

# **Fforwm Iaith Gymraeg**

## **Terms of Reference**

Responsibility for the Welsh Language within North Wales Fire and Rescue Service lies with Assistant Chief Fire Officer Richard Fairhead.

The Welsh Language Forum / Fforwm Iaith Gymraeg is the strategic Welsh language group in the Service.

The Forum has responsibility for managing and overseeing the way in which the Service complies with the requirements of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards imposed on the Fire and Rescue Authority.

The Forum's meeting objectives are;

- Ensuring that the Service complies with its duties in accordance with the requirements of the Welsh Language Standards and that these standards are mainstreamed within the Service
- Working to the delivery of the Service's Welsh Language Implementation Plan
- Monitoring the development of the Welsh language capability of the Service
- Monitoring the provision of a bilingual Service to our communities
- Monitoring the Service's policy on using Welsh internally for the purpose of identifying, promoting and facilitating initiatives to encourage bilingual workplaces, and continuing to help raise the status of the Welsh language within the Service
- Monitoring comments or complaints regarding the provision of a bilingual Service, as appropriate
- Helping to communicate the Service's responsibilities towards the language by supporting and cascading key messages and objectives to staff within individual departments.

The Forum will link into the quarterly meetings of the National Issues Committee's 'Grŵp Iaith' which comprises representatives from all three Fire and Rescue Services in Wales.

The Forum will also recognise the benefits of working collaboratively and sharing best practice in meeting its responsibilities as a bilingual organisation with other emergency services partners, representatives of which are invited to attend meetings of the Forum.

The Forum will meet quarterly with the following standard agenda items;

1. Welsh Language Standards and Implementation Plan
2. Welsh Language Capacity – annual monitoring, Training and Development and Management Information System reports
3. Promoting bilingual workplaces
4. Comments and complaints regarding the Welsh Language Strategy and Standards