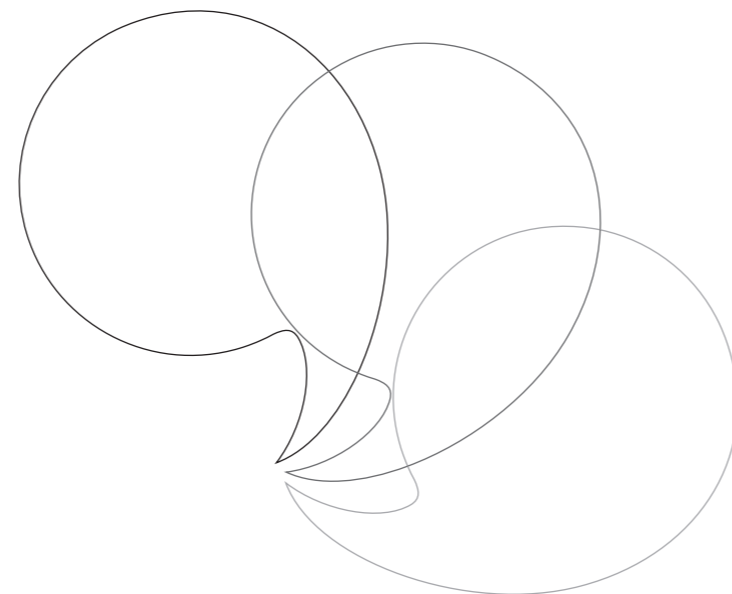
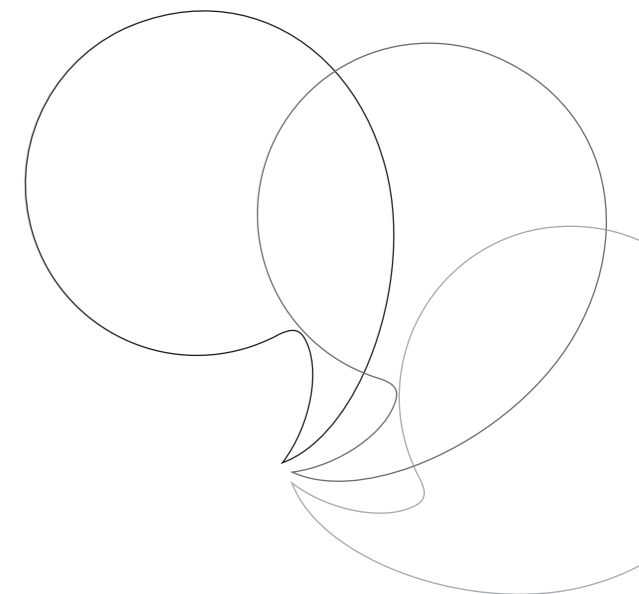


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Sut i ddefnyddio'r canllaw

Prif nod y cyngor hwn yw rhoi arweiniad ynglŷn â gweithredu'r cymal "Polisiau a Mentrau Newydd" yng nghynlluniau iaith Gymraeg awdurdodau lleol. Mae prif ffrydio bellach yn derm a ddefnyddir i ddisgrifio'r gwaith a wneir o dan y mesur hwn. O ganlyniad mae'r ddogfen hon hefyd yn rhoi arweiniad cyffredinol ynglŷn â phrif ffrydio'r Gymraeg ac ynglŷn â hyrwyddo'r iaith Gymraeg mewn polisiau, mentrau a gweithgareddau.

Mae angen i awdurdodau gynllunio ymlaen os am ddiwallu anghenion defnyddwyr iaith Gymraeg yn effeithiol. Mae datblygiadau diweddar megis agenda "Creu'r Cysylltiadau" Llywodraeth y Cynulliad a'r adroddiad "Cyflawni ar draws ffiniau" yn amlygu'r angen i gynllunio gwasanaethau sydd yn ymateb i anghenion unigolion a chymunedau ac sydd yn rhoi dinasyddion yn gyntaf. Mae prif ffrydio'r Gymraeg gan ystyried anghenion siaradwyr Cymraeg wrth ddatblygu gwasanaethau yn gyfraniad pwysig i'r agenda hon.

Mae **Rhan 1** y ddogfen hon yn rhoi arweiniad ynglŷn ag elfennau prif ffrydio a pha drefniadau ddylai fod mewn lle i hwyluso hynny. Mae **Rhan 2** yn cynnig arweiniad fydd o ddefnydd i swyddogion sy'n gyfrifol am lunio polisi wrth iddynt fynd ati i asesu effaith eu gweithgareddau ar yr iaith Gymraeg. Cynigiwn restr o ffactorau i'w hystyried wrth i swyddogion fynd ati i lunio a datblygu eu polisiau, mentrau a gweithgareddau eraill.

Gofynnwn i sefydliadau sicrhau bod ganddynt drefniadau cyson ac addas mewn lle i asesu effaith ar y Gymraeg. Yn sgil gofynion diweddar yn y maes hil ac anabledd, mae llawer o sefydliadau wedi mynd ati i lunio teclynnau asesu effaith generig ar gyfer eu polisiau, mentrau a gweithgareddau. Mae rhai sefydliadau eisoes wedi ymgorffori'r Gymraeg yn y teclynnau hyn ac rydym yn derbyn bydd nifer yn ystyried y teclynnau fel y ffordd fwyaf ymarferol ac effeithiol o asesu effaith ieithyddol. Mater i sefydliadau unigol yw penderfynu beth yn union yw'r drefn fwyaf effeithiol a phriodol. Canlyniadau'r broses sydd o ddiddordeb i'r Bwrdd nid y drefn asesu effaith ei hun. Bwriad y cyngor hwn felly yw rhoi arweiniad ynglŷn â'r materion i'w hystyried wrth asesu effaith ar iaith a phrif ffrydio - boed hynny wrth ateb cwestiynau mewn teclynnau generig neu wrth ddefnyddio dulliau eraill.

Cyfeiriwn at "bolisiau" a "mentrau" yn bennaf yn y ddogfen gan mai dyna yw'r geiriad sydd yn y mesur dan sylw mewn cynlluniau iaith. Serch hynny gellir defnyddio elfennau perthnasol y cyngor hwn wrth ddatblygu gwasanaethau, prosiectau neu weithgareddau eraill hefyd.

How to use the guidance

The main aim of this advice note is to offer guidance on the implementation of the "New Policies and Initiatives" clause in local authorities' Welsh language schemes. Mainstreaming is now the term used to describe the work undertaken under this measure. Accordingly, the document also offers general guidance on mainstreaming the Welsh language and with regard to promoting the language in policies, initiatives and activities.

Authorities need to plan ahead if they are to meet the needs of Welsh speaking service users effectively. Recent developments, such as the Welsh Assembly Government's "Making the Connections" agenda and the "Delivering Beyond Boundaries" report highlight the need to plan services so that they respond to the needs of individuals and communities and put the citizen first. Mainstreaming Welsh when developing services by considering the needs of Welsh speakers will make an important contribution towards this agenda.

Part 1 of this document provides guidance on elements of mainstreaming and the procedures which should be in place to facilitate the work. **Part 2** offers guidance for officers responsible for policy development as they go through the process of assessing the impact of their activities on the Welsh language. We offer a list of factors to consider as officers develop their policies, initiatives and other activities.

We ask that organisations ensure they have consistent and appropriate processes in place to assess impact on the Welsh language. Following recent developments in the areas of race and disability, a number of organisations have formed generic impact assessment tools for policies, initiatives and activities. Some organisations have already incorporated the language into these tools and we accept that many will consider such tools to be the most practical and effective way of assessing impact on language. It's a matter for individual organisations to decide exactly what is the most effective and appropriate method. The Board is interested in the results of the process, not in the impact assessment method itself. The aim of this advice note therefore is to provide guidance on the factors to consider in assessing impact on language and in mainstreaming – whether in providing answers to questions in generic assessment tools or in applying some other method.

We mainly refer to "policies" and "initiatives" in the document because of the wording in the relevant measure in Welsh language schemes. Relevant sections of the advice however can also be used in developing services, projects and other activities.

RHAN 1

Elfennau Prif Ffrydio

1. Diffiniad y Llywodraeth o brif ffrydio'r Gymraeg yw, "ystyried y Gymraeg ymhob agwedd o'ch gwaith ac ymhob peth rydych yn ei wneud, gyda'r nod o sicrhau bod pob cyfle yn cael ei gymryd i:
 - i. hyrwyddo a chefnogi'r iaith Gymraeg
 - ii. cyfrannu at weledigaeth y Llywodraeth o Gymru wir ddwyieithog
 - iii. cynllunio, darparu a gwerthuso gwasanaethau yn y Gymraeg a'r Saesneg"¹

2. Mae cynlluniau iaith Awdurdodau Lleol yn cynnwys cymal ynglŷn ag asesu effaith polisiau a mentrau ar y Gymraeg. Eglura canllawiau'r Bwrdd (1996) dylai cynllun iaith "bennu'r mesurau y bwriada'r sefydliad eu cymryd pan mae'n asesu effaith polisiau a mentrau newydd ac yn eu gweithredu" (canllaw 3). Eglura'r canllaw hefyd y dylai sefydliadau sicrhau bod canlyniadau ieithyddol polisiau a mentrau yn cael eu hasesu. Dyma enghraifft o eiriad cymal "Polisiau a Mentrau" mewn cynllun iaith cyfredol:

"Pan fydd y Cyngor yn cynllunio ac yn llunio polisiau a mentrau newydd, neu'n diweddarau ei bolisiau presennol, bydd yn asesu'r canlyniadau ieithyddol er mwyn sicrhau eu bod yn cwrdd ag ymrwymadau'r Cynllun hwn. Bydd yn Cyngor yn defnyddio polisiau a mentrau newydd, neu fentrau wedi eu diweddarau, i hwyluso'r defnydd o'r Gymraeg, ac er mwyn i'r sefydliad, lle bo'n ymarferol, weithredu egwyddor cydraddoldeb." (Cyngor Sir Torfaen).

3. Un o brif ymrwymadau Iaith Pawb (2003)² yw sicrhau bod materion yn ymwneud â'r Gymraeg yn cael eu cynnwys fel elfennau perthnasol wrth ddatblygu polisiau. Nodir hefyd bydd Llywodraeth y Cynulliad yn "annog prif-ffrydio materion yn ymwneud â'r Gymraeg o fewn.... lywodraeth leol" ac y dylai "egwyddorion prif ffrydio fod yn sail i'r gwaith o wneud polisi a darparu gwasanaethau ar draws holl gyfrifoldebau cyrff o'r fath" (2.26).

4. Gellir rhannu'r ffactorau i'w hystyried wrth brif ffrydio mewn i ddau brif gategori, sef **darparu gwasanaethau a hyrwyddo'r Gymraeg.**

¹ "Nodyn Cyngor i Gyrff Cyhoeddus a Noddir gan y Cynulliad (CCNC) ar Brif Ffrydio'r Iaith Gymraeg a Llundio Strategaeth Brif-ffrydio", Llywodraeth Cynulliad Cymru.

² "Iaith Pawb – Cynllun Gweithredu Cenedlaethol ar gyfer Cymru Ddwyieithog" (Llywodraeth Cynulliad Cymru, 2003)

PART 1

Elements of Mainstreaming

1. The Government's definition of mainstreaming the Welsh language is;

"to consider the Welsh language in all aspects of your work and in everything that you do, with the aim of ensuring that every opportunity is taken to:

 - i. promote and support the Welsh language
 - ii. contribute to the Assembly Government's vision of a truly bilingual Wales
 - iii. plan, provide and evaluate services in Welsh and English."¹

2. Local Authority language schemes contain a clause regarding assessing the impact of policies and initiatives on the Welsh language. The Board's guidelines (1996) explain that a language scheme should "specify the measures an organisation proposes to take when assessing the impact of new policies and initiatives and when implementing them" (guideline 3). The guideline also explains that bodies should ensure that the linguistic results of policies and initiatives are assessed. Below is an example of the wording of the "Policies and Initiatives" measure in a current Welsh language scheme:

"When the Council plans and formulates new policies or initiatives, or updates existing policies, it will assess the linguistic consequences to make sure that they meet the commitments given in this Scheme. The Council will use new/ up-dated policies and initiatives to facilitate the use of Welsh and to move the organisation closer to implementing the principle of equality when practicable" (Torfaen County Council).

3. One of the main commitments in Iaith Pawb (2003)² is to ensure that matters involving the Welsh language are included as relevant considerations when developing policies. It is noted also that the Assembly Government will "encourage the mainstreaming of Welsh language issues in.... local government" and that "the principles of mainstreaming should inform policy-making and the delivery of services across the range of such organisations' responsibilities" (2.26).

4. The factors to be considered when mainstreaming can be split into two main categories, namely **service provision** and **promotion of the Welsh language.**

¹ "Advice Note for Assembly Sponsored Public Bodies (ASPBs) on Mainstreaming the Welsh Language and Drawing Up a Mainstreaming Strategy", Welsh Assembly Government .

² "Iaith Pawb – A National Action Plan for a Bilingual Wales" (Welsh Assembly Government, 2003)

Darparu Gwasanaethau

5. Dylid sicrhau bod gweithrediad polisi yn cydymffurfio â chymalau Cynllun Iaith y sefydliad.
6. Dylai anghenion defnyddwyr iaith Gymraeg a'r Cynllun Iaith fod yn ystyriaeth gychwynnol wrth gynllunio adnoddau a chyllid ar gyfer gweithgareddau newydd. Er enghraifft dylid rhoi cyfrif am gostau megis cyfieithu o'r cychwyn a gall ystyried y Gymraeg wrth ddatblygu systemau a chynlluniau TG newydd arbed arian ac amser yn y tymor hir.
7. Wrth ymgynghori yn ystod y cyfnod o ddatblygu polisi, dylid sicrhau bod y sampl ymgynghori yn gynrychioladol o ddefnyddwyr gwasanaeth Cymraeg eu hiaith. Os yw ymgynghori yn gyfyngedig i sefydliadau dethol dylid sicrhau bod y sefydliadau cynllunio ieithyddol priodol yn rhan o'r broses. Er enghraifft yn achos polisi neu fenter yn ymwneud â hamdden a phobl ifanc, dylid ystyried cynnwys yr Urdd, y fenter iaith leol a'r Bwrdd ymysg sefydliadau eraill.
8. Dylid cynllunio i sicrhau bod gwasanaethau ar gael yn Gymraeg os mai dyna yw'r dewis iaith. Yn ddibynnol ar amcanion a gweithgaredd y polisi neu'r fenter dan sylw gall hynny olygu materion megis sicrhau bod llinellau cymorth yn cynnig gwasanaeth dwyieithog, cynllunio i ddatblygu gwefan ddwyieithog, neu sicrhau bod nifer digonol o staff dwyieithog ar gael i weithredu'r cynllun.
9. Dylai strwythur a phroffil staffio unrhyw wasanaeth neu fenter newydd hwyluso darparu gwasanaeth Cymraeg yn hytrach na'i rwystro. Dylid sicrhau i'r graddau sy'n briodol ac ymarferol, bod cyfran ddigonol o staff dwyieithog ar gael i allu sicrhau gwasanaeth Cymraeg i'r cyhoedd.
10. Dylid sicrhau bod y gwasanaeth Cymraeg sydd ar gael o safon uchel a'i fod llawn mor hygyrch â'r gwasanaeth yn Saesneg.

Blwch 1. Ystyried y Gymraeg wrth ddatblygu gwasanaethau:

- Sicrhau cydymffurfiaeth â'r Cynllun Iaith
- Ystyried anghenion defnyddwyr iaith Gymraeg wrth gynllunio adnoddau a chyllid
- Ymgynghori â siaradwyr Cymraeg, neu fudiadau Cymraeg pan fo'n briodol
- Sicrhau dewis iaith i'r cyhoedd – bod y gwasanaeth ar gael yn Gymraeg
- Strwythur staffio sy'n hwyluso darparu gwasanaeth Cymraeg
- Sicrhau gwasanaeth Cymraeg o safon uchel

Service Provision

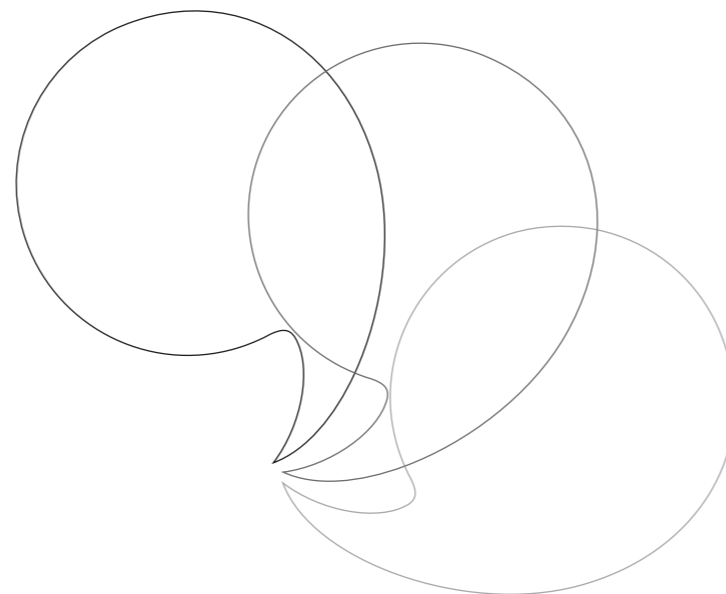
5. It should be ensured that the implementation of policy complies with the clauses in the organisation's Language Scheme.
6. The requirements of Welsh speaking service users and the Language Scheme should be an initial consideration when planning resources and finance for new activities. For example, consideration should be given to costs such as translation from the outset. The Welsh language should also be an initial consideration when developing new IT systems and initiatives as such could save time and money in the long-term.
7. When consulting during policy development, it should be ensured that the consultation sample is representative of Welsh speaking service users. If the consultation is limited to selected bodies, it should be ensured that the appropriate language planning institutions are part of the process. For example, in the case of a policy or venture involving leisure and young people, consideration should be given to including the Urdd, the local Menter Iaith and the Board among others.
8. Forward planning should ensure that services are available in Welsh if that is the language of choice. Depending on the objectives and activity of the policy or initiative in question, this can mean actions such as ensuring that helplines offer a bilingual service, planning to develop a bilingual website, or ensuring that an adequate number of bilingual staff is available to operate the scheme.
9. The structure and staffing profile of any new service or initiative should facilitate the provision of a Welsh language service, rather than hinder the development. As far as is both appropriate and practical, an adequate number of bilingual staff should be available to ensure a Welsh-medium service.
10. It should be ensured that the Welsh language service is of a high standard and that it is as readily available as the service in English.

Box 1. Considering the Welsh Language in developing services:

- Ensure compliance with the Language Scheme.
- Consider the requirements of Welsh speaking service users when planning resources and finance
- Consult with Welsh speakers or Welsh language organisations where appropriate
- Ensure language choice – that the service is available in Welsh
- Staffing structure that facilitates provision of a Welsh language service
- Ensure a high quality Welsh language service.

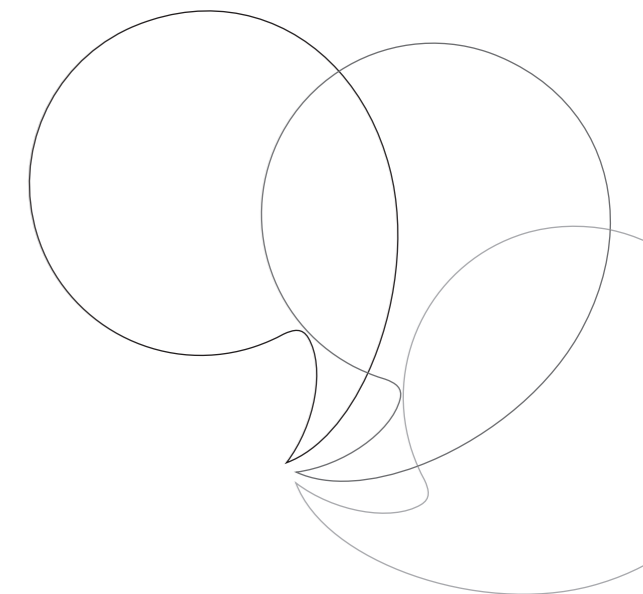
Hyrwyddo'r Gymraeg

11. Mae gan awdurdodau lleol rôl holl bwysig i'w chyflawni yn natblygiad ac adfywiad y Gymraeg ar lefel leol a chymunedol. Mae gan awdurdodau gyswllt uniongyrchol gyda'r cyhoedd mewn sawl maes a bydd rhai polisiâu yn cael effaith ar y Gymraeg y tu hwnt i ystyriaethau ynghylch darparu gwasanaethau'n ddwyieithog. Mae ganddynt y potensial i effeithio ar les y Gymraeg ar lefel gymunedol a chenedlaethol.
12. Fel rhan o raglen Creu'r Cysylltiadau mae Llywodraeth y Cynulliad wedi ymrwmo i leihau nifer y cynlluniau sy'n ofynnol oddi wrth Llywodraeth Leol. Bydd fframwaith o 4 strategaeth lefel uwch yn amlinellu sut y bydd disgwyl i bob gwasanaeth gyfrannu tuag at yr amcanion tymor hir a'r weledigaeth a ddisgrifir ymhob strategaeth. Y ddogfen strategol allweddol yw'r **Strategaeth Gymunedol** ac fe'i hategir gan dair strategaeth arall sef, **Iechyd, Gofal Cymdeithasol a Lles; Plant a Phobl Ifanc; a Cynlluniau Datblygu Lleol**. Bydd gofyn sicrhau bod ystyriaeth briodol i'r Gymraeg yn y pedair strategaeth allweddol yma yn ogystal â chadw gorolwg ar y strategaethau eraill fydd yn goroesi yn dilyn yr ymarferiad rhesymoli cynlluniau.
13. Mae darparu gwasanaethau cyfrwng Cymraeg yn cynnig cyfleoedd i ddefnyddio'r iaith, ond os yw'r iaith am ffynnu rhaid newid arferion defnyddio'r Gymraeg ac annog pobl i fanteisio ar gyfleoedd sydd eisoes yn bodoli a mentro i greu rhai newydd. Mae atgyfnerthu'r Gymraeg fel iaith gymunedol yn allweddol i hynny mewn nifer o ardaloedd.
14. Mae gan awdurdodau lleol, drwy weithredu polisiâu a mentrau penodol gyfle i hyrwyddo defnydd o'r Gymraeg mewn, nifer o ffyrdd, er enghraifft:
 - cydweithio gyda mudiadau cymunedol a gwirfoddol i wneud defnydd o'r Gymraeg
 - annog cwmnïau i ddefnyddio'r Gymraeg yn eu busnes
 - gweithio gyda grwpiau targed penodol megis pobl ifanc ar brosiectau i gynyddu defnydd o'r Gymraeg
 - gweithio gyda mentrau iaith a phartneriaid eraill i gryfhau'r Gymraeg fel iaith gymunedol
 - edrych am gyfleoedd i ddefnyddio'r Gymraeg yn y gweithle
 - codi ymwybyddiaeth newydd ddyfodiaid di-Gymraeg.



Promoting the Welsh Language

11. Local authorities have a vital role to play in the development and regeneration of the Welsh language on a local and community level. Authorities have direct contact with the public in a number of areas and some policies affect the Welsh language beyond considerations regarding the provision of bilingual services. They have the potential to affect the wellbeing of the Welsh language at community and national level.
12. As part of the Making the Connections programme, the Assembly Government has committed itself to reducing the number of plans required from Local Authorities. A framework of 4 higher level strategies will outline how every service will be expected to contribute towards the long term objectives and the vision described in each strategy. The key strategic document is the **Community Strategy** and it is supported by three other strategies, namely, **Health, Social Care and Welfare; Children and Young People;** and **Local Development Plans**. It will be necessary to ensure that appropriate consideration is given to the Welsh language in these four key strategies as well as to keep an overview of the other new and surviving strategies following the plan rationalisation exercise.
13. The provision of Welsh medium services offers opportunities to use the language, but if the language is to prosper the ways in which it is used need to change and people need to be encouraged to take advantage of existing opportunities and to venture to create new opportunities. Safeguarding Welsh as a community language is key to this in many areas.
14. Local authorities, by implementing specific policies and initiatives, have the opportunity to promote the use of Welsh in a number of ways, for example by:
 - working with community and voluntary organisations to make use of Welsh
 - encouraging companies to use Welsh in their business
 - working with specific target groups, such as young people on projects to increase the use of Welsh
 - working with local language initiatives (Mentrau Iaith) and other partners to strengthen Welsh as a community language
 - considering opportunities to use Welsh in the workplace
 - raising awareness among non-Welsh speaking incomers.



15. Mae nifer o feysydd polisi awdurdodau lleol yn debygol o allu cyfrannu at weithgareddau hyrwyddo. Mae'r rhestr isod yn cynnwys enghreifftiau o gyfeiriadau at y Gymraeg mewn dogfennau polisi cyfredol. Nid yw cyfeiriadau o'r fath yn gwarantu deilliannau cadarnhaol (y gweithredu dilynol sy'n allweddol), ond maent yn gam cyntaf pwysig wrth brif ffrydio a hyrwyddo'r Gymraeg.

Strategaeth Gymunedol Môn "Gwella Bywyd Môn"

- Hyrwyddo'r iaith Gymraeg yn egwyddor trawsbynciol
- Un o'r nodau strategol allweddol - "Datblygu cymunedau cwbl ddwyieithog lle gall y Gymraeg a diwylliant ac etifeddiaeth Gymreig lewyrchu a ffynnu"
- Mae'r Cyngor hefyd wedi dechrau datblygu dangosyddion penodol ar yr iaith Gymraeg i fesur cyfraniad y strategaeth.

Strategaeth Gymuned Sir y Fflint

- Egwyddor Craidd – yr iaith Gymraeg "Mae'r iaith Gymraeg yn rhan hanfodol o ddiwylliant a hunaniaeth Sir y Fflint. Mae'n iaith ddeinamig, bywiog a chyfoes a glywir ac a siaredir yn naturiol mewn lleoedd cyffredin ledled y Sir. Mae'n berthnasol i bob maes o fywyd cymunedol. Mae felly'n berthnasol i bob agwedd ar gynllunio cymunedol a dylid ei hystyried wrth gynllunio pob math o weithgaredd."

"Equality and Diversity Strategy for Adult Services" Cyngor Sir Caerdydd

- Adran ar yr iaith Gymraeg – "It is important that people are able to choose the language they communicate in, as people are often able to express their needs and views more effectively in their preferred language. Adult Services aims to build an inclusive and consistent provision for Welsh speakers within its workplace and services."

Strategaeth Adfywio Gwynedd (drafft ymgynghorol):

- "Gwerthoedd craidd – sicrhau lle amlwg a chanolog i'r iaith Gymraeg o fewn cymdeithas ddwyieithog"
- Blaenoriaethau thematig yn cynnwys "iaith a diwylliant."

Cynllun Datblygu Unedol Castell Nedd Port Talbot

- Polisi CS3 – yr iaith Gymraeg "Disgwylir i gynigion a fyddai'n debygol o gael effaith sylweddol ar gymeriad ieithyddol cymunedau yng nghymoedd Tawe, Aman a Thwrch gynnwys asesiad o effaith ar iaith ynghyd a mesurau priodol i liniaru unrhyw effeithiau andwyol."

Cynllun Plismona Blynyddol Heddlu Gogledd Cymru

- Trafodaeth am berthnasedd y Cynllun Iaith Gymraeg yn yr adran "Ystyriaethau" – "Yn unol â'n cyfrifoldebau o dan Deddf yr Iaith Gymraeg 1993 y mae'n ddyletswydd arnom i drin yr iaith Gymraeg a'r iaith Saesneg yn gyfartal. Yr ydym yn ddiweddar wedi paratoi ac adolygu Cynllun Iaith sy'n egluro sut y byddwn yn gweithio tuag at sicrhau darparu dewis iaith wrth gyflenwi gwasanaeth."

15. A number of local authority policy areas are likely to have the potential to contribute towards language promotion activities. The list below includes some examples of references towards Welsh in current policy documents. Such references do not necessarily lead to positive outcomes (the resulting activity is key), but they are an important first step in mainstreaming and promoting the language.

Anglesey Community Strategy "Improving Anglesey Life"

- Promoting the Welsh language is a crosscutting theme
- One of the key strategic aims "Developing fully bilingual communities through creating the appropriate social and economic conditions in which the Welsh language, culture and heritage can flourish and prosper"
- The Council has also started to develop language indicators to measure the contribution of the strategy.

Flintshire Community Strategy

- Core principle – Welsh language "The Welsh language is an essential part of the culture and identity of Flintshire. It is a dynamic, lively, modern language which is heard and spoken on a normal basis in natural everyday environments across the county. It is relevant to all areas of community life. It is, therefore, relevant to all aspects of community planning and should be considered when planning all types of activity."

"Equality and Diversity Strategy for Adult Services" Cardiff County Council

- Section on the Welsh Language – "It is important that people are able to choose the language they communicate in, as people are often able to express their need and views more effectively in their preferred language. Adult Services aims to build an inclusive and consistent provision for Welsh speakers within its workplace and services."

Gwynedd Regeneration Strategy (consultation draft):

- "Core values – ensuring a prominent and central role for the Welsh language within a bilingual society"
- Thematic priorities includes "Language and culture"

Neath Port Talbot Unitary Development Plan

- Policy CS3 Welsh Language – "Proposals which would be likely to have a significant impact on the linguistic character of a community in the Swansea, Amman and Twrch valleys will be expected to include a linguistic impact assessment and include any appropriate measures to mitigate any adverse effect."

North Wales Police Annual Policing Plan

- Discussion on the relevance of the Welsh Language Scheme in the "Our Considerations" section – "In accordance with our responsibilities under the Welsh Language Act 1993 we have a duty to treat the Welsh and English language on the basis of equality. We have recently prepared a revised Welsh Language Scheme which explains how we will work towards ensuring the provision of language choice in service delivery."

Trefniadaeth

16. Er mwyn hwyluso'r dasg o brif ffrydio'r Gymraeg yn effeithiol ym mholisiau a mentrau mae angen sicrhau bod trefniadau rheoli priodol mewn lle. Mae'r awgrymiadau sy'n dilyn yn cynnig dulliau o sicrhau bod y Cynllun Iaith a'r Gymraeg yn treiddio i mewn i fframweithiau datblygu a diwygio polisi. Ceir crynodeb o'r awgrymiadau ym **mlwch 3**.
17. Dylid gosod manau rheoli amlwg ac eglur. Bwriad hyn yw sicrhau na all polisiâu cyffredinol na chynlluniau strategol gael eu cytuno na'u diwygio heb ystyried anghenion y Cynllun Iaith a'r Gymraeg yn gyffredinol.
18. Argymhellwn fod sefydliadau yn gwneud uwch-reolwr neu gyfarwyddwr yn gyfrifol am brif ffrydio'r Gymraeg. Cyfrifoldeb y person hynny fydd sicrhau bod y swyddogion a'r ymgynghorwyr fydd yn gyfrifol am lunio polisiâu i'r Awdurdod yn ymwybodol o'u dyletswyddau parthed prif ffrydio. Efallai yn achos Awdurdodau Lleol dylid dynodi uwch reolwr ym mhob gwasanaeth yn gyfrifol am brif ffrydio o fewn yr adran gwasanaeth berthnasol.
19. Dylid sicrhau bod unrhyw drefniadau corfforaethol ar gyfer asesu effaith polisiâu yn rhoi ystyriaeth i'r Gymraeg. Er enghraifft mae rhai Awdurdodau wedi datblygu templedi asesu effaith neu declynnau asesu integredig ar draws y sefydliad. Dylid sicrhau bod trefniadau o'r fath yn ystyried y Cynllun Iaith a'r Gymraeg yn gyffredinol drwy gynnwys asesiad priodol. Mae Rhan 2 y ddogfen yn rhoi arweiniad i swyddogion ynglŷn â sut i wneud hynny.

Blwch 2. Dyma rai enghreifftiau o gwestiynau am y Gymraeg gaiff eu gofyn mewn teclynnau asesu effaith generig / corfforaethol:

"Does this policy or initiative impact on or have implications for promoting and encouraging use of the Welsh language and/or treating both English and Welsh on a basis of equality?" (Cyngor Sir Benfro)

"Does the policy ensure that women and men, different racial groups, Welsh speakers and disabled people have an equal access to all the services available? What are the indirect consequences of the policy for particular groups?" (Cyngor Sir Caerffili)

"Are there concerns that the policy could have a differential impact on people due to the Welsh language? What existing evidence (either presumed or otherwise) do you have for this?" (Heddlu De Cymru)

"Are the aims consistent with the Race Equality Scheme, Welsh Language Scheme, and Corporate Diversity and Equality Policy? Is there any evidence of actual or potential impact on different groups (specify groups and evidence)?" (Cyngor Sir y Fflint)

20. Bydd gofyn diffinio swyddogaeth y swyddog iaith yn y broses a gwneud hynny'n eglur i staff. Dylid dirprwyo'r dasg o weithredu'r trefniadau prif ffrydio ac asesu effaith i reolwyr a swyddogion sy'n gyfrifol am fentrau a pholisiau. Dylai'r swyddog iaith fod yn gyfrifol am roi arweiniad a chyngor arbenigol a chynorthwyo swyddogion eraill gydag ymholiadau penodol.

Procedure

16. In order to facilitate the task of mainstreaming the Welsh language effectively in policies and initiatives, appropriate management arrangements need to be in place. The following suggestions offer ways of ensuring that the Language Scheme and the Welsh language permeate into policy development and amendment arrangements. A summary of the suggestions can be found in **box 3**.
17. Clear and prominent control points should be established. The purpose of this is to ensure that neither general policies nor strategic plans can be agreed or revised without consideration of the requirements of the Language Scheme and the Welsh language in general.
18. We recommend that organisations should make a senior manager or director responsible for mainstreaming the Welsh language. It will be the responsibility of that person to ensure that the officers and consultants responsible for drawing up policies for the Authority are aware of their duties in respect of mainstreaming. Perhaps, in the case of Local Authorities, that a senior manager in every service should be designated to be responsible for mainstreaming within the relevant service department.
19. It should be ensured that any corporate arrangements for assessing the impact of policies include consideration of the Welsh language. For example, some Authorities have developed impact assessment templates or integrated assessment tools across the organisation. It should be ensured that such arrangements consider the Language Scheme and the Welsh language in general by including an appropriate assessment. Part 2 of this advice document provides guidance to officers on this issue.

Box 2. Listed below are examples of questions on the Welsh language asked in generic / corporate impact assessment tools:

"Does this policy or initiative impact on or have implications for promoting and encouraging use of the Welsh language and/or treating both English and Welsh on a basis of equality?" (Pembrokeshire County Council)

"Does the policy ensure that women and men, different racial groups, Welsh speakers and disabled people have an equal access to all the services available? What are the indirect consequences of the policy for particular groups?" (Caerphilly County Council)

"Are there concerns that the policy could have a differential impact on people due to the Welsh language? What existing evidence (either presumed or otherwise) do you have for this?" (South Wales Police)

Are the aims consistent with the Race Equality Scheme, Welsh Language Scheme, and Corporate Diversity and Equality Policy? Is there any evidence of actual or potential impact on different groups (specify groups and evidence)?" (Flintshire County Council)

20. It will be necessary to define the functions of the language officer in the process and to inform staff. The task of implementing mainstreaming and impact assessment arrangements should be delegated to managers and officers who are responsible for initiatives and policies. The language officer should be responsible for providing guidance and specialist advice and helping other officers with specific enquiries.

21. Dylid rhoi cyngor ac arweiniad i staff ynglŷn â'r disgwyliadau. Gall hynny fod ar sail hyfforddiant, canllawiau corfforaethol neu ganllawiau desg neu gyfuniad ohonynt. Yr hyn sy'n allweddol yw sicrhau bod y staff priodol/dylanwadol yn ymwybodol o'u cyfrifoldebau parthed prif ffrydio'r Gymraeg.
22. I'r graddau sy'n bosibl argymhellwn fod swyddogion iaith, drwy gydweithio gyda swyddogion polisi, yn llunio rhaglen brif ffrydio o'r strategaethau a'r polisiau arfaethedig sydd fwyaf tebygol o fod yn ddylanwadol o safbwynt y Gymraeg.
23. Dylid cynnal ymarferiadau hapwiriol achlysurol i asesu llwyddiant prif ffrydio ac i gasglu enghreifftiau o arfer da.

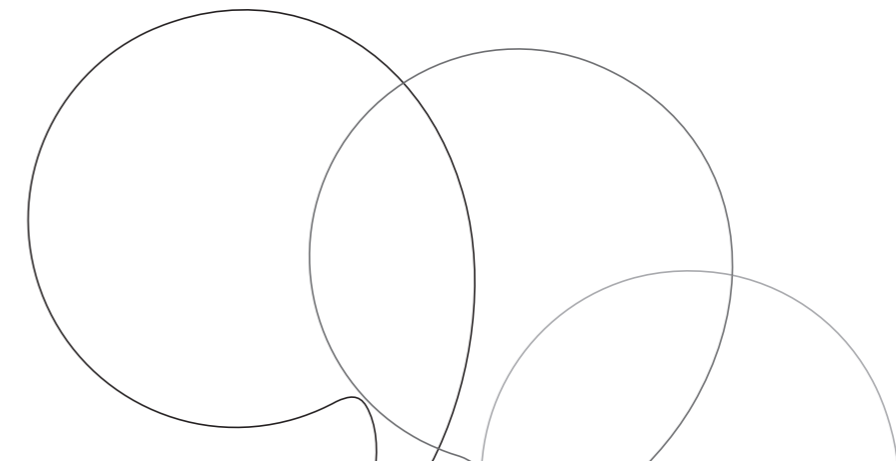
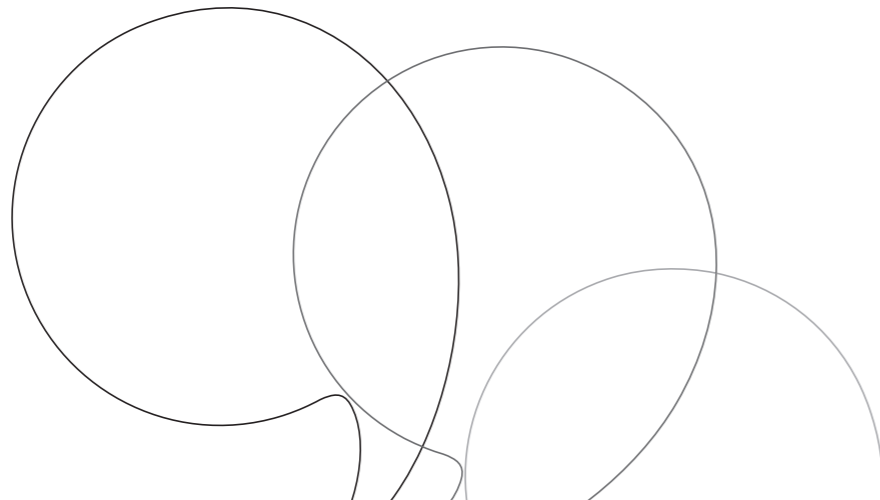
Blwch 3. Trefniadau rheoli ar gyfer prif ffrydio'r Gymraeg:

- Sefydlu manau rheoli amlwg ac eglur
- Rhoi cyfrifoldeb am brif ffrydio i uwch reolwr
- Cynnwys y Gymraeg mewn prosesau asesu effaith corfforaethol
- Diffinio swyddogaeth y swyddog iaith yn y broses
- Datblygu cyngor ac arweiniad i staff
- Llunio rhaglen prif ffrydio polisiau
- Ymarferiadau hapwiriol

21. Staff should be given advice and guidance on mainstreaming arrangements. This can be on the basis of training, corporate guidelines or desk instructions or a combination of all. The key is to ensure that the appropriate/influential members of staff are aware of their responsibilities regarding mainstreaming the Welsh language.
22. As far as possible we recommend that language officers, by working jointly with policy officers, formulate a mainstreaming programme of the organisation's prospective strategies and policies that are most likely to be influential in terms of the Welsh language.
23. Occasional spot-check exercises should be conducted to assess the success of mainstreaming and to collect examples of good practice.

Box 3. Management arrangements for mainstreaming the Welsh language:

- Establish clear control points
- Give responsibility for mainstreaming to a senior manager
- Include the Welsh language in corporate impact assessment processes
- Define the function of the language officer in the process
- Develop advice and guidance for staff
- Draw up a programme to mainstream policies
- Spot check exercises



Monitro ac adrodd

24. Er mwyn sicrhau bod prif ffrydio'r Gymraeg yn digwydd yn effeithiol bydd gofyn monitro gweithrediad. Y cam cyntaf fydd monitro cydymffurfiaeth â'r Cynllun Iaith Gymraeg. Bydd gofyn i'r swyddog sydd â chyfrifoldeb am y Cynllun Iaith sicrhau bod y sefydliad yn cydymffurfio gyda'r cymal "Polisiau a Mentrau" a gyda'r Cynllun Iaith yn gyffredinol. Bydd gofyn monitro effeithiolrwydd y trefniadau prif ffrydio hefyd drwy archwilio ac ystyried y traweffaith ieithyddol o safbwynt y gwasanaethau Cymraeg a gynigir ac ymdrechion i hyrwyddo'r Gymraeg.
25. Mae'n briodol graddoli unrhyw waith monitro yn seiliedig ar berthnasedd a dylanwad polisi neu fenter ar y Gymraeg.
26. Argymhellwn fod swyddogion yn cynnal hapwiriadau o bolisiau a chynlluniau yn achlysurol gan asesu i ba raddau mae'r trefniadau prif ffrydio wedi digwydd. Ni fydd modd i bob polisi a menter gyfrannu at y Gymraeg, ond dylid monitro'r rhai strategol a'r rhai sydd fwyaf dylanwadol o safbwynt y Gymraeg. Bydd angen cadw golwg penodol ar ddatblygiadau megis cynlluniau grant ac ar drefniadau megis technoleg gwybodaeth hefyd, fydd yn fesur o lwyddiant prif ffrydio.
27. Bydd rhai o'r polisiau a strategaethau allweddol, megis y Strategaeth Gymunedol yn cyfrannu'n sylweddol tuag at hyrwyddo'r Gymraeg. Gallai fod yn briodol datblygu targedau a dangosyddion perfformiad penodol ar yr iaith Gymraeg yn y strategaethau hyn a bydd gofyn i'r swyddogion cyfrifol ar y cyd â'r swyddogion iaith fonitro cyfraniad y strategaethau hyn tuag at y Gymraeg.
28. Disgwyliwn i awdurdodau adrodd ar brif ffrydio fel rhan o ofynion newydd y Bwrdd a gyhoeddwyd yn y "Cyngor Diwygio Cynlluniau Iaith ar gyfer Awdurdodau Lleol 2005". Mae nifer o awdurdodau hefyd wedi cynnwys ymrwymadau penodol ar brif ffrydio yn y cynllun iaith diwygiedig a / neu yn yr amserlen. Bydd y Bwrdd yn disgwyl i sefydliadau adrodd ar gynnydd wrth weithredu mesurau o'r fath.

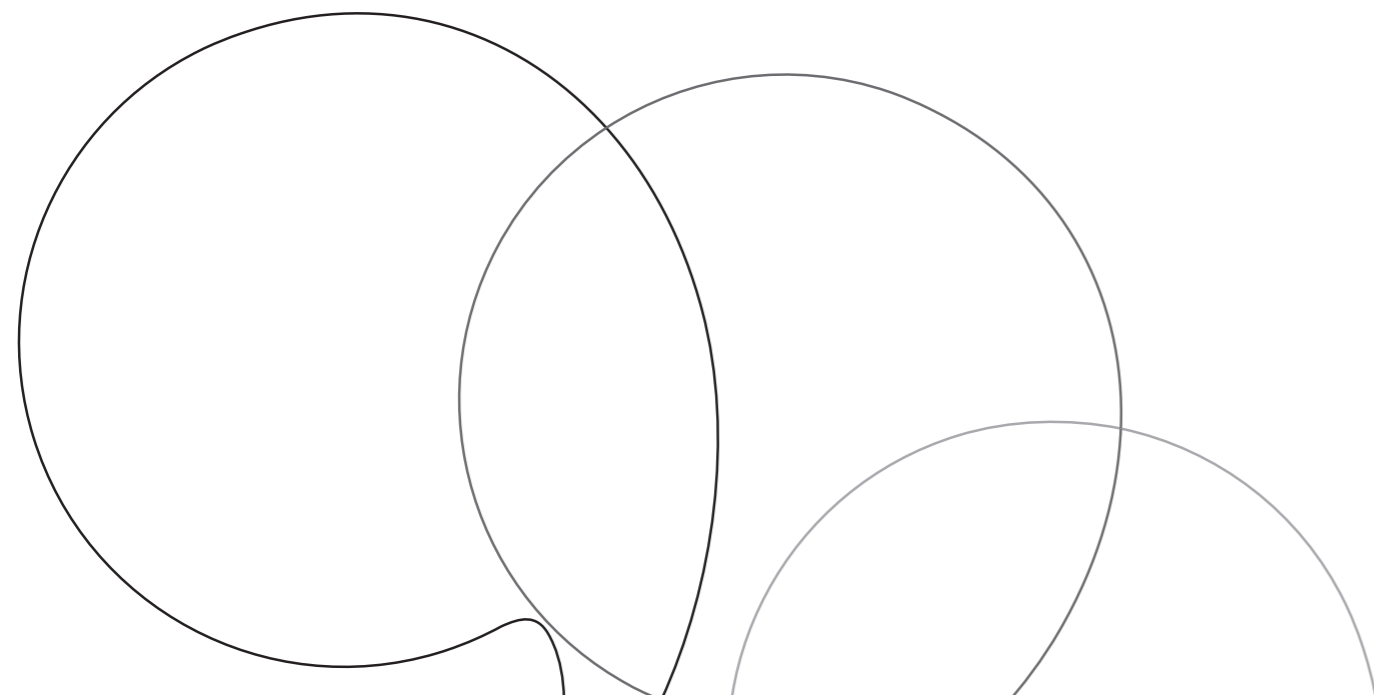
Monitoring and reporting

24. In order to ensure that mainstreaming the Welsh language takes place effectively, it will be necessary to monitor implementation. The first step will be to monitor compliance with the Welsh Language Scheme. The officer with responsibility for the Language Scheme should ensure that the organisation complies with the "Policies and Initiatives" clause and with the Language Scheme in general. The effectiveness of mainstreaming arrangements should also be monitored by inspecting and considering the linguistic impact of the Welsh language services offered and efforts to promote the language.
25. It is appropriate to base the amount of monitoring work on the relevance/influence of the policy or initiative on the Welsh language.
26. We recommend that officers hold spot checks of policies and plans occasionally, assessing to what extent the mainstreaming arrangements have occurred. It will not be possible for every policy and initiative to contribute towards the Welsh language, but strategic policies and policies that are most influential should be monitored. Specific attention should be given to developments such as grant schemes and information technology arrangements, which are another measure of the success of mainstreaming.
27. Some of the key policies and strategies, such as the Community Strategy will be able to contribute substantially towards promoting the Welsh language. It could be appropriate to develop specific targets and performance indicators on the Welsh language in these strategies and relevant officers in cooperation with language officers will need to monitor the contribution of these strategies towards the language.
28. We expect authorities to report on mainstreaming as part of the Board's new requirements published in the "Welsh Language Schemes Revision Advice for Local Authorities 2005". A number of authorities have also included specific commitments to mainstream in their amended Welsh language scheme and / or in the accompanying timetable. The Board will expect organisations to report on progress in implementing such measures.

RHAN 2

Asesu effaith

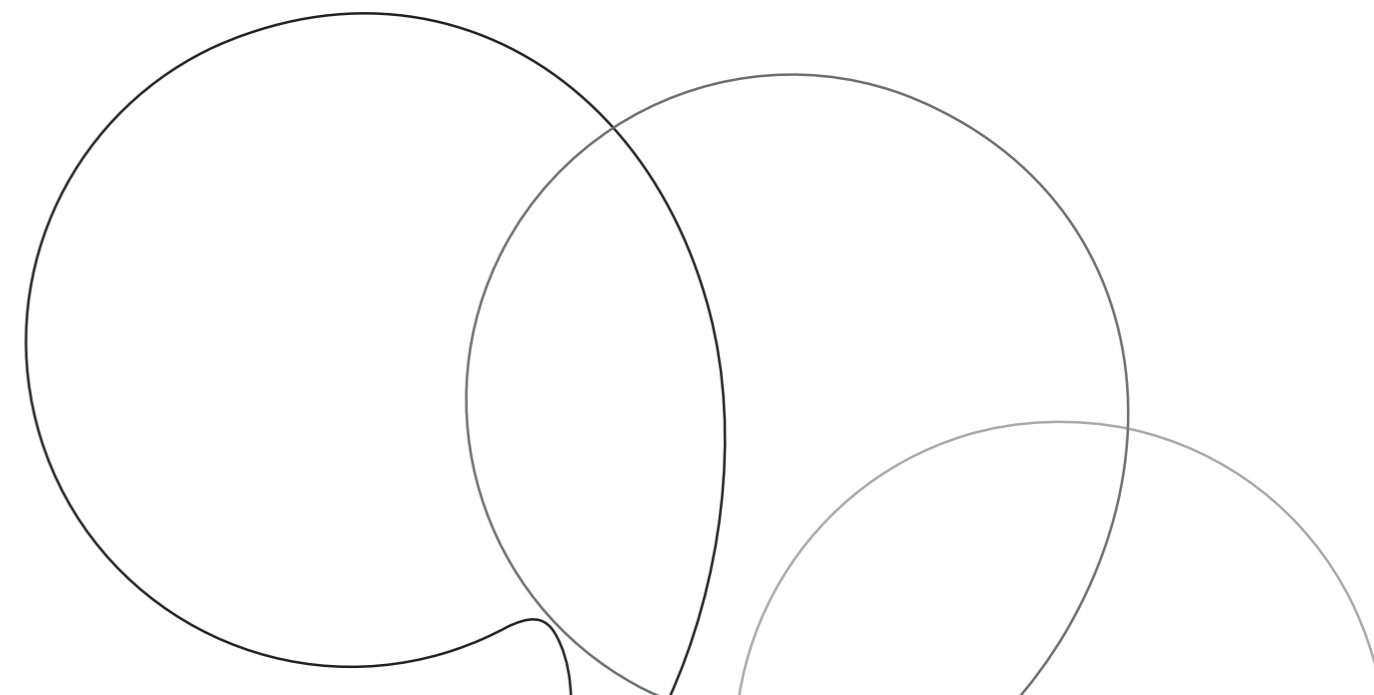
1. Mae rhan hwn y cyngor yn cynnig rhestr o'r ffactorau i'w hystyried er mwyn asesu effaith polisiau a mentrau ar y Gymraeg.
2. Os am brif ffrydio'r Gymraeg yn effeithiol bydd gofyn asesu effaith cynlluniau, gan gynnwys newidiadau polisi arfaethedig, ar y Gymraeg ac ar ddefnyddwyr Cymraeg eu hiaith. Diben hyn yw gwella gwaith yr awdurdod drwy sicrhau ei fod yn ystyried anghenion siaradwyr Cymraeg wrth gyflwyno polisiau, ei fod yn manteisio ar gyfleoedd i hyrwyddo'r Gymraeg, a'i fod yn cydymffurfio â'i Gynllun Iaith Statudol.
3. Mae asesu effaith yn ofyniad statudol mewn meysydd megis hil ac anabledd ac felly hefyd gyda'r Gymraeg. Bydd Cynllun Iaith Gymraeg statudol eich sefydliad yn cynnwys cymal am asesu effaith polisiau a mentrau ar y Gymraeg. Argymhellwn yn gryf bod swyddogion datblygu polisi yn sicrhau eu bod yn gyfarwydd ag ymrwymadau'r Cynllun Iaith cyn cychwyn y broses asesu effaith. Bydd swyddog iaith y sefydliad yn gallu rhoi cyngor ar hyn.
4. Dylid asesu a yw datblygiad arfaethedig yn debygol o gael effaith niweidiol ar y Gymraeg, neu a yw'r gweithgaredd yn cwrdd â'i botensial i hyrwyddo'r Gymraeg. Yn seiliedig ar y canfyddiadau hynny gellid ystyried camau lliniaru neu ddulliau o gynyddu neu o wella'r elfennau cadarnhaol. Dylai'r awdurdod fod yn barod i addasu ei gynlluniau yn sgil yr asesiad.
5. Mae'r cyngor sy'n dilyn yn cynnig tair cam gweithredu sydd wedi'u datblygu i fod yn gydnaws â threfniadau corfforaethol y mwyafrif o sefydliadau.



PART 2

Assessing impact

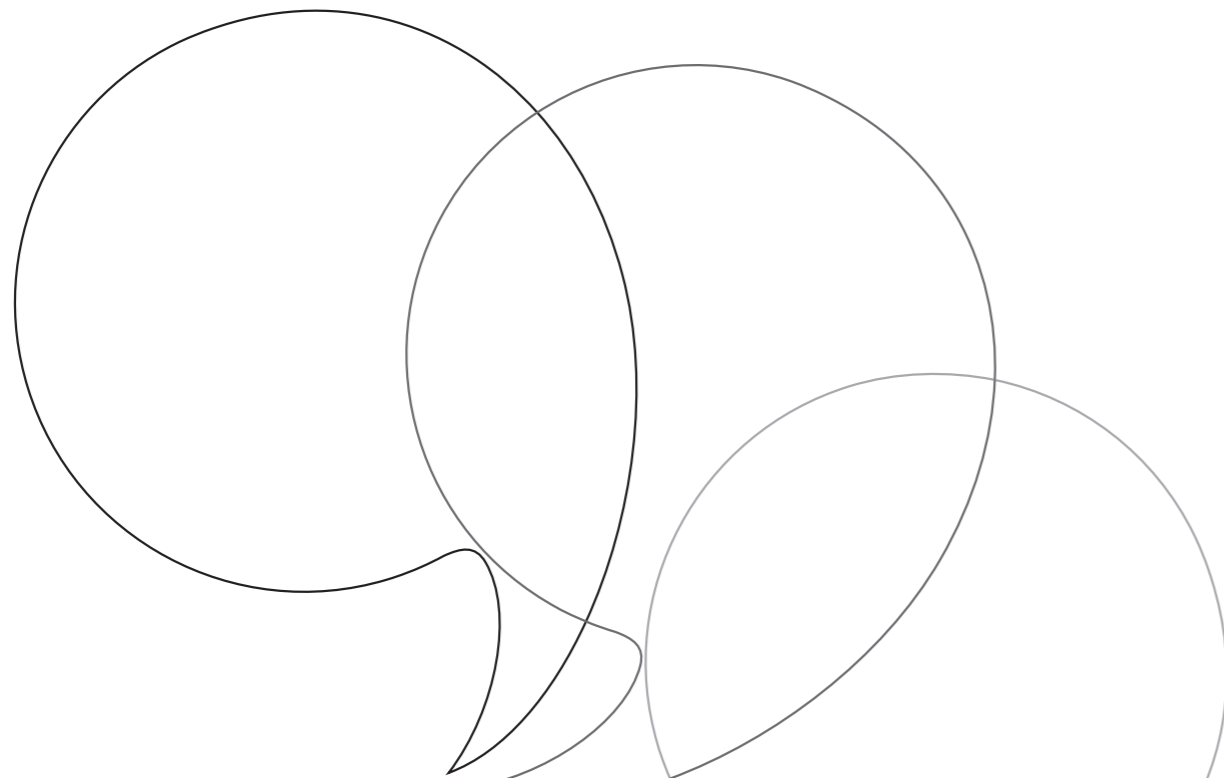
1. This section of the guidance offers a list of the factors to consider in assessing the impact of policies and initiatives on the Welsh language.
2. In order to mainstream the Welsh language effectively the impact of plans, including proposed policy changes, on the Welsh language and on Welsh speaking service users will need to be assessed. The purpose of this is to improve the work of the authority by ensuring that it considers the needs of Welsh speakers in policy development, that it takes advantage of opportunities to promote Welsh, and that it complies with its statutory language scheme.
3. Assessing impact is a statutory requirement in areas such as race and disability and this is also true in relation to Welsh. The organisation's statutory Welsh Language Scheme will include a measure on assessing the impact of policies and initiatives on Welsh. We strongly recommend that policy development officers ensure they are familiar with the commitments in the Scheme before commencing the impact assessment process. The organisation's Welsh language officer will be able to advise.
4. The assessment should consider whether a proposed development is likely to have a negative effect on Welsh, or if the activity fulfils its potential to promote Welsh. Based on those findings mitigation measures or methods of increasing or improving the positive elements should be considered. The authority should be prepared to adapt its plans as a result of the assessment.
5. The advice that follows is in three stages and is designed to be compatible with the corporate arrangements of most organisations.



Cam 1 – Casglu gwybodaeth

Er mwyn hwyluso asesiad effeithiol y cam cyntaf fydd casglu gwybodaeth am y polisi neu'r fenter arfaethedig. Mae teclynnau asesu effaith generig yn gofyn i swyddogion gasglu gwybodaeth am y polisi/gweithgaredd a asesir. Dyma'r math o wybodaeth dylid ei gasglu er mwyn gallu cynnal asesiad effeithiol ar y Gymraeg:

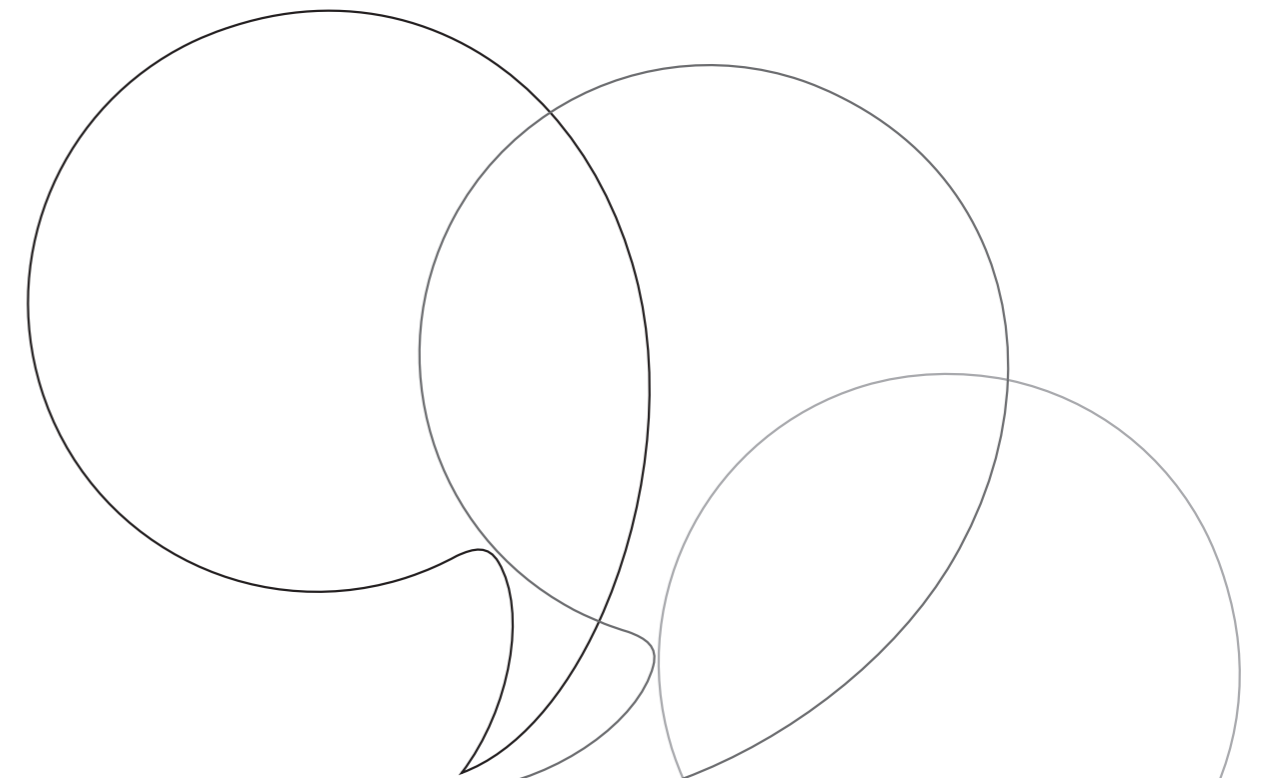
- amcanion y prosiect
- natur y gweithgaredd
- pwy fydd yn elwa o'r fenter / grwpiau targed
- canlyniadau / deilliannau
- partneriaid
- hyd oes y cynllun / pryd fydd yn cael ei ddiwygio
- cyfrifoldeb am y polisi
- data neu ymchwil perthnasol ar y pwnc
- trefniadau ymgynghori
- trefniadau monitro ac asesu



Stage 1 - Information gathering

In order to facilitate an effective assessment, the first step will be to collect information about the proposed policy or initiative. Generic impact assessment tools require officers to gather information about the policy/ activity to be assessed. Below is a list of the sort of information that should be gathered in order to undertake an effective assessment on the Welsh language:

- the objectives of the project
- the nature of the activity
- who will benefit from the initiative / target groups
- desired results / outcomes
- partners
- length of the initiative / when will it be reviewed
- responsibility for the policy
- data or relevant research on the subject
- consultation arrangements
- monitoring and assessment arrangements



Cam 2 – Ffactorau i'w hystyried wrth asesu effaith ar y Gymraeg

Wrth fynd ati i ateb cwestiynau ar asesu effaith ieithyddol mewn teclynnau generig, neu wrth asesu sut bydd polisiau neu fentrau arfaethedig yn effeithio ar y Gymraeg yn gyffredinol, dylid ystyried y pedwar ffactor isod. Bydd y graddau mae'r ffactorau hyn (a'r cwestiynau dilynol o dan bob pennawd) yn berthnasol yn dibynnu ar y polisi, menter neu'r gwasanaeth dan sylw. Bwriad y cwestiynau yw gwneud i chi feddwl am effaith neu gyfraniad ehangach posibl eich polisi neu fenter ar y Gymraeg. Os oes unrhyw amheuaeth neu ansicrwydd argymhellwn fod swyddogion yn ymgynghori gyda swyddog iaith y sefydliad, neu'n gofyn cyngor Bwrdd yr Iaith Gymraeg.

1. Cydymffurfiaeth â'r Cynllun Iaith Gymraeg

- a. A yw'r polisi neu gynllun arfaethedig yn ddylanwadol o ran delio â'r cyhoedd sy'n siarad Cymraeg?
 - A fydd gweithgareddau megis gohebu drwy lythyr, cyfathrebu dros y ffôn, cyfarfodydd cyhoeddus a chyfarfod eraill yn cydymffurfio â'r cynllun iaith?
 - A fydd unrhyw ddatblygiad TG newydd yn cydymffurfio â'r cynllun?
- b. A yw'r polisi neu ddatblygiad yn debygol o effeithio ar wyneb cyhoeddus y sefydliad?
 - A fydd unrhyw arwyddion yn cydymffurfio â'r cynllun iaith?
 - A fydd unrhyw gyhoeddiadau a ffurflenni yn cydymffurfio?
 - A fydd unrhyw ddeunydd cyhoeddusrwydd neu ymgyrchoedd marchnata yn cydymffurfio?
 - A fydd hysbysebion recriwtio staff yn cydymffurfio?
- c. A yw'r polisi neu fenter yn debygol o gael effaith ar weithrediad y cynllun iaith?
 - A fydd y polisi'n creu swyddi newydd?
 - A fydd y trefniadau staffio yn hwyluso gweithrediad y cynllun iaith?
 - A fydd y polisi neu fenter yn cynnig hyfforddiant drwy gyfrwng y Gymraeg?
 - A fydd unrhyw drefniadau gyda thrydydd parti yn cydymffurfio â'r cynllun iaith?
 - A fydd y polisi neu fenter yn cynnwys unrhyw dargedau neu ddangosyddion ynglŷn â'r Gymraeg?
 - Sut caiff cyrhaeddiad ei fonitro a'i fesur?

2. Effaith ar ddefnyddwyr iaith Gymraeg

- a. A fydd y polisi yn cynnig dewis iaith i ddefnyddwyr?
 - A fydd modd i ddefnyddwyr ddewis derbyn unrhyw elfen o'r gwasanaeth yn Gymraeg?
- b. Oes perygl i'r polisi neu gynllun gam wahaniaethu yn erbyn defnyddwyr Cymraeg?
 - A yw anghenion siaradwyr Cymraeg wedi ei gynllunio mewn i'r polisi?
 - A yw siaradwyr Cymraeg yn debygol o dderbyn yr un safon o wasanaeth a'r hyn a dderbynir yn Saesneg?
 - A yw trefniadau iaith Gymraeg yn debygol o arwain at oedi yn y gwasanaeth?

Stage 2 – Factors to consider when assessing impact on Welsh

In answering language impact assessment questions within generic tools, or in assessing how proposed policies or initiatives can affect Welsh in general, the four issues below should be considered. The extent to which these issues (and the supplementary questions) are relevant will depend on the policy, initiative or service in question. The purpose of the questions is to make you think about the wider impact or contribution of your policy or initiative on the Welsh language. If there is any doubt or uncertainty, we suggest that officers consult the organisation's language officer, or seek the Welsh Language Board's advice.

1. Compliance with the Welsh Language Scheme

- a. Is the proposed policy or scheme influential in terms of dealing with the Welsh speaking public?
 - Will activities such as corresponding by letter, communicating by telephone, public meetings and other meetings comply with the language scheme?
 - Will any new IT development comply with the Scheme?
- b. Is the policy or development likely to impact upon the public image of the organisation?
 - Will all signs comply with the language scheme?
 - Will publications and forms be compliant?
 - Will any publicity material or marketing campaigns comply?
 - Will staff recruitment advertisements comply?
- c. Is the policy or initiative likely to have an impact upon the implementation of the language scheme?
 - Will the policy create new jobs?
 - Will the staffing arrangements facilitate the implementation of the language scheme?
 - Will the policy or initiative offer training through the medium of Welsh?
 - Will any arrangements with third parties comply with the Scheme?
 - Will the policy or initiative include any targets or indicators relating to the language?
 - How will performance be monitored and measured?

2. Effect on Welsh speaking users

- a. Will the policy offer a language choice for users?
 - Will it be possible for users to receive any part of the service in Welsh?
- b. If there a risk for the policy or scheme to discriminate against Welsh speaking service users?
 - Have the needs of Welsh speakers been considered in the policy?
 - Are Welsh speakers likely to receive the same standard of service as provided in English?
 - Are Welsh language arrangements likely to lead to a delay in the service?

- c. A fydd y polisi neu weithgaredd yn debygol o wneud y Gymraeg yn fwy gweledol?
- A yw'n debygol o gynyddu defnydd drwy gynhyrchu deunyddiau ac arwyddion Cymraeg?
 - A yw'n debygol o ddylanwadu ar eraill i wneud mwy o ddefnydd gweledol o'r Gymraeg, e.e. busnesau?
- ch. A fydd y gwasanaeth Cymraeg ynghlwm â'r polisi yn hygyrch?
- A fydd gwasanaeth yr un mor hawdd i'w gael yn Gymraeg a Saesneg?
 - A fydd gwasanaethau ar gael yr un pryd?

3. Effaith ar gymunedau Cymraeg

- a. A yw'r polisi neu'r fenter yn cynnig camau fydd yn debygol o ddiogelu'r Gymraeg mewn cymunedau?
- A yw'n debygol o gyfrannu tuag at ymdrechion i ddelio gyda heriau newid demograffeg a mudo – fel cynnig cyfleoedd i bobl ifanc aros yn eu cymunedau?
 - A yw'n debygol o gyfrannu tuag at yr economi leol mewn cymunedau Cymraeg?
 - A fydd yn darparu gwasanaethau cyfrwng Cymraeg, megis gwarchod plant?
- b. A yw'r polisi neu fenter yn cymryd camau i hybu a hyrwyddo'r Gymraeg?
- A yw'r polisi'n cyfrannu at fywyd cymdeithasol cyfrwng Cymraeg?
 - A yw'n cynnig cyfleoedd i bobl ifanc ddefnyddio'r Gymraeg tu allan i oriau ysgol?
 - A yw'n darparu gwasanaeth newydd fydd hefyd ar gael yn Gymraeg? e.e. darpariaeth neu weithgaredd hamdden neu chwaraeon
 - A yw'n cyfrannu neu'n ychwanegu gwerth at weithgareddau eraill yn y maes iaith – e.e. gwaith y Fenter Iaith leol, yr Urdd ayyb

4. Cyfraniad tuag at gynlluniau iaith, strategaethau a chanllawiau eraill perthnasol ynglŷn â'r iaith Gymraeg.

- a. Cynlluniau iaith mudiadau partner neu gyrff cyhoeddus cyfagos:
- A yw'r awdurdod yn gweithio mewn partneriaeth ar y polisi neu gynllun?
 - Pa sefydliadau eraill sy'n debygol o gael eu heffeithio gan y datblygiad?
 - Oes gan y sefydliadau rheiny gynlluniau iaith?
 - A yw'r polisi'n cyfrannu at y cynlluniau hyn?
- b. Strategaethau iaith Gymraeg perthnasol:
- Sut mae'r polisi neu gynllun yn cyfrannu tuag at amcanion a gweledigaeth Llywodraeth y Cynulliad yn Iaith Pawb? (gweler blwch 4)
 - A fydd y polisi neu gynllun yn cyfrannu tuag at strategaeth y Fenter Iaith leol?

- c. Is the policy or activity likely to make Welsh more visible?
- Is it likely to increase use of the language by producing Welsh language materials and signs?
 - Is it likely to influence others to make more use of Welsh, for example businesses?
- d. Will the Welsh language service in relation to the policy be accessible?
- Will the service be as accessible in Welsh as in English?
 - Will the services be available at the same time?

3. Effect on Welsh speaking communities

- a. Is the policy or initiative likely to contribute towards safeguarding Welsh in communities?
- Is it likely to contribute towards efforts to tackle the challenges of demographic change and migration - such as providing opportunities for young people to stay in their communities?
 - Is it likely to contribute towards the local economy in Welsh speaking areas?
 - Will it provide Welsh medium services - such as childminding services?
- b. Does the policy or initiative take steps to promote and facilitate the Welsh language?
- Does the policy contribute towards Welsh medium community activities?
 - Does it offer opportunities for young people to use Welsh outside school hours?
 - Does it offer a new service that will also be available in Welsh – for example leisure or sporting activities and provision?
 - Does it contribute or add value to other activities relating to language, such as the work of the local Welsh language initiative (Menter Iaith), the Urdd etc.

4. Contribution towards language schemes, strategies and other relevant guidance relating to the Welsh language.

- a. The language schemes of partner organisations or nearby public bodies:
- Is the authority working in partnership on the policy on initiative?
 - Which other organisations are likely to be affected by the development?
 - Do those organisations have language schemes?
 - Does the policy contribute towards these schemes?
- b. Relevant Welsh language strategies:
- How does the policy or initiative contribute towards the aims and the vision of the Assembly Government in Iaith Pawb? (see box 4)
 - Will the policy or activity contribute towards the local Welsh language initiative's strategy (Menter Iaith)?

c. Cyfraniad a chydymffurfiaeth gyda chanllawiau a strategaethau perthnasol Bwrdd yr Iaith Gymraeg. Mae'r rhai diweddaraf yn cynnwys:

- Strategaeth Sector Breifat – os yw'r polisi neu weithgaredd yn ymwneud â datblygu economaidd neu dwristiaeth neu os yw'n delio â chwmnïau a busnesau gallai'r strategaeth hon fod yn berthnasol.
- Canllaw Dyrannu Grantiau – gallai hwn fod yn berthnasol os yw'r polisi neu gynllun yn debygol o gynnig nawdd grant.
- O'n Gwirfodd 2006 – canllaw arfer da yw hwn i ddatblygu'r Gymraeg yn y sector gwirfoddol. Lluniwyd y ddogfen ar y cyd rhwng Bwrdd yr Iaith Gymraeg a Chyngor Gweithredu Gwirfoddol Cymru. Os yw cynllun neu bolisi yn delio'n benodol â'r sector gwirfoddol neu'n debygol o ddylanwadu ar y sector dylid ystyried amcanion y ddogfen hon.
- Strategaeth Ieuenctid – cynyddu defnydd cymdeithasol pobl ifanc (11-25) o'r Gymraeg yw nod y strategaeth. Mae'r gwaith hwn yn allweddol i ddyfodol y Gymraeg a dylai polisiau a gweithgareddau yn y maes ieuenctid ystyried ac, i'r graddau sy'n briodol, adlewyrchu rhai o amcanion y strategaeth.
- Technoleg Gwybodaeth a'r Gymraeg: Dogfen Strategaeth – hanfod y strategaeth yw prif ffrydio'r Gymraeg yn y sector technoleg gwybodaeth. Dylai unrhyw ddatblygiadau TG neu unrhyw gynlluniau sy'n debygol o wneud defnydd helaeth o dechnoleg ystyried y strategaeth.

Blwch 4. Targedau Allweddol Iaith Pawb (2.16)

Erbyn 2011:

- bod y ganran o bobl Cymru sy'n gallu siarad Cymraeg wedi cynyddu 5 pwynt canran o'r ffigwr a ddaw i'r amlwg o gyfrifiad 2001³;
- bod y lleihad yn nifer y cymunedau lle mae'r Gymraeg yn cael ei siarad gan dros 70% o'r boblogaeth yn cael ei atal;
- bod cynnydd yng nghanran y plant sy'n derbyn addysg cyn-ysgol drwy gyfrwng y Gymraeg;
- bod cynnydd yng nghanran y teuluoedd lle mae'r Gymraeg yn brif iaith sgwrsio/cyfathrebu rhwng oedolion a phlant ar yr aelwyd;
- ei bod yn bosibl i gyrff cyhoeddus, preifat a gwirfoddol ddarparu mwy o wasanaethau, trwy gyfrwng y Gymraeg.⁴

c. Contribution and compliance with Welsh Language Board guidance and strategies, including:

- Private Sector Strategy – if the policy or activity deals with economic development or tourism or if it involves contact with companies and businesses then this strategy could be relevant.
- Awarding Grants Guidance – this could be relevant if your policy or initiative is likely to offer grant support.
- As Good As Our Words 2006 – this is a good practice guidance document to develop the Welsh language in the voluntary sector. The document was developed in partnership between the Welsh Language Board and the Wales Council for Voluntary Action. If a scheme or policy deals directly with the voluntary sector or if it is likely to influence the sector then the aims of the guidance document should be considered.
- Youth Strategy – the aim of the strategy is to increase the use of Welsh socially among young people (11-25). This work is key to the future of the Welsh language and policies and activities dealing with young people should consider, and when appropriate, reflect some of the aims of the strategy.
- Information Technology and Welsh: a Strategy Document – the strategy essentially deals with mainstreaming Welsh in the information technology sector. Any IT development or any project that is likely to make significant use of technology should consider the strategy.

Box 4. Key Targets in Iaith Pawb (2.16)

By 2011:

- the percentage of people in Wales able to speak Welsh has increased by 5 percentage points from the figure which emerges from the census of 2001³;
- the decline in the number of communities where Welsh is spoken by over 70% of the population is arrested;
- the percentage of children receiving Welsh medium pre-school education has increased;
- the percentage of families where Welsh is the principal language of conversation/communication between adults and children at home has increased;
- more services by public, private and voluntary organisations are able to be delivered through the medium of Welsh.⁴

³ O bawb 3 oed a throsodd, dywedodd 20.8% eu bod yn gallu siarad Cymraeg. Golyga hynny bod y targed hwn yn anelu i gynyddu'r ganran o bobl sy'n gallu siarad Cymraeg i 25.8% erbyn 2011.

⁴ Mae "Arolwg Defnydd Iaith 2004" a "Bywiogrwydd y Gymraeg: Mantolen Ystadegol (Mai 2006)"; Bwrdd yr Iaith Gymraeg yn darparu'r wybodaeth ystadegol ddiweddaraf ar nifer o'r pynciau hyn.

³ Of all people aged 3 and over, 20.8% said they could speak Welsh. This means that the target aims to increase the percentage of people who can speak Welsh to 25.8% by 2011.

⁴ The "Welsh Language Use Survey 2004" and "The Vitality of Welsh: A Statistical Balance Sheet (May 2006)"; the Welsh Language Board, provide the latest statistical information on a number of these subjects.

Cam 3 – Ystyried camau lliniaru

1. Os yw'r gwaith asesu yn casglu bod polisi neu fenter yn debygol o gael effaith negyddol ar y Gymraeg dylid ystyried camau lliniaru.
2. Mae ystyried camau lliniaru wrth ddatblygu polisiau neu brosiectau yn golygu ystyried opsiynau eraill fyddai'n gallu cyflawni un neu fwy o'r amcanion isod:
 - ehangu neu wella'r ddarpariaeth iaith Gymraeg
 - osgoi effeithiau andwyol sylweddol, neu
 - lleihau effeithiau andwyol sylweddol
3. Wrth drafod a oes angen cymryd camau lliniaru ar gyfer gweithgaredd neu bolisi penodol, dyma rai o'r ffactorau allweddol i'w hystyried:
 - **angen a galw** - ydyw'r mesur yn angenrheidiol? A fyddai'n bosibl cwrdd â'r galw heb unrhyw ddatblygiad o'r newydd? A fyddai modd defnyddio darpariaeth arall sydd eisoes yn bodoli?
 - **dull a phroses** – sut dylai ddigwydd? Ydyw buddiannau'r iaith Gymraeg wedi'i gynllunio mewn i'r broses? Oes modd defnyddio dulliau gwahanol/ llai niweidiol? Dylid ystyried ffactorau megis technoleg a chynllunio i sicrhau bod prosesau yn cefnogi dwyieithrwydd yn hytrach na'i rwystro.
 - **Lleoliad** – ble ddylai'r datblygiad fod / beth yw dylanwad daearyddol y polisi? Mae ystyriaethau o'r fath yn allweddol i ddyfodol cymunedau iaith Gymraeg. Dylai datblygiadau fod yn sensitif i anghenion cymunedau o'r fath a dylai bod dealltwriaeth o broffil ieithyddol cymunedau ac ardaloedd. Dylid ystyried lleoliad gwasanaethau eraill perthnasol hefyd – e.e.. lleoliad mae ysgolion Cymraeg lleol ayyb.
 - **Amseriad** - pryd ac ym mha drefn ddylai datblygiadau ddigwydd? Mae graddfa datblygu yn bwysig hefyd mewn rhai meysydd a gellid lleihau effaith niweidiol er enghraifft drwy ledaenu datblygu dros gyfnod o amser.

Stage 3 – Considering mitigation measures

1. If the assessment work concludes that a policy or initiative is likely to have a negative effect on Welsh then mitigation measures should be considered.
2. In considering mitigation measures when developing policies or projects officers should consider the need to look at other options that could achieve one or more of the following aims:
 - expand or improve the Welsh language provision
 - avoid significant negative effects, or
 - reduce significant negative effects.
3. When discussing the need to undertake mitigation measures for specific policies or activities, these are some of the key factors that should be considered:
 - **demand and need** – is the measure in question necessary? Would it be possible to meet the demand without any new development? Would it be possible to use another existing provision?
 - **Process and method** – how should it be implemented? Have the needs of the Welsh language been incorporated into the process? Is it possible to use different/ less harmful methods? Factors such as technology should be considered and plan ahead to ensure that bilingualism is supported rather than hindered by new processes.
 - **Location** – where should development occur/ what is the geographical influence of the policy? Such considerations are key to the future wellbeing of Welsh speaking communities. New developments should be sensitive to the needs of such communities and there should be an understanding of the linguistic profile of communities and regions. The location of other relevant services should also be considered – for example the location of local Welsh medium schools etc.
 - **Timing** – when and in what order should the development occur? The scale of development is also important in some areas and negative effects could be reduced for example by spreading development over a period of time.