement Producer	Ongoing
3.5	Welsh-speaking champion nominated	Operations Director	September 2022
3.6	Identify key Welsh-speaking posts. Work with trainers to develop training programme to suit staff	Chief Executive	July 2024
3.7	Meeting schedule to be identified with new Chair	Chief Executive	Ongoing

3.8	New Executive Producer appointed with role in developing key relationships	Executive Producer	Ongoing
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4. Communicating with the Welsh-speaking public

Written correspondence: NDCWales welcomes written correspondence in both languages. All letters and e-mails received in Welsh will be answered in Welsh. We will ensure that all correspondence in Welsh receives attention within the same timescale as correspondence in English.

All correspondence with the public and all public-facing documents in Wales will be provided in Welsh and English.

NDCWales’s headed paper and e-mails will contain a standard statement in Welsh and English indicating that correspondence in both languages is welcome (4.1)

Phone/face to face: NDCWales will endeavour to ensure those who wish to have contact with a Welsh-speaking member of staff/volunteer will be able to do so. This may not always be possible, but we will encourage and train Welsh learning staff/volunteers to make the most of their skills. If a Welsh-speaking member of staff is unavailable, a call-back in Welsh will be offered as soon as possible (4.2)

All answerphone messages will be in Welsh and English.

Public events: Notices of all public events will be in Welsh and English and will include a statement that the right of those attending to speak either language will be respected. Presentations will be both languages, and the Company will encourage everyone to uphold the principle of equality. (4.3)

	How/ current situation	Lead Responsibility	By when
4.1	Statement being used	Communications Director	Ongoing
4.2	Encouraging staff to learn some Welsh. Including training session of useful phrases in induction session with new starters	Operations Director	Ongoing

4.3	We will measure the need for simultaneous translation facilities by requesting delegates indicate their preferred language when registering and provide where practical	Communications Director	Ongoing
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5. Corporate image

The public image and corporate identity of National Dance Company Wales including its address, logo, visual identity, and any other standard information will be given in Welsh and English. This will include headed paper, compliment slips, business cards, name badges, programmes, signage, vehicles, and premises.

Both languages will be equal in terms of size, format, quality, clarity, and prominence. This will include internal and external signage. The signage will uphold the principle of equality, with the Welsh appearing above or in front of the English (5.1)

	How/ current situation	Lead responsibility	By when
5.1	Implemented and under constant review	Communications Director	Ongoing

6. Marketing Materials and Publications

All public-facing documents will be provided in both Welsh and English (6.1). We will ensure that both versions appear at the same time.

Merchandise will be produced in Welsh and English.

Staff, consultants, designers, and printers will be given written guidelines on how to present Welsh in bilingual publications.

A respected and trusted translation company will be used for translation services.

	How/ current situation	Lead responsibility	By when
6.1	Implemented	Communications Director	Ongoing

7. Press releases

Press releases will be issued in Welsh and English. Interviews will be held in Welsh where requested. A Welsh-speaking press spokesperson will be used where available.

8. Website

Members of the public will be able to access information via our website in both Welsh and English. The website will indicate language choice clearly.

Welsh and English pages on the website will be revised and updated at the same time.

All new web-based reports, documents and forms will be available in Welsh and English, and all versions will be available for easy download.

All staff, consultants, designers, and printers will be given written guidelines on how to present Welsh in the design of bilingual material (8.1).

When planning or redeveloping the website we will consider the Welsh Language Commissioner's guidelines: 'Technology, websites and software: Welsh language considerations'.

To help staff and volunteers work through the medium of Welsh, we will explore the possibility of IT software such as the Cysgliad suite of resources. Welsh-language versions of Microsoft Windows and Office will be available to staff and volunteers who wish to use them (8.2).

	How/ current situation	Lead responsibility	By when
8.1	Implemented	Communications Director	Ongoing

8.2	Not currently available on laptops. Work with WMC IT to install packages on all laptops	Operations Director	April 2023
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9. Implementing the Scheme

NDCWales will assess what language skills are necessary in each workplace and for each core activity to implement this Scheme. Job descriptions will include a clause noting that the ability to communicate in Welsh is essential or desirable for the post in question.

We will conduct a review of the language skills of staff and will include this information in an internal contacts list in order to (a) make full use of their language skills, (b) recognise any skills shortage within the team, (c) refer members of the public to the best Welsh speaking company member to deal with their enquiry. Any language skills shortages will be dealt with by training current staff or when recruiting new staff as appropriate. (9.1)

Non-Welsh speaking staff will receive training on how to answer the telephone bilingually and how to refer Welsh-language enquiries as well as how to pronounce and spell Welsh names. (9.2)

When recruiting new staff, directors and volunteers the Board will take into consideration the linguistic requirement of the post and the whole team, to allow the implementation of this Scheme. NCDWales actively encourage and support staff who wish to learn Welsh and support Welsh-speaking staff who wish to improve their language skills. We fund training in Welsh and encourage staff to attend courses during working hours.

	How/ current situation	Lead responsibility	By when
9.1	Review of Welsh speaking roles has been done. Internal list to be created and training offered to current staff over the autumn	Operations Director	April 2023
9.2	Training session to be scheduled for August 2022 and included in induction process moving forwards.	Operations Director	April 2023

10. Implementation and monitoring

The Operations Director and the Communications Director, along with the staff and Trustee Welsh Language Champions will monitor the implementation of the Scheme through an annual review (10.1).

We welcome suggestions for improving the Scheme and Welsh language service. Any suggestions should be sent to info@ndcwales.co.uk.

A section on implementation of the Welsh Language Scheme will always be included in our annual reports (10.2).

	How/ current situation	Lead responsibility	By when
10.1	Reviewed and revised every May	Operations Director	Ongoing
10.2		Chief Executive	Ongoing