

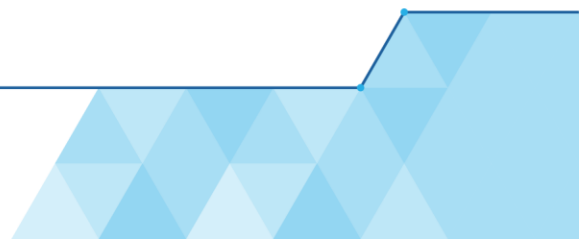


Ministry  
of Justice

# Ministry of Justice Welsh Language Scheme

**2018–19 Annual Monitoring Report  
to the Welsh Language Commissioner**

September 2019



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## Introduction

This report covers the period from 1 April 2018 to 31 March 2019 and is a self-assessment of how the Ministry of Justice (MoJ) has continued to deliver its commitments under its [2018 Welsh Language Scheme](#) (the MoJ Scheme) during this period.

The MoJ Scheme sets out how MoJ gives effect to the principle in Section 5 of the Welsh Language Act 1993 that, in the conduct of public business and the administration of justice in Wales, the English and Welsh languages should be treated on a basis of equality. It enables everyone who receives a service from the MoJ in Wales, or who communicates with us, to do so through the medium of English or Welsh, according to their personal choice.

The MoJ Scheme is a corporate scheme that covers policy development, recruitment and delivery of services to the public within MoJ's corporate headquarters. This is the first Annual Monitoring Report (AMR) on the first year of operation of our 2018 MoJ Scheme.

We are supported by five Executive Agencies (EAs) responsible for the delivery of the majority of our services to the public<sup>1</sup>: Each of our EAs has their own Welsh Language Scheme (WLS) that achieves either an equal or greater provision of Welsh language services than the MoJ Scheme. Since each EA also reports annually to the Welsh Language Commissioner (WLC), the detail of this information is not repeated here unless it is of relevance to corporate MoJ Scheme reporting.

## Summary of achievements

Achievements for 2018–19 include:

- Key MoJ consultations being available in Welsh from the MoJ Consultation Hub on our 'corporate' GOV.UK pages and from the 'mainstream' pages of GOV.UK
- Launching MoJ's 2018 corporate Welsh Language Scheme via Press Release in June following Welsh Language Commissioner approval in April.
- Promoting the Welsh Language Scheme via an intranet message to all staff in September.
- Availability of all cremation forms and guidance in Welsh following the introduction of the Cremation (England and Wales) (Amendment) Regulations 2017 which came into force on 6 April 2018.
- MoJ's Welsh landing page for our website was introduced in 2018 and can be accessed here: <https://www.gov.uk/government/organisations/ministry-of-justice.cy>
- Finalising the Concordat between the MoJ and the Welsh Government setting out the working level relationships between the Welsh Government and the MoJ.

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<sup>1</sup>Our 5 Executive Agencies are: Her Majesty's Courts and Tribunals Service (HMCTS), Her Majesty's Prison and Probation Service (HMPPS), the Legal Aid Agency (LAA), the Office of the Public Guardian (OPG), and the Criminal Injuries Compensation Authority (CICA).

- The continued operation of a widened physical and virtual MoJ Welsh Language Co-ordinators Group that meets biannually and covers the full breadth of MoJ's business areas.
- Oleeo (formerly World Careers Network) e-recruitment system has advertised 107 vacancies where the Welsh language is highlighted.
- A voluntary survey of judges across Wales on their Welsh language skills took place during November 2018.
- In support of the success of our Welsh Impact Test (WIT) for policy officials, the HMCTS Welsh Language Unit translated 43 corporate policy documents.
- HMCTS publishing its new Welsh Language Scheme in May 2018; and development of HMPPS' Welsh Language Scheme.

## Progress on the Action Plan

An update on our progress in delivering our ongoing relevant Welsh Language Scheme actions is set out below to help demonstrate our compliance.

## MoJ's 2017 -18 Annual Monitoring Report

In response to the 2017 -18 Annual Monitoring Report, the WLC made some suggestions on what we should continue to include in our AMRs, which we have done here in this report.

### 1. Policy development and Implementation

#### **Success criteria:**

- Improvements in staff awareness; with WLS requirements considered in the policy making and procurement process.*
- Policy, analyst and legal staff consistently consider Welsh language implications in policy development and consultations.*

#### MoJ consultations

During the 2018–19 reporting period MoJ carried out a number of consultations in Welsh and published responses in Welsh as follows:

#### **Fixed recoverable costs consultation:**

The consultation was translated in full (March 2019) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site

#### **Coronial investigations of stillbirths:**

The consultation was translated in full (March 2019) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site.

#### **Enforcement of possession orders and alignment of procedures in the County Court and High Court:**

The consultation was translated in full (February 2019) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site.

#### **Guardianship (Missing Persons) Act 2017, implementing the Act:**

The consultation was translated in full (December 2019) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site.

**Review of enforcement agent (bailiff) reforms, call for evidence:**

This call for evidence was translated in full (November 2018) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site

**Reform of the legal requirements for divorce:**

The consultation was translated in full (September 2018) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site. The consultation response was translated in full (April 2019) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site

**Establishing an Independent Public Advocate:**

The consultation was translated in full (September 2018) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site.

**Amending the Advocates' Graduated Fee Scheme (AGFS):**

Summaries of the consultation (August 2018) and consultation response (January 2019) were translated and are available on the corporate MoJ consultation hub and mainstream GOV.UK site.

**Strengthening probation, building confidence:**

The consultation was translated in full (July 2018) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site.

**Civil Liability Act 2018:**

The consultation summary and questions (July 2018) were translated into Welsh and are available on the corporate MoJ consultation hub and mainstream GOV.UK site

**Review of legal aid for inquests**

The consultation summary and questions (July 2018) were translated into Welsh and are available on the corporate MoJ consultation hub and mainstream GOV.UK site.

**Part 39 Civil Procedure Rules: proposed changes:**

The consultation was translated in full (July 2018) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site.

**Reconsideration of Parole Board decisions: Creating a new and open system:**

The consultation was translated in full (April 2018) as was the consultation response (February 2019). Both are available on the corporate MoJ consultation hub and mainstream GOV.UK site.

**Transforming the response to domestic abuse:**

The consultation was translated in full (March 2018) and is available on the corporate MoJ consultation hub and mainstream GOV.UK site.

**[MoJ / Welsh Government Concordat](#)**

As reported last year, the Concordat between the MoJ and the Welsh Government sets out the working level relationships between the Welsh Government and the MoJ. It covers arrangements for consultation and co-operation between the bodies, covering exchanges of information (including the terms on which information is shared), justice impacts, access to services, resolution of disputes and review of relations. The [Concordat](#), dated 25 June 2018, was published in English and Welsh. It represents an important step forward for improved working practices, intergovernmental relations, and justice outcomes for both administrations.

## Welsh Language in Prisons report

In December 2018, the Welsh Language Commissioner published its 'Welsh Language in Prisons Report'<sup>2</sup> based on research conducted with prisoners, ex-prisoners, their families and staff in Wales. The report made 17 policy and service delivery recommendations, all of which HMPPS has accepted and are now taking forward in the forthcoming HMPPS Welsh Language Scheme 2019-2022.

## 2. Recruitment

### **Success criteria:**

- a) *An effective system exists to monitor MoJ's recruitment of staff and appointment of judiciary to ensure that it meets its commitments made in the Welsh Language Scheme.*
- b) *Court proceedings are held in Welsh where required.*
- c) *Consistent approach to the Welsh language in the recruitment of magistrates and judges.*
- d) *New recruitment system complies with Welsh Language Commissioner's requirements and legislation.*

### Staff

**Success criteria:** a) *An effective system exists to monitor MoJ's recruitment of staff and appointment of judges to ensure that it meets its commitments made in the Welsh Language Scheme.* d) *New recruitment system complies with Welsh Language Commissioner's requirements and legislation.*

MoJ uses **Oleoo** (formerly World Careers Network) e-recruitment system. We have advertised 107 vacancies where the Welsh Language Scheme is mentioned and that the language requirements state that Welsh language is desirable or essential. We do not currently hold information on the numbers of Welsh speakers appointed to a post where there was a requirement for the Welsh language and are looking at ways to better understand this data from the Oleoo system.

### Court proceedings

**Success criteria:** b) *Court proceedings are held in Welsh effectively where required.*

The effective identification and subsequent recruitment of Welsh-speaking judges and magistrates enables court proceedings to take place in Welsh when required. During the reporting year HMCTS recorded 737 cases where Welsh was used. The total is broken down as follows: Crown Courts 37, Magistrates Courts 311, Civil 371, Tribunals 18.

### The judiciary

**Success criteria:** c) *Consistent approach to the Welsh language in the recruitment of magistrates and judges.*

Twenty-three judicial selection exercises were completed and reported in 2018–19. The business area and the judiciary identify the Welsh language requirements for vacancies, which the Judicial Appointments Commission assesses.

In 2018-19 the following selection exercises required Welsh language assessments:

**Salaried Judge of the Employment Tribunal.** This exercise launched on 18 June 2018 with 59 vacancies, including posts requiring knowledge of the administration of justice in Wales and one also requiring competency in the Welsh language. Seven candidates were recommended as suitable for appointment in Wales.

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<http://www.comisiynyddygyraeg.cymru/English/Publications%20List/20181130%20DG%20S%20The%20Welsh%20Language%20in%20prisons%20-%20final.pdf>

The following selection exercises did not have a Welsh language requirement but candidates were assessed on their knowledge of the administration of justice in Wales:

**Fee paid First-tier Tribunal Judges.** This national exercise launched on 31 January 2018 with 285 vacancies. All candidates who expressed an interest in a post in Wales were assessed on their understanding of the administration of justice in Wales by a series of specific questions at selection day. Twenty-seven candidates were recommended for posts in Wales.

**Recorder.** This national exercise launched on 8 February 2017 with 150 vacancies. All candidates who expressed an interest in a post in Wales were assessed on their understanding of the administration of justice in Wales by a series of specific questions at selection day. Nineteen candidates were recommended for appointment to Welsh posts.

In 2018-19 the following exercises were not subject to either Welsh language or the questions relating to the administration of justice in Wales.

**Fee paid Medical Members, First-tier Health, Education & Social Care Chamber (England) & Mental Health Review Tribunal for Wales (MHRT)).** This exercise launched on 23 January 2018 with up to 80 vacancies for fee-paid Medical Member of the First-tier Tribunal, Health Education and Social Care Chamber, Mental Health (England); and up to 10 vacancies for fee-paid Medical Member of the Mental Health Review Tribunal for Wales (MHRT Wales). Fifteen candidates were recommended for immediate appointment to MHRT Wales. Four candidates were recommended for both HESC and MHRT (Wales).

**Fee paid First-tier Education & Social Care Chamber Mental Health (England) and Mental Health Review Tribunal (Wales), Restricted Patients Panel.** This exercise launched on 12 September 2017 with 30 vacancies for HESC and 5 for MHRT (Wales). Five candidates were recommended for immediate appointment to MHRT (Wales).

**Fee paid Drainage Members, Agricultural Lands Tribunal, Wales.** This exercise launched on 28 February 2018 with 5 vacancies. Two candidates were recommended for immediate appointment.

### Judicial College

A voluntary survey of judges across Wales on their Welsh language skills took place during November. The aim was to try and identify those judges who are relatively fluent in the language but who do not currently hear cases in Welsh, and to hear what sort of training might benefit them. There was a small group of judges who wished to gain more experience in their role or jurisdiction before considering hearing cases in Welsh. Of these there was strong support for some form of induction before hearing a case in Welsh for the first time. There was also support for regular continuation training to review how Welsh legal terms and language were developing.

The Wales Training Committee provided a Welsh Language seminar for judges in the early 2019. The College is now aware that there are a significant number of Welsh speakers within the devolved tribunals. As they are outside the remit of the Judicial College, negotiations will take place to explore whether joint language seminars are possible and how they could be funded. Separate events are run by HMCTS for Magistrates on using Welsh in court.

The Judicial College produces three bulletins each year which assess the progress of devolved law and provides information which is available to all the judiciary of England and Wales. The bulletin is produced in both Welsh and English. There is now a separate area for Wales on the College Learning Management System (LMS) which will have dual language options where appropriate and practical.

The Wales Training Committee has regular liaison with the Judges' Council Committee for Wales (chaired by the Lord Chief Justice). The College was able to support its two Training Leads to attend the Legal Wales Conference, an annual event showcasing developments in the law in Wales, and which focuses on the practical everyday challenges of practising law in a Welsh environment. The judiciary have also engaged with the Commission on Justice in Wales who are in the process of gathering evidence on how best to develop the justice system on a dual language basis and with a growing area of devolved law.

### Advisory Committees and appointments to the Magistracy

In the year 2018 - 2019 the Lord Chancellor's Advisory Committees in Wales continued its focus in two areas where there was a need for justices to be able to communicate through the medium of the Welsh Language. In Dyfed Powys, covering three LJAs, the Advisory Committee identified the need for seven Welsh speaking justices and three were appointed. In North Wales covering three LJAs, a need was identified for eight Welsh speaking justices and four were appointed.

The Judicial Forecasting tool is used to ascertain the need for Welsh speaking justices. This examines the number of retirements and resignations from each area, the anticipated number of court sittings and looks to achieve a minimum percentage of the bench as Welsh speakers - this varies across each LJA. The % has remained constant over the last few years and is based on anecdotal feedback from each LJA. The number of cases where Welsh is spoken in part or full during a court hearing is also collected.

We have identified that recruitment of Welsh speaking Justices in North West Wales- Anglesey/Gwynedd and South West Wales- Ceredigion/Carmarthenshire as an area of concern and this has been raised both at a regional level through the Welsh Language Standing Committee and nationally and is on the risk register. We have looked to see how we can target more applications from Welsh speakers in those areas.

## 3. Provision of services to the public

### Correspondence

#### **Success criteria:**

- a) *No complaints from customers in Wales that clarity was lacking regarding the handling of Welsh correspondence.*
- b) *Documents translated into Welsh appropriately.*
- c) *Welsh correspondence is responded to in Welsh within the same timescales as other correspondence*

During the period of this report the MoJ Ministerial Correspondence Support Team received two pieces of correspondence in Welsh, one of which was sent solely for information purposes and did not require a response; and the other was a request for information on jurors which we responded to in Welsh. A log is maintained to monitor levels of Welsh correspondence received in the Ministerial Correspondence and Support Team and staff have been reminded to record any correspondence received in Welsh on the database. This includes hard copy correspondence sent by post or electronic correspondence by email. Correspondence staff across the department have also been reminded that any correspondence received in Welsh should be replied to in Welsh.

### Telephone calls

#### **Success criteria:**

*Welsh speakers will have calls answered in Welsh at first contact.*

The Public Enquiry Team (which is part of a wider Shared Services call centre based in South Wales) handles the MoJ Public Enquiry Line (PEL) for calls from people calling the MoJ only. Calls received are mainly from people wanting to be put through to someone in 102 Petty France London Headquarters such as HMCTS, Coroners Unit or press office. These calls are from the general public or external stakeholders including other government departments.

The operators on the PEL switchboard do not provide advice or MoJ information other than transferring callers through to the appropriate party or providing email details for functional mail boxes. Calls received by the PEL team are via a London number. MoJ does not advertise any language options to callers; however, should someone call and wish to speak only in Welsh, the PEL can accommodate the request as the wider Shared Services call centre team has 20 fluent Welsh speakers.

During the period of this report there has not been a caller who has tried to communicate with MoJ in Welsh. Also during this period MoJ did not receive any complaints about the lack of a more formal Welsh language option.

## Events

### **Success criteria:**

*No complaints received about failure to facilitate the use of Welsh or provisions of Welsh translations at events in Wales.*

MoJ does not hold central records of events held across the business regarding meetings in Wales where specific arrangements were made to facilitate the use of the Welsh language. There is guidance on the MoJ intranet to help staff with identifying translation needs and facilities for meetings and events with the public in Wales.

The **Tri-Lat Wales Engagement Forum** (Welsh Government) is a regular forum with cross-representation (Policy, HMCTS reform, MoJ reform and HMCTS Wales) to engage with, and provide a single point of contact for, the Welsh Government. HMCTS Wales provides secretariat support at the venue in Cardiff. Topics discussed at the September 2018 meeting included an update on HMCTS Reform, communication and devolution considerations.

## Corporate identity

### **Success criteria:**

*Consistency in the way the Welsh language is used.*

During the period of this report, MoJ's Corporate Communications Team has been operating in its business-as-usual capacity for Welsh language activities. MoJ's central design team - Design102 - uses the HMCTS Welsh Language Unit for all translations required by MoJ business areas. The MoJ brand guidelines provide advice on using the Welsh and bi-lingual versions of the MoJ logo and there are a number of Welsh and bi-lingual templates available.

## Publications and forms

### **Success criteria:**

- a) *Consistency in the way in which the Welsh language is used.*
- b) *All documents produced in both Welsh and English versions are produced to the same standard and to the same timescale where deadlines permit.*

When MoJ's design team, DESIGN102, designs a document in English which requires a Welsh translation, DESIGN102 will provide the artwork files to the HMCTS Welsh Language Unit, enabling them to format the Welsh version in the same style. Due to the late sign-off and frequent last-minute changes and iterations of some English documents, it is not always possible to produce



both Welsh and English versions simultaneously, although the Welsh version is published as quickly as possible thereafter (and certainly within 10 working days under our Welsh Language Scheme). All documents produced in both Welsh and English are produced to the same standard.

### Cremation forms and guidance

As reported last year, the Government introduced revised cremation application forms through the Cremation (England and Wales) (Amendment) Regulations 2017 which came into force on 6 April 2018. These regulations also made provision, for the first time, for all cremation forms to be issued in Welsh or bilingual versions. All eighteen cremation forms and accompanying guidance notes have now been issued in Welsh or bilingual versions (on 20 April 2018). These can be found at <https://www.gov.uk/government/collections/ffurflenni-ac-arweiniad-ar-amlosgi>

The Regulations make provision for bilingual (or Welsh) versions of these forms issued by the Secretary of State to be treated in the same way as the English versions of the forms. The cremation forms are either applications for, or documents in support of, a cremation and will be accepted by Cremation Authorities.

### HMCTS Welsh Language Unit

The HMCTS Welsh Language Unit (WLU) undertakes the majority of our corporate translations. From 1 April 2018 to 31 March 2019 the WLU translated 43 corporate documents for MoJ HQ at a cost of £16,383.

### Press notices, publicity campaigns and advertising, official and public notices

#### **Success criteria:**

*Consistency in the way in which the Welsh language is used.*

We have issued one press release in the Welsh language for the publication of our new Welsh Language Scheme on 28 June 2018.

### Digital services, website and information

#### **Success criteria:**

- a) *Reduced complaints regarding lack of Welsh content for relevant corporate documents.*
- b) *Availability of appropriate Welsh content for our policies and publications.*
- c) *MoJ's IT systems include Welsh language capability.*
- d) *Prepare a Welsh language version of our GOV.UK homepage.*

MoJ is responsible for deciding which 'departmental and policy' content on GOV.UK needs translating; arranging high-quality translation; and keeping the Welsh content accurate and up to date.

MoJ's Welsh landing page for our website was introduced in 2018 and can be accessed here: <https://www.gov.uk/government/organisations/ministry-of-justice.cy>

Our Welsh home page was launched on GOV.UK with our associated 'corporate' pages, which have also been translated into Welsh. These are accessible via a 'Cymraeg' link at the top right of the homepage. MoJ Communications will ensure all updates to these pages are also made in Welsh. We will also continue to provide links to Welsh GOV.UK content (where available) from the Welsh Homepage.

New MoJ Welsh language business templates are being created. We are in the process of updating the intranet with the new templates but this is on hold until a new strapline is agreed.

MoJ Technology takes the following position on Welsh language technology:

- as we develop and deliver new IT systems and products or update old ones we will assess the linguistic requirements in respect of services provided to the public in Wales
- we will promote and facilitate the use of Welsh so far as it is appropriate in the circumstances and reasonably practical
- when we develop or procure MoJ Technology systems we will take into account the Welsh Language Commissioner's Bilingual Software Guidelines and Standards
- responsibility for the content of IT platforms (as opposed to the associated technology) belongs to the relevant business area.

These principles are applied whenever it transitions to new contracts. MoJ Digital and Technology is always willing to consider any specific requirements of the Welsh Language Unit.

### Services delivered on behalf of the MoJ by other parties

#### **Success criteria:**

*Staff are aware regarding arrangements to include Welsh language considerations in third party contract agreements.*

MoJ current standard contract terms and conditions include clauses that require suppliers to comply with the Welsh Language Act 1993 and the Welsh Language Scheme 'as if they were the Authority'.

#### **Interpreter and Translation Services Contract:**

The language services contracts continue to provide for Welsh interpreting and translation in the same way as all other languages are provided for. The Welsh language was included in the specification for each of the contracts as one of the languages for which the suppliers are required to provide language professionals.

During 2018-19 MoJ received a combined total of 220 Welsh language bookings via our contracts for face to face, telephone and video interpretation (Lot 1) and for written translation and transcription (Lot 2). Statistics on the use of language interpreter and translation services in courts and tribunals forms part of the quarterly Criminal Court Statistics available through the GOV.UK website which can be found here:

<https://www.gov.uk/government/statistics/criminal-court-statistics-quarterly-january-to-march-2019>

#### **National Payment Line Contract:**

This contract was awarded in December 2017 and is ongoing. Service requirements include the provision of a dedicated phoneline in both English and Welsh, with English and Welsh speaking agents. The automated payment service is also provided in both English and Welsh.

#### **Civil Legal Advice (CLA) Contract** (published in September 2018):

This governs the provision of remote legal aid services in the categories of family, debt and housing, discrimination and education. It includes the following clause. *"You must comply with all relevant legislation (including all Legal Aid Legislation). Where you provide Contract Work to Clients whose language of choice is Welsh, you should ensure it is accessible to, and understandable by such Clients in accordance with the Welsh Language Act 1993"*.

### Allocation of grants

#### **Success criteria:**

*Grants are awarded in accordance with the commitments made in the Scheme*

Any organisation which applies for a grant for activities which involve the delivery of services to people in Wales, will be expected to address in their applications, where appropriate, how they

intend to provide those services in Welsh as well as English. This will then be incorporated as one of the funding conditions.

To ensure that we have robust governance arrangements and grant expenditure is achieving value for money, the Department established a challenge function (the Grants Challenge Panel) in October 2017. The HMPPS/ Victim & Witness Grants Board oversees the processes to allocate grants in their respective areas, including the overall sum on offer and aligning the grants to the department's strategic priorities. The competitions are run via the Bravo E-tendering System, which can be accessed by any supplier who is registered. Competitions were also advertised with Clinks.

To help inform prospective bidders, the description document that accompanies each advertisement will outline whether and when Welsh Language Act considerations apply. When awarded, and if appropriate, the grant recipient will be made aware of the MoJ requirements with which they are expected to comply, including where the respective MoJ or HMPPS Welsh Language Scheme gives effect to applicable Welsh Language Act requirements.<sup>3</sup>

For 2018 -19 the HMPPS grants budget of £4m was used to support the continuation of strategic grants and £1m was used for Innovation Grants that contribute to HMPPS' broad aims and specific priorities. The grants programme is advertised to all Voluntary, Community and Social Enterprise (VCSE) organisations - which are Third Sector organisations - in England and Wales.

Funding has been awarded to a number of VCSE organisations to support strategic aims, test out new and innovative ideas and develop capacity in organisations with projects including:

- Prison Radio, a key source of information for offenders about issues that affect them.
- Koestler trust, who encourage artistic activity and raise awareness more generally about offenders' art.
- National Association of Prison Visitors, who support prison visitors to provide a vital service for offenders who lack external support.
- Prisoners Abroad, an organisation that supports resettlement of offenders returning to the UK after serving sentences abroad.
- Samaritans, providing key support for prisoners who are suicidal and at risk of self-harm and supporting safer custody work in prisons.
- Citizens Advice Bureau, providing advice and support to victims of a miscarriage of justice.

The Victim and Witness Policy team have given out grants of £4m to recipients in Wales, to deliver support services for victims of crime. The Youth Justice Board awarded £4.6m to youth offending teams. Both the guidance and the proposed timetable take into account the requirements of the MoJ Welsh Language Scheme.

The HMPPS 2018-2020 Innovation Grant Programme resulted in thirteen new projects commencing in July 2018. The opportunity was advertised to all VCSE organisations in England and Wales. Of the thirteen awards there are no projects specifically operating in HMPPS locations in Wales though grants recipients would have been made aware of the requirements of the Welsh Language Scheme where appropriate.

Grant funding also continues to be made available to a number of VCSE organisations on a longer-term basis to support strategic aims, and develop capacity across the sector. This grant funded activity will cover England and Wales and, where reasonably possible, grant recipients will seek to provide services through the medium of the Welsh language if required.

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<sup>3</sup> In 2015 the Cabinet Office's Grants Efficiency Programme sought and received consent from all government departments to publish the Government Grants Register. This will be published on [data.gov.uk](https://data.gov.uk)

## 4. Implementing, monitoring and reporting

### **Success criteria:**

- a) Policies initiatives and services are consistent with commitments made in the WLS
- b) MoJ's Welsh Coordinators Group widened and meets bi annually at least with virtual interaction from members.
- c) Arrangements in place to monitor and report on the progress by MoJ bodies, listed in Annex A, regarding their applications of the MoJ WLS.
- d) Staff have arrangements in place to monitor service providers compliance with Welsh Language arrangements contained in contract agreements.

The revised **MoJ Welsh Language Scheme** was published in June 2018, following approval by the Welsh Language Commissioner. There was an accompanying Press Release, and an article published by BBC Wales on the new Scheme.

In September there was a key MoJ intranet 'News' item entitled "*Do you know how to deliver your policies and services fairly in Wales?*". It was written by the Welsh Language Scheme Coordinator to promote the new MoJ Welsh Language Scheme and went out to all staff. The article received positive feedback from across our corporate areas and resulted in an influx of queries and the raising of awareness about the importance of the Welsh language.

The MoJ's Welsh Language Scheme Co-ordinator continued to have responsibility for the development and operation of the MoJ Scheme. A key aspect of the role is to ensure that our MoJ Scheme is developed and applied appropriately by the various MoJ corporate business areas. This includes the provision of advice and guidance and responding to requests for information or clarification relating to MoJ's policy and practice on the Welsh language. The MoJ Scheme Co-ordinator did not receive any formal complaints regarding the operation of the MoJ Scheme in 2018-19.

MoJ continues to operate a widened **Welsh Language Coordinators Group** of contacts who act as Welsh Language Co-ordinators for the full breadth of our business areas. The Group meets twice a year.

The remit of the group is to:

- Focus on issues relating to delivery of our 2018 Welsh Language Scheme
- Share examples of best practice to help raise awareness and replicate ideas
- Provide a forum for members to discuss emerging Welsh language issues
- Provide mutual support for MoJ's Welsh Language Co-ordinators and help inform the future direction of Welsh language policy

Members use the group to share information and ideas to improve decision making. Where there are concerns or misunderstandings about Welsh language policy and practice, the Coordinators will pursue these for members and relevant staff in a proportionate manner to ensure satisfactory resolution.

At the December 2018 meeting, we once again welcomed the Welsh Language Commissioner's MoJ Compliance Officer as our guest speaker covering some key developments on successful practice and assurance. All action points from the meeting were taken forward. At the July 2019 meeting we welcomed the Welsh Language Commissioner's new Compliance Officer.

We had several new additions to the group at both meetings, indicating a gradual increase in interest in Welsh matters across MoJ. In line with MoJ best practice on meetings many delegates now call in to participate.

The Group also operates as an *ad hoc* virtual discussion forum on Welsh Language issues between meetings to share advice, especially on when translation services may be required.

MoJ also reports annually to the Welsh Language Commissioner on progress in delivering our Welsh Language Scheme commitments.



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