

Bat Conservation Trust

Welsh Language Scheme

This scheme has been prepared by Bat Conservation Trust
and it has been approved by the Board of Trustees.

Date. 23 April 2009

Policy

In the conduct of its business in Wales, the Bat Conservation Trust will treat the Welsh and English languages on a basis of equality as far as it is reasonable and practicable to do so.

Implementation

1. Verbal Communication

1.1 Telephone Calls

1.1.1 Telephone callers to BCT (Wales) will be greeted bilingually. Where the caller wishes to communicate wholly through the medium of Welsh, and the member of staff receiving the call is unable to adequately reply in Welsh, then the member of staff should inform the caller of their limitation and request the caller to either communicate verbally in English or to write or email to BCT (Wales) for a reply in Welsh.

1.2 Media

1.2.1 Where requests are received from the media for interviews through the medium of Welsh, then BCT will endeavour to find a member of staff, or a volunteer, to carry out the interview.

1.3 Meetings

1.3.1 Where public meetings, seminars or workshops are provided in Wales, invitees will be asked as to their preferred language for communication. The requirement for a simultaneous translation service will then be assessed. Where the decision is taken that such meetings are held in English, attendees will be informed of this.

2. Written Communication

2.1 Materials produced for use in Wales will be produced bilingually. Technical material and scientific reports will be published in English only but a written summary in Welsh will be produced if this is required.

2.2 Text in Welsh will normally appear either to the left or above that of the text in English. In some instances, it is more appropriate to place Welsh and English texts back to back or to produce separate materials with English and Welsh appearing separately – where this happens then such materials shall make reference to the translated version.

2.3 Welsh text shall appear in the same size and font as English text. However a different colour may be used as long as the colour difference does not give predominance to one language.

2.4 BCT welcomes correspondence from the public in Welsh. Where a reply is required, all correspondence received in Welsh will receive a reply in Welsh. A version in English will be retained in case of doubt.

2.5 All press releases for use solely in Wales will be issued bilingually.

3. Internal Administration

3.1 Staff working wholly within, or predominantly within, Wales will be required to be able to speak Welsh to a minimum level of confidence relevant to their role within BCT.

- 3.2 Training needs will be assessed and where appropriate staff will be required to, and given time off normal work, to attend Welsh language courses.
- 3.3 BCT will continually monitor the demands for Welsh language and will make changes as necessary.

Annexe

4. Background

- 4.1 The Bat Conservation Trust (BCT) was established in 1991, and it is the United Kingdom's only voluntary organisation dedicated solely to the conservation of bats in the United Kingdom (UK). BCT's vision is a world where bats and people live in harmony.
- 4.2 BCT is a registered charity and it relies heavily on the generosity of funders and supporters for funding, through membership, gifts and legacies. BCT works closely with volunteers, independent bat groups and its members, across the UK without whom, much work would not be possible. In Wales there are over 200 members. In addition there are some 15 bat groups who are supported by BCT.
- 4.3 As a charitable organisation, BCT's resources are limited and there is therefore a duty on BCT and its staff to ensure that these resources are used properly and carefully. This will reflect in the level of service that BCT can provide. BCT will endeavour to raise funds to meet these costs and to include the costs of the Welsh Language Scheme in future fundraising.
- 4.4 BCT's work is overseen by its Trustees and this Scheme has been approved by the Trustees. Nothing in the Scheme conflicts with the charitable objectives of BCT. This Scheme does not apply to affiliated or partner bat groups.
- 4.5 BCT plays an important role in providing support for bat workers. BCT also undertakes a range of activities and projects linked directly to our strategic objectives, to ensure we have a sustainable and diverse bat population. They are to:
 - Determine target populations levels and associated habitats
 - Secure and maintain stated target bat population levels
 - Act as an authoritative voice for bat conservation
 - Win support for its work
- 4.6 Some of the initiatives that underpin these aims are implemented at the level of the UK, others are undertaken at a regional level.
- 4.7 BCT's registered head office is in London and it has a number of out posted staff. At the time of publishing this Welsh Language Policy, there is just one member of staff who is based in Wales as the Wales Bat Officer.
- 4.8 BCT is not a public body and it is therefore not obliged to produce a Welsh Language Scheme. However it acknowledges that the use of the Welsh language is vitally important not only to the cultural importance of Wales but also for the social and

business life in Wales. Having a Welsh Language Scheme in place brings with it an improved profile for the Trust.

- 4.9 BCT receives financial support from various organisations including Assembly Sponsored Public Bodies (ASPB) such as the Countryside Council for Wales, for which those ASPBs have an obligation to encourage partners to develop a Welsh Language Policy. One of the conditions of CCW's grant is that organisations in receipt of grant funding, and who do not have their own Welsh Language Scheme, will be expected to comply with CCW's Welsh Language Scheme – this requires bilingual face to face services involving the public, educational materials, printed materials for public use, and web site pages.
- 4.10 As a charity, and as an organisation that operates predominantly at a UK level, there will be areas of BCT's activities in which it will be impractical to provide a bilingual service. There may also be difficulties in recruiting Welsh-speaking staff.
- 4.11 Over the last decade or so, there has been a move towards the devolution of political powers for Northern Ireland, Scotland and Wales. These regions are at different stages in the devolutionary process and there continue to be transfer of powers from Westminster but it is unlikely that there will be full independence from the UK Government for the foreseeable future. Nonetheless, the change in the political framework is acknowledged as being of great importance to the regions.
- 4.12 Particularly in Wales, the regional identity is further strengthened by the use of the Welsh language. Whilst the use of the Welsh language varies across Wales - it is very strong in north, and west Wales, and in parts of the Valleys of south Wales, its cultural significance is such that the use of the Welsh language is actively promoted and used across many areas of public and private work in Wales
- 4.13 For activities within Wales, BCT is referred to as Bat Conservation Trust (Wales) (Ymddiriedolaeth Cadwraeth Ystlumod (Cymru)) but it is understood that Bat Conservation Trust (Wales) is not a separate or subsidiary part of BCT.