

**Committee Terms of Reference:**

**WELSH LANGUAGE OPERATIONAL GROUP**

Reports to: the University Executive

Occurrence: 3 times a year

*Terms of reference last reviewed: November 2024; last revised: October 2025; and next due for review: November 2026*

<u>Members:</u>	<u>In attendance:</u>
<ul style="list-style-type: none"><li>• University Secretary and Director of Welsh (Chair)</li><li>• Pro Vice-Chancellor responsible for Welsh medium academic provision</li><li>• Assistant Pro-Vice Chancellor (AFPVC) for Welsh, Faculty of Humanities</li><li>• Head of Human Resources Services</li><li>• Head of Organisational Development &amp; Learning</li><li>• Head of Learn Welsh</li><li>• Welsh Language Services Manager</li><li>• Welsh Language Development Officer, Centre for Welsh Language Services</li><li>• One Faculty Manager</li><li>• UMCA President</li><li>• Chair of the AU Branch of the Coleg Cymraeg Cenedlaethol</li></ul> <p>11 members.</p> <p><u>Quorum:</u> 6 members.</p> <p>At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.</p>	Centre for Welsh Language Services

Remit:

The Welsh Language Operational Group leads and monitors the University's Welsh Language Promotional Strategies and policies and reports on University-wide compliance with the statutory Welsh Language Standards, developing appropriate training and advice.

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Terms of reference:

1. To prepare and implement Welsh Language promotional Strategies and policies for the University to be recommended for approval by the University Executive, or by the Council via the University Executive.

2. To consider and recommend for approval by the University Executive, or by the Council via the University Executive:

- a. Policies to ensure institutional compliance with the Welsh Language Standards.
- b. A monitoring report on the way in which the University implements the Welsh Language Standards in accordance with the requirements of the Language Commissioner's Office.

3. To consider and have authority to approve on behalf of the University Executive:

a. The provision of training and advice to enable institutional compliance with the Welsh Language Standards.

4. To receive reports for information and advise the University Executive, or a governance committee via the University Executive, as appropriate on:

- a. Updates on the University's implementation of the Welsh Language Standards.
- b. Complaints received by the University since the last meeting of the Operational Group in relation to the institution's implementation of the Welsh Language Standards.
- c. Measures in place at the University to promote the use of the Welsh Language.
- d. National developments with respect to the Welsh Language Standards, and supporting the Welsh language more generally.

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#### Operation

The University Executive shall receive regular reports as appropriate on the Group's activities. The Pro Vice-Chancellor responsible for Welsh medium academic provision shall inform the Group of the work undertaken by the Welsh Medium Studies Committee in relation to Welsh-medium academic provision at the University.