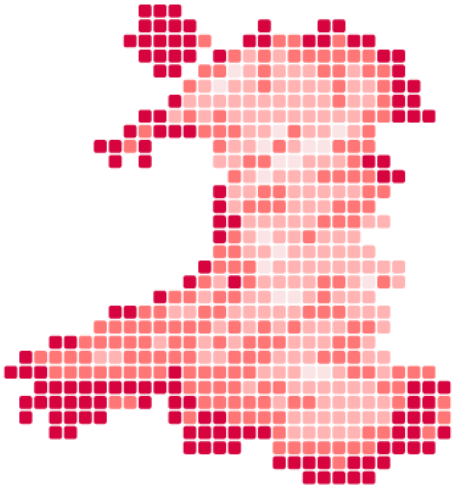

Comisiwn Ffiniau
i Gymru

Boundary Commission
for Wales

WELSH LANGUAGE

ANNUAL REPORT

2024-2025

BOUNDARY COMMISSION FOR WALES

WELSH LANGUAGE ANNUAL REPORT 2024 - 2025

This document is available in Welsh

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1. Introduction

The Boundary Commission for Wales (BCW) has adopted the principle that in the conduct of public business in Wales it will treat the Welsh and English languages on a basis of equality.

The Commission are responsible for the approval of this report; its drafting was undertaken by the Secretary, Mrs Shereen Williams MBE OStJ DL. The report has been prepared in accordance with the Welsh Language Commissioner's guidance for annual reports.

The Commission's Secretariat is shared by agreement with our sister organisation, the Democracy and Boundary Commission Cymru (DBCC). As a result of this joint working arrangement, the BCW have adopted the Welsh language Standards that apply to the DBCC and it is on that basis that this report has been produced.

The BCW is an advisory Non Departmental Public Body and is sponsored by the Ministry of Housing, Communities and Local Government (MHCLG). The Commission holds its meetings at its Offices in Cardiff, and is supported by a Secretariat (that also supports the DBCC). The BCW is constituted under schedule 1 to the Parliamentary Constituencies Act 1986 with the following membership:

Chair	The Speaker of the House of Commons
Deputy Chair	A Judge of the High Court appointed by the Lord Chancellor
Two Commissioners	Appointed by the Secretary of State
Assessor	The Registrar General for England and Wales
Assessor	The Director General of Ordnance Survey
Secretary	Officer appointed by the Secretary of State to head the Secretariat

The BCW's function is to keep under continuous review the representation of the people of Wales in the House of Commons. Specifically, the 1986 Act (as amended) requires the Commission to conduct a general review of all the Parliamentary constituencies every five years.

When conducting a review, the BCW is required to publish recommendations, to invite representations about the proposals, and to take any representations into account. The Commission must hold at least two and not more than five Public Hearings in Wales.

At the end of a review, the Commission must submit its final recommendations to the Speaker of the House of Commons. After the Speaker has received the Commission's final report, he or she must lay it before Parliament. Once reports from all 4 UK Boundary Commissions have been laid before Parliament, the Secretary of State must submit to Her Majesty in Council a draft of an Order in Council for giving effect to the recommendations in the reports. After the Order in Council has been made, the new constituency boundaries take effect at the following general election.

2. Overview of 2024 - 25

The focus for 2024 – 25 was to ensure the Commission's continued compliance with the Welsh Language Standards.

During the year, the Commission's Welsh speakers within its workforce has remained at four members of staff, enabling the Commission to continue to provide an effective Welsh Language service to its stakeholders. The Commission has also provided support to staff members who undertook Welsh Language courses through the provision of time off to attend classes as well as funding the cost of the courses.

The Commission has continued its hybrid working arrangements and staff are able to work from home and at the Commission's office premises. These arrangements have not impacted on the Commission's ability to continue to provide a Welsh language service to its stakeholders.

No complaints were raised about the Commission's operation of the standards in 2024 - 25

3. Operation of Standards

Service Delivery Standards

In terms of correspondence, all of the procedural letters and e-mails sent out as part of the reviews process have been produced in both Welsh and English and sent out at the same time. For other items of correspondence, a language preference system has been implemented. Where a preference is not known correspondence is produced in Welsh and English. The Commission continues to maintain a database that records the language preference of individuals that we correspond with. (Standard numbers 1 to 7).

Procedures in respect of answering the main telephone number are in operation and a Welsh Language answer service is in place (Standard numbers 8 to 22).

No public meetings were held by the Commission during the year. (Standard numbers 24 to 30).

No public events were held by the Commission during the year. (Standard numbers 31 to 34).

All documents produced for public use were published in both Welsh and English at and the same time (Standard numbers 36, 44 and 45).

All forms that were made available to the public were provided in Welsh and English. (Standard numbers 46 to 47).

All of the pages on the Commission's web site are fully functional and available in both Welsh and English (Standard numbers 48, 51 and 52).

Social media usage is in both Welsh and English (Standard number 54 and 55).

All signs and notices were produced in both Welsh and English by the Commission during the year. (Standard numbers 57 to 59, 65 and 66).

The number of the Welsh speaking staff in the Commission has enabled the Commission to provide a Welsh language reception service when required (Standards number 61)

No tender exercises were carried out in the year. (Standards numbers 72, 73, 75 and 76).

No new Welsh language service and no change of corporate identity occurred during the year (Standards numbers 77 to 79).

In respect of publicising the service delivery standards that apply to the Commission and how they are to be complied with, these can be found in the DBCC Welsh Language Standards Policy and Procedures document which is published on the DBCC web site and is available at the office. (Standard numbers 149 and 153).

The DBCC's Welsh Language Complaints Policy is available on the web site and is available in the office. (Standard numbers 150 to 151).

This document constitutes the Commission's annual report in respect of service delivery standards (Standard number 152).

No requests for information in respect of service delivery standards were requested by the Welsh Language Commissioner during the year (Standard number 154).

Policy Making Standards

No new policies or revisions of existing policies have occurred during the year that required the undertaking of a Welsh Language Policy Impact Assessment (Standards numbers 84 to 89).

No new research was undertaken or commissioned during the year (Standards numbers 91 to 93).

In respect of publicising the policy making standards that apply to the Commission and how they are to be complied with, these can be found in the Welsh Language Standards Policy and Procedures document which is published on the DBCC web site and is available at the office. (Standard numbers 155 and 157).

The DBCC's Welsh Language Complaints Policy is available on the web site and is available in the office (Standard number 156).

This document constitutes the Commission's annual report in respect of policy making standards (Standard number 158).

In respect of publicising the policy making standards that apply to the Commission and how they are to be complied with, these can be found in the DBCC's Welsh

Language Standards Policy and Procedures document which is published on the DBCC web site and is available at the office. (Standard numbers 159).

No requests for any information relating to policy making standards were received during the year (Standard number 160).

Operational Standards

A use of Welsh at Work Policy is in place and a copy has been provided to all staff (Standard number 94).

The language preferences for all new and existing members of staff are gathered and acted on accordingly (Standards 95 to 100)

A procedure has been put in place to ensure that any new or revised staffing policies are published in Welsh and English (Standards 101 to 107)

Procedures for making and responding to complaints made by members of staff are in place and are included in the Use of Welsh at Work Policy (Standards 108, 108A, 110 and 111).

Procedures in respect of disciplinary matters are in place and are included Use of Welsh at Work Policy (Standards 112, 112A, 114 and 115).

The Commission has updated the shared access areas of its intranet that it has administrative control over to ensure that the information uploaded is available in Welsh. (Standards 118, 120 to 123).

An assessment of the Welsh language skills of all staff was undertaken and is being maintained and added to for new staff (Standard 123), Appendix 1.

All members of staff have been made aware of and encouraged at each monthly team meeting to take up opportunities for Welsh language training and in addition new members of staff are encouraged to attend Welsh language awareness training. All members of staff have been provided with a copy of the Use of Welsh at Work Policy and the Commission's Welsh Language Standards Policy and Procedures document so that they have an understanding of the Commission's duty to operate in accordance with the Welsh Language Standards and how the Welsh Language can be used in the workplace (Standards 126 to 129).

Appropriate wording and instructions in respect of email signatures and contact details have been provided to all staff (Standards 130 and 131).

The Commission undertook recruitment to three roles in 2024-25. Welsh language skill assessments were undertaken for all roles.(Standards 132 to 133B, 135 to 136), Appendix 2.

New bilingual signs were erected in the Commission's new office premises during the year (Standards 137 to 139).

In respect of publicising the operational standards that apply to the Commission and how they are to be complied with, these can be found in the DBCCs Welsh Language Standards Policy and Procedures document which is published on the DBCC web site and is available at the office. (Standard numbers 161 and 163 and 165).

The Commission's Welsh Language Complaints Policy is available on the DBCC web site and is available in the office (Standard number 162).

This document constitutes the Commission's annual report in respect of operational standards (Standard number 164).

Record Keeping Standards

No complaints relating to the Commission's compliance with the Standards or the Welsh language were received during the year (Standards 141 to 143).

A Welsh Language Standards Compliance Record has been created and maintained to ensure that a record of compliance with the standards is available (Standards 144 to 148).

In respect of publicising the record keeping standards that apply to the Commission and how they are to be complied with, these can be found in the Welsh Language Standards Policy and Procedures document which is published on the DBCC web site and is available at the office (Standard number 167).

No requests for any information relating to record keeping standards were received during the year (Standard number 168).

Appendix 1

Staff Welsh Language Skills: Standard 123

This table details the members of staff who had Welsh language skills at the end of 2024/25 (March 2025). The figures are based on the records kept in accordance with Standard 123.

Skills (Levels 0-5)	0	1	2	3	4	5	Total
Listening	3	4	1	1	1	3	13
Reading	3	5	1	0	1	3	13
Speaking	3	5	1	0	1	3	13
Writing	3	6	0	0	1	3	13

Appendix 2

Recruiting to Posts: Standard 132

The table below shows the number of posts that were advertised in 2024-25 under each Welsh language skills requirement. The figures reflect the records kept in accordance with Standard 132.

Welsh Essential	1
Welsh Desirable	2
Welsh to be Learned	0
Welsh Not Necessary	0