

Chairing and Holding Bilingual Meetings

Why hold meetings bilingually?

In accordance with the Welsh Language (Wales) Measure 2011, Ceredigion County Council has adopted the principle that the Welsh language should not be treated less favourably than English in Wales, and that people in Wales should be able to live through the medium of Welsh if they wish to do so. Welsh and English are the official languages of Ceredigion County Council and they have equal status and validity in the administration of the Council.

Ceredigion County Council has a statutory duty to comply with **14** Welsh Language Standards in relation to holding meetings in public, in order to promote and facilitate the wider use of Welsh. You can read the Welsh Language Standards in full by following this link: [Welsh Language Standards](#).

Chairing a Meeting

The Chairperson and the lead officers have a key role to play in increasing the use of Welsh and normalising the practice of holding bilingual meetings. The aim when chairing a bilingual meeting is to encourage everyone to use their chosen language, and to make it completely natural and easy for people to speak in Welsh in a variety of different and new situations.

The Chairperson will have an important contribution in establishing the mood of the meeting and creating conditions that will counteract the tendency to turn to English. The Chair, through his/her approach, can demonstrate that the natural thing for all Welsh speakers is to speak Welsh and that it is not discourteous to do so in the presence of non-Welsh-speakers.

Ceredigion County Council's established custom is to hold its democratic committees through the medium of Welsh, with the translation service offering simultaneous translation for those who do not understand Welsh. When the Chair is conducting a meeting, she/he should, ideally, chair the meeting in Welsh. This will aid the language by normalising the use of Welsh and the use of the translation service from the outset, thereby establishing the status of Welsh in the proceedings and giving a positive and encouraging signal to officers and members of the audience to speak Welsh. 'Chairing in Welsh' means steering the discussion in Welsh only and responding in Welsh to the discussion – even when the discussion and questions are in English. Remember that non-Welsh-speakers will be under no disadvantage whatsoever as the translator will ensure that everyone is able to participate fully.

If the Chair does not speak Welsh or is shy when it comes to presenting in Welsh, everyone should at least be welcomed to the meeting in Welsh and English and the meeting concluded in both languages. At the start of the meeting it should be stated that attendees may contribute in either language. These considerations are important in terms of making Welsh speakers feel at ease and signalling to them

that both languages are being treated equally and that they are welcome to speak Welsh if they wish to contribute.

If you are chairing a bilingual meeting here are some useful points to remember:

- Welcome everyone to the meeting in Welsh and English.
- Explain that the meeting is a bilingual one and that members are welcome to contribute in Welsh or English.
- Introduce the simultaneous translator. Check that everyone who needs a headset has one and that it is working.
- The Chairperson may respond in Welsh to points and comments made in Welsh *and in English*.
- Turn the language of the meeting back to Welsh if there is a tendency to continue in English following an English contribution.
- The Chairperson may chair in Welsh only if he/she wishes to do so. This usually gives confidence to other Welsh speakers.
- Do everything possible to ensure that a bilingual meeting flows naturally when moving from one language to another.
- Close the meeting in Welsh and English.

Contributing to the discussion

If you speak Welsh or are learning Welsh, the Council will welcome contributions from you in Welsh during the meeting. Don't worry that your Welsh is not good enough. Give it a try! It's a matter of practice! Don't worry if you have to use English words here and there in your Welsh – no one will mind. The public and the Council will be pleased that you are making the effort to use Welsh and are showing respect and commitment to the language.

Officers in Attendance

It is the Council's policy to encourage Welsh-speaking officers and learners to speak Welsh at public meetings in order to demonstrate the Council's support for the use of the language and to promote good bilingual practice in the Council's activities.

Further Information

If you require more information about the policies and legislation relating to the Welsh language please contact the Welsh Language Officer:
carys.morgan@ceredigion.gov.uk <<mailto:carys.morgan@ceredigion.gov.uk>>

You will find some useful vocabulary below:

Geirfa Pwyllgor	Committee Glossary
Bore da	Good morning
Pnawn da	Good afternoon
Croeso i'r cyfarfod	Welcome to the meeting
Croeso yma heddiw	Welcome here today
Diolch am ddod yma heddiw	Thank you for coming here today
Mae'r cyfarfod yn ddwyieithog	This is a bilingual meeting
Croeso i chi ddefnyddio Cymraeg neu Saesneg	You're welcome to use Welsh or English
Mae cyfieithu ar y pryd ar gael	Simultaneous translation is available
Croeso i, y cyfieithydd	Welcome to..., the translator
Ydi'r offer/ gwasnaeth cyfieithu yn gweithio	Do the headphones work? Is the translation service working
Dechreuwn	We'll start
Oes unrhyw ymddiheuriadau?	Are there any apologies?
Trown at yr agenda	We'll turn to the agenda
Yr eitem gynta ar yr agenda yw	The first item on the agenda is...
Awn drwy gofnodion y cyfarfod blaenorol	We'll go through the agenda of the previous meeting
Hoffai unrhyw un gynnis fod y cofnodion yn gywir?	Would anyone like to propose that the minutes are correct?
Datgelu buddiannau personol / buddiannau sy'n rhagfarnu	Disclosure of personal / prejudicial interest
A oes gennych unrhyw faterion personol?	Do you have any personal matters?
Mae angen ethol Aelodau	We need to elect Members
Oes unrhyw un am enwebu?	Would anyone like to nominate?
Oes unrhyw un yn eilio?	Does anyone second that?
Mae angen mynd i bleidlais	we need to go to a vote
O blaid	For
Yn erbyn	Against
Ymatal	Abstain
Yr eitem nesaf ydy	The next item
Ac yn olaf...	And lastly...
Oes unrhyw faterion yn codi?	Any matters arising?
Oes gennych chi unrhyw sylwadau?	Do you have any comments?
Oes gennych chi unrhyw gwestiynau?	Do you have any questions?
Oes unrhyw fater arall?	Any other business?
Dyddiad y cyfarfod nesaf	Date of Next Meeting
Diolch yn fawr i bawb am eu cyfraniad	Many thanks to everyone for their contribution
Cloi'r cyfarfod	Close the meeting

Geirfa Cofnodion	Minutes Glossary
Adnabyddwyd	Identified
Adroddwyd	Reported
Amlygwyd	Highlighted
Awgrymir	Suggested

Awgrymwyd	It was suggested
Cwblhawyd	Completed
Cyfeiriodd	He/ She referred
Cyflwynodd	Presented
Cymeradwyo	Approve
Cymeradwywyd	Approved
Cynhelir	held
Darparwyd	Provided
Derbyniodd	Accepted
Dilynodd trafodaeth	Discussion followed
Diolchodd	Thanked
Dosbarthwyd	Distributed
Dywedwyd	It was said
Gofynnwyd	It was asked
Gwahoddwyd	Invited
Hysbysodd	Informed
Hysbyswyd	Notified
Llongyfarchwyd	Congratulations
Llwyddodd	Succeeded
Nodwyd	Noted
Penderfynwyd	Resolved
Penodwyd	Appointed
Strwythurau	Structures
Terfyna'r Adroddiad	Report ends
Terfynodd	Finished
Ymgwymerwyd	Undertaken