

Welsh Language Steering Committee

Terms of Reference

1 Role and Function

- 1.1 To coordinate political / officer support to the delivery and implementation of the Welsh Language Strategy in Denbighshire. The Committee may require any member or officer of the Council to attend before it to answer questions and may invite other persons to attend meetings of the Committee.
- 1.2 The Committee will:
- Assist the Council in developing the Welsh Language Strategy for Denbighshire.
 - Monitor progress with the implementation of the Welsh Language Standards.
 - Agree an annual report on progress with the Standards to the Welsh Language Commissioner.
 - Assist in scoping and prioritising the Audit recommendations into an Action Plan which is then developed and monitored.
 - Make recommendations to Cabinet and / or Council as appropriate
 - Champion the Welsh Language and its development in Denbighshire.
 - Enhance and promote a bilingual culture within the organisation.
 - Monitor progress with other corporate Welsh Language issues.eg translation service, Welsh Language training, mentoring.
 - Play an active role in the development of other key areas of work relating to the Welsh Language – More Than Words framework (Health and Social Care), Welsh in Education Strategic Group, Local Development Plan.
 - Play a proactive role in county-wide fora such as the County Welsh Language Forum, Menter Iaith Sir Ddinbych.
- 1.3 In addition members of the Committee will be expected to report back to their political groups on the Committee's business.
- 1.4 The Committee is an advisory committee and does not have delegated decision-making powers except in regards to certain areas of its own proceedings e.g. appointment of chair, confirmation of minutes, etc.

2 Access to Information

- 2.1 The Committee's agendas, minutes and reports will be publically available on the Council's website unless they contain confidential information or are exempt from publication under the provisions of Part4 (Schedule 12A) of the Local Government Act 1972. Meetings of the Committee will be open to the public except for the discussion of any exempt items or where it is likely that exempt information would be disclosed.
- 2.2 The Committee will apply Section 14 of the Council's constitution – Access to Information Procedure Rules.

3 Rules of Procedures (Standing Orders)

- 3.1 The Council Rules of Procedures (section 4.33 of the Council's constitution 'Application to committees and subcommittees') will apply to the Committee's proceedings. These include rules on the Committee's quorum, voting arrangements and rules of debate.

4 Membership

- 4.1 Membership of the Committee will be 11 councillors to include where possible the lead Cabinet member with responsibility for Welsh language issues. The Committee will be politically balanced with the lead Cabinet member's seat counting towards the political balance calculations.
- 4.2 Membership of the Committee will be open to executive and non-executive councillors.

5 Appointment of Chair and Vice Chair

- 5.1 The Committee will appoint a Chair and Vice Chair from its membership to serve for one year. Appointments will be made at the first meeting of the Committee following the Annual Meeting of Council each year, or when a vacancy arises.
- 5.2 The post of Chair of the Committee will not be eligible to receive a senior salary payment.

6 Meetings

Meetings of the Committee will be held 3 times a year unless there is insufficient business to convene a meeting. Special meetings of the Committee may be held as and when necessary.

7 Attendance by Councillors who are not Members of the Committee

- 7.1 There is no restriction on councillors attending as observers, except during consideration of any matter where the member would have been required to declare a personal and prejudicial interest in that matter.
- 7.2 There is no automatic right for observers to speak on any issue. The right of a non-committee member to speak is solely at the discretion of the chair of the meeting. .

8 Officer and Administrative Support

- 8.1 The Committee will be supported by the following officers or their equivalent successors:
- Corporate Director – Communities
 - Public Protection Manager (with strategic responsibilities for the Welsh Language)
 - Team Leader – Communications and Campaign Management
 - Representatives from services supporting the Welsh Language Strategy

The above list is indicative and may be amended or added to at any time to support the work of the Committee.

The administration and secretariat for the Committee, including notification of meetings, calls for reports, forward work programme, agendas and minutes, will be undertaken by the Democratic Services Team (or its equivalent successor team).