

Arts Council of Wales

Terms of Reference

Welsh Language Committee

May 2020

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Council's work is initiated, managed and monitored by Council itself and a series of Committees to which Council delegates certain powers. Committees are subordinate to Council within the Governance structure. Other than those areas where Council has delegated defined tasks and/or authority to act, Committees have an advisory role. They report to Council on the performance of those activities that fall within the remit of each Committee. Committees will also bring to Council's attention any issues of concern, or areas for improvement.

There are seven Committees with delegated powers. They are: Audit & Risk Assurance Committee, HR and Remuneration Committee, Capital Committee, Strategic Equality Committee, Welsh Language Committee, Future Generations Committee and Health and Safety Committee. One Advisory Committee also report to Council: Wales at Venice Advisory Committee.

The specific remit of this Committee is set out below.

The terms of reference for the Welsh Language Committee were established at its initial meeting on 12<sup>th</sup> May 2003 and revised in April 2012 and March 2015. Following the approval of the Welsh Language Monitoring Group terms by Council in May 2020, this updated version reflecting the Group's revised Committee status was approved by Council in October 2020.

## Role of the Committee

1. To review, monitor and contribute to the development of policies and procedures that enable the Council to pursue a progressive agenda for advancing its bilingual service as set out in its Policy for Facilitating and Promoting the Welsh Language and in compliance with the Welsh Language Standards.
2. To assist Council and its officers in ensuring that its activities in this area are consistent with the ambitions of the Welsh Government's Well-being of Future Generations Act.
3. To assist Council and its officers in embedding bilingualism as a routine aspect of Arts Council of Wales's investment, processes and programmes of work.
4. To contribute to the monitoring of Arts Council of Wales' compliance with all relevant statutory and regulatory requirements, including any associated general and specific duties, including monitoring the implementation of the Welsh Language Action Plan.
5. To advise on the development, implementation and monitoring of specific developmental projects.

6. To offer guidance and advice to its revenue funded organisations on the requirements of the Welsh Language Standards and to all its project-funded organisations, and others who rely on ACW’s network, on how to reflect the bilingual nature of present-day Wales.
7. The Committee will ensure that these functions are adhered to through the adoption of the following:
  - a. Active oversight of the effectiveness of the Arts Council of Wales’s activities in demonstrating a commitment to bilingualism as a fundamental governing principle and as an object in its Royal Charter
  - b. Monitoring implementation of the requirements of the relevant legislation (including the Welsh Language Standards, the Welsh Language policy and Action Plan and the review of Combined Impact Assessments)
  - c. Offering guidance and advice on the role of the in-house translator
  - d. Dealing with complaints of a linguistic nature
  - e. Supporting use of Welsh Language in the Arts
  - f. Providing advice and guidance on bilingual matters for the benefits of artists and arts organisations
  - g. Advising on initiatives that assist in the training and professional development of Arts Council of Wales staff
  - h. Making recommendations to SLT and Council on any of the above

<b>Chair</b>	Marian Wyn Jones, Council Member
<b>Membership</b>	Membership will include Council Members and staff representative of all teams within the organisation, including a member of Senior Leadership Team. Independent representatives may be invited.
<b>Quorum</b>	Any 5 members of the Committee. Any member may act as Chair in the absence of appointed Chair.
<b>Accountability</b>	Ultimate responsibility for policy and procedure in this area remains with Council. The Committee has no delegated powers, but is expected to liaise with Council and its Senior Leadership Team.

The conduct of the Committee members – individually and collectively – is bound by the Council’s ethical code as outlined in the Code of Best Practice.

<b>Meetings</b>	These will be quarterly as a minimum with additional meetings scheduled as and when necessary. Meetings will be scheduled to allow subsequent timely reporting to the next Council meeting.
<b>Papers</b>	To be circulated to the Committee beforehand whenever possible, via email and stored electronically within the Council’s electronic data and records management system.
<b>Reporting</b>	Minutes of the Committee will be presented to Senior Leadership Team and Council. The Committee will also produce an Annual report for approval by Council that details: <ul style="list-style-type: none"><li>• The work of the group during the year</li><li>• Arts Council of Wales’ performance against the objectives and targets set out in that year’s Action Plan</li></ul>
<b>Minutes &amp; Records</b>	All documentation relating to the Group will be filed electronically within the Council’s electronic data and records management system.
<b>Updated</b>	This document is reviewed for accuracy on an annual basis and this version was approved by Council in May 2020.