



UK SPORT WELSH LANGUAGE SCHEME

2011 -2015

5 September 2011



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About This Scheme

Under the Welsh Language Act 1993 every public body providing services to the public in Wales has to prepare a scheme setting out how it will provide those services in Welsh.

This scheme describes how UK Sport will give effect, so far as is both appropriate in the circumstances and reasonably practicable, to the principle established by the Welsh Language Act that, in the conduct of public business and the administration of justice in Wales, the Welsh and English languages should be treated on a basis of equality.

The scheme covers the services that UK Sport provides to the public in Wales. In this scheme, the term **public** means individuals, legal persons and corporate bodies. It includes the public as a whole, or a section of the public, as well as individual members of the public. The term includes voluntary organisations and charities. Directors and others representing limited companies are also within the meaning of the term 'public'. It does not, however, include persons who are acting in a capacity which is representative of the Crown, Government or the State. Consequently, persons who fulfil official functions of a public nature, even though they are legal persons, do not come within the meaning of the word *public* when they are fulfilling those official functions.

Further information about the scope and purpose of Welsh language schemes can be found in the Welsh Language Board website:

<http://www.Welsh-language-board.org.uk>

This scheme was approved by the Welsh Language Board under Section 14 of the Act on 5 September 2011.

About UK Sport

Background

Established by Royal Charter on 19 September 1996, UK Sport (the United Kingdom Sports Council) became fully operational on 1 January 1997. UK Sport is responsible for investing around £100 million of public funds each year – from both the National Lottery and the Exchequer – in high performance sport. This money is supplemented by a private sponsorship scheme “Team 2012”.

Accountable to the Department for Culture, Media and Sport (DCMS), UK Sport has a very clear remit at the ‘top end’ of Britain’s sporting pathway, with no direct involvement in community or school sport.

Based in one office in London, it is overseen by a Board comprising home country sports council representatives and independent members which meet every two months.

DCMS decided in October 2010 that UK Sport and Sport England should be “merged” to create a more unified, coherent and cost-effective structure as part of the Government’s 2012 Olympic Games legacy plans. The result of this proposed “merger” should take place by April 2013.

UK Sport received its four year settlement from 2011/12 to 2014/15 and has seen UK Sport’s exchequer funding reduced by 28% over the period in real terms. The settlement means that, combined with changes in National Lottery distribution, UK Sport believes that it has the resources to fund athletes and support services through to 2012. For the Rio 2016 cycle, UK Sport will see further reductions, but have committed to ensuring that the over the period of the spending review, UK Sport does not reduce its investment in the Summer Olympic and Paralympic sports programme by more than 15%. An increase in National Lottery distribution to UK Sport from 2011 and 2012 will help UK Sport to manage this.

Core Responsibilities

High Performance Success

UK Sport is the strategic lead body for high performance sport in the UK, investing around £100m a year in 1,200 athletes across 47 Olympic and Paralympic sports to maximize medal success at World and European Championships and ultimately the Olympic and Paralympic Games.

Using its ‘No Compromise’ investment strategy which targets resources at those sports and athletes most likely to compete and win on the world stage and has been behind the step change in GB performance from Sydney 2000 to Beijing 2008 and into London 2012.

Athletes supported by public funding are nominated for inclusion by their UK National Governing Body as meeting the performance criteria. Athletes, eligible to compete for "Team GB" are currently based in England, Scotland, Wales, Northern Ireland, Isle of Man, Channel Islands, and overseas.

Major Events

UK Sport is also responsible for investing £3.5m a year in co-ordinating the bidding and staging of major international sporting events in the UK. These World and European level events not only provide home competition for our athletes in the build up to 2012, but also support officials and volunteers with vital experience, and generate an average return of almost £5 of economic impact into host regions for every £1 of Lottery funding invested. From 2007-2012, over 100 major events will have been staged across 35 towns and cities in the UK, with almost all Olympic and Paralympic sports having hosted a major international event ahead of London 2012.

International Relations and Development

UK Sport's stated mission is to establish the UK as the best informed, connected and most influential nation in world sport. Working with National Governing Bodies and other partners UK Sport seeks to encourage those institutions responsible for governing sport internationally to take decisions geared to the national interest. The programme involves strategically influencing and assisting with the election and appointment of UK nationals into key position within decision making bodies and building strong bilateral relationships with key selected countries. Alongside this activity, UK Sport's well-established international development assistance programme is recognized worldwide as a leading player in the provision of development through sport activities.

UK Sport is the lead delivery agency for 'International Inspiration', the partnership with British Council, UNICEF and others which aims to deliver on the promise made by the London 2012 bid team to 'reach young people all around the world and connect them to the inspirational power of the Games so they are inspired to choose sport'.

Service Planning and Delivery

The purpose of this scheme is to give effect, so far as is both appropriate in the circumstances and reasonably practicable, to the principle that in the conduct of services delivered in Wales the English and Welsh languages should be treated on a basis of equality (section 5 (2) of the Act). UK Sport programmes, initiatives and services as described below and delivered in Wales will be consistent with this scheme.

As a National Lottery distributor based in London, UK Sport may make grant awards to sport bodies, Welsh athletes, or Welsh athlete support personnel, in Wales. In doing so, UK Sport will use the following principles:

- a) When a grant is made to a new grant recipient in Wales, this will be formally communicated bilingually and the recipient asked their language of choice, with future communication in the expressed preference;
- b) Where the language of choice is unknown, grant awards will be formally communicated bilingually until such times as the recipient has expressed his/her preference.

Terms and conditions of grant will follow the above principles.

Under its investment principles, UK Sport funding programmes are generally closed programmes for pre-selected National Governing Bodies and nominated athletes. UK Sport does not run open grant programmes.

World Class Events Programme

In delivering the World Class Events programme across the UK in partnership with National Governing Bodies, cities and regions, and home country agencies, UK Sport may financially support the bidding and staging of major sporting events in Wales. Where a major sporting event is staged in Wales with the financial support of UK Sport, Event Managers will be required to consider how each major event can best fit the needs of the public in Wales through this scheme. . Grant awards for events in Wales will include a condition that the grant is subject to this scheme.

World Class Performance Programme

A number of Welsh athletes based in Wales are included on the UK Sport World Class Performance Programme for certain Olympic and Paralympic sports having been nominated by their National Governing Body. This is a UK-wide programme comprising athletes from all four home countries. Where UK Sport has a direct funding relationship with a Welsh athlete or athlete support personnel based in Wales, for example, through the grant of an athlete personal award, UK Sport will offer to communicate in writing in Welsh and English unless the athlete or athlete support personnel has expressed a preference.

New Policies and Initiatives

New UK Sport policies and initiatives will be consistent with this scheme. They will support the use of Welsh, whenever appropriate, to help the public in Wales to use Welsh as part of their day to day lives.

UK Sport will ensure that staff involved in policy formulation are aware of the scheme and UK Sport's responsibilities under the Act. An equality impact assessment for any new policy or initiative will include an assessment against this scheme.

Standards of service

When services are provided in Welsh and English they will be of equal quality provided within the same timescale.

Dealing with the Welsh speaking public

Correspondence (including email)

If a member of the public in Wales writes to us or sends us an email in Welsh, UK Sport will reply in Welsh (where a reply is required), and do so within the same timescale for replies as for those who write in English.

If UK Sport initiates correspondence with an individual, group, or organisation in Wales, we will do so bilingually unless we know that they would prefer to correspond in Welsh or English only.

If UK Sport sends standard or circular correspondence to Welsh individuals or bodies in Wales, it will be bilingual unless we know that recipients would prefer to receive it in Welsh or English only.

Enclosures sent with Welsh letters will be Welsh or bilingual, when available. Substantive responses to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, or subject access requests under the Data Protection Act 1998 will be in the language of the enquiry. Information enclosed will be offered in Welsh where it is held in Welsh. Information held in English will not be translated into Welsh solely to answer requests for information.

Telephone communications

Because of our location and function, it would not be practical or cost effective for us to conduct telephone conversations in Welsh. If the demand for Welsh speaking develops during the scheme, UK Sport will review this requirement on a cost value basis.

Legal Documents and agreements

Legal documents and legal agreements with individuals, organisations or groups in Wales will be offered in the recipient's preferred language. Maps and other inserts in such agreements which are borrowed or used under licence will appear in the language of the original source.

Research

If and when UK Sport commissions or undertakes research comprising surveys, including "through the post", "from door to door", or by email or telephone involving athletes, athlete support personnel, sports bodies, or members of the public, in Wales, these will be conducted bilingually, unless the language of choice of those surveyed is known.

Public meetings

UK Sport does not often hold public meetings. Should UK Sport hold a conference or other gathering in Wales open to members of the public, translation services will be provided, unless we have established that all participants are likely to use the same language.

Those organising the event will determine whether translation facilities are required having regard to the location of the event, who is likely to attend, the subject under consideration, and whether UK Sport has been informed of anyone who wishes to use Welsh.

Paper and other information will be provided for public meetings in Wales in bilingual format and all reports and papers produced following public meetings will be produced in both languages.



Our Public Face

Website

UK Sport maintains a website at www.uk sport.gov.uk.

We will agree a programme, to be agreed with the Welsh Language Board, to increase the Welsh language content of our website, over time, in line with the scheme.

Where information is produced in Welsh under this scheme, and it is information that would normally be placed on the website, then the Welsh version will be included. Access to Welsh material will be clearly signposted on the home page.

Press Releases

Press releases to the Welsh language press and broadcasting media in Wales will be issued in Welsh and English, where deadlines permit.

When other press or media releases are posted on the website, they will be issued in Welsh and English, where deadlines permit. UK Sport will undertake to plan in advance for those proactive press releases which are specifically of interest to the public in Wales, and will be translated before publication in both languages. Access to Welsh material will be clearly signposted on the website home page.

Campaigns

The UK Talent Team has made an impact on the high performance sporting landscape. A number of individuals have applied across Great Britain to be assessed on their elite sporting potential. The Team have continued to work in close partnership with Olympic and Paralympic sports to drive more sophisticated Talent Recruitment and Development Practices. Successful athletes have included Welsh athletes.

The UK Talent Team is seeking competitive sports men and women with potential to become Olympic and Paralympic champions in 2016. Individuals across Great Britain are currently able to complete a questionnaire on the UK Sport website to register an interest in future Talent 2016 campaigns.

UK Sport will consider how best to allow potential athletes, with an expressed preference for the Welsh language, to be accommodated, so far as is both appropriate in the circumstances and reasonably practicable.

Access to Welsh material on our website will be clearly signposted.

Where a follow-up to a campaign involves the staging of an activity in Wales, information will be made available in Welsh and English, whenever possible, unless it is has been established that all participants are likely to use the same language.

Publications and Forms

We will use the scoring system, annexed to this scheme, agreed with the Welsh Language Board, to identify objectively when material for public consumption should be published bilingually, or in separate Welsh and English versions, and if so in what format.

Corporate identity

As a UK-wide body UK Sport has one corporate identity.

An action plan will be agreed with the Welsh Language Board to adopt and present an appropriate bilingual corporate identity in Wales as required. Where UK Sport funds a major sporting event staged in Wales, for example, it will ensure through the Event Manager that appropriate branding is in Welsh and English.

Welsh headed letters will be produced for correspondence in Welsh.

Official notices, public notices and staff recruitment notices

Official notices, public notices and staff recruitment notices placed in English language newspapers (or similar media) distributed mainly or wholly in Wales will be bilingual, or as Welsh and English versions. Notices will be in Welsh in Welsh language publications.

The Welsh and English versions will be equal in terms of format, size, quality and prominence – whether produced as a single bilingual version, or as separate Welsh and English notices.

In the English language media, posts where the ability to speak Welsh is essential may be advertised in Welsh, with a brief description in English.

Recruitment notices placed in English language journals (and other publications) with a UK-wide distribution will be in English, unless the post is one where the ability to speak Welsh is essential, in which case the notice may be fully bilingual, or in Welsh with a brief explanation in English.

Any official notices, public notices or staff recruitment notices placed elsewhere in Wales will be bilingual.

Implementing the Scheme

Staffing

With one national office, recruitment of staff is presently based on the premise that staff will be based in London, with responsibilities at UK/GB level, subject to a proposed merger between UK Sport and Sport England by 2013. For some staff the nature of their work permits them to work remotely for most of the working week. No staff currently has responsibilities solely for activities in Wales. There are at present no jobs which currently require a proficiency in the Welsh language. Recruitment notices are normally placed in English language journals with a UK-wide distribution. Generally, jobs at UK Sport are advertised on its website in English. This will be kept under review in the light of any changes to the functions, location, and strategic direction of UK Sport, in line with the scheme.

Information and Communications Technology

As we develop or procure ICT systems UK Sport will take into account the Welsh Language Board's *Bilingual Software Guidelines and Standards* whenever appropriate.

Partnership working

When we are the strategic and financial leader within a formal partnership, we will ensure that any public service aspects comply with this scheme. When we join a formal partnership which another organisation is leading, our input to the partnership will comply with this scheme. When acting in the name of the consortium, we will operate in accordance with this scheme. When we are a partner in a consortium, we will encourage the consortium to comply with this scheme. When acting in the name of the consortium, we will operate in accordance with this scheme.

The above refers only to formal partnerships dealing with services available to the public in Wales.

Services delivered on behalf of UK Sport by third parties

UK Sport will ensure that any agreements or arrangements made with third parties which relate to the provision of services to the public in Wales are consistent with the terms of this scheme. This will include the contracting and sub-contracting of services.

Internal arrangements

The scheme is issued with the full support of the UK Sport Chief Executive and the Directors team.

Operating in accordance with this scheme will require a compliance resource with responsibility falling to the Governance Team.

Appendix A comprises an action plan to develop the scheme and operate in accordance with it. The action plan will come into effect on the date on which the scheme comes into effect.

The plan will include such deadlines and targets as are necessary. The overall aim of the action plan will be to ensure that we deliver the commitments set out in this scheme as soon as possible and during the lifetime of this scheme.

The scheme will be publicised to our staff. It will be published on our website and given prominence. Appropriate training will be given to staff.

We will ensure that we use only qualified translators or interpreters for translation of electronic and printed material, and for simultaneous translation. We will require those translators to be members of the Association of Welsh Translators.

Any form of contact with the public in Wales, which is not specifically within this scheme, will be undertaken in a manner which is consistent with the general principles enshrined in this scheme.

Monitoring

UK Sport will monitor progress in delivering this scheme against the targets set out in the action plan agreed with the Welsh Language Board.

An annual monitoring report will be sent to the Welsh Language Board in June in English and Welsh.

A report on progress will be sent periodically to the Directors Team.

The target is to ensure that UK Sport acts in accordance with the aims and objectives of this scheme within four years of its coming into effect.

Reviewing and amending the scheme

We will review this scheme within four years of its coming into effect. We will also informally review the scheme annually in line with the monitoring report. We may also decide to review this scheme, or propose amendments to this scheme, because of changes to our functions, or to the circumstances in which we undertake those functions, or for any other reason. No changes will be made to this scheme without the approval of the Welsh Language Board.

Complaints and suggestions for improvement

Complaints related to this scheme, or suggestions for improvement, should be directed to the following address:

Welsh Language Scheme Coordinator

Governance Team

UK Sport

40 Bernard Street

London WC1N 1ST

info@uksport.gov.uk

We will cooperate with the Board in order to resolve complaints and during any investigations held under the Section 17 of the Welsh Language Act.

Appendix A: Main targets for scheme delivery

Target	Date to be completed
<p>1. Major Events</p> <p>Event Managers will be required to consider how each major sporting event staged in Wales, with the financial support of UK Sport, can best meet the needs of the public in Wales in line with the scheme.</p>	<p>September 2011</p>
<p>2. New Policies and Initiatives</p> <p>New UK Sport policies and initiatives will be consistent with this scheme. UK Sport will ensure that staff involved in policy formulation are aware of the scheme and UK Sport's responsibilities.</p>	<p>October 2011</p>
<p>3. Correspondence (including email)</p> <p>Written correspondence received in Welsh will be responded to in Welsh.</p>	<p>October 2011</p>
<p>4. Grants offered</p> <p>Grants to National Governing Bodies, athletes and athlete support personnel, based in Wales will be offered in the Welsh and English language, unless the preference for the language of choice is known.</p>	<p>November 2011</p>
<p>5. Website</p> <p>UK Sport will agree a programme, to be agreed with the Welsh Language Board, to increase the Welsh language content of our website, in line with the scheme.</p>	<p>January 2012</p>

<p>6. Services delivered by third parties</p> <p>Services contracted by UK Sport to third parties and delivered to the public in Wales will be consistent with the terms of this scheme</p>	January 2012
<p>7. Research</p> <p>Surveys undertaken with the public in Wales will be bilingual unless the language of choice is known.</p>	April 2012
<p>8. Campaigns</p> <p>The UK Talent Team is seeking competitive sports men and women with potential to become Olympic and Paralympic champions in 2016. UK Sport will consider how best to allow potential athletes with a stated preference for the Welsh language to be reasonably accommodated.</p>	April 2012
<p>9. Publications and Forms</p> <p>We will use the scoring system, annexed to this scheme, to identify objectively when material for public consumption should be published bilingually or in separate Welsh and English versions, and in what format.</p>	April 2012
<p>10. Corporate Identity</p> <p>An action plan will be agreed with the Welsh Language Board to adopt and present an appropriate bilingual corporate identity in Wales.</p>	April 2012

UK SPORT – WELSH LANGUAGE SCHEME 2011

Scoring System for Publication

1. The number of copies to be printed each year for use in Wales:

1- 500: score = 1

500 – 5,000: score = 2

Over 5,000: score = 4

2. The target audience (directly or indirectly):

- The general public: score = 15
- A particular sector of the public: score = 10
- Individuals representing specific fields: score = 0

3. Will the publication be relevant to a subject area¹ or a part of Wales of particular interest with regard to Welsh? Or will it be aimed exclusively at areas with a high percentage, or number, of Welsh speakers?

- Yes: score =10
- No: score =0

4. For how long will be publication be used before it is superseded by a more current publication²?

0 – 6 months: score = 1

6 months – 2 years: score = 2

Over 2 years: score = 4

5. Number of words in the publication:

0 – 1,000 score = 4

1,000 – 5,000: score = 2

Over 5,000 score = 1

6. Best estimate of number of pages *in a single language version* of the publication:

¹ UK Sport publications will normally have the subject area Olympic/Paralympic sport and contain UK based content rather than by Home Country.

² If the publication is a consultation document this question should be ignored and question 7 answered instead.

1 – 10: score = 4

10 = 20: score = 2

Over 20: score = 1

7. (Question for consultation documents only). Dealing with a subject which is:

Specialist/very technical: score = 1

Fairly complex but of interest to many: score = 2

Easy to understand/ of general interest: score = 4

The scores should be added – and compared with following:

Decision on a **paper** version of the publication

0-14: there is no need to prepare a Welsh version

15 – 18: this score suggests that a Welsh version should be prepared, (but if not, a Welsh summary should be prepared instead)

Over 18: a Welsh version needs to be prepared.

Decision on an **electronic** version of the publication (to be included on UK Sport website).

Please **ignore** questions 1 and 6 as you calculate this score:

0-11: there is no need to prepare a Welsh version

12 to 14: this score suggests that a Welsh version should be prepared,(but if not, a Welsh summary should be prepared instead)

Over 14: a Welsh version needs to be prepared.

Decision on publishing as a bilingual document or separate Welsh and English versions

The Welsh Language Board recommends that the starting point should be a presumption in favour of bilingual documents rather than separate Welsh and English versions. UK Sport will take this into account together with value for money measures.

For UK Sport documents published on its website, an electronic Welsh document will be equally accessible as the English version, whether published in a bilingual document or as separate Welsh and English versions.

UK SPORT – WELSH LANGUAGE SCHEME 2011

Scoring System for Forms

1. The number of copies to be printed in a year for use in Wales:

1 – 500: score = 1

500 – 5,000: score = 2

over 5,000: score = 4

2. The target audience:

- the general public: score = 15
- a particular sector of the public: score = 10
- individuals representing specific fields: score = 0

3. Will the form deal with a subject area or a part of Wales of particular interest with regard to Welsh? Or will it be aimed exclusively at areas with a high percentage of Welsh speakers?

- yes: score = 10
- no: score = 0

4. For how long will the form be used? (Reprinting the form; small changes such as changing the year at the top of the form, or changing part of the form to reflect new rules, should not be considered as the end of the life cycle of the old version).

0 – 6 months: score = 1

6 months – 2 years: score = 2

over 2 years: score = 4

5. Number of words in the form:

1 – 500: score = 4

500 – 1,000: score = 2

1000 – 5,000: score = 1

over 5,000: score = 0

6. Number of pages in the form:

1 – 5: score = 4

5 – 10: score = 2

10 – 20: score = 1

over 20: score = 0

The score of all questions should be added – and compared with the following

Decision on a **paper** version of the form:

0 – 15: there is no need to prepare a Welsh version

over 16: a Welsh version needs to be prepared

Decision on an **electronic** version of the form (to be included on UK Sport's website):

0 – 15: there is no need to prepare a Welsh version

over 16: a Welsh version needs to be prepared.