

UK SPORT WELSH LANGUAGE SCHEME

This scheme was approved by the Welsh Language Board under section 14 of the 1993 Welsh Language Act on 5 September 2011 and revised and approved under the same provision by the Welsh Language Commissioner on 10/03/2020

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1. 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.

UK Sport recognises that the Welsh language has official status in Wales as enshrined by the Welsh Language (Wales) Measure 2011.

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

<http://www.comisiynyddygydraeg.cymru/English/Organisations/Pages/Welsh%20Language%20Schemes.aspx>

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1.1 About UK Sport

1.2 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.

Accountable to the Department for Digital, 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.

1.3 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 Paralympics sports to maximize medal success at World and European Championships and ultimately the Olympic and Paralympic Games. UK Sport's investment has been behind the step change in GB performance from Sydney 2000 to Beijing 2008, London 2012, Rio 2016 and into Tokyo 2020.

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" or "ParalympicsGB" 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, 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.

Ambitious plans announced in October 2018 outlined strategic plans to reinforce the country's status as a world-leading host of major sporting events.

This includes the Euro 2020 Football Championships and the hosting of 40-60 World and European events across Olympic, Paralympic and Commonwealth sports across the country by 2025.

International relations and development

Our ambition is for the UK to have a strong, respected and supportive voice in international sport.

This is important because our high performance and major event hosting investments and targets depend heavily on the legitimacy, credibility and effectiveness of the organisations that govern international sporting activity.

Furthermore, International Federations regularly take decisions that directly impact on the UK's ability to be successful in international sport – in areas such as rules, regulations, qualification processes, eligibility, new disciplines, doping issues and major event bidding. We therefore want to ensure that the voice of our sports is heard when international decisions are made.

As one of the leading sporting nations in the world, it is also important for the UK to play its part in the development and governance of international sport, influencing reform, sharing best practice and building collaborative partnerships that benefit the UK and the global sporting system. For this, we work closely with UK Government and national sporting agencies in the UK and overseas, enhancing the UK's strategic relations around the world in sport as well as its international standing.

2. Service planning and delivery and grants

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.

2.1 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. Welsh will be included within promotional materials, signage, announcements and so on at events in Wales.

2.2 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.

2.3 New policies and initiatives

New and revised 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.

2.4 Standards of service

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

3. Dealing with the Welsh speaking public

3.1 Correspondence (mail and email)

If a member of the public in Wales writes to us 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 have a record of their preference to be 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 have a record of their preference 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.

3.2 Telephone communications

As we do not have an office in Wales it is currently not practical nor 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.

3.3 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. We will establish language preference at the outset of a relationship by proactively offering materials in Welsh. Maps and other inserts in such agreements which are borrowed or used under licence will appear in the language of the original source.

3.4 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.

3.5 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. Invitations to events in Wales will be bilingual.

Those organising the event will determine whether simultaneous 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.

4. Our Public Face

4.1 Press Releases

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

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.

4.2 Website

If we publish information relating to Wales alone on our website, we will do so in Welsh. This Scheme is available on our website in Welsh.

4.3 Social media

Messages relating to Wales alone will be made in Welsh on any social media accounts we use. Messages received in Welsh shall receive a response in Welsh if a response is required.

5. Implementing the Scheme

5.1 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. UK Sport currently employs around 120 staff, with the vast majority based in its central London office. For some staff the nature of their work permits them to work remotely for most of the working week. Should we require staff whom will be solely responsible for activities in Wales they will be advertised as positions which require a proficiency in the Welsh language. 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.

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.

5.2 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.

5.3 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.

5.4 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 is approved by the Welsh Language Commissioner.

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 when published as a revised version and to each new recruit as part of our induction process. It will be published on our intranet and given prominence. Appropriate training will be given to staff whom are responsible for executing any part of the Scheme.

We will ensure that we use only qualified translators or interpreters for translation of text, 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.

5.5 Monitoring

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

An annual monitoring report will be send to the Welsh Language Commissioner 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.

5.6 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 Commissioner.

5.7 Complaints and suggestions for improvement

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

info@uksport.gov.uk or

Welsh Language Scheme Coordinator
Governance Team
UK Sport
40 Bernard Street
London WC1N 1ST

We will cooperate with the Welsh Language Commissioner 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 and responsible officer
<p>1. Major events 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>Rebecca Edser September 2020</p>
<p>2. New policies and initiatives 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>Simon Fountain September 2020</p>
<p>3. Correspondence (mail and email) Written correspondence received in Welsh will be responded to in Welsh.</p>	<p>Angela Field April 2020</p>
<p>4. Grants offered 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>Mark Kelly September 2020</p>
<p>5. Website UK Sport will agree a programme, to be agreed with the Welsh Language Commissioner, to increase the Welsh language content of our website, in line with the scheme.</p>	<p>Jonathan North September 2020</p>