Section 1 - Policy / Procedure Information

Policy / Procedure Title	Policy on the use of the Welsh Language within Public Health Wales
Policy Owner	Sam Sutton, Welsh Language Advisor
Lead Executive	Neil Lewis, Director of People and OD
PHW / All Wales?	PHW
Date of last Review	New policy
Is the current policy / procedure within date?	New policy
Approving Body /Group	People and OD Committee Endorsed by Leadership Team 16 Feb 2023
Version Number	1

Section 2 – Recommendation

FOR APPROVING BODY:

That the People and Organisational Development Committee:

- **Approve** the Use of Welsh Language Policy

3 – Details of the Review:

Background:

Reason for review	The draft policy was reviewed at a policy workshop in August 2022 in line the People and OD policy review schedule.

Consultation:

Has this Policy / Procedure been through the appropriate consultation process?	Yes, 28 day consultation via Corporate Consultation Database Endorsed by Leadership Team on 16 Feb 23
Date range of consultation:	November 2022

Please provide details of any feedback received and outline what changes if any were made to the document as a result:	
Comment received in relation to section 7. Monitoring and Review – enquiry from Information Governance regarding whether performance indicators will be reported in terms of percentage of staff across the organisation as a whole and will not be broken down further and in ways that could result in the disclosure of personally identifiable information. Clarification has been provided to the colleague who provided the comments. No amendments were made.	

Had this policy / procedure been considered by any other groups?	Yes, Local Partnership Forum

If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	
No feedback via LPF.	

4 – Impact Assessments

Equality and Health Impact Assessment	Policy on the use of the Welsh Language within Public Health Wales
Risk and Assurance	1. No member of staff should take unacceptable risks with their personal health and safety when taking actions under this policy. 2. Routine and systematic use of Health Impact Assessment, EQIA and risk assessment methods, to ensure a proactive approach to ensuring the outcome of health equity for all.
Health and Care Standards	These Policies support and/or take into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability Theme 7 - Staff and Resources Theme 2 - Safe Care
Financial implications	No financial implications have been identified.
People implications	These Policies support other All Wales and PHW policies that are already in existence and so no additional people implications have been identified.

5 - Implementation

Please provide details of any actions that will be taken to implement the policy.

Implementation plan (with timescales)		
Next steps	Timescale	Responsible officer(s)
Once approved the updated policy will be launched via the staff and manager bulletins and updated intranet pages.	With 4 weeks of approval	Sam Sutton

Reference Number: xxx**x**
Version Number: xxx
Date of Next review: 3 years TBC

POLICY ON THE USE OF THE WELSH LANGUAGE WITHIN PUBLIC HEALTH WALES

Policy Statement

Public Health Wales is committed to creating a vibrant, inclusive, and healthy culture where all our people are supported to thrive.

As an organisation, we are committed to nurturing a positive, flexible and sustainable work environment. Our aspiration is to be an exemplar organisation for wellbeing, where our staff are supported to ensure that their experience of work enables them to be healthier, happier in work, and able to be at their best.

Public Health Wales are very proud of our status as a national institute, and of our identity as a distinctly Welsh organisation. The Welsh language (Cymraeg) is an intrinsic part of that national identity, and has an importance not only for the services that we provide to the public of Wales but also to the staff within our organisation.

The Welsh Language Standards (No. 7) Regulations 2018 are clear about the statutory requirements that apply to our services and our administration; this policy meets the requirements of Standard 79, "You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language". However, the contents of this policy are not about how we meet the Standards; they are about how we go about creating a cultural change within our organisation that normalises use of Cymraeg and ensures we foster a bilingual ethos. The more we can develop our bilingual culture, the easier and more natural compliance with the Standards will become.

This policy shows how we will work to remove any barriers that are currently preventing Welsh speakers from using the language with each other, we will create a supportive learning environment for those seeking to acquire and improve their Welsh-language skills, and we will enable those among our staff who are not Welsh speakers themselves to develop and demonstrate respect and support for the language.

Linked Policies, Procedures and Written Control Documents
- Welsh Language Standards (No.7) Regulations 2018
- Public Health Wales Compliance Notice
- My Contribution Policy
- Recruitment and Selection Policy

- [Statutory and Mandatory Training Policy](#)
- [Supporting Learning and Development Policy](#)
- [Policies, Procedures and Other Written Control Documents Management Policy](#)
- [Public Health Wales intranet: Welsh Language Hwb](#)

Scope

This policy applies to the promotion and facilitation of the Welsh language in the context of the internal business of Public Health Wales (Standard 79). It does not discuss those elements that are legal requirements under the Welsh Language Standards (a list of which are supplied in Appendix 1), except where there are overlaps and synergies.

Other Standards, not referred to here, apply in relation to the use of the Welsh language in our dealings with external people and organisations.

Unless otherwise stated, "we" in this policy refers to Public Health Wales as an organisation.

Equality and Health Impact Assessment	An Equality, Welsh Language and Heath Impact Assessment has been completed for this policy.
Approved by	
Approval Date	
Review Date	
Date of Publication:	
Accountable Executive Director/Director	Neil Lewis, Director of People and Organisational Development
Author	Sara Peacock, Equality, Diversity and Inclusion Lead

<u>**Disclaimer**</u>

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Corporate Governance.](#)

Summary of reviews/amendments				
Version number	**Date of Review**	**Date of Approval**	**Date published**	**Summary of Amendments**
1	August - December 2022	TBC	TBC	New policy

1.   Introduction and principles

Public Health Wales is committed to creating a vibrant, inclusive, and healthy culture where all our people are supported to thrive.

As an organisation, we are committed to nurturing a positive, flexible and sustainable work environment. Our aspiration is to be an exemplar organisation for wellbeing, where our staff are supported to ensure that their experience of work enables them to be healthier, happier in work, and able to be at their best.

This policy describes the steps that Public Health Wales will take to foster a bilingual ethos within the organisation, to ensure that staff feel comfortable and empowered to use their Welsh language skills during their working day, and to support staff in developing and improving those skills, at whatever level. At the core of this is how our use of Cymraeg can contribute to our organisational values of "Working together, with trust and respect, to make a difference".

The actions in this policy are in addition to the statutory requirements on Public Health Wales as an employer under the Welsh Language Standards, which are itemised for reference in Appendix 1.

Cymraeg is not just of relevance to the requirements of the Welsh Language Standards. Other plans and initiatives of relevance include:

- **Public Health Wales People Strategy 2020–30:** This notes the importance and challenge of ensuring we have sufficient numbers of Welsh speakers in our workforce, particularly in our frontline roles, and the importance of both training current workforce and being an attractive employer for Welsh speakers not yet recruited.
- **Well-being of Future Generations (Wales) Act 2015:** Public Health Wales is expected to contribute to the goals of this Act, one of which is "A Wales of Vibrant Culture and Thriving Welsh Language".
- **More Than Just Words, Five-year plan 2022–27:** The Welsh Government plan for the use of the Welsh language within the Health and Social Care sector requires all service providers to be able to make an "Active Offer" of a Welsh-language service.
- **Cymraeg 2050: A million Welsh speakers:** The Welsh Government plan to increase the number of Welsh speakers and those who use the language regularly, this includes a particular focus on the workplace, and notes that "more Welsh speakers use Welsh with their colleagues where the employer is supportive of the use of Welsh in most aspects of the work of the business".

In addition, further work being undertaken within Public Health Wales at the time of writing this policy includes the development of a behavioural framework and the renewal of our Strategic Equality Plan, which will overlap with the cultural aspirations expressed here.

While this policy is focused on the positive steps the organisation can take to develop our use of Cymraeg, it is to be noted that the Welsh Language (Wales) Measure 2011 enshrines a right for people to use the Welsh language with each other, and any attempt to deny that right can be reported to, and investigated by, the Welsh Language Commissioner.

2.   Roles and responsibilities

All senior leaders have responsibility to lead by example, and to encourage and foster a bilingual ethos within the organisation.

The Director of People and Organisational Development is responsible for ensuring that the needs of the Welsh language are embedded into the work-streams of that Directorate so that staff can easily access the advice, guidance and support they need in relation to using and developing their Cymraeg.

Directors and line managers are responsible for ensuring that their Directorates' structures and processes embrace new ways of working that facilitate and normalise Cymraeg, and to provide leadership around the language.

The Welsh Language Group and Welsh Language Network join in the responsibility to raise awareness of this policy and encourage others to embrace its ethos.

All Public Health Wales staff are encouraged to take personal responsibility for the use and development of their Welsh skills.

3.   Leadership

From the Chief Executive and Chair of the Board and throughout the organisation, all leaders within Public Health Wales have a responsibility to model good practice and demonstrate respect for Cymraeg. As a minimum, leaders can incorporate "linguistic courtesy" (see section 6.3) into their practice by using a Welsh greeting (e.g. *bore da*, *prynhawn da*) and other incidental Welsh (e.g. *diolch*, *da iawn*). The *More Than Just Words* plan includes an action for all senior leaders in the NHS in Wales to take part in a "Leading in a Bilingual Country" programme by 2025, which will support this practice.

It is important that the whole spectrum of language acquisition is visible, so those who only speak a little Welsh or who are less confident play a vital

role in changing general perceptions towards the language. Those who have some Welsh, or are currently learning, can encourage others by being proactive in using what they have acquired so far. Whatever a colleague's role, those who choose to share their language within their teams and encourage others (e.g. by sharing a "word of the day" or similar) should be encouraged and supported to do so. In this way, all our staff, at whatever band, have the opportunity to demonstrate leadership.

Those who are more confident Welsh speakers can support their colleagues by using the language in as many situations as possible, and using the "Iaith Gwaith" orange badge to indicate that they speak/are learning Welsh (see section 5). These Welsh speakers are encouraged to be patient and helpful to those who are learning or less confident in the language; tips on how to support others are available on the intranet Hwb.

4.   Learning

Public Health Wales has a responsibility under the Welsh Language Standards to provide opportunities for our staff to learn Welsh, and to learn through the medium of Welsh (see Standards 97–101 in Appendix 1). Language is not acquired solely through a classroom or course; regular use and practice are necessary to embed learning and increase confidence. So we need to ensure that there are opportunities for all to use the Cymraeg that they have, whatever level that may be.

4.1   Welsh-language courses
To enable our staff to learn Welsh, a variety of options are available to them, including:

- Online Cymraeg Gwaith introductory modules
- Virtual classroom courses with local providers
- Full online self-study courses at Mynediad and Sylfaen levels (with a Canolradd course in the pipeline)
- Week-long intensive courses with Cymraeg Gwaith (both residential and virtual) for those at Canolradd level and above, including "Gloywi" courses for those who want to improve their confidence speaking or their formal writing ability.

We benefit from Welsh Government's subsidy of these courses, so that many of them are free for us to access; a small amount of additional budget is sourced to fund the rest.

Full details of these courses and how to register for one are available on the Learning Welsh page of the intranet Hwb.

We will continue to be open to new ways of learning, and will enable our staff to access opportunities wherever we can.

4.2 Learning through the medium of Welsh

We will continue to be open to the needs of our staff to access learning on other matters through the medium of Welsh (see Standards 97 and 98 in Appendix 1), and will facilitate wherever practicable. We also provide materials to support this on our intranet Hwb (e.g. guidelines on using Welsh during Board meetings).

4.3 Supporting our learners

We will facilitate a range of activities to support our staff who are learning Welsh, such as:

- Regular newsletters with tips on learning and information on cultural events
- Speaking practice sessions on Teams
- Mentoring scheme matching more advanced learners with confident speakers for 1:1 speaking practice
- Dedicated Teams channel for those who are learning Welsh

We will continue to look for new opportunities and initiatives to enhance our staff's learning, particularly for those with skills but a lack of confidence to use them.

4.4 Supporting our Welsh-speaking staff

We consider the Welsh language to be an inclusion issue; we want our staff to feel comfortable and supported to speak Cymraeg both with colleagues and with other professional contacts, as well as on a social level.

We will be setting up a Welsh Language Network, to enable our Welsh-speaking colleagues to have a Welsh-medium work-based forum. This aims to provide a sense of community, model good practice in professional Welsh, enable Welsh-speaking colleagues to keep their work-based Welsh skills up to date and share knowledge and experience, and enable those less confident to use their developing skills in a supportive environment.

As a minimum, all staff at Public Health Wales have certain rights to use Welsh that are enshrined in the Welsh Language Standards (see Appendix 1), and we encourage colleagues to become aware of those and feel confident to exercise those rights.

5. Technology

All PCs and laptops in the Public Health Wales estate have the Microsoft Welsh pack installed as standard, so all staff have access to basic Welsh proofing tools on Office 365 applications. Instructions on how to access and enable these tools are available on the intranet Hwb.

The gold standard for Welsh-language spell-checking and grammar support continues to be the Cysgliad package from Canolfan Bedwyr in the University of Bangor, which is licensed for use across the NHS in Wales, and we recommend that this is installed on the systems of all who will be drafting writing in Welsh (whatever their reported standard of Welsh). The Standard Operating Procedures for installation of this are available on the intranet Hwb, and we do not foresee any occasions on which IT should need to decline a request to install it.

Teams offers an automatic translation of text entered into its Chat function, and instructions on how to use this to enable staff to comment in Cymraeg with colleagues who do not speak the language are available on the intranet Hwb. The Teams platform also has the facility to bring a simultaneous interpreter in on a call, so that meetings can take place in Cymraeg and those who do not speak the language can still participate.

We do not encourage people to use machine translation (such as Google Translate) to translate English into Welsh, as the quality is not reliable. For internal use, what is important is that staff have the confidence to use their Cymraeg, whatever the level, naturally as part of their day-to-day activities and/or demonstrate respect for the language, and that is best achieved through writing and using Cymraeg rather than through translation.

There are a number of excellent Welsh dictionaries, corpora and tools available online, and details of these are included in the Resources section of the Welsh Language Hwb on the intranet. The "Iaith Gwaith" (orange badge) resources (lanyards and badges – see Standard 105 in Appendix 1) continue to be freely available to staff who speak or are learning Welsh. Electronic versions of the badge are available on the intranet Hwb, and staff are encouraged to adopt these for use in a digital environment, such as in email signatures and on Teams backdrops.

We will continue to seek out and embrace technological solutions to linguistic barriers as and when they become available within our current Digital Strategy.

6. Welsh-language culture
6.1 Promotion and events
We will seek to run regular awareness-raising events through the year, to highlight the importance of the language, to signpost to the Welsh Hwb on the intranet as a source of support and information, to encourage staff to join the PHW Cymraeg Teams channel, and to invite people to contact

People and Organisational Development with any queries they might have around the Welsh language. The Welsh Language Network will play a key role in awareness-raising activities.

These events will make use of established dates in the Welsh-language calendar, such as:

- Dydd Miwsig Cymru (February)
- Gŵyl Dewi Sant (March)
- Eisteddfod yr Urdd (May)
- Eisteddfod Genedlaethol (July/August)
- Diwrnod Shwmae/Su'mae (October)
- Diwrnod Hawliau Cymraeg (December)

6.2   Llais Cymraeg
Welsh Government have been working on a set of guidelines around the language used to talk about the Welsh language in a way that makes it welcoming and inclusive. As soon as these are made public, we will make them available to our staff on the intranet Hwb, and look into producing a localised version adapted to our needs, in order to adopt this as the standard for our communication around Cymraeg.

6.3 Linguistic courtesy
A number of organisations in Wales seek to enable all staff to demonstrate "linguistic courtesy", which is a basic level of understanding to ensure that they can pronounce Welsh names and place names correctly, give simple greetings, and use incidental Welsh. We will encourage all staff to embrace this concept, and resources to inform and enable this will be available on our intranet Hwb. It is an action for all Health Boards and Trusts in the *More Than Just Words* action plan for health and social care in Wales that all staff will have achieved this basic level of Welsh skills by 2027.

7.   Monitoring and review

Key indicators for this policy will include:

- Self-reported use of Welsh within work (against a baseline to be generated when the policy is published)

- The percentages of staff at all levels of Welsh skill, as recorded on ESR

- Number of staff starting, and completing, Welsh-language courses both online (Cymraeg Gwaith, Dysgu Cymraeg) and in person (with local learning providers)

- Compliance with the Welsh Language Standards relating to internal use of the language (see Appendix 1), as reported in the Welsh Language Standards Annual Report, published in September each year.

8.   Feedback, support and awareness raising

The policy and will be reviewed every three years or whenever a relevant change in legislation occurs.

We are continually looking to improve our employment practices and welcome any feedback you may have in relation to this policy. Feedback can be provided by emailing, PeopleSupport.PHW@wales.nhs.uk

All staff will be made aware of this policy upon commencement with Public Health Wales. Copies can also be viewed on the Public Health Wales internet site or obtained via the People and OD Team, PeopleSupport.PHW@wales.nhs.uk.

In the event that individuals need to use this policy, advice and guidance can be sought from PeopleSupport.PHW@wales.nhs.uk

Appendix 1: Welsh Language Standards applying to the internal use of Welsh within PHW

Operational standards

79	You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.
80	When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.
81	You must ask each employee ("A") whether A wishes to receive any of the following in Welsh, and if A wishes to receive one or more in Welsh you must provide it (or them) to A in Welsh - (a)　　any paper correspondence that relates to A's employment, and which is addressed to A; (b)　　any documents that outline A's training needs or requirements; (c)　　any documents that outline A's performance objectives; (ch) any documents that outline or record A's career plan; (d) any forms that record and authorise annual leave; (dd) any forms that record and authorise absences from work; (e) any forms that record and authorise flexible working hours.
82	If you publish any of the following, you must publish it in Welsh - (a)　　a policy relating to behaviour in the workplace; (b)　　a policy relating to health and well-being at work; (c)　　a policy relating to salaries or workplace benefits; (ch) a policy relating to performance management; (d)　　a policy relating to absence from work; (dd) a policy relating to working conditions; (e)　　a policy relating to work patterns.

83	You must allow and state in any document that you have that sets out your procedures for making complaints that each member of staff may -
	(a) make a complaint to you in Welsh, and
	(b) respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.
84	If you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must -
	(a) offer to conduct the meeting in Welsh or, if necessary, provide a translation service from Welsh to English for that purpose; and
	(b) if the member of staff wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh or, if necessary, with the assistance of a simultaneous or consecutive translation service from Welsh to English.
85	When you inform a member of staff (A) of a decision you have reached in relation to a complaint made by A, or in relation to a complaint made about A, you must do so in Welsh if A -
	(a) made the complaint in Welsh,
	(b) responded in Welsh to a complaint about A,
	(c) asked for a meeting about the complaint to be conducted in Welsh, or
	(ch) asked to use the Welsh language at a meeting about the complaint.
86	You must -
	(a) allow and state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her, and
	(b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.
87	If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or to her conduct you must -
	(a) offer to conduct the meeting in Welsh or, if necessary, provide a translation service from Welsh to English for that purpose; and
	(b) if the member of staff wishes for the meeting to be conducted in

	Welsh, conduct the meeting in Welsh, or if necessary with the assistance of a simultaneous or consecutive translation service from Welsh to English.
88	When you inform a member of staff ("A") of a decision you have reached following a disciplinary procedure, you must do so in Welsh if A - (a) responded to allegations made against A in Welsh, (b) asked for a meeting regarding the disciplinary procedure to be conducted in Welsh, or (c) asked to use the Welsh language at a meeting regarding the disciplinary procedure.
89	You must provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh language interfaces for software (where an interface exists).

90	You must ensure that -
	(a) the text of each page of your intranet is available in Welsh,
	(b) every Welsh language page on your intranet is fully functional, and
	(c) the Welsh language is treated no less favourably than the English language on your intranet.
	
	You must comply with standard 90 in relation to pages on your intranet that relate to the matters within the following operational standards:
	
	    ○ **the use of the Welsh language within your internal Administration;**
	    ○ **complaints made by staff;**
	    ○ **disciplining staff;**
	       developing skills through planning and training the workforce; and
	    ○ **recruiting and appointing.**

91	You must ensure that - (a) the text of the homepage of your intranet is available in Welsh, (b) any Welsh language text on your intranet's homepage (or, where relevant, your Welsh language intranet homepage) is fully functional, and (c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your intranet.

93	If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.
94	You must designate and maintain a page (or pages) on your intranet which provides services and support material to promote the Welsh language and to assist your staff to use the Welsh language.

95	You must provide the interface and menus on your intranet pages in Welsh.
	
	You must comply with standard 95 in relation to the following:
	
	   ○ **any page or homepage on your intranet that is available in Welsh in accordance with standards 90 and/or 91;**
	   ○ **any page you designate and maintain on your intranet in accordance with standard 94.**

96	You must assess the Welsh language skills of your employees.
97	You must provide opportunities for training in Welsh in the following areas, if you provide such training in English – (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety.
98	You must provide opportunities for training in Welsh on using Welsh effectively in - (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.
99	You must provide opportunities during working hours - (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers.

100	You must provide opportunities for employees who have completed basic Welsh language training to receive further training, free of charge, to develop their language skills.
101	You must provide opportunities for employees to receive training, free of charge, to improve their Welsh language skills.
102	You must provide training courses so that your employees can develop - (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture); (b) an understanding of the duty to operate in accordance with the Welsh language standards; and (c) an understanding of how the Welsh language can be used in the workplace.
103	When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.
104	You must provide - (a) wording or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language, and (b) wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unavailable to respond to email messages.
105	You must - (a) make available to members of staff who are able to speak Welsh a badge for them to wear to convey that; and (b) promote the wearing of the badge to members of staff.
111	When you - (a) erect a new sign or renew a sign in your workplace (including temporary signs),or (b) publish or display a notice in your workplace; any text displayed on the sign or notice must be displayed in Welsh (whether on the same sign or notice as the corresponding English language text or on a separate sign or notice), and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.

112	When you - (a) erect a new sign or renew a sign in your workplace (including temporary signs); or (b) publish or display a notice in your workplace; which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.
113	You must ensure that the Welsh language text on signs and notices displayed in your workplace is accurate in terms of meaning and expression.
114	When you make a recorded announcement in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.

Template
Equality & Health Impact Assessment for

Policy and Procedure on the use of the Welsh Language within Public Health Wales

Part 1

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Policy and Procedure on the use of the Welsh Language within Public Health Wales
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	People & Organisational Development Sara Peacock, Equality, Diversity & Inclusion Lead Sam Sutton, Welsh Language Advisor Sam.Sutton@wales.nhs.uk
3.	Objectives of strategy/ policy/ plan/ procedure/ service	Internal Use of Welsh Policy, as required under Standard 79 if the Welsh Language Standards (No.7) Regulations 2018
4.	Evidence and background information considered. For example • population data • staff and service users data, as applicable • needs assessment • engagement and involvement findings • research • good practice guidelines • participant knowledge	Relevant Welsh Government strategy documents: Anti-Racism Action Plan; Cymraeg 2050: A Million Speakers; More Than Just Words, Five-year Plan 2022–27. Workforce skills profile from ESR as at June 2022: <table><tr><td>**Total headcount**</td><td>**2347**</td></tr><tr><td>0 (No skills)</td><td>1212</td></tr><tr><td>1 (Entry)</td><td>453</td></tr><tr><td>2 (Foundation)</td><td>104</td></tr></table>

• list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.	3 (Intermediate) 76 4 (Higher) 96 5 (Proficiency) 157 Not known 249 Input sought from colleagues on the Cymraeg Teams channel, Welsh Language Group. Initial draft shared with staff diversity networks before going to further consultation.		
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service Consider staff as well as the population that the project/change may affect to different degrees.	All staff have the potential to be affected by this policy, as it has the ambition to change organisational culture with regard to the use of the Welsh language internally. If the policy is effective, there is a potential for our provision of Welsh language services to improve, which would have a positive effect on our Welsh-speaking populations.	

Part 2- Equality and Welsh language

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate **This column is to be updated in future reviews**	Recommendations for improvement/ mitigation/ identified gaps or opportunities
6.1 Age For most purposes, the main categories are: - under 18; - between 18 and 65; and - over 65	There are no substantial differences in how this policy could affect people because of their age. Younger colleagues are more likely to have studied Welsh at school, so may have latent skills more easily revived in a conducive environment. However, the policy is designed to support use of and respect for the language regardless of ability.		

6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	Those with hearing or sight impairment might face additional barriers to accessing training in Welsh language skills, much of which takes place online. Some neurodiverse colleagues could face challenges adapting to the change in behaviours and expectations described in this policy. However, those who have Welsh as a first language could find that an improved bilingual environment makes it easier for them to cope.	Adjustments should be sought from learning providers to make opportunities accessible to all. Colleagues who face challenges should be supported to identify them and managers (and, where appropriate, P&OD) should work together to find practical solutions.	
6.3 People of different genders: Consider men, women, people undergoing gender reassignment	There is no differentiation by sex or gender in this policy. Increased use of Welsh in a professional environment, and increased discussion of terminology, should facilitate the creation, adoption and normalisation of newer terms around gender-non-conforming identities.		

NB Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender			
6.4 People who are married or who have a civil partner.	There are no differential effects with respect to marriage or civil partnership		
6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.	A number of people choose to use more Welsh when they have a baby, in order to bring that child up bilingually. Increased use of Welsh in a professional environment should contribute positively to increased confidence in the language		

6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	There has been some suggestion that the Welsh language is inherently racist or exclusionary (see for example the anti-racism report commissioned by Amguedda Cymru in 2021: https://arts.wales/sites/default/files/2021-08/Welsh%20Arts%20Anti%20Racist%20Union%20Report.pdf) However, this suggestion has been rejected by other anti-racism groups (see https://nation.cymru/news/race-council-cymru-wrong-to-say-welsh-language-excludes-minorities/) The Welsh Government Anti-Racist Wales Action Plan is explicit in its ambition to increase the number of people in Wales from ethnic-minority backgrounds who are learning and speaking Welsh.	Attention should be paid to ensuring that Welsh-language activities are explicitly inclusive and welcoming to staff of all nationalities and ethnicities. Cultural activities should seek to include people of colours among the Welsh-speaking/learning role models, in order that all staff should see themselves represented	
6.7 People with a religion or belief	There should be no reason why anyone with a particular religion or belief should be affected disproportionately by this policy, which seeks to enable	Attention should be paid to ensuring	

or with no religion or belief. The term 'religion' includes a religious or philosophical belief	all staff, at all levels, to embrace the Welsh language. The chapel can be a central part of culture for many Welsh-speakers, and some may feel a natural tendency to bring this into their discussions around social or cultural issues.	that staff of other beliefs and none should not be excluded from events, discussions etc on this basis. This should be included in the Terms of Reference for the Welsh Language Network, for example	
6.8 People who are attracted to other people of: • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual)	There is no differentiation by sexual orientation in this policy. Increased use of Welsh in a professional environment, and increased discussion of terminology, should facilitate the creation, adoption and normalisation of newer terms around sexual orientation.		
6.9 People according to their income related group:	This policy has no cost implications for individual staff.		

Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health			
6.10 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	Welsh-speaking staff living in those areas where the language is not widely used as a community language (e.g. south-east Wales) should see a benefit from an improved Welsh culture and community in the workplace.		
6.11 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service			

6.12 Welsh Language

There are 2 key considerations to be made during the development of a policy, project, programme, service to ensure there are no adverse effects and/or a positive or increased positive effect on:

(please note these will continue to be reviewed to ensure Public Health Wales fulfils their duties to comply with one or more standards outlined within the Welsh Language Standards (No 7) Regulations 2018)			
Opportunities for persons to use the Welsh language	This policy is explicitly designed to increase and facilitate opportunities for all staff to use the Welsh language.		
Treating the Welsh language no less favourably than the English language	This policy is explicitly designed to ensure favourable treatment for the Welsh language.		

Part 3 – Health

Questions in this section relate to the impact on the health and wellbeing outcomes of the population **and** specific population groups who could be more impacted than others by a policy/project/proposal.
   The part of the assessment identifies;
- which specific groups in the population could be impacted more (inequalities)
- what those potential impacts could be across the wider determinants of health framework?
- Potential gaps, opportunities to maximise positive H&WB outcomes
- Recommendations/mitigation to be considered by the decision makers

7. Identification of specific population groups

Use the WHIASU Population Groups checklist as a reference to identify the population groups who could be more impacted than others by a policy/project/proposal. The check list can be found on the PHW Integrated EqHIA guidance pages (requires link to PHW Intranet pages for additional information and resources)

The groups listed have been identified as more susceptible to poorer health and wellbeing outcomes (health inequalities) and therefore it is important to consider them in a HIA assessment. In a HIA, the groups identified, as more sensitive to potential impacts will depend on the characteristics of the local population, the context, and the nature of the proposal itself.

7.1 Groups identified	Rational/explanation

Assessment

Complete the wider determinants framework table below providing rational/evidence where appropriate:

1. Consider how the proposal could impact on the population and specific population groups identified above (positive/negative) for each of the wider determinants (the bullets under each determinant are there as a guide)
2. Record any unintended consequences (negative impacts) and/or gaps identified
3. Record any positive impacts or missed opportunities to maximise positive health and wellbeing outcomes
4. identify and record mitigation/recommendations where appropriate

Please note you may find that not all determinants are relevant to the project/plan however recording N/A is not acceptable a rational or evidence should be explained/referenced

Wider determinant for consideration	Positive impacts or additional opportunities	Unintended consequences or gaps	Population groups affected	Mitigation/recommendations
7.2 Lifestyles • Diet/nutrition/breastfeeding • Physical activity • Use of alcohol, cigarettes, e-cigarettes • Use of substances, non-prescribed drugs, abuse of prescription medication • Social media use • Sexual activity	No impacts anticipated			

• Risk-taking activity i.e. gambling, addictive behaviour				
7.3 Social and community influences on health • Adverse childhood experiences • Citizen power and influence • Community cohesion, identity, local pride • Community resilience • Domestic violence • Family relationships • Language, cultural and spirituality • Neighbourliness • Social exclusion i.e. homelessness • Parenting and infant attachment • Peer pressure • Racism • Sense of belonging • Social isolation/loneliness • Social capitol/support/networks • Third sector & volunteering	Increased internal use of Welsh should contribute to an improvement in skills and confidence of our staff at all levels of Welsh, and the normalization of its use. Those staff should then feel more enabled and confident to use that language in a social setting, contributing in a positive way to those communities where Welsh is used.			
7.4 Mental Wellbeing • Does this proposal support sense of control? • Does it enable participation in community and economic life? • Does it impact on emotional wellbeing and resilience?	No impacts anticipated			
7.5 Living/ environmental conditions affecting health • Air quality • Attractiveness/access/availability/quality of area, green and blue space, natural space. • Health & safety, community, individual, public/private space	No impacts anticipated			

• Housing, quality/tenure/indoor environment • Light/noise/odours, pollution • Quality & safety of play areas (formal/informal) • Road safety • Urban/rural built & natural environment • Waste and recycling • Water quality				
7.6 Economic conditions affecting health • Unemployment • Income, poverty (incl. food and fuel) • Economic inactivity • Personal and household debt • Type of employment i.e. permanent/temp, full/part time • Workplace conditions i.e. environment culture, H&S	Welsh skills are highly sought after in the workforce, and developing those skills will improve people's employability for the future.			
7.7 Access and quality of services • Careers advice • Education and training • Information technology, internet access, digital services • Leisure services • Medical and health services • Other caring services i.e. social care; Third Sector, youth services, child care • Public amenities i.e. village halls, libraries, community hub • Shops and commercial services Transport including parking, public transport, active travel	No impacts anticipated			
7.8 Macro-economic, environmental and sustainability factors • Biodiversity • Climate change/carbon reduction/flooding/heatwave	No impacts anticipated			

• Cost of living i.e. food, rent, transport and house prices • Economic development including trade • Government policies i.e. Sustainable Development principle (integration; collaboration; involvement; long term thinking; and prevention) • Gross Domestic Product • Regeneration				

Stage 3
Summary of key findings and actions Please answer question 8.1 following the completion of the EHIA and complete the action plan

Key findings: Impacts/gaps/opportunities	Actions (what is needed and who needs to do) to address the identified mitigation and recommendations	Lead		

Alternatively, if appropriate, please explain the steps taken to consult with and consider the differential impact of the changes on the various protected characteristic groups (part 2) or any specific identified population groups (part 3).