

Cornish Language Forum

Terms of Reference

The Cornish Language Forum will be a consultative forum, open to all organisations and groups who are interested in the revitalisation of Cornish.

The Forum will meet twice annually and will be chaired by the current Bardh Meur or Kannas Bardh Meur as a civil representative of the Cornish language community. Gorsedh Kernow is a highly respected and experienced civil body who have fostered a wide base of support throughout Cornish society and the Bardh Meur / Kannas Bardh Meur therefore have the necessary standing and a degree of separation from the daily work with Cornish of the language organisations, enabling an over-arching chairmanship.

Meetings of the forum will be facilitated by Cornwall Council, as the lead body for Language and Policy Planning in Cornwall.

2.2.1 Role

The Cornish Language Forum's main role is to provide an opportunity for Cornwall Council to consult with a broad, informed and interested audience on its plans and its operational progress in terms of promoting Language Policy and Planning activities. It will also serve as a mechanism that holds Cornwall Council to public account for its Language Policy and Planning activities.

Its meeting should also be viewed as occasions to celebrate successes, share good practice and promote the use of Cornish in general.

2.2.2 Functions

The functions of the Cornish Language Forum will include the following:

- To receive information annually regarding Cornwall Council's intentions regarding its planned LPP activities and comment upon those intentions
- To receive information annually regarding Cornwall Council's LPP activities in the previous operational year and comment upon progress
- To receive an annual general formal evaluative statement on Cornwall Council's LPP activities by the Bardh Meur (or Kannas Bardh Meur)
- To serve as a platform for events and activities that celebrate and promote the Cornish language, share good LPP practice and develop new ideas for further initiatives in the promotion of Cornish.

Forum an Yeth Kernewek Cornish Language Forum

Dydh / Date : **3 mis Hedra 2015 , 10kh
3 October 2015, 10am**

Le/Venue: **Steval 2N:03/4 Lys Kernow, Truru
Room 2N:03/4, County Hall, Truro**

Agenda Item 3: Attachments.

The following documents attached to the Agenda will be discussed within the presentation under Item 3.

1. Akademi Kernewek: Terms of reference

Arrangements for setting up the Akademi are under way. A Chair and Shadow Board

have been put in place and have begun the work of establishing the Akademi with Cornwall Council. As part of this, the Board has considered and consolidated the terms of reference in the Iaith report.

2. Akademi Kernewek: Role Profiles

The Shadow Board has also looked at the Role Profiles for Board members and Chairs.

The documentation for both these items is presented here. The presentation will report in detail on the current position.

3. Draft Cornwall Council Language Plan.

The Language Plan is at draft stage and has not yet been formally considered. Please note that the plan does not represent a plan for the Cornish Language as a whole, but a plan for the council's own use of Cornish within its work.

September 2015.

Arhesans Sodhva an Taves Kernewek yw provies gans Asran Kemenethow ha Governans Leal ha Konsel Kernow.

The Cornish Language Office is funded by the Department for Communities and Local Government and Cornwall Council.

Attachment 1

Akademi Kernewek: Terms of Reference

1.0 Structure (based on the consultants' report)

1.1. The Akademi Kernewek will be an arms-length independent body linked to Cornwall Council. The Academy will include expertise from a range of organisations and individuals who have an in-depth knowledge of the Cornish language.

1.2 The remit of the Academy will be set by Cornwall Council. The Chair and initial members of the Academy will be appointed by Cornwall Council. The Academy will consist of one main body with various subsidiary standing committees and task and finish groups, which will include the existing Signage Panel. Chairs of the Standing Committees will be members of the Academy ex-officio. Membership of the Academy will be for a term of 3 years.

1.3 Funding will be provided by Cornwall Council by means of direct single tender, in order to support project work and basic administrative costs. The Academy will organise its own Secretariat.

2.0 Role

The Academy's role is to provide advice and guidance on ¹corpus planning issues.

The main client for this advice will be Cornwall Council in respect of its role as the lead body for the promotion of the Cornish Language.

The Academy will also provide advice and guidance around corpus planning issues to a range of other organisations such as educational establishments, the media, public organisations and private companies who wish to use and promote Cornish. Individuals may also wish to seek the Academy's advice on corpus related matters and enquiries relating to corpus received by the council's language information service will be directed to the Academy.

3.0 Functions

The functions of the Cornish Language Academy will include the following:

- To agree, develop and update on a regular basis a work programme for the Cornish Language Academy that gives due regard to the importance of corpus planning as an important component in the process of language revitalisation. This work plan will be presented to Cornwall Council annually for its inclusion in the operational plan of the Council's strategy for the Cornish Language.
- To host a permanent working party that has the remit of advising on Cornish street names and place-names, ensuring that the street names and place-names that are proposed are based on sound linguistic and historical research.

¹ By corpus planning we understand that area of language planning which relates to linguistic development and is involved with creating standards.

- To develop an expertise and an understanding of the processes of developing relevant terminology for the Cornish Language and ensuring that suitable dictionaries are available for the appropriate use of the language in a wide range of contexts, registers and platforms.
- To further develop the SWF as the formal version of the Cornish language in use within public life and education
- To provide advice and guidance for the media and organisations which use and develop new technologies in order to ensure that they have easy access to new and evolving terminology in the Cornish Language on an ongoing basis
- To work in partnership with the education and training sector to develop the linguistic competencies of people working in Language Policy and Planning in general and corpus planning in particular; and to provide linguistic advice and support for the production of high quality teaching and learning materials in Cornish.
- To co-operate with Higher Education establishments in order to assist in developing a high quality research capacity around the Cornish language The Akademi will focus on the areas of corpus planning and the linguistic heritage of Cornwall.
- To develop links with organisations that function as language academies in other language communities.
- To provide an easily accessible service in terms of suitable terminology in the Cornish language to organisations in the private and public sector who wish to increase their use of Cornish.
- To co-operate fully with the range of other organisations which have been established to promote the Cornish Language and to do so in a constructive and supportive manner. In particular, to work constructively with the translation service and with all translators, to ensure their needs are met and that a constructive dialogue is maintained.

4.0 SLA

The Akademi Kernewek will operate under an SLA with Cornwall Council which establishes an agreed work programme, targets and monitoring procedures. These will be linked to the funding agreement.

September 2015.

Attachment 2

Akademi Kernewek

Role Profiles

This paper does not address the specifics of Panel remits as it is assumed that the shadow Board and Panel Chairs, when appointed, will address this as part of establishing the work programme.

1. Board member

Board Remit

1. To take responsibility for the management of the Akademi Kernewek.
2. To take responsibility for the financial management of the Akademi Kernewek, including agreeing an annual budget and ensuring systems are in place to account for expenditure and income.
3. To compile the Akademi work programme for submission to Cornwall Council on an annual basis.
4. To ensure that agreed targets are met and to comply with agreed monitoring procedures.
5. To monitor the work of the Panels and Panel Chairs.
6. To ensure the advisory role of the Board is carried out effectively and efficiently.
7. To put in place measures to ensure that the administration of the Akademi is carried out efficiently.
8. The Board will have the ability to co-opt specialist advice if required (e.g. financial)
9. Board members will serve for three years.

Person specification

1. Board members should possess a good knowledge of the Cornish language, sufficient to allow them to judge issues that may arise in compiling and monitoring the work programme.
2. Management experience would be an advantage.
3. Board members should act in the best interests of the Akademi. Other interests should be declared.
4. Board members will be expected to be able to speak on behalf of the Akademi on occasion.
5. Board members should be prepared to support the use of the SWF in official public work.
6. Board members should be prepared to work in a consensual manner and seek advice where required.
7. Board members may also be members of a Panel, but may not Chair a Panel.
8. Board members will be expected to attend regular meetings in Cornwall.

2. Panel Chairs

Panels

1. Panels will be equipped with individual subject remits
2. Panels will be composed of 5-8 members.
3. Panels will be subject to a 2 year review, at which membership will be reviewed and may be refreshed.

Person specification

1. Panel Chairs will be expected to work with Panel members to fulfil the remit of their particular Panel.
2. Chairs will have a particular expertise in the area of study of the Panel or, potentially, the ability to act as facilitator for a Panel if that is deemed appropriate.
3. Chairs will be prepared to seek consensus wherever possible and in the first instance to consider and put in place policies, practices and methodology appropriate to the area of work of their Panel.
4. Chairs will report to the Board and serve as ex-officio members of the Board. The Board may also meet without the Panel Chairs.
5. Chairs will undertake to ensure that their Panel meets any targets or service delivery requirements that may be agreed between the Akademi and Cornwall Council or other funders/partners/clients.
6. Chairs will, in conjunction with the Board, identify suitable Panel members, having due consideration for a spread of expertise, inclusivity and gender balance.
7. Panel Chairs will be expected to attend regular meetings in Cornwall.

September 2015.

Attachment 3: Draft Cornwall Council Language Plan

Draft Cornwall Council Cornish Language Plan – 2016 - 2018

Foreword [*Leader*]

Tbc.

Contents

1. Summary

2. Introduction

2.1 About the Plan

2.2 About Cornish

2.3 Strategic Context

3. Commitments

3.1 Strategic

3.2 Internal

3.3 External

4. Implementation and Monitoring

1. Summary

Cornwall Council recognises that Cornish is a unique cultural asset which underpins the distinctiveness of Cornwall and has an important part to play in the cultural, economic and social life of the region. The Council agreed a Development Strategy for the Cornish Language in 2006 and remains committed to the visions expressed within it. In 2015 a consultancy was commissioned which has updated the strategy for the next ten years and provided recommendations on the structure for delivery which place the responsibility for strategic direction firmly with Cornwall Council. The Council maintains a small staff with responsibility for the Cornish Language under Economic Development and Culture and has also been responsible for the management of the funds allocated by central government for the support of the language since 2006.

A refreshed policy on the Cornish Language was adopted in 2013, within which the Council undertook to put in place a language plan to guide the promotion and use of Cornish within the Council itself and within the services provided by the Council. The need for such a plan was re-iterated in the consultancy report in 2015 and the resulting Outline Strategy. This plan sets out the core commitments the Council undertakes to deliver within the next three years and those areas within which it will seek to encourage the inclusion of the Cornish language as appropriate during the life of the plan.

2. Introduction

2.1 About the Plan

This Language Plan supports the Language Policy adopted by the Council in 2013 and fulfils the commitment made in that policy to produce a document to set out the commitments the Council has undertaken in regard to Cornish and the way in which it will seek to incorporate use of the language within the council, within council services and within work with partners and clients. It reflects the aims of the Cornish Language strategy insofar as they apply to the council and its work. It underlines the Council's commitment to the strategy. It does not include wider plans for the development of the language which will be the subject of the annual work-plans which the Council undertakes to produce through the Language Office in consultation with the language community and funding bodies.

2.2 About Cornish

Cornish is a Celtic language, closely related to Welsh and Breton, which was spoken in Cornwall up to the nineteenth century, when it virtually disappeared. The revival began in the early 20th century and the language has gradually been revitalised, due to the efforts of volunteers and speakers. In 2002 it was recognised under the European Charter for Regional or Minority Languages. The first development strategy was adopted in 2005 and funding from Cornwall and from central government allowed the language to progress much more rapidly. Interest in Cornish is now higher than ever and the numbers of learners and speakers have increased considerably. Cornish is also now used widely as a mark of local distinctiveness and an integral part of Cornish cultural life. This plan marks a new phase as Cornwall Council commits itself to a leading role in the further development of Cornish.

2.3 Strategic context

Official policy on Cornish rests on two major documents: the European Charter for Regional or Minority Languages, which the UK extended to Cornish in 2002 and the Framework Convention for National Minorities, extended to Cornwall in 2014 and which includes further commitments to the protection and development of the language.

The first Development Strategy was adopted in 2006. Cornwall Council agreed a new policy on the Cornish Language in 2013 and a new strategy has been formulated for the period 2015-2025. The Cornish Language Plan is a commitment within both the 2013 policy and the 2015 strategy. Commitments in the plan are, where appropriate, cross-referenced to the strategy.

3. Commitments
Section 3.1. Strategic

Strategy Objective	Action	Performance Indicator	Responsibility	Timescale	Resource
Strategic development					
	To develop and implement a Cornish Language Plan in relation to the increased use of Cornish by Cornwall Council and its partners.	Annual review	Chief Executive Cabinet Member for Economy and Culture Language Lead Officer	Adoption November 2015.	Officer time.
	To pursue the drafting of a Cornish Language Act, putting Cornish on the same footing as other UK Celtic languages.	Monitor progress.	Chief Executive Council Leader	Ongoing	Officer and member time.
	To continue to work with central government to fulfil UK responsibilities under the Charter	Monitor progress. Funding agreement in place	Chief Executive Cabinet Member with responsibility for Economy and Culture	Ongoing.	Officer and member time.

	and the FCNM in respect of the Cornish Language				
	To employ a specialist officer and support to manage the Council's work with the language.	Already in staff structure.	Economic Development and Culture	In place	Identified salary commitment in place.
	To provide leadership through the Portfolio holder and relevant senior staff and liaise with the community through the Cornish Language Forum.	Regular communication. Twice yearly meetings of the Forum.	Portfolio holder EEE senior staff. Language Lead Officer	Forum meetings twice yearly. Ongoing support and liaison.	Staff and member time.
	To promote the Cornish Language Strategy and to produce an annual work programme.	Work programme produced annually. Targets monitored.	Language Lead Officer	February 2016, 2017 and 2018. Progress reports 6 monthly to the Cornish Language Forum and other audiences as appropriate.	Within staff remit.

Section 3.2: Internal systems

3.2.1: Identity

The use of Cornish within corporate identity will increase its visibility and make a statement about how it is valued by the authority which will assist in securing status for the language. The practice within Cornwall Council will lead practice in other organisations and influence partners.

	Action	Performance Indicator	Responsibility	Timescale	Resource
Corporate Signage					
Current practice	Some signage in and around Lys Kernow / County Hall is bilingual, but use is not consistent.				
Development	Expand the use of bilingual signage within council owned buildings and facilities to all new or replacement signs	Number of signs due for replacement or newly ordered and the number completed bilingually.	Facilities management	Ongoing when signs are replaced or new signs commissioned. Part of annual report.	Within budget for signage. To be included within future supplier contracts
Business stationery					
Current practice	Some Council members have bilingual business cards and email sign-offs which were offered on an opt-in basis. Cabinet papers contain bilingual headings				

Development	Change offer to members to an opt-out basis	Number of translations provided	Dem. Services. Translation service support	Immediate for new members on appointment.	Change of practice only
	Develop template for bilingual business cards for officers.	Monitor take-up	Design Service Translation service support	Apply to new orders.	None
Corporate policies					
Current practice	The Cornish Language policy exists in isolation and does not routinely inform other corporate policy or service delivery. Strategies and policy documents have their Foreword in Cornish in most cases, but there is little consideration of the part the language could play within policies and strategies.				
Development	Continue to provide bilingual forewords to official documents as standard.	Monitor use in official documents	Communications	In place.	No additional resource - practice in place.
	Consider the Cornish Language Policy as a cross cutting policy and ensure that its provisions and those of this plan are considered in corporate policy and service plans.	Monitor new policies and service plans for inclusion.	Policy	Apply to new policies. Include in service planning guidance when refreshed.	No additional financial resource. Impact on service delivery resource on a case by case basis.

3.2.2. Communications

The use of Cornish in communications internally and with the public is important in underlining commitment to the language. It increases the visibility of the language and raises its status and normalises its use.

	Action	Performance Indicators	Responsibility	Timescale	Resource
Use of Cornish greetings					
Current practice	Reception staff do already on occasion try to use some Cornish phrases, particularly when there are known Cornish speakers arriving for a meeting, but there is no specific provision or training offered. There is no use of Cornish within the call centre.				
Development	Deliver basic training in key phrases and greetings for reception staff. Intranet based training / training module or face-to-face.	Training module designed. Training delivered Training and use evaluated.	Facilities. Language support through Language officer	Design training and upload by April 2016. Deliver to staff as appropriate thereafter.	Staff time.
	Encourage use of basic Cornish greetings by call centre staff and officers. Basic information /audio files to be made available on the Intranet.	Compile information pack / training module Survey attitude and take-up	Call centre. Services.	Pilot in 2016 Review and set standards 2017	No impact if greetings kept to a minimum.

Mail and email					
Current practice	Occasional use by members and officers of bilingual email signatures and of sign off phrases within emails. Correspondence received in Cornish is usually sent to the language office for translation.				
Development	Provide officers with a translation of their job title, department and other details for use on email signatures.	Provide translations Monitor progress	All services	Incremental approach in order to manage the translation load, service by service.	Electronic application, therefore no financial implication other than translation costs .
	Make the corporate email disclaimer bilingual	Bilingual disclaimer in place and used corporately	Information Services	2016	Electronic application, therefore no financial implication.
	Ensure that correspondence received in Cornish receives a reply either bilingually or in Cornish. Issue guidance to departments ensuring they are aware of the procedure.	Monitor incidence	Individual departments Language Office	2016	None.

Websites					
Current practice	The Cornwall Council website currently contains no Cornish. The section about the language links to the Cornish Language Partnership site.				
Development	<p>Work towards the inclusion of Cornish on the website through bilingual headings or other interventions as appropriate to the content and paying due regard to the need for clear communication.</p> <p>Identify key areas and pilot use within these.</p>	<p>Agree level of use.</p> <p>Implement.</p>	Comms / Web team	Incremental approach 2016-2018	Staff time

3.2.3. Publications

The use of Cornish in publications will assist in raising visibility and status for the language. It also assists in the development of new terminology.

	Action	Performance Indicators	Responsibility	Timescale	Resource
Printed material					
Current practice	There are no current guidelines for the use of Cornish in printed material				
Development	Develop guidance to assist services in considering the use of Cornish within printed material.	Guidance produced	Communications	Develop 2016 Implement 2017	Staff time.
Public Relations and the Media					
Current practice	Queries on / in Cornish are usually referred to the language office to deal with.				
Development	Ensure all departments are aware of the office.	Monitor number of queries and responses.	Communications	Ongoing	None
	Ensure all departments are aware of the council policy and plan for Cornish and can	Information distributed		2016	None

	answer basic questions.				
	Ensure that the Cornish dimension is reflected in dealing with external press and media.	Monitor	Media Relations		

3.2.4. Council staff

If the council is to increase the presence of Cornish, then ensuring that staff members are aware of the language and policy is important. Encouraging the acquisition of some degree of Cornish by staff will help in ensuring that language skills are valued, which in itself contributes to the perception of Cornish as a living part of our culture.

	Action	Performance Indicators	Responsibility	Timescale	Resource
Language awareness and language learning					
Current practice	There is no training on offer.				
Development	Develop and provide Cornish language and culture awareness training / guidance for senior staff and Members.	Sessions delivered	Dem Services / HR / individual staff members.	Develop or commission 2016 Deliver from Autumn 2016 Include in induction	Staff time Potential cost to development of guidance and delivery.

	Develop for all staff thereafter.			thereafter.	
	Ensure that all staff are made aware of opportunities for learning Cornish provided online.	Monitor language skills and take-up through PDS system.	Included in learning pool provision.	Via intranet links	None
	Encourage the acquisition of language skills as a valid PDS objective for staff (precedent already exists)	Monitor through PDS	Within guidance on PDS	Include in PDS guidance from 2016	None

3.3: Work with external partners and outward facing services.

The council works in partnership with strategic bodies, commercial organisations, delivery organisations and networks. In addition it procures contracts and allocates supports through commissioned work and grants. The Council's policy on Cornish will be applied through encouraging partner organisations to implement policies in respect of Cornish and by including requirements around Cornish within contracts and funding agreements

	Action	Performance Indicators	Responsibility	Timescale	Resource
General					
Development	To maintain a lobbying and awareness-raising function in support of the wider use of Cornish within relevant partnerships and networks. Eg. LEP, CDC, Parish and Town Councils	Inclusion in plans and projects	All departments	Ongoing	None
Project development					
	Include opportunities for the use of Cornish language within projects led by the Council	Monitor consideration of Cornish and any measures included in projects.	Originating departments.	Develop guidance 2016 Implement 2017	Dependent on the project.

	Include a requirement to consider the inclusion of Cornish language within the conditions of council grant aid to external projects.	Monitor impacts.	Individual services to include within grant documentation.	Develop guidance 2016 Implement 2017	None.
Signage					
Current provision:	Bilingual signage as standard for new and replacement street signs. Bilingual town, village and parish names as a matter of choice.				
Development	Maintain current standard of bilingual street signage	Number of bilingual signs	Address Management	In place. .	None. Translation costs to be included within the SLA with the Akademi Kernewek
	Provide guidance to towns, villages and parishes on the inclusion of Cornish on signage.	Number of signs erected	Highways	2017	Replacement / new sign only, within existing budget
	Extend provision to junction names for new and replacement signs	Number of signs erected	Highways	2016	Replacement/new sign only, within existing budgets

	Extend provision to ancillary road signs.	Number of signs erected	Highways	2018	Replacement/new sign only, within existing budgets
Community Planning					
Development	Encouragement at community level for the inclusion of Cornish in activities, plans and projects.	Develop guidance	Localism team	2016 guidance Implementation 2016-18	None
Language Learning					
Current practice: No formal support or guidance from the LEA, though informal support has been given to the language office.					
Development	Provide support and encouragement to schools to include the teaching of Cornish and to support its inclusion in teacher training provision.	Monitor take-up of opportunities	Education, Health and Social Care Cornwall Learning Specialist input from Cornish language office.	2016	Staff time.

Development	Encourage officers working with children and young people outside schools settings to consider incorporating Cornish into project work and service planning.	Monitor impact.	Education, Health and Social Care	2017	Staff time
	Promote Cornish language learning opportunities through Adult Education information. Work to develop provision within the service.	Information published	Adult Education Language Lead Officer	Information 2016 Provision 2018	Inclusion in publicity. Work towards the development of provision under Adult Education.
Access to learning					
Current practice: Resources provided through library and online provision					
	Continue to provide public resources through library provision and through the Cornish Studies	Monitor resource provision and take-up	Shared Services	Ongoing	Within existing budgets.

	Library.				
	Provide access to online information and resources.	Maintain	Language Lead Officer	Ongoing	Within existing budgets.

4. Implementation and Monitoring

4.1 Publicising the Plan

The plan will be publicised

- to the public through the Council website and through the provision of copies in libraries
- through internal systems to all departments,
- to the Cornish language community via the Cornish Language Forum, Cornish language groups and the Cornish Language Lead Officer

4.2 Implementing the Plan

Initial responsibility for the plan will lie with the relevant Portfolio holder and the Cornish language lead officer. Individual action points will need to be mapped against departmental time and budget constraints and therefore the plan should be viewed as a working document, to be regularly reviewed and amended.

4.3 Resourcing the Plan

Much of the development is designed to work within existing budgets or to be built in at an early stage so that any resource needed is identified. Staff time is likely to be the greatest resource implication in many of the actions.

4.4 Monitoring the Plan

The plan will be subject to annual formal review through the Cabinet.

Akademi Kernewek

1.0 Terms of Reference

1.1 Structure (based on the consultants' report)

1.1.1 The Akademi Kernewek will be an arms-length independent body linked to Cornwall Council. The Academy will include expertise from a range of organisations and individuals who have an in-depth knowledge of the Cornish language.

1.1.2 The remit of the Academy will be set by Cornwall Council. The Chair and initial members of the Academy will be appointed by Cornwall Council. The Academy will consist of one main body with various subsidiary standing committees and task and finish groups, which will include the existing Signage Panel. Chairs of the Standing Committees will be members of the Academy ex-officio. Membership of the Academy will be for a term of 3 years.

1.1.3 Funding will be provided by Cornwall Council by means of direct single tender, in order to support project work and basic administrative costs. The Academy will organise its own Secretariat.

1.2 Role

The Academy's role is to provide advice and guidance on ¹corpus planning issues.

The main client for this advice will be Cornwall Council in respect of its role as the lead body for the promotion of the Cornish Language.

The Academy will also provide advice and guidance around corpus planning issues to a range of other organisations such as educational establishments, the media, public organisations and private companies who wish to use and promote Cornish. Individuals may also wish to seek the Academy's advice on corpus related matters and enquiries relating to corpus received by the council's language information service will be directed to the Academy.

1.3 Functions

The functions of the Cornish Language Academy will include the following:

- To agree, develop and update on a regular basis a work programme for the Cornish Language Academy that gives due regard to the importance of corpus planning as an important component in the process of language revitalisation. This work plan will be presented to Cornwall Council annually for its inclusion in the operational plan of the Council's strategy for the Cornish Language.

¹ By corpus planning we understand that area of language planning which relates to linguistic development and is involved with creating standards.

- To host a permanent working party that has the remit of advising on Cornish street names and place-names, ensuring that the street names and place-names that are proposed are based on sound linguistic and historical research.
- To develop an expertise and an understanding of the processes of developing relevant terminology for the Cornish Language and ensuring that suitable dictionaries are available for the appropriate use of the language in a wide range of contexts, registers and platforms.
- To further develop the SWF as the formal version of the Cornish language in use within public life and education
- To provide advice and guidance for the media and organisations which use and develop new technologies in order to ensure that they have easy access to new and evolving terminology in the Cornish Language on an ongoing basis
- To work in partnership with the education and training sector to develop the linguistic competencies of people working in Language Policy and Planning in general and corpus planning in particular; and to provide linguistic advice and support for the production of high quality teaching and learning materials in Cornish.
- To co-operate with Higher Education establishments in order to assist in developing a high quality research capacity around the Cornish language. The Akademi will focus on the areas of corpus planning and the linguistic heritage of Cornwall.
- To develop links with organisations that function as language academies in other language communities.
- To provide an easily accessible service in terms of suitable terminology in the Cornish language to organisations in the private and public sector who wish to increase their use of Cornish.
- To co-operate fully with the range of other organisations which have been established to promote the Cornish Language and to do so in a constructive and supportive manner. In particular to work constructively with the translation service and with all translators, to ensure their needs are met and that a constructive dialogue is maintained.

1.4 SLA (to be drafted)

The Akademi Kernewek will operate under an SLA with Cornwall Council which establishes an agreed work programme, targets and monitoring procedures. These will be linked to the funding agreement.

September 2015.

Akademi Kernewek

Role Profiles

This paper does not address the specifics of Panel remits as it is assumed that the shadow Board and Panel Chairs, when appointed, will address this as part of establishing the work programme.

1. Board member

Board Remit

1. To take responsibility for the management of the Akademi Kernewek.
2. To take responsibility for the financial management of the Akademi Kernewek, including agreeing an annual budget and ensuring systems are in place to account for expenditure and income.
3. To compile the Akademi work programme for submission to Cornwall Council on an annual basis.
4. To ensure that agreed targets are met and to comply with agreed monitoring procedures.
5. To monitor the work of the Panels and Panel Chairs.
6. To ensure the advisory role of the Board is carried out effectively and efficiently.
7. To put in place measures to ensure that the administration of the Akademi is carried out efficiently.
8. The Board will have the ability to co-opt specialist advice if required (e.g. financial)
9. Board members will serve for three years.

Person specification

1. Board members should possess a good knowledge of the Cornish language, sufficient to allow them to judge issues that may arise in compiling and monitoring the work programme.
2. Management experience would be an advantage.
3. Board members should act in the best interests of the Akademi. Other interests should be declared.
4. Board members will be expected to be able to speak on behalf of the Akademi on occasion.
5. Board members should be prepared to support the use of the SWF in official public work.
6. Board members should be prepared to work in a consensual manner and seek advice where required.
7. Board members may also be members of a Panel, but may not Chair a Panel.
8. Board members will be expected to attend regular meetings in Cornwall.

2. Panel Chairs

Panels

1. Panels will be equipped with individual subject remits
2. Panels will be composed of 5-8 members.
3. Panels will be subject to a 2 year review, at which membership will be reviewed and may be refreshed.

Person specification

1. Panel Chairs will be expected to work with Panel members to fulfil the remit of their particular Panel.
2. Chairs will have a particular expertise in the area of study of the Panel or, potentially, the ability to act as facilitator for a Panel if that is deemed appropriate.
3. Chairs will be prepared to seek consensus wherever possible and in the first instance to consider and put in place policies, practices and methodology appropriate to the area of work of their Panel.
4. Chairs will report to the Board and serve as ex-officio members of the Board. The Board may also meet without the Panel Chairs.
5. Chairs will undertake to ensure that their Panel meets any targets or service delivery requirements that may be agreed between the Akademi and Cornwall Council or other funders/partners/clients.
6. Chairs will, in conjunction with the Board, identify suitable Panel members, having due consideration for a spread of expertise, inclusivity and gender balance.
7. Panel Chairs will be expected to attend regular meetings in Cornwall.

September 2015.

Draft Cornwall Council Cornish Language Plan – 2016 - 2018

Foreword [*Leader*]

Tbc.

Contents

1. Summary

2. Introduction

2.1 About the Plan

2.2 About Cornish

2.3 Strategic Context

3. Commitments

3.1 Strategic

3.2 Internal

3.3 External

4. Implementation and Monitoring

1. Summary

Cornwall Council recognises that Cornish is a unique cultural asset which underpins the distinctiveness of Cornwall and has an important part to play in the cultural, economic and social life of the region. The Council agreed a Development Strategy for the Cornish Language in 2006 and remains committed to the visions expressed within it. In 2015 a consultancy was commissioned which has updated the strategy for the next ten years and provided recommendations on the structure for delivery which place the responsibility for strategic direction firmly with Cornwall Council. The Council maintains a small staff with responsibility for the Cornish Language under Economic Development and Culture and has also been responsible for the management of the funds allocated by central government for the support of the language since 2006.

A refreshed policy on the Cornish Language was adopted in 2013, within which the Council undertook to put in place a language plan to guide the promotion and use of Cornish within the Council itself and within the services provided by the Council. The need for such a plan was re-iterated in the consultancy report in 2015 and the resulting Outline Strategy. This plan sets out the core commitments the Council undertakes to deliver within the next three years and those areas within which it will seek to encourage the inclusion of the Cornish language as appropriate during the life of the plan.

2. Introduction

2.1 About the Plan

This Language Plan supports the Language Policy adopted by the Council in 2013 and fulfils the commitment made in that policy to produce a document to set out the commitments the Council has undertaken in regard to Cornish and the way in which it will seek to incorporate use of the language within the council, within council services and within work with partners and clients. It reflects the aims of the Cornish Language strategy insofar as they apply to the council and its work. It underlines the Council's commitment to the strategy. It does not include wider plans for the development of the language which will be the subject of the annual work-plans which the Council undertakes to produce through the Language Office in consultation with the language community and funding bodies.

2.2 About Cornish

Cornish is a Celtic language, closely related to Welsh and Breton, which was spoken in Cornwall up to the nineteenth century, when it virtually disappeared. The revival began in the early 20th century and the language has gradually been revitalised, due to the efforts of volunteers and speakers. In 2002 it was recognised under the European Charter for Regional or Minority Languages. The first development strategy was adopted in 2005 and funding from Cornwall and from central government allowed the language to progress much more rapidly. Interest in Cornish is now higher than ever and the numbers of learners and speakers have increased considerably. Cornish is also now used widely as a mark of local distinctiveness and an integral part of Cornish cultural life. This plan marks a new phase as Cornwall Council commits itself to a leading role in the further development of Cornish.

2.3 Strategic context

Official policy on Cornish rests on two major documents: the European Charter for Regional or Minority Languages, which the UK extended to Cornish in 2002 and the Framework Convention for National Minorities, extended to Cornwall in 2014 and which includes further commitments to the protection and development of the language.

The first Development Strategy was adopted in 2006. Cornwall Council agreed a new policy on the Cornish Language in 2013 and a new strategy has been formulated for the period 2015-2025. The Cornish Language Plan is a commitment within both the 2013 policy and the 2015 strategy. Commitments in the plan are, where appropriate, cross-referenced to the strategy.

3. Commitments

Section 3.1. Strategic

Strategy Objective	Action	Performance Indicator	Responsibility	Timescale	Resource
Strategic development					
	To develop and implement a Cornish Language Plan in relation to the increased use of Cornish by Cornwall Council and its partners.	Annual review	Chief Executive Cabinet Member for Economy and Culture Language Lead Officer	Adoption November 2015.	Officer time.
	To pursue the drafting of a Cornish Language Act, putting Cornish on the same footing as other UK Celtic languages.	Monitor progress.	Chief Executive Council Leader	Ongoing	Officer and member time.
	To continue to work with central government to fulfil UK responsibilities	Monitor progress. Funding agreement in place	Chief Executive Cabinet Member with responsibility for Economy and	Ongoing.	Officer and member time.

	under the Charter and the FCNM in respect of the Cornish Language		Culture		
	To employ a specialist officer and support to manage the Council's work with the language.	Already in staff structure.	Economic Development and Culture	In place	Identified salary commitment in place.
	To provide leadership through the Portfolio holder and relevant senior staff and liaise with the community through the Cornish Language Forum.	Regular communication. Twice yearly meetings of the Forum.	Portfolio holder EEE senior staff. Language Lead Officer	Forum meetings twice yearly. Ongoing support and liaison.	Staff and member time.
	To promote the Cornish Language Strategy and to produce an annual work programme.	Work programme produced annually. Targets monitored.	Language Lead Officer	February 2016, 2017 and 2018. Progress reports 6 monthly to the Cornish Language Forum and other audiences as appropriate.	Within staff remit.

Section 3.2: Internal systems

3.2.1: Identity

The use of Cornish within corporate identity will increase its visibility and make a statement about how it is valued by the authority which will assist in securing status for the language. The practice within Cornwall Council will lead practice in other organisations and influence partners.

	Action	Performance Indicator	Responsibility	Timescale	Resource
Corporate Signage					
Current practice	Some signage in and around Lys Kernow / County Hall is bilingual, but use is not consistent.				
Development	Expand the use of bilingual signage within council owned buildings and facilities to all new or replacement signs	Number of signs due for replacement or newly ordered and the number completed bilingually.	Facilities management	Ongoing when signs are replaced or new signs commissioned. Part of annual report.	Within budget for signage. To be included within future supplier contracts
Business stationery					
Current practice	Some Council members have bilingual business cards and email sign-offs which were offered on an opt-in basis. Cabinet papers contain bilingual headings				

Development	Change offer to members to an opt-out basis	Number of translations provided	Dem. Services. Translation service support.	Immediate for new members on appointment.	Change of practice only
	Develop template for bilingual business cards for officers.	Monitor take-up	Design Service Translation service support	Apply to new orders.	None
Corporate policies					
Current practice	The Cornish Language policy exists in isolation and does not routinely inform other corporate policy or service delivery. Strategies and policy documents have their Foreword in Cornish in most cases, but there is little consideration of the part the language could play within policies and strategies.				
Development	Continue to provide bilingual forewords to official documents as standard.	Monitor use in official documents	Communications	In place.	No additional resource - practice in place.
	Consider the Cornish Language Policy as a cross cutting policy and ensure that its provisions and that of this plan are considered when formulating corporate policy and service plans.	Monitor new policies and service plans for inclusion.	Policy	Apply to new policies. Include in service planning guidance when refreshed.	No additional financial resource. Impact on service delivery resource on a case by case basis.

3.2.2. Communications

The use of Cornish in communications internally and with the public is important in underlining commitment to the language. It increases the visibility of the language and raises its status and normalises its use.

	Action	Performance Indicators	Responsibility	Timescale	Resource
Use of Cornish greetings					
Current practice	Reception staff do already on occasion try to use some Cornish phrases, particularly when there are known Cornish speakers arriving for a meeting, but there is no specific provision or training offered. There is no use of Cornish within the call centre.				
Development	Deliver basic training in key phrases and greetings for reception staff. Intranet based training / training module or face-to-face.	Training module designed. Training delivered Training and use evaluated.	Facilities. Language support through Language officer	Design training and upload by April 2016. Deliver to staff as appropriate thereafter.	Staff time.
	Encourage use of basic Cornish greetings by call centre staff and officers. Basic information /audio files to be made available on the Intranet.	Compile information pack / training module Survey attitude and take-up	Call centre. Services.	Pilot in 2016 Review and set standards 2017	No impact if greetings kept to a minimum.

Mail and email					
Current practice	Occasional use by members and officers of bilingual email signatures and of sign off phrases within emails. Correspondence received in Cornish is usually sent to the language office for translation.				
Development	Provide officers with a translation of their job title, department and other details for use on email signatures.	Provide translations Monitor progress	All services	Incremental approach in order to manage the translation load, service by service.	Electronic application, therefore no financial implication other than translation costs.
	Make the corporate email disclaimer bilingual	Bilingual disclaimer in place and used corporately	Information Services	2016	Electronic application, therefore no financial implication.
	Ensure that correspondence received in Cornish receives a reply either bilingually or in Cornish. Issue guidance to departments ensuring they are aware of the procedure.	Monitor incidence	Individual departments Language Office	2016	None.
Websites					

Current practice	The Cornwall Council website currently contains no Cornish. The section about the language links to the Cornish Language Partnership site.				
Development	Work towards the inclusion of Cornish on the website through bilingual headings or other interventions as appropriate to the content and paying due regard to the need for clear communication. Identify key areas and pilot use within these.	Agree level of use. Implement.	Comms / Web team	Incremental approach 2016-2018	Staff time

3.2.3. Publications

The use of Cornish in publications will assist in raising visibility and status for the language. It also assists in the development of new terminology.

	Action	Performance Indicators	Responsibility	Timescale	Resource
Printed material					

Current practice	There are no current guidelines for the use of Cornish in printed material				
Development	Develop guidance to assist services in considering the use of Cornish within printed material.	Guidance produced	Communications	Develop 2016 Implement 2017	Staff time.
Public Relations and the Media					
Current practice	Queries on / in Cornish are usually referred to the language office to deal with.				
Development	Ensure all departments are aware of the office.	Monitor number of queries and responses.	Communications	Ongoing	None
	Ensure all departments are aware of the council policy and plan for Cornish and can answer basic questions.	Information distributed		2016	None
	Ensure that the Cornish dimension is reflected in dealing with external press and media.	Monitor	Media Relations		

3.2.4. Council staff

If the council is to increase the presence of Cornish, then ensuring that staff members are aware of the language and policy is important. Encouraging the acquisition of some degree of Cornish by staff will help in ensuring that language skills are valued, which in itself contributes to the perception of Cornish as a living part of our culture.

	Action	Performance Indicators	Responsibility	Timescale	Resource
Language awareness and language learning					
Current practice	There is no training on offer.				
Development	Develop and provide Cornish language and culture awareness training / guidance for senior staff and Members. Develop for all staff thereafter.	Sessions delivered	Dem Services / HR / individual staff members.	Develop or commission 2016 Deliver from Autumn 2016 Include in induction thereafter.	Staff time Potential cost to development of guidance and delivery.
	Ensure that all staff are made aware of opportunities for learning Cornish provided online.	Monitor language skills and take-up through PDS system.	Included in learning pool provision.	Via intranet links	None

	Encourage the acquisition of language skills as a valid PDS objective for staff (precedent already exists)	Monitor through PDS	Within guidance on PDS	Include in PDs guidance from 2016	None

3.3: Work with external partners and outward facing services.

The council works in partnership with strategic bodies, commercial organisations, delivery organisations and networks. In addition it procures contracts and allocates supports through commissioned work and grants. The Council's policy on Cornish will be applied through encouraging partner organisations to implement policies in respect of Cornish and by including requirements around Cornish within contracts and funding agreements

	Action	Performance Indicators	Responsibility	Timescale	Resource
General					
Development	To maintain a lobbying and awareness-raising	Inclusion in plans and projects	All departments	Ongoing	None

	function in support of the wider use of Cornish within relevant partnerships and networks. Eg. LEP, CDC, Parish and Town Councils				
Project development					
	Include opportunities for the use of Cornish language within projects led by the Council	Monitor consideration of Cornish and any measures included in projects.	Originating departments.	Develop guidance 2016 Implement 2017	Dependent on the project.
	Include a requirement to consider the inclusion of Cornish language within the conditions of council grant aid to external projects.	Monitor impacts.	Individual services to include within grant documentation.	Develop guidance 2016 Implement 2017	None.
Signage					
Current provision:	Bilingual signage as standard for new and replacement street signs. Bilingual town, village and parish names as a matter of choice.				
Development	Maintain current	Number of	Address	In place.	None. Translation

	standard of bilingual street signage	bilingual signs	Management	.	costs to be included within the SLA with the Akademi Kernewek
	Provide guidance to towns, villages and parishes on the inclusion of Cornish on signage.	Number of signs erected	Highways	2017	Replacement / new sign only, within existing budget
	Extend provision to junction names for new and replacement signs	Number of signs erected	Highways	2016	Replacement/new sign only, within existing budgets
	Extend provision to ancillary road signs.	Number of signs erected	Highways	2018	Replacement/new sign only, within existing budgets
Community Planning					
Development	Encouragement at community level for the inclusion of Cornish in activities, plans and projects.	Develop guidance	Localism team	2016 guidance Implementation 2016-18	None

Language Learning					
Current practice: No formal support or guidance from the LEA, though informal support has been given to the language office.					
Development	Provide support and encouragement to schools to include the teaching of Cornish and to support its inclusion in teacher training provision.	Monitor take-up of opportunities	Education, Health and Social Care Cornwall Learning Specialist input from Cornish language office.	2016	Staff time.
Development	Encourage officers working with children and young people outside schools settings to consider incorporating Cornish into project work and service planning.	Monitor impact.	Education, Health and Social Care	2017	Staff time
	Promote Cornish language learning opportunities through Adult Education information. Work	Information published	Adult Education Language Lead Officer	Information 2016 Provision 2018	Inclusion in publicity. Work towards the development of provision under Adult Education.

	to develop provision within the service.				
Access to learning					
Current practice: Resources provided through library and online provision					
	Continue to provide public resources through library provision and through the Cornish Studies Library.	Monitor resource provision and take-up	Shared Services	Ongoing	Within existing budgets.
	Provide access to online information and resources.	Maintain	Language Lead Officer	Ongoing	Within existing budgets.

4. Implementation and Monitoring

4.1 Publicising the Plan

The plan will be publicised

- to the public through the Council website and through the provision of copies in libraries
- through internal systems to all departments,
- to the Cornish language community via the Cornish Language Forum, Cornish language groups and the Cornish Language Lead Officer

4.2 Implementing the Plan

Initial responsibility for the plan will lie with the relevant Portfolio holder and the Cornish language lead officer. Individual action points will need to be mapped against departmental time and budget constraints and therefore the plan should be viewed as a working document, to be regularly reviewed and amended.

4.3 Resourcing the Plan

Much of the development is designed to work within existing budgets or to be built in at an early stage so that any resource needed is identified. Staff time is likely to be the greatest resource implication in many of the actions.

4.4 Monitoring the Plan

The plan will be subject to annual formal review through the Cabinet.