



Gweinyddiaeth  
Cyfiawnder

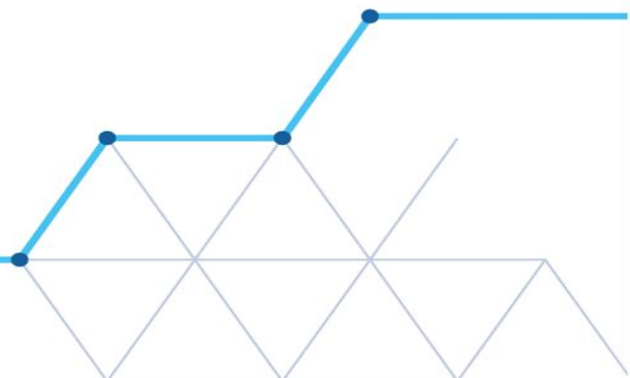
Ministry  
of Justice

# Ministry of Justice Welsh Language Scheme

## 2017–18 Annual Monitoring Report to the Welsh Language Commissioner

September 2018

Protecting and advancing the principles of justice



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## Introduction

This report covers the period from 1 April 2017 to 31 March 2018 and is a self-assessment of how the Ministry of Justice (MoJ) has continued to deliver its commitments under its 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.

## Background

The first MoJ Welsh Language Scheme was published in March 2010. Although outside the period of this report, we have now published MoJ's revised Welsh Language Scheme 2018 in June 2018, following approval by the Welsh Language Commissioner on 9 April 2018.

MoJ's revised Welsh Language Scheme sets out how, in the conduct of public business and the administration of justice in Wales, the English and Welsh languages will continue to be treated on a basis of equality. The aim of the Scheme is to ensure we remain compliant with the Welsh Language Act 1993 by enabling 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 the business areas and teams in MoJ's corporate headquarters, including our policy, finance, commercial, procurement, HR, estates, IT and communications functions.

The action plan attached to the 2010 MoJ Scheme set out the main actions for MoJ to deliver over an initial three-year period and how we intended to implement these. Many of these specific actions have been achieved (and reported in previous annual monitoring reports) and we have maintained progress with the actions that were of an ongoing nature. The actions have now been updated in the 2018 MoJ Scheme to reflect the progress we intend to make in our three key corporate areas of policy development, recruitment and delivery of services to the public.

For the purposes of this Annual Monitoring Report period, it is the 'old' first 2010 Scheme that is being reported on. Next year we will be reporting on the first year of operation of our 'new' 2018 Scheme, although of course some similar actions will remain across both Schemes.

## Summary

Achievements for 2017–18 include:

- Development and translation of revised cremation forms and guidance to ensure they are all available in Welsh for the introduction of the Cremation (England and Wales) (Amendment) Regulations 2017 which came into force on 6 April 2018.
- Design, development and improvement of our draft revised corporate [Welsh Language Scheme 2018](#) through ongoing engagement with key stakeholders (and publishing our new final Scheme in June 2018 via Press Notice) following Welsh Language Commissioner approval on 9 April 2018.

- 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
- HMCTS publishing its draft Welsh Language Scheme 2018-2021 (and publishing its new final Scheme in May 2018).
- MoJ's Justice Devolution team working to agree a Concordat between the MoJ and the Welsh Government that sets out the principles and expectations that underpin the working relationships between the two organisations.
- The continued operation of a widened MoJ Welsh Language Co-ordinators Group that meets biannually and covers the full breadth of MoJ's business areas.
- The Victim and Witness Policy team giving out grants of £4.0m to recipients in Wales to deliver support services for victims of crime.
- The Judicial College Wales Training Committee produced bulletins in Welsh (and English) which assess the progress of devolved law.
- A £203k grant was awarded by HMPPS to the Disabilities Trust for supporting individuals with brain injuries in English and Welsh Male prisons and Welsh Approved Premises.
- In support of early evidence of the success of our recently introduced Welsh Impact Test the HMCTS Welsh Language Unit translated 24 corporate policy documents.

## Progress on the Action Plan

An update on our progress in delivering our ongoing actions is set out below, demonstrating how MoJ has met, and is continuing to meet, each of the action points as set out in its Welsh Language Scheme.

## MoJ's 2016 -17 Annual Monitoring Report

In response to the 2016 -17 Annual Monitoring Report, the WLC made a number of comments and requested further information on some areas of our work. This additional information was provided previously to the WLC in November 2017 and is therefore not repeated in this report.

### 1. Policy development and Implementation

#### **Success criteria:**

*Policies, initiatives and services to be consistent with commitments made in the MoJ Scheme.*

#### MoJ consultations

During the 2017–18 reporting period MoJ carried out a number of consultations in Welsh and published responses in Welsh as follows:

#### **How the personal injury discount rate should be set in future:**

The consultation response summary (September 2017) was translated into Welsh and is available on the corporate MoJ consultation hub and mainstream GOV.UK site.

**Response to the consultation on driving offences and penalties relating to causing death or serious injury:** The consultation response, (October 2017) was translated into Welsh and is available on the corporate MoJ consultation hub.

**Mechanisms and governance for overseeing the recruitment and conduct of Justices of the Peace:** Proposed changes to the organisation, management and functions of Advisory Committees

on Justices of the Peace. The joint HMCTS and MoJ consultation document (October 2017) and the consultation response (March 2018) were translated into Welsh in full and are available on the mainstream GOV.UK site.

**Default County Court Judgments:** A consultation on ensuring the process works fairly, for both creditors and debtors. The consultation document (December 2017) was translated into Welsh and is available on the corporate MoJ consultation hub.

**Fit for the future: transforming the court and tribunal estate:** The shorter version of the consultation document (January 2018) was translated into Welsh and is available on the corporate MoJ consultation hub.

**Transforming the response to domestic abuse:** The consultation sought to address domestic abuse at every stage from prevention through to rehabilitation and was a joint Home Office/ MoJ consultation (March 2018). It was translated into Welsh and is available on the corporate MoJ consultation hub.

**Reforming the Advocates' Graduated Fee Scheme:** The consultation response on funding proposals for Reforming the Advocates' Graduated Fee Scheme which pays advocates to defend clients in the Crown Court was published (April 2018) on the corporate MoJ consultation hub.

### Interpreter and translation services

In March 2018 MoJ revised the 'Guide to language interpreter and translation services statistics'. The publication can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/695396/language-interpreter-translation-services-statistics-guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/695396/language-interpreter-translation-services-statistics-guide.pdf)

Further to a complaint from the Welsh Language Commissioner, the previously named "rare" languages category in the publication, which included Welsh, has changed. This category in the publication will now be referred to as "languages without a Diploma in Public Service Interpreting (DPSI)" or "languages without DPSI" in the commentary and publication tables. This is to accurately reflect the importance in status of the Welsh language as being a language permitted exceptional qualification requirements.

As specifically requested by the Welsh Language Commissioner's Office, during 2017-18 MoJ received a total of 16 Welsh language bookings via our MoJ Languages Contract for spoken face to face or telephone and video interpretation. 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](#).

### Concordat

During this reporting period MoJ's Justice Devolution team have been working to agree a Concordat between the Ministry of Justice and the Welsh Government. The Concordat sets out the principles and expectations which underpin the working relationships between the Welsh Government and the MoJ. It covers arrangements for consultation and co-operation between the Welsh Government and the MoJ, 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](#) was published on 25 June 2018 and represents an important step forward for improved working practices, intergovernmental relations, and justice outcomes for both administrations.

### MoJ Delivery Bodies' Welsh Language Schemes

We are a ministerial department, supported by five Executive Agencies responsible for the delivery of the majority of our business and services to the public: 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). Each of these delivery bodies has their own Welsh Language Scheme. There follows a short summary below of their progress.

### Her Majesty's Courts and Tribunals Service

The HMCTS Welsh Language Scheme Annual Monitoring Report 2015-17 was published in June 2017. The key achievements are as follows:

- Developing an online Welsh Language Awareness course and making it mandatory learning for all staff in Wales
- Providing Welsh language online platforms for customers who wish to make their plea online: <https://www.gov.uk/cofnodi-ple-ar-gyfer-trosedd-traffig>
- Engaging with prosecuting authorities to ensure language preferences were included on the new Single Justice Procedure Notices
- Restoring the Welsh functionality for Paying a Fine/Maintenance digitally on GOV.UK

Since then HMCTS has published its new Welsh Language Scheme, following approval from the Welsh Language Commissioner. The revised Scheme takes into consideration the progress HMCTS has made since the publication of its first Scheme in 2013 and the change that is now underway across the justice system, as its reforms gather pace and more digitalised services are implemented.

### Her Majesty's Prison and Probation Service

HMPPS submitted their Annual Monitoring Report 2016-17 to the WLC in January 2018. Key progress includes:

- Welsh language consideration is embedded into the development and implementation of operational instructions through a mandated Instruction on Equality Analysis.
- The new HMPPS 2018-2020 Equality Strategy provides reporting structures for the wider equalities agenda; the Welsh Language Scheme is embedded in monitoring, reporting and governance of the strategy.
- There is an expectation that language preference (including Welsh) is recorded at pre-sentence stage, on entry to prison or at the start of community sentence or intervention.
- Welsh language data collection and monitoring has been introduced across HMPPS Probation and Prisons.
- HMPPS has a Service Level Agreement with the HMCTS Welsh Language Unit.
- Staff can state their nationality as Welsh on the Single Operating Platform - the new HR system for HMPPS.

In Wales:

- All signage in HMPPS public-facing areas is bilingual, and Welsh and English content are of equal prominence and format.
- All prisons have in-room or landing technology which is fully accessible in Welsh.
- Prison libraries and visitor centres provide a good supply of Welsh materials.
- Most prisons in Wales have established Welsh societies and groups to meet the needs of their population.
- There is a network of 12 Welsh language and equality leads across HMPPS.

### Legal Aid Agency

LAA's Annual Monitoring Report was published in October 2017. LAA's contracts with providers specifically contain clauses regarding the provision of Welsh language services to legal aid clients in Wales as a matter of course. LAA has run tender processes for both civil and criminal legal advice contracts during this review period and continue to maintain this requirement in legal aid contracts for the delivery of advice to the public. All published LAA materials intended for the public

in Wales are produced bilingually. These include the LAA's Annual Report and the Director of Legal Aid Casework Report.

## Office of the Public Guardian

OPG's Welsh Language Scheme is due to be approved (Summer 2018). OPG are looking to undertake research within Wales to better understand user needs in the delivery of their services. An annual stakeholder engagement event, usually held in London, will be expanded this year, with events being planned in the autumn within Wales, London and the North.

## Criminal Injuries Compensation Authority

CICA continues to offer the Welsh language services indicated in its Welsh Language Scheme and Annual Monitoring Report, dated August 2017. CICA initiated an office wide promotion of their Welsh Language Scheme to refresh and remind colleagues of their responsibilities regarding the Welsh language and their Welsh applicants. CICA also promoted the Scheme to colleagues in their Customer Contact Centre who are the frontline contact with applicants and who are most likely to be the first point of contact for applicants who wish to conduct their applications in Welsh.

## 2. Recruitment

### **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.*
- b) *Court proceedings are held in Welsh effectively where required.*
- c) *Consistent approach to the Welsh language in the recruitment of magistrates and judges.*

### a) 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.*

The **World Careers Network (WCN)** e-recruitment system has now been fully implemented. From WCN, we have advertised 190 vacancies where the Welsh language scheme is mentioned and that the language requirements state that Welsh language is desirable or essential.

### b) 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 409 cases where Welsh was used.

### c) The judiciary

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

Twenty-nine judicial selection exercises were completed and reported in 2017–18. The business area and the judiciary identify the Welsh language requirements for vacancies, which the Judicial Appointments Commission assesses. Of these selection exercises:

- One selection exercise for **District Judge (Civil)** tested candidates' knowledge of the administration of justice in Wales including devolution arrangements. It also had one post where Welsh language was required. The national exercise launched on 20 June 2017 with 100.5 vacancies, one of which required Welsh language. Fourteen selected candidates were successful in the knowledge requirements for Welsh posts, with three of those assessed as suitable for the vacancy with the Welsh language requirement.

The following selection exercises identified vacancies in Wales that did not have Welsh language requirements but tested candidates' knowledge of the administration of justice in Wales:

- **Chairperson of the Agricultural Land Tribunal for Wales;** a singleton post, the selection exercise launched on 2 November 2017. One candidate was selected.
- **Salaried Judge of the First-tier Tribunal;** a national exercise which launched on 10 May 2017 with 65 vacancies overall. Five of the selected candidates were successful in meeting the requirement for Welsh posts.
- **Recorder;** a national selection exercise was launched on 9 November 2016. Sixteen of the selected candidates were successful in meeting the requirement for Welsh posts.
- **Circuit Judge;** an exercise was launched on 23 March 2017 with 116.5 vacancies. Ten of the selected candidates were successful in meeting the requirement for Welsh posts.

The following selection exercise identified vacancies in Wales that did not have Welsh language requirements, and did not test candidates' knowledge of the administration of justice in Wales:

- **Legal Member Mental Health Tribunal Wales - Restricted Patients Panel;** there were five vacancies for the Mental Health Review Tribunal for Wales which launched on 12 September 2017. It was decided not to ask the Welsh questions on this exercise. The JAC selected five candidates.

**Section 83 of the Government of Wales Act 2006** allows the Welsh Government to seek assistance from other public bodies. The JAC provided assistance to the Welsh Government for the following exercise:

- **Fee paid Legal Members of the Special Educational Needs Tribunal for Wales;** the selection exercise had four vacancies and launched on 5 September 2017. There was no Welsh language requirement, and the Welsh context questions applied. Four candidates were selected.

## Judicial College

The Wales Training Committee met three times during this period. Its key priority was to analyse and consider the judicial training implications of devolved legislation by the Welsh Assembly and how the Judicial College can assist the judiciary. It now produces 3 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.

The Judicial College has now voluntarily agreed its own Welsh language policy for internal use. Its purpose was to set out where dual language considerations were appropriate in relation to delivering judicial training, and for supporting materials. This reflects that the training of judges who sit in Wales has not been separated out from the overall remit of the Judicial College and that those judges continue to attend jurisdictional training programmes with their English counterparts. The default position remains that both jurisdictional induction and continuation programmes are delivered in English, and that it will be the exception when the College is able to run training in Welsh or on a dual language basis. 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.

During the year two events were run by HMCTS for Magistrates on using Welsh in court. They explained the legal position of the language in Wales, and updated on the protocol, words and terminology when using Welsh in court. Some mock court scenarios were used with reference to the justice academy material rolled out to staff last year. The Judicial College was able to provide a module in Welsh to one group within a series of one-day events for the District and Circuit Bench of Wales which updated on devolved housing law.

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.

## Advisory Committees and appointments to the Magistracy

In the year 2017 – 2018 the Lord Chancellor's Advisory Committees in Wales identified two areas with a need for justices to be able to communicate through the medium of the Welsh Language. In Dyfed Powys, covering three Local Justice Areas (LJA), the Advisory Committee identified the need for seven bilingual justices and four were appointed. In North Wales covering three LJAs, a need was identified for eleven Welsh speaking justices out of a total of 26 magistrates needed. Justices appointed totalled 26, eight of whom spoke Welsh.

### 3. Correspondence

#### **Success criteria:**

*Welsh correspondence is responded to in Welsh within the same timescales as other correspondence.*

#### Written correspondence

During the period of this report the MoJ Ministerial Correspondence Support Team did not receive any correspondence in Welsh. A log was set up to monitor levels of Welsh correspondence received in 2017–18 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 communications

The Public Enquiry Team (which is part of a wider Shared Services call centre based in Wales that handles a wide range of business for other parties) 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 MoJ PEL team comprises two operators and a team leader. 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. Even when callers are made aware that the answering team are in South Wales, callers have not responded by trying to have a conversation in Welsh. During this period MoJ has not received any complaints about the lack of a more formal Welsh language option.

### 4. Meetings

#### **Success criteria:**

*Staff are clear when translation facilities are needed.*

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.



## MoJ's Welsh Language Co-ordinators Group

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 current Welsh Language Scheme (WLS) and new revised WLS
- 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 can 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 in a proportionate manner to ensure satisfactory resolution.

At the November 2017 meeting, we were delighted to have a representative from the Welsh Commissioner's Office as our guest speaker. All action points from the meeting were taken forward. The June 2018 meeting had a talk on Judicial Appointments in Wales from a representative of the Judicial Appointments Commission. We had several new additions to the group at both meetings, indicating a gradual increase in interest in Welsh matters across MoJ.

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.

## Tri-Lat Wales Engagement Forum – Welsh Government

This 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 December 2017 meeting included an update on HMCTS Reform and devolution considerations.

## 5. 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 Policy areas are responsible for making a decision as to whether to publish a document in Welsh in line with the MoJ Scheme guidance and MoJ's central design team – Design102 – uses the HMCTS Welsh Language Unit for all translations required by MoJ business areas. The new MoJ brand guidelines provide advice on using the Welsh and bi-lingual versions of the MoJ logo. During 2018 - 19 Design102 will review the guidelines and create Welsh or bi-lingual versions of templates in the new branding where they do not yet exist.

## 6. Publications and forms

### **Success criteria:**

- a) *Consistency in the way 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.*

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 new Scheme). All documents produced in both Welsh and English are produced to the same standard.

### Cremation forms and guidance

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) does the vast majority of our translations. From 1 April 2017 to 31 March 2018 the WLU translated 24 documents for MoJ HQ at a cost of £10,756.

## 7. Press notices

### **Success criteria:**

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

No press releases in the Welsh language were issued during the period of the Report. We have since issued one for the publication of our new Welsh Language Scheme on 28 June 2018.

## 8. Website

### **Success criteria:**

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

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. We are currently developing a Welsh language landing page.

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 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.

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

### **Success criteria:**

*Ensure a consistent approach to the commitments made in the WLS.*

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'.

Specific contracts let during 2017-18 with Welsh Language provisions were as follows:

Civil Legal Advice (CLA) Contract (published in September 2017):

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"*.

National Payment Line Contract:

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

Bail Accommodation and Support Services (BASS):

Our contract (February 2018) with NACRO, the crime reduction charity, aims to provide a robust service that maximises the availability of accommodation for low-risk service users on bail and prisoners released on Home Detention Curfew (HDC) who would otherwise be placed into or remain in custody.

BASS prevents the unnecessary use of prison for low and medium risk people on bail or other licence agreements and reduces the negative impact this has on family life, employment and housing by providing accommodation as well as appropriate support. It provides accommodation in 10 properties in Wales. Included within the procurement documentation were details of the MoJ's Welsh Language Scheme, and the requirement for those providing the service to comply with its principles.

The language services contracts continues 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.

## 10. Allocation of grants

### **Success criteria:**

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

Any organisation which applies for sponsorship or grant aid 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.

The HMPPS/MoJ Grants Board oversees the processes to allocate grants, including the overall sum on offer and aligning the grants to the department's strategic priorities. The majority of grants are advertised through the MoJ's procurement website, Emptoris. To 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 HMPPS/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>1</sup>

#### i) Details of grant:

HMPPS awarded a grant of £202,958 to the Disabilities Trust during 2017-18 for activities in Wales. The Disabilities Trust is a leading national charity providing specialist community-based and residential support for adults with acquired brain injury, complex physical or learning disabilities and for people with autism.

#### ii) The grant framework for 2017 onwards

For 2017 -18 the HMPPS grants budget (£3.5m) was used to support the continuation of strategic grants with the balance (roughly £1.7m) being targeted at new and innovative ideas that contribute to HMPPS' broad aims and specific priorities.

The grant 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 £4.0m to recipients in Wales, based on address filters, 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 Welsh Language Scheme.

#### iii) Update of the allocations / activities mentioned in the last year's Annual Monitoring Report

The 2016-17 Early Adopter Programme is being evaluated. This involved HMPPS and MOJ providing a grants programme for voluntary sector organisations, including charities and social enterprises, working to reduce reoffending.

## 11. Monitoring the Welsh Language Scheme

### **Success criteria:**

*Ensure that the Scheme is fit for purpose.*

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-

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<sup>1</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](http://data.gov.uk)

ordinator did not receive any formal complaints regarding the operation of the MoJ Scheme in 2017-18. An updated MoJ Scheme was published in June 2018 and will be reported on in the next Annual Report for 2018-19 to reflect our ongoing progress in our three key corporate areas of policy development, recruitment and delivery of services to the public.



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