

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date:	12 March 2026
Report title:	Policy and Welsh Language Team: Overview of work and responsibilities
Purpose of the report:	This report provides a concise but comprehensive overview of the work, responsibilities and structure of the Policy and Welsh Language Team, which is an integral part of the Council's Democratic Services Department. Its aim is to ensure that Committee members understand the teams' strategic role in supporting compliance, ensuring sound governance, and developing a positive culture around the Welsh language and equality across the Council.
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Background

1. The team acts as a central hub for:
 - Ensuring statutory compliance with the Equality Act 2010 and the Welsh Language (Wales) Measure 2011.
 - Supporting delivery of Council Plan commitments around promoting the Welsh language and embedding fairness.
 - Carrying out core governance functions that underpin effective decision-making by the Council, the Executive, and other committees.

Team structure

2. The team is led by the **Policy and Welsh Language Manager** and includes:
 - **Policy Officer**
 - **Policy and Welsh Language Support Officer**
 - **The Council's Translation Service**, comprising a Translation Services Manager and three translators who provide high-quality written and simultaneous translation.
3. This structure enables a reliable, specialist, and responsive service that meets both statutory and operational needs.

Main statutory and operational duties

4. Statutory strategic plans

The team prepares, implements, and monitors two core strategic plans:

- Strategic Equality Plan
- Welsh Language Promotion Strategy

These plans ensure the Council meets its legal duties and delivers its commitments to Anglesey communities.

5. Policy advice and impact assessment

The team provides specialist advice on equality and Welsh language matters and supports services to undertake impact assessments. This ensures that policy recommendations and reports submitted to Council committees are evidence-based, robust, and considerate of the potential impacts on communities.

6. Interaction with regulatory bodies

The team is the Council's main point of contact with the Equality and Human Rights Commission and the Welsh Language Commissioner.

It also prepares two annual reports for scrutiny by the Partnership and Regeneration Scrutiny Committee.

7. Translation

The team's translators provide standardised Welsh / English text and simultaneous translation to Council services and committees ensuring compliance with the Welsh Language Policy.

8. Awareness raising and training

Working with HR, the team coordinates equality training and Welsh language classes for both staff and members.

Regular promotional campaigns include *Welcome to Welsh*, the *Welsh Language Challenge of the Month*, and *Equality Matters*. The team regularly collaborates with regional Community Cohesion officers on promotional materials, such as the Council's equalities calendar.

A variety of supporting materials for staff and members is available on the intranet, MonITor, and the e-learning platform, the Learning Pool.

9. Working in partnership

The team is responsible for:

- Administering the **Welsh Language and Equality Steering Group**

- Facilitating ***Fforwm Iaith Ynys Môn*** (Anglesey's Welsh Language Forum)
- Providing support to two **Elected Member Champions** (Welsh Language and Equality portfolios)
- Collaborating with regional and national partners

10. Other key responsibilities

- Advising on Welsh language considerations in planning policy
- Co-ordinating the **Town and Community Council Liaison Forum**
- Administering the **Policy Portal**, which is an internal resource for policy and governance
- Preparing the Executive Committee's forward work programme and reports on members' allowances
- Providing wider administrative support to the Democratic Services Department
- Coordinating the Council's presence at the **2026 Urdd National Eisteddfod**

Conclusion

The Policy and Welsh Language Team plays a vital role in ensuring compliance, accountability, and strong governance within Democratic Services. By supporting members and officers, coordinating impact assessments and training, and acting as the Council's main liaison with regulatory bodies, the team helps foster a culture of transparency, fairness, and high-quality bilingual service provision.

Recommendations to the Committee

The Committee is asked to:

- a. Note the content of the report
- b. Direct any questions or comments to the author