



Comisiynydd y
Gymraeg
Welsh Language
Commissioner

Welsh Language Commissioner: Remit of Management Team



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Background

The principal aim of the Welsh Language Commissioner, an independent organization established under the Welsh Language Measure (Wales) 2011, is to promote and facilitate the use of Welsh. This entails raising awareness of the official status of the Welsh language in Wales and imposing standards on organizations. This, in turn, will lead to the establishment of rights for Welsh speakers.

Two principles will underpin the work:

- In Wales, the Welsh language should be treated no less favourably than the English language
- Persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so

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1 The aim of the Welsh Language Commissioner's Management Team

- 1.1 It is responsible for leading, agreeing and delivering the Commissioner's strategic vision.
- 1.2 This is done by providing robust information, evidence and advice on the best operational practices; prepare and monitor the Commissioner's Strategic Plan and Operational Plan and has an overview of how that work is accomplished by the Commissioner's officers.
- 1.3 The Management Team is the ultimate forum (duly supported by other groups) for making strategic decisions about operational issues, resources, communication and other administrative issues, for the smooth operation of the Commissioner's strategic plan and all other business planning processes, and for monitoring performance. The role of the Management Team recognizes, that at times, some issues will be decided by the Commissioner alone. Decisions on investigation and enforcement issues are made outside the Management Team. This is further explained in 2.15 - 2.17.

Transparency in terms of possible omissions by the Commissioner: Role of the Management Team

- 1.4 Members of the Management Team have a particular responsibility to act if they believe that the Commissioner has acted illegally or contrary to duty. The aim of this responsibility is to provide clear and transparent assurance to the Welsh Ministers and the public that the high standards of this Post will be safeguarded..

Membership of the Management Team

- **Chair:** Welsh Language Commissioner
- **Membership:** Welsh Language Commissioner's Directors

Frequency of meetings

- 1.5 Usually, one meeting of the Management Team will be held each month. An additional meeting will be arranged if an important issue arises where the urgent attention of, or a decision from the Management Team is required.

2 Responsibilities of the Management Team

- 2.1 The Management Team is responsible for assisting the Commissioner to set and maintain a strategic overview of the strategic plan and the operational plan, including promoting and facilitating the use of Welsh and working towards ensuring that the Welsh language will be treated no less favourably than the English language.
- 2.2 The Measure confers a number of specific functions and powers on the Commissioner. For instance, the Commissioner must publish a 5-year report on the position of the Welsh language and may conduct inquiries into any matter relating to the Commissioner's functions. The Commissioner may instigate or intervene in legal

proceedings and the has quasi-judicial powers to determine on cases. The Commissioner also has wider functions, including:

- encouraging organisations to provide opportunities to use the Welsh language
- keeping under review the law relating to the Welsh language
- producing and publishing reports
- carrying out, or commissioning others to carry out, research
- making recommendations to the Welsh Ministers
- giving advice to any person.

- 2.3 To provide information, advise and assist the Welsh Language Commissioner in the execution of all general duties, the exercise of powers and functions, and in undertaking activities.
- 2.4 To ensure that the organization operates at its most effective and is successful in achieving the priorities of the Welsh Language Commissioner. The Management Team will be responsible for monitoring the implementation of the Welsh Language Commissioner's strategic plan and operational plan and will receive regular progress and budget reports.
- 2.5 To agree the Welsh Language Commissioner's detailed Operational Plan, based on the Commissioner's strategic priorities. The Scheme will include detailed milestones and will be the basis of each individual officer's personal scheme of work.
- 2.6 Maintain an overview of the organisation's financial position by receiving and discussing finance reports.
- 2.7 To agree the Welsh Language Commissioner's key external messages. To educate officers of the requirements of the Welsh Language Commissioner and to ensure clarity of direction so officers have enough information to carry out their work.
- 2.8 Communicate effectively with officers and provide opportunities for them to contribute proposals for operational procedures as required.
- 2.9 Offer feedback on papers and work areas of the individual teams.
- 2.10 Review the content of and reports on the Commissioner's Risk Register (one of the Senior Officers has been appointed Risk Manager)
- 2.11 Ensure that appropriate management and general internal policies are in place and ensure the best value for public money.
- 2.12 Scrutinize performance management and human resources arrangements.
- 2.13 The draft minutes of the following meetings will be submitted to the Management Team, to agree responsibility for the action points - these will be submitted to the first meeting once they have been prepared:
 - Audit and Risk Committee
 - Whitley Committee (Union)

○ Advisory Panel

2.14 In order to carry out the above actions, the Management Team will receive expert advice from the organisation's officers as required.

Decisions made only by the Welsh Language Commissioner

2.15 Statutory processes are to be followed as the Commissioner exercises some functions, for example Enforcement decisions have not been delegated to officers. Therefore, the Commissioner itself makes all decisions set out in Parts 4 - 6 of the Welsh Language (Wales) Measure 2011.

2.16 The Investigation and Enforcement Panel is the discussion forum in relation to the decisions of Part 5 and 6 of the Welsh Language Measure (Wales 2011).

2.17 Chapter 7, Part 4 of the Welsh Language (Wales) Measure 2011 provides a mechanism to enable relevant persons to challenge the duties set out in the compliance notice before or after the imposition date comes into force. The Commissioner will determine any application.