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# Adroddiad Blynyddol 2016-17 Annual Report



Comisiynydd y  
Gymraeg  
Welsh Language  
Commissioner



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## Rhagair

Rwy'n teimlo bod y drafodaeth gyhoeddus am y Gymraeg wedi newid. Bellach nid 'pam' yw'r cwestiwn a ofynnir wrth drafod cynyddu defnydd o'r iaith, ond 'sut'. Gosodwyd y cyfeiriad i raddau helaeth gyda tharged Llywodraeth Cymru o filiwn o siaradwyr Cymraeg. Fe gydiodd y ffigur yn nychymyg pobl ac fe ddaeth sefydliadau, mudiadau a chymdeithasau ynghyd i gydweithio er mwyn ei gyrraedd. Rwyf innau'n croesawu'r uchelgais yn y targed, ac yn edrych ymlaen at gyfrannu at gyrraedd y nod.

Does dim gwadu bod dyblu'r niferoedd sy'n gallu'r iaith erbyn 2050 am fod yn fynydd serth i'w ddringo. Mae'n hollbwysig, felly, fod yna gynllunio gofalus a phwrpasol yn digwydd ar gyfer y daith, a bod cerrig milltir yn cael eu gosod ar hyd y ffordd. Mae'r ffigurau diweddaraf yn dangos bod pedwar allan o bump plentyn bellach yn dysgu'r iaith yn yr ysgol. Mae'n amlwg felly bod twf y Gymraeg yn ddibynnol i raddau helaeth iawn ar dwf addysg Gymraeg. Serch hynny, ychydig iawn o gynnydd a fu yn y ddarpariaeth addysg Gymraeg dros y blynyddoedd diwethaf.

Mae angen edrych ar y darlun cyflawn a chynllunio i gryfhau'r ddarpariaeth addysg Gymraeg o'r blynyddoedd cynnar hyd at ddysgu gydol oes. Rwy'n croesawu ymateb cadarnhaol y Llywodraeth i'm pryderon am ddiffyg uchelgais mwyafrif y cynlluniau addysg Gymraeg a baratowyd gan yr awdurdodau lleol. Dylid parhau i ddatblygu'r cyrsiau Cymraeg yn ein prifysgolion, ac ni ddylid anghofio am rôl y colegau addysg bellach. Mae addysg bellach yn rhan hollbwysig o'r daith addysgol, ac o'r economi'n ehangach, ond mae bwlch sylweddol yn y ddarpariaeth Gymraeg ar hyn o bryd. Mae angen mynd ati fel mater o frys i gynllunio i gynyddu'n sylweddol y cyfleoedd i ddilyn cyrsiau drwy gyfrwng y Gymraeg yn y sector hwn.

Yr un pryd â datblygu'r ddarpariaeth addysg, mae angen hefyd creu cyd-destun cymdeithasol i'r iaith. Wrth edrych yn ôl ar 2016-17, ni allwn beidio â sôn am bêl-droed. Yng nghystadlaethau'r Ewros haf diwethaf, rhoddwyd lle amlwg i'r Gymraeg, a gwelwyd cwmnïau mawr yn defnyddio Cymreictod a'r iaith i hyrwyddo'u nwyddau a'u gwasanaethau. Roedd yn ffrainc gen i gyfrannu at hyn drwy gydweithio â'r Gymdeithas Bêl-droed yn eu paratodau. Yn ystod y flwyddyn fe wnaethom lansio canllaw i gymdeithasau chwaraeon a hyfforddwyr i ddefnyddio'r Gymraeg mewn sesiynau hyfforddi er mwyn sicrhau defnydd o'r iaith mewn gweithgareddau chwaraeon llawr gwlad yn ogystal.

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## Foreword

I feel that there has been a shift in the public debate on the Welsh language. Now, in discussions on increasing the use of Welsh, the question asked is not 'why' but 'how'. The direction has been set, to a great extent, by the Welsh Government's target of one million Welsh speakers. That figure captured people's imagination, and organisations, societies and associations came together to work together to reach this target. I too welcome the ambition inherent in this target, and look forward to contributing to reaching the aim.

One cannot deny that doubling the numbers of people who can speak Welsh by 2050 is going to be a steep mountain to climb. It is vital, therefore, that careful and purposeful planning is undertaken during this journey, and that milestones are put in place on the way. The latest figures show that four out of five children are now learning the language at school. It is apparent therefore that the growth of the Welsh language is dependant to a large extent on the growth of Welsh-medium education. Despite this, there has been very little increase in the provision of Welsh-medium education over recent years.

There is a need to look at the broader picture and put plans in place to strengthen the Welsh-medium provision from early years through to lifelong learning. I welcome the positive response by the Government to my concerns regarding the lack of ambition that was all too apparent in the majority of the local authority Welsh in Education Strategic Plans. Our universities should continue to develop their Welsh-medium courses, and the role of the further education colleges should not be overlooked. Further education is a crucial part of the educational journey, and of the wider economy, but there is a significant lack of Welsh-medium provision at present. Urgent steps must be taken to plan a significant increase in the opportunities available to study courses through the medium of Welsh in this sector.

Alongside the development of the education provision, we must also create a social context for the language. Looking back over 2016-17, it is impossible not to mention football. In the European Championships last summer, the Welsh language was given prominence and we saw large companies using pride in Wales and the Welsh language to promote their goods and services. I had the honour of contributing to this by working with the Football Association in their preparations. During the year, we launched a guide for sports associations and coaches on using Welsh in training sessions in order to ensure the language is also used in sports activities at the grass roots level.

Ar 30 Mawrth 2016 daeth hawliau newydd i ddefnyddio'r Gymraeg yn sgil gosod safonau ar y 26 sefydliad cyntaf. Ers hynny, rwyf wedi gosod safonau ar 52 sefydliad arall, ac mae'r rheoliadau a basiwyd gan y Cynulliad yn ddiweddar yn golygu fy mod yn y broses o gyflwyno hysbysiadau cydymffurfio i sefydliadau addysg bellach ac addysg uwch. Bydd hawliau'r cyhoedd i ddefnyddio'r iaith yn cryfhau'n sylweddol pan gaiff safonau eu gosod ar y sefydliadau ieuchyd; ac rwy'n edrych ymlaen at weld y Llywodraeth yn bwrw ymlaen i gyflwyno rheoliadau'r sector pwysig hwn yn fuan.

Cwestiwn sy'n cael ei ofyn i mi yn aml yw a oes yna wahaniaeth gwirioneddol rhwng y gyfundrefn safonau a'i rhagflaenydd, y cynlluniau iaith, ac a yw'r gwahaniaeth yn cael ei adlewyrchu ym mhrofiad y defnyddiwr. Yn sicr, mae'r newid yn fwy na newid enw. Rwy'n gweld awydd ymysg sefydliadau i sicrhau eu bod yn cydymffurfio â safonau'r Gymraeg erbyn hyn. Mae yna arwyddion cynnar fod profiad y defnyddiwr o ddefnyddio gwasanaethau Cymraeg yn gwella. Mae ffordd bell i fynd eto i wireddu'n nod o greu Cymru lle na chaiff y Gymraeg ei thrin yn llai ffafriol na'r Saesneg a lle gall pobl ddewis byw eu bywydau trwy gyfrwng y Gymraeg, ond credaf ein bod yn camu i'r cyfeiriad cywir gyda'r gyfundrefn safonau.

Rwy'n ysgrifennu'r geiriau hyn ym mlwyddyn hanner canmlwyddiant Deddf yr Iaith 1967. Mae pen-blwyddi o'r fath yn gyfle i edrych yn ôl ac ystyried y cynnydd a wnaed. Ar ddiwedd y 60au doedd yna fawr ddim defnydd swyddogol o'r Gymraeg ac roedd Cymru lle byddai gennym ein Senedd ein hun fyddai'n gweithredu ac yn deddfu yn ddwyieithog yn rhywbeth y tu hwnt i ddirnadaeth llawer. Wrth i'r Llywodraeth baratoi dros y misoedd nesaf i adolygu Mesur y Gymraeg, un neges yr wyf yn awyddus i ni i gyd ei chadw mewn cof yw pa mor bell yr ydym wedi dod, a sut y mae deddfu yn cyfrannu at hybu defnydd o'r iaith a chadarnhau hawliau ei siaradwyr. Esblygu a datblygu'r ddeddfwriaeth sydd ei hangen ac adeiladu ar y sylfeini cadarn sydd eisoes yn eu lle.



*Meri Huws*

**Meri Huws**  
Comisiynydd y Gymraeg

On 30 March 2016, new rights to use the Welsh language came into force following the imposition of standards on the first 26 organisations. Since then, I have imposed standards on another 52 organisations, and the regulations passed by the Assembly recently mean that I am in the process of issuing compliance notices to further and higher education institutions. The public's rights to use Welsh will strengthen substantially when standards will be imposed on health organisations, and I look forward to seeing the Government moving forward to introduce standards to this important sector soon.

A question I am asked regularly is whether there is a genuine difference between the standards regime and the preceding language schemes system, and whether this difference is reflected in the experience of service users. Without doubt, the change has been more than simply a change in name. I am witnessing a desire amongst organisations to ensure that they are complying with the Welsh language standards. There are early indications that the experience of Welsh language service users is improving. There is quite a way to go yet before we achieve the aim of ensuring that the Welsh language is treated no less favourably than the English language in Wales and that people are able to choose to live their lives through the medium of Welsh, but I believe that we are moving in the right direction with the standards.

I write these words fifty years since the enactment of the Welsh Language Act 1967. These anniversaries are an opportunity to look back and consider the progress we have made. At the end of the 60s, there was very little use of the Welsh language in official spheres and envisaging a Wales where we had our own Senedd with its own bilingual proceedings and laws would have been beyond many people's imagination. With the Government preparing to review the Welsh Language Measure over the next few months, I am keen that we all remember how far we have come, and how legislation contributes to the promotion of the language and the affirmation of the rights of its speakers. We need to evolve and develop our legislation, building on the strong foundations already in place.



*Meri Huws*

**Meri Huws**  
Welsh Language Commissioner

## Cipolwg ar y flwyddyn

85%

yn credu bod y Gymraeg yn rhywbeth i fod yn falch ohono



Cyflwyno tystiolaeth ysgrifenedig a llafar i bwyllgorau'r Cynulliad ac eraill

26 o weithiau

Agor

83

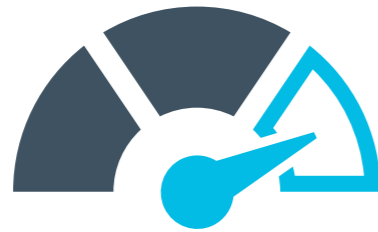
ymchwiliad i gydymffurfiaeth â dyletswyddau iaith



Y Comisiynydd wedi gosod safonau ar

52

sefydliad newydd



76%

o siaradwyr Cymraeg yn cytuno bod gwasanaethau Cymraeg sefydliadau cyhoeddus yn gwella

68%

yn hoffi gweld y Gymraeg yn cael ei defnyddio gan archfarchnadoedd yng Nghymru



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o gyfeiriau at y Comisiynydd yn y wasg brint ac ar lein

## Snapshot of the year

85%

believe that the Welsh language is something to be proud of



Written and oral evidence presented to Assembly committees and others on

26 occasions

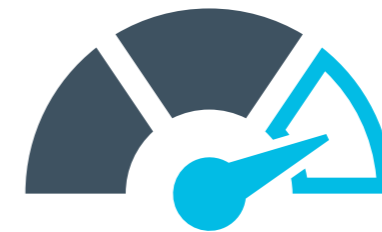
83

investigations opened into compliance with Welsh language duties



52

new organisations



76%

of Welsh speakers agree that public organisations' Welsh language services are improving

68%

people like to see Welsh being used by supermarkets in Wales



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references to the Commissioner in the printed press or online

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## Nod, gweledigaeth a gwerthoedd

### Nod

Prif nod Comisiynydd y Gymraeg yw hybu a hwyluso defnyddio'r Gymraeg. Wrth wneud hynny bydd y Comisiynydd yn ceisio cynyddu defnydd o'r Gymraeg yng nghyswllt darparu gwasanaethau, a thrwy gyfleoedd eraill. Yn ogystal, bydd y Comisiynydd yn rhoi sylw i statws swyddogol y Gymraeg yng Nghymru ac i ddyletswyddau i ddefnyddio'r Gymraeg sydd wedi'u gosod drwy gyfraith, a'r hawliau sy'n deillio o allu gorfodi'r dyletswyddau hynny. Mae dwy egwyddor yn sail i'r gwaith, sef yr egwyddor na ddylid trin y Gymraeg yn llai ffafriol na'r Saesneg yng Nghymru ac y dylai personau yng Nghymru allu byw eu bywydau drwy gyfrwng y Gymraeg os ydynt yn dymuno gwneud hynny. Mae Cynllun Strategol Comisiynydd y Gymraeg 2015-17 yn egluro sut yn union y bwriedir gweithio tuag at gyflawni nod cyffredinol y Comisiynydd.

### Gweledigaeth a gwerthoedd

Dros amser, dyhead Comisiynydd y Gymraeg yw gweld:

- Y Gymraeg wrth galon polisi yng Nghymru
- Defnydd o'r Gymraeg yn cynyddu
- Gwell profiad i ddefnyddwyr y Gymraeg yn sgil gwaith rheoleiddio
- Mynediad at gyfiawnder i unigolion mewn perthynas â'r Gymraeg
- Arloesi wrth hybu a hwyluso isadeiledd y Gymraeg.

Wrth gyflawni ei swyddogaethau statudol a gwireddu camau cychwynnol y weledigaeth, bydd y Comisiynydd a'i swyddogion yn gweithredu ar sail gwerthoedd craidd. Wrth ffurfio barn bydd y Comisiynydd yn gadarn gan roi sicrwydd i'r defnyddiwr. Bydd yn defnyddio pob cyfle i fod yn rhagweithiol ac i dorri tir newydd er mwyn ysgogi newid a gwella parhaus. Er mwyn cyfrannu at gynyddu defnydd o'r Gymraeg, bydd yn llais dros siaradwyr Cymraeg. I feithrin amgylchedd gweithio iach sy'n cefnogi ei weithwyr ac yn ceisio eu barn, ac er mwyn bod yn sefydliad sy'n dysgu o brofiad, bydd yn agored ac yn deg.

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## Aim, vision and values

### Aim

The principal aim of the Welsh Language Commissioner is to promote and facilitate the use of the Welsh language. In so doing, the Commissioner will try to increase the use of Welsh in the provision of services, and through other opportunities. The Commissioner will also highlight the Welsh language's official status in Wales and duties to use the Welsh language which have been imposed by law, and rights emanating from the enforcement of such duties. Two principles underpin the work namely the principle that in Wales the Welsh language should be treated no less favourably than the English language and that persons in Wales should be able to live their lives through the medium of Welsh if they wish to do so. The Welsh Language Commissioner's Strategic Plan 2015-17 explains how the work towards attaining the Welsh Language Commissioner's general aim will be carried out.

### Vision and values

Over time, it is the Welsh Language Commissioner's desire to see:

- The Welsh language at the heart of policy in Wales
- Use of the Welsh language increasing
- A better experience for Welsh language users as a result of regulation
- Access to justice for individuals in respect of the Welsh language
- Innovation in promoting and facilitating the infrastructure of the Welsh language

In carrying out statutory functions and implementing the initial stages of the vision, the Commissioner and officers will operate on the basis of core values. In forming an opinion the Commissioner will be firm, providing assurance to the user. The Commissioner will take every opportunity to be proactive and to break new ground in order to encourage continuous change and improvement. In order to contribute towards increasing the use of the Welsh language, the Commissioner will be a voice on behalf of Welsh speakers. In order to develop a healthy working environment that supports and seeks the opinions of its workers, and in order to be an organisation that learns from experience, the Commissioner will be open and fair.

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## Cyd-destun y Gymraeg 2016-17

### Adroddiad 5-mllynedd ar sefyllfa'r Gymraeg

Ar 3 Awst 2016, cyhoeddodd Comisiynydd y Gymraeg yr adroddiad 5-mllynedd cyntaf ar sefyllfa'r Gymraeg. Mae cyhoeddi'r adroddiad yn un o swyddogaethau statudol y Comisiynydd o dan Adran 5 Mesur y Gymraeg (Cymru) 2011.

Astudiaeth ystadegol ac ymchwil am y Gymraeg a'r defnydd ohoni yw'r adroddiad, ac mae'n canolbwyntio ar dri maes, sef adrodd ar ganlyniadau Cyfrifiad 2011, creu siaradwyr Gymraeg a defnyddio'r Gymraeg.

Mae canfyddiadau'r adroddiad yn seiliedig ar ddata a gwybodaeth sy'n dod o nifer o ffynonellau, gan gynnwys y Cyfrifiad, Arolwg Defnydd Iaith 2013-2015, arolygon omnibws ac ymchwil sefydliadau eraill.

Dyma rai o brif ganfyddiadau ffeithiol yr adroddiad:

- Mae canran y plant 5-15 oed sy'n medru siarad Cymraeg wedi dyblu ers 1981.
- Bu gostyngiad o dros 20,000 yn nifer y siaradwyr Cymraeg rhwng 2001 a 2011 (ond cynnydd o 20,000 ers 1971).
- Mae nifer y cymunedau lle mae 70% yn siarad Cymraeg wedi gostwng o 53 yn 2001 i 39 erbyn 2011.
- Mae 13% o bobl Cymru'n defnyddio'r Gymraeg bob dydd.
- Mae 85% yn credu bod y Gymraeg yn rhywbeth i fod yn falch ohono, ac mae 86% yn credu bod yn yr iaith yn bwysig i'r diwylliant Cymreig.
- Mae nifer sylweddol o blant yn cael eu haddysg trwy gyfrwng y Gymraeg mewn ysgolion, ond ni welwyd cynnydd gwirioneddol dros y blynyddoedd diwethaf.
- Ni fu cynnydd dros y blynyddoedd diwethaf yn y niferoedd o blant sy'n derbyn addysg a gofal blynyddoedd cynnar drwy gyfrwng y Gymraeg ac mae'r niferoedd sy'n astudio drwy gyfrwng y Gymraeg mewn addysg bellach ac uwch yn parhau i fod yn isel.

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## The context of the Welsh language 2016-17

### 5-year report on the position of the Welsh language

On 3 August 2016, the Welsh Language Commissioner published the first 5-year report on the position of the Welsh language. Publishing this report is one of the Commissioner's statutory functions under Section 5 of the Welsh Language (Wales) Measure 2011.

The report consists of a statistical and research-based study of the language and its use, and focuses on three areas: reporting on the 2011 Census results, creating Welsh speakers and the use of the Welsh language.

The findings of the report are based on data and information from a number of sources, including the Census, the 2013-2015 Language Use Survey, omnibus surveys and research by other organisations.

Some of the main factual findings of the report are as follows:

- The percentage of children aged 5-15 able to speak Welsh has doubled since 1981.
- There was a decrease of over 20,000 in the number of Welsh speakers between 2001 and 2011 (but an increase of 20,000 since 1971).
- The number of communities where 70% of the population speaks Welsh has fallen from 53 in 2001 to 39 in 2011.
- 13% of the population of Wales use Welsh every day.
- 85% believe that the Welsh language is something to be proud of, and 86% believe that the language is important to Welsh culture.
- A significant number of children are educated through the medium of Welsh in schools, but no real increase has been seen in recent years.
- There has been no increase over recent years in the number of children receiving early years education and nursery care through the medium of Welsh, and the numbers studying through the medium of Welsh in further and higher education continue to be low.



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## Heriau sylweddol sy'n wynebu'r sefydliad

Mae'r Comisiynydd yn cadw cofrestr o risgiau strategol sy'n amlinellu'r prif heriau sy'n wynebu'r sefydliad. Prif ddiben y gofrestr yw adnabod tebygolrwydd ac effaith risgiau er mwyn gallu cymryd camau i'w rheoli neu eu lliniaru. Caiff y gofrestr hon ei diweddarau'n gyson.

Mae'r risgiau yn cynnwys materion mewnol, megis sicrhau trefniadau llywodraethiant a gweinyddu da, a sicrhau gweithredu yn unol â gofynion cyfreithiol. Mae risgiau eraill yn delio gyda materion sy'n deillio o benderfyniadau a datblygiadau allanol.

Er enghraifft, mae cyllideb y Comisiynydd yn parhau i fod yn her sylweddol. Fel amlygwyd mewn adroddiadau blaenorol, mae lefel ariannu swyddfa'r Comisiynydd wedi gostwng o £4,100,000 i £3,051,000 ers ei sefydlu yn 2012. Mae hynny'n doriad o dros 25% mewn termau ariannol ac er na fu toriad yng nghyllideb y Comisiynydd ar gyfer 2017-18, nid oes sicrwydd ar gyfer y dyfodol. Mae'r Comisiynydd eisoes wedi gorfod gwneud arbedion i'w chyllideb ac wedi ceisio gwneud hynny heb gael effaith andwyol ar ei swyddogaethau. Byddai parhau i wneud hynny gyda thoriadau pellach i'r gyllideb yn heriol iawn ac yn ymarferol byddai'n rhaid peidio â gwneud rhai gweithgareddau pwysig nad ydynt yn ofynion statudol. Enghraifft o hynny yw gwaith ymchwil. Mae'r Comisiynydd wedi buddsoddi neu gyfrannu tuag at waith ymchwil sylweddol yn y blynyddoedd diwethaf, gan gynnwys Arolwg Defnydd Iaith 2015 a'r ymholiad i ofal sylfaenol drwy gyfrwng y Gymraeg. Nid yw'n bosibl buddsoddi mewn ymchwil o'r fath heb gyllideb ddigonol a sgil effaith hynny fyddai cyfyngu ar ein dealltwriaeth o ddefnydd y Gymraeg a phrofiadau unigolion.

Yn ystod y flwyddyn ddiwethaf, fe gyhoeddodd y Llywodraeth ei bod yn paratoi ar gyfer Bil newydd ar y Gymraeg. Byddai hynny'n golygu adolygu Mesur y Gymraeg 2011, sef y ddeddfwriaeth a sefydlodd y Comisiynydd. Wrth adolygu'r Mesur, mae'r Llywodraeth wedi cyhoeddi ei bod yn bwriadu ystyried y gyfundrefn safonau, swyddogaethau rheoleiddio'r Comisiynydd a chyfrifoldebau am hybu a hyrwyddo'r Gymraeg. Mae'r Llywodraeth hefyd wedi datgan yn gwbl glir bod y safonau yma i aros, ac mai'r broses yn hytrach na'r egwyddor a fydd o dan ystyriaeth wrth adolygu'r ddeddfwriaeth.

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## Significant challenges facing the organisation

The Commissioner maintains a register of strategic risks outlining the main challenges facing the organisation. The main aim of the register is to identify the likelihood and impact of risks in order to control those risks or to take mitigating action. This register is updated regularly.

The risks include internal issues, such as good governance and administrative arrangements, and ensuring the organisation acts in accordance with legal requirements. Other risks relate to issues arising from external decisions and developments.

For instance, the Commissioner's budget continues to be a significant challenge. As outlined in previous reports, the funding level of the office of the Commissioner has decreased from £4,100,000 to £3,051,000 since its establishment in 2012. This is a decrease of over 25% in financial terms and although there has been no cut to the Commissioner's budget for 2017-18, the future remains uncertain. The Commissioner has already had to make savings to her budget and has sought to do so without detriment to her functions. Continuing in this way, with further budget cuts, would be highly challenging and in practical terms it would mean not doing some important activities that are not statutory requirements. An example of this is research work. The Commissioner has invested or contributed towards substantial research over the last few years, such as the Language Use Survey 2015 and the inquiry into primary care through the medium of Welsh. It is not possible to invest in research of this nature without adequate resources and the impact will be to limit our understanding of the use of Welsh and the experiences of individuals.

During the past year, the Government has announced that it is preparing for a new Welsh Language Bill. This would mean revising the Welsh Language Measure 2011, the legislation that established the Commissioner. In revising the Measure, the Government has announced that it intends to consider the standards regime, the Commissioner's regulatory functions and responsibilities for the promotion of the Welsh language. The Government has also made clear that the standards are here to stay, and it is the process rather than the principle that is under consideration in revising the legislation.

Mae newid fel hyn yn cynnig heriau a chyfleoedd i'r sefydliad. Yr her gyntaf fydd yn wynebu'r Comisiynydd fydd sicrhau nad oes colli momentwm gyda'r gwaith pwysig sydd wedi digwydd hyd yma o dan Fesur y Gymraeg. Mae nifer sylweddol o sefydliadau yn gweithredu safonau erbyn hyn ac mae tystiolaeth gynyddol bod darpariaeth gwasanaethau Cymraeg yn gwella. Mae'n bwysig nad yw'r momentwm hwn yn cael ei golli. Mae'n ddyddiau cynnar o hyd ar gyfer y gyfundrefn newydd ac mae'n bwysig bod newidiadau mewn deddfwriaeth yn gwella ac yn atgyfnerthu'r gyfundrefn sy'n bodoli gan osgoi'r risg o arafu'r cynnydd sydd wedi bod.

Y cam cyntaf ffurfiol yn y broses o ddatblygu'r Bil newydd fydd Papur Gwyn Llywodraeth yn cynnig opsiynau ar gyfer y ffordd ymlaen. Bydd y Comisiynydd yn cyfrannu mor llawn ac mor adeiladol â phosibl yn y trafodaethau. Disgwylir i'r Llywodraeth wneud cyhoeddiad ar y Papur Gwyn yn ystod yr haf.

Such a change presents challenges and opportunities for the organisation. The first challenge to face the Commissioner will be to ensure that no momentum is lost with the important work already carried out under the Welsh Language Measure. A significant number of organisations are now implementing standards and there is increasing evidence that Welsh language provision is improving. It is important that this momentum is not lost. The new regime is still in its infancy and it is important that legislative changes improve and strengthen the existing system and avoids the risk of slowing the progress that has been made.

The first formal step in the process of developing a new Bill is a Government White Paper outlining options for the way forward. The Commissioner will contribute as fully and as constructively as possible to the debate. We expect the Government to make an announcement on the White Paper during the summer.

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## Gweithgareddau a chyflawniadau

Mae Cynllun Strategol Comisiynydd y Gymraeg 2015-17 yn gosod seiliau gwaith a blaenoriaethau'r Comisiynydd.

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### Amcanion strategol:

- 1.** Dylanwadu ar yr ystyriaeth a roddir i'r Gymraeg mewn datblygiadau polisi
  - 2.** Sicrhau cyfiawnder i ddefnyddwyr y Gymraeg
  - 3.** Gosod dyletswyddau statudol a'u rheoleiddio
  - 4.** Annog, hybu a hwyluso defnydd o'r Gymraeg ar sail wirfoddol
  - 5.** Gweithredu a chyfathrebu'n briodol ac effeithiol
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## Activities and achievements

The Welsh Language Commissioner's Strategic Plan 2015-17 lays the foundations for the Commissioner's work and priorities.

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### Strategic objectives:

- 1.** To influence the consideration given to the Welsh language in policy developments
  - 2.** To ensure justice for Welsh language users
  - 3.** To impose statutory duties and regulate them
  - 4.** To encourage, promote and facilitate the use of the Welsh language on a voluntary basis
  - 5.** To operate and communicate appropriately and effectively
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## Amcan strategol 1: Dylanwadu ar yr ystyriaeth a roddir i'r Gymraeg mewn datblygiadau polisi

Mae gan bolisi a deddfwriaeth rôl allweddol i'w chwarae mewn cynyddu nifer y siaradwyr Cymraeg, yn enwedig polisi ar addysg Gymraeg. Maent hefyd yn allweddol i sicrhau defnydd yr iaith, er enghraifft defnydd o wasanaethau Cymraeg, defnydd o'r Gymraeg yn y gweithle a'i defnydd yn gymdeithasol. O'r herwydd mae dylanwadu ar bolisi yn rhan hanfodol o waith y Comisiynydd.

Mae'r Comisiynydd yn cynnal ac yn comisiynu gwaith ymchwil, llunio a chyhoeddi adroddiadau, gwneud argymhellion i Weinidogion Cymru a chyflwyno sylwadau neu roi cyngor i bersonau. Mae'r rhain oll yn ffyrdd o ddylanwadu ar bolisi.

### Tystiolaeth a roddwyd

Darparwyd dystiolaeth ysgrifenedig a llafar ar 26 achlysur i bwyllgorau'r Cynulliad ac eraill, er mwyn sicrhau ystyriaeth briodol i'r Gymraeg.

### Pwyllgor Diwylliant, y Gymraeg a Chyfathrebu'r Cynulliad

- Rhaglen waith y pwyllgor
- Bil Cymru 2016
- Strategaeth y Gymraeg ddrafft Llywodraeth Cymru
- Dyfodol S4C
- Cynllun Ieithoedd Swyddogol y Cynulliad
- Adroddiad 5-mllynedd Comisiynydd y Gymraeg
- Adroddiad Blynyddol Comisiynydd y Gymraeg

"Mae angen gwyrddroi cyfrwng iaith addysg a hyfforddiant yng Nghymru, gan roi'r gorau i baratoi mwyafrif llethol ein pobl ifanc ar gyfer y byd gwaith trwy gyfrwng y Saesneg yn unig."

**Meri Huws, Tystiolaeth ar Strategaeth y Gymraeg ddrafft Llywodraeth Cymru, 14 Rhagfyr 2016.**

"Yr her i'r gwasanaeth iechyd yw cynllunio gwasanaeth lle mae'r claf wrth y canol ac wedyn os oes angen neu awydd i gyfathrebu drwy gyfrwng y Gymraeg, bod hynny'n rhan o'r pecyn gofal."

**Meri Huws, Tystiolaeth ar yr Adroddiad Blynyddol, 14 Rhagfyr 2016.**

## Strategic Objective 1: To influence the consideration given to the Welsh language in policy developments

Policy and legislation play a key role in increasing the number of Welsh speakers, in particular policy on Welsh-medium education. They are also vital in ensuring language use, for instance, the use of Welsh language services, Welsh in the workplace and social use of the language. As a result, a crucial part of the Commissioner's work is influencing policy.

The Commissioner conducts and commissions research, drafts and publishes reports, and makes recommendations and provides advice to Welsh Ministers and others. These are all ways of influencing policy.

### Evidence given

Written and oral evidence was provided on 26 occasions to Assembly committees and others, in order to ensure appropriate consideration of the Welsh language.

### The Culture, Welsh Language and Communications Committee

- The committee's programme of work
- The Wales Bill 2016
- The Welsh Government's draft Welsh Language Strategy
- The future of S4C
- The Assembly's Official Languages Scheme
- The Welsh Language Commissioner's 5-year Report
- The Welsh Language Commissioner's Annual Report

"There is a need to overhaul the language of education and training in Wales, thus reversing the current practice of preparing the vast majority of our young people for work through the medium of English only."

**Meri Huws, Evidence on the Welsh Government's draft Welsh Language Strategy, 14 December 2014.**

"The challenge for the health service is planning a service where the patient is at the centre and then if there is a need or a desire to communicate through the medium of Welsh, that that is part of the care package."

**Meri Huws, Evidence on the Annual Report, 14 December 2016.**



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**Pwyllgor Plant, Pobl Ifanc ac Addysg y Cynulliad**

- Blaenoriaethau'r Pwyllgor
- Addysg a Dysgu Proffesiynol Athrawon
- Y Bil Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg

"Dylai'r Bil drafft fanteisio ar unrhyw gyfleoedd posib i osgoi risg o wahaniaethu yn erbyn siaradwyr Cymraeg sydd ag anghenion dysgu ychwanegol o ganlyniad i ddiffyg darpariaeth gwasanaethau Cymraeg ar eu cyfer."

**Meri Huws, Tystiolaeth ar y Bil Drafft Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg, 2 Mawrth 2017.**

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**Pwyllgor Iechyd, Gofal Cymdeithasol a Chwaraeon y Cynulliad**

- Blaenoriaethau'r Pwyllgor
- Bil Iechyd y Cyhoedd

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**Pwyllgor Deisebau'r Cynulliad**

- Adolygiad o system ddeisebau Cynulliad Cenedlaethol Cymru

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**Y Pwyllgor Materion Cyfansoddiadol a Deddfwriaethol**

- Bil Cymru 2016

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**Tystiolaeth i eraill ar faterion amrywiol**

- Adolygiad o weithgareddau'r Coleg Cymraeg Cenedlaethol
- Cynllun Ieithoedd Swyddogol Cynulliad Cenedlaethol Cymru
- Adolygiad o Gynlluniau Strategol y Gymraeg Mewn Addysg
- Cynllun Datblygu Lleol Gwynedd a Môn
- Iaith, Gwaith a Gwasanaethau Dwyieithog

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**The Assembly's Children, Young People and Education Committee**

- The Committee's priorities
- Teachers' Professional Learning and Education
- The Additional Learning Needs and Education Tribunal Bill

"The draft Bill should take advantage of any possible opportunities to avoid the risk of discriminating against Welsh speakers who have additional learning needs as a result of the lack of provision of Welsh language services for them."

**Meri Huws, Evidence on the Additional Learning Needs and Education Tribunal Draft Bill, 2 March 2017.**

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**The Assembly's Health, Social Care and Sports Committee**

- The Committee's priorities
- The Public Health Bill

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**The Assembly's Petitions Committee**

- Review of the National Assembly for Wales' petitions system

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**The Constitutional and Legislative Affairs Committee**

- The Wales Bill 2016

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**Evidence to others on various matters**

- Review of the activities of the Coleg Cymraeg Cenedlaethol
- The National Assembly for Wales' Official Languages Scheme
- Review of Welsh in Education Strategic Plans
- Gwynedd and Môn Local Development Plan
- Language, Work and Bilingual Services

**Ymateb i ymgynghoriadau**

Mae llywodraethau a sefydliadau eraill yn cyflwyno polisiau newydd yn gyson, un ai fel rhan o waith sydd wedi ei gynllunio ymlaen llaw, er enghraifft o fewn rhaglenni llywodraethu, neu'n bolisiau a gyflwynir mewn ymateb i amgylchiadau ar y pryd. Mae'r Comisiynydd yn chwilio am gyfleoedd i ddylanwadu ar benderfyniadau polisi fel hyn, ac un ffordd o ddylanwadu yw drwy gyflwyno tystiolaeth ac ymateb i ymgynghoriadau.

Ymatebwyd i ymgynghoriadau ar 33 o achlysuron yn ystod 2016-17. Dyma rai ohonynt:

**Llywodraeth Cymru**

- Strategaeth y Gymraeg ddrafft
- Diwygio llywodraeth leol
- Casglu data am y gweithlu ysgolion
- Is-ddeddfwriaeth o dan Ddeddf yr Amgylchedd Hanesyddol (Cymru) 2016
- Gwasanaeth gofal llygaid ar gyfer disgyblion ysgol
- Bil Anghenion Dysgu Ychwanegol a'r Tribiwnlys Addysg
- Strategaeth Dementia i Gymru

**Ymateb i ymgynghoriadau eraill ar faterion amrywiol**

- Cynlluniau Strategol y Gymraeg Mewn Addysg (22)
- Arolwg o Etholaethau Seneddol yng Nghymru
- Rhaglen Diwygio'r Gyfraith Comisiwn y Gyfraith
- Datblygu Strategaeth Addysg Uwch i Gymru
- Llesiant Cenedlaethau'r Dyfodol
- Cwricwlwm Cenedlaethol Cymraeg i Oedolion

Caiff ymatebion i ymgynghoriadau eu cyhoeddi ar wefan y Comisiynydd.

**Cyfarfodydd â gweinidogion a gwleidyddion**

Mae cynnal trafodaeth barhaus â Gweinidogion Cymru a gwleidyddion eraill yn ffordd o sicrhau bod y Gymraeg a negeseuon y Comisiynydd yn dod yn ystyriaeth gyson mewn penderfyniadau polisi. Yn ystod y flwyddyn, bu'r Comisiynydd yn cynnal cyfarfodydd cyson a rheolaidd â Gweinidogion Cymru ac â Swyddfa Ysgrifennydd Gwladol Cymru, yn ogystal â gyda llefarwyr y pleidiau ar yr iaith Gymraeg. Roedd y trafodaethau'n ymhél ag amrywiol bynciau cyfredol, gan gynnwys iechyd a gofal cymdeithasol, chwaraeon, addysg, cofrestru sifil a darlledu ymysg eraill.

**Responding to consultations**

Governments and other organisations regularly introduce new policy, either as part of a planned programme of work, for instance within programmes of government, or policies introduced in response to emerging situations. The Commissioner seeks opportunities to influence such policy decisions, and one means of influence is to submit evidence and respond to consultations.

The Commissioner provided 33 responses to consultations during 2016-17. Here are some examples:

**Welsh Government**

- Draft Welsh Language Strategy
- Local government reform
- School workforce data collection in Wales
- Secondary legislation under the Historic Environment (Wales) Act 2016
- School pupil eye care service
- The Additional Learning Needs and Education Tribunal Bill
- Dementia Strategy for Wales

**Responses to other consultations on various matters**

- Welsh in Education Strategic Plans (22)
- Review of Parliamentary Constituencies in Wales
- The Law Commission's Programme of Law Reform
- Development of a Higher Education Strategy for Wales
- Well-being of Future Generations
- Welsh for Adults National Curriculum

Responses to consultations are published on the Commissioner's website.

**Meetings with ministers and politicians**

Conducting continuous dialogue with Welsh Ministers and other politicians is a way of ensuring that the Welsh language and the Commissioner's messages become a regular consideration in policy decisions. During the year, the Commissioner has held regular meetings with Welsh Ministers and with the Office of the Secretary of State for Wales, as well as with the parties' Welsh language spokespersons. The discussions covered a variety of current topics, including health and social care, sports, education, civil registration and broadcasting.

**Mesur effaith y gwaith dylanwadu ar bolisi**

Cefnogwyd sylwadau'r Comisiynydd ar y Bil Cymru drafft gan wleidyddion a rhoddwyd sylw iddynt gan bwyllgorau yn y Cynulliad ac yn San Steffan, ac ar lawr y Tŷ Cyffredin.

"Throughout the scrutiny of the Bill, we have tabled amendments following concerns expressed to us by the Welsh Language Commissioner regarding the Bill's potential effect on the National Assembly's power to legislate on matters pertaining to the Welsh language."

**Hywel Williams AS wrth drafod Bil Cymru, 27 Ionawr 2017.**

Cafodd gwaith y Comisiynydd ar Gynlluniau Strategol y Gymraeg Mewn Addysg gryn sylw gan bwyllgorau'r Bae ac ar lawr y Senedd.

"[...] byddwch chi'n gwybod cystal â minnau bod Comisiynydd y Gymraeg [...] wedi mynegi [...] pryderon am ansawdd a diffyg uchelgais cynlluniau strategol y Gymraeg mewn addysg sydd wedi cael eu llunio gan awdurdodau lleol ar draws y wlad."

**Darren Millar AC wrth drafod Cynlluniau Strategol y Gymraeg mewn Addysg, 14 Mawrth 2017.**

Derbyniodd Comisiwn y Gyfraith gynigion y Comisiynydd am yr angen i adolygu'r gyfraith ynghylch priodi yn Gymraeg a'u cynnwys yn eu Rhaglen Diwygio'r Gyfraith.

Roedd gwaith monitro'r Comisiynydd yn dangos bod oddeutu 8 cyfeiriad y mis at y Comisiynydd yn nhrefodaethau'r Cynulliad (sampl Ionawr – Mawrth 2017).

**Measuring the impact of the work on influencing policy**

The Commissioner's representations on the Draft Wales Bill were supported by politicians and given due regard in committees at the Assembly and Westminster, and on the floor of the House of Commons.

"Throughout the scrutiny of the Bill, we have tabled amendments following concerns expressed to us by the Welsh Language Commissioner regarding the Bill's potential effect on the National Assembly's power to legislate on matters pertaining to the Welsh language."

**Hywel Williams MP during the debate on the Wales Bill, 27 January 2017.**

The Commissioner's work on the Welsh in Education Strategic Plans was given significant attention by the Committees in Cardiff Bay and on the floor of the Senedd.

"[...] you will know as well as I do that [...] the Welsh Language Commissioner [...] have expressed concerns about the quality and lack of ambition of the Welsh in education strategic plans that have been produced by local authorities across the country."

**Darren Millar AM in the debate on the Welsh in Education Strategic Plans, 14 March 2017.**

The Commissioner presented her proposals on the need to review the law on marriage in Wales to the Law Commission and they were included in their Programme of Law Reform.

The Commissioner's monitoring work showed that there were around 8 references a month to the Commissioner in Assembly proceedings (sample January – March 2017).

**Cyhoeddi Adroddiad 5-mlynedd**

Cyhoeddwyd yr adroddiad 5-mlynedd cyntaf ar faes yr Eisteddfod Genedlaethol yn y Fenni ar 3 Awst 2016. Cynhaliwyd dau sesiwn i gyflwyno'r prif ganfyddiadau, y naill yn yr Eisteddfod a'r llall mewn digwyddiad yn y Pierhead ym Mae Caerdydd ar 6 Hydref 2016.

Derbyniodd yr adroddiad sylw ar y cyfryngau, cyhoeddwyd erthygl ar wefan y Sefydliad Materion Cymreig, a chafodd ei drafod ar lawr y Senedd ar 27 Medi 2016 a 9 Tachwedd 2016 a'i ystyried gan y Pwyllgor Diwylliant, y Gymraeg a Chyfathrebu ar 14 Rhagfyr 2016.

Mae canfyddiadau'r adroddiad wedi arwain at brosiectau penodol gan y Comisiynydd e.e. ymchwil i ofal plant cyfrwng Cymraeg, ar sail canfyddiad yr adroddiad bod diffyg tystiolaeth ar gael.

Ceir crynodeb o brif ganfyddiadau'r Adroddiad 5-Mlynedd yn adran "Cyd-destun y Gymraeg" yr adroddiad hwn.

**Ymchwil a gomisiynwyd****Gofal plant cyfrwng Cymraeg**

Mae tystiolaeth yn dangos bod cyflwyno'r Gymraeg i blentyn o oed cynnar yn cael dylanwad mawr ar ei ruglder a'i ddefnydd o'r iaith am weddill ei oes.

Wrth gomisiynu gwaith ymchwil i'r sector, penderfynodd y Comisiynydd ganolbwyntio ar dri maes allweddol sy'n cael effaith ar yr iaith Gymraeg, sef cynnig Llywodraeth Cymru i ddarparu 30 awr o ofal plant am ddim, tyfu'r sector gofal cyfrwng Cymraeg a'r cynllun Dechrau'n Deg.

Bydd y Comisiynydd yn cyhoeddi nodyn briffio ar y maes hwn yn ystod 2017-18, ond gellir cyhoeddi bod y canlyniadau'n amlygu:

- heriau i sicrhau darpariaeth Gymraeg yn y cynnig 30 awr
- angen newid diwylliannol yn y modd y caiff y sector gofal cyn ysgol ei gynllunio a'i hyrwyddo os oes unrhyw dwf i fod mewn darpariaeth gofal plant cyfrwng Cymraeg
- colli cyfle i gynyddu mynediad at ofal cyfrwng Cymraeg drwy Dechrau'n Deg, hyrwyddo manteision dwyieithrwydd ac annog rhieni i ddewis llwybr addysg Gymraeg i'w plant.

**Publishing the 5-year Report**

The first 5-year report was published at the National Eisteddfod in Abergavenny on 3 August 2016. Two sessions were held to present the main findings, one at the Eisteddfod and the other at an event at the Pierhead in Cardiff Bay on 6 October 2016.

The report attracted media coverage, an article was published on the website of the Institute of Welsh Affairs, and it was aired on the floor of the Senedd on 27 September 2016 and 9 November 2016, and considered by the Culture, Welsh Language and Communications Committee on 14 December 2016.

The report's findings have led to specific projects conducted by the Commissioner, e.g. research on Welsh language childcare based on the finding in the report that there was a lack of evidence.

A summary of the main findings of the 5-year Report is given in the section "Context of the Welsh Language" within this report.

**Commissioned research****Welsh-medium childcare**

Evidence shows that introducing the Welsh language to a child at an early age has a huge influence on the child's fluency and their use of the language throughout their life.

In commissioning research into this sector, the Commissioner decided to focus on three key areas that impact on the Welsh language: the Welsh Government's offer to provide 30 hours of free childcare; growth of the Welsh-medium childcare sector; and the Flying Start scheme.

The Commissioner will publish a briefing note on this during 2017-18, but can announce that the results highlight:

- challenges to ensuring Welsh-medium provision in the 30 hours offer
- a need for a culture change in the way in which the pre-school childcare sector is planned and promoted if there is to be any increase in the Welsh-medium childcare provision
- a missed opportunity in terms of increasing access to Welsh-medium childcare through Flying Start, the promotion of the benefits of bilingualism, and encouraging parents to choose a Welsh language education path for their children.



### Anghenion dysgu ychwanegol

Yn 2016, cytunodd Comisiynydd y Gymraeg a Chomisiynydd Plant Cymru i gasglu gwybodaeth gan awdurdodau lleol Cymru ar addysg cyfrwng Cymraeg mewn ysgolion. Gwnaed hynny yn sgil cwynion oedd wedi eu cyflwyno i'r ddau sefydliad yn amlygu diffygion o ran argaeledd llefydd digonol mewn rhai ysgolion cyfrwng Cymraeg a diffyg cymorth trwy gyfrwng y Gymraeg ar gyfer plant ag anghenion addysgol ychwanegol.

Paratowyd holiadur a'i anfon at awdurdodau lleol ym mis Hydref 2016 i gasglu gwybodaeth am y graddau y mae awdurdodau lleol yng Nghymru wedi llwyddo i ymateb i'r galw am addysg cyfrwng Cymraeg. Derbyniwyd ymatebion gan 17 awdurdod.

Defnyddiodd y Comisiynydd yr ymchwil fel sail wrth ymateb i'r ymgynghoriad ar y Bil Anghenion Dysgu Ychwanegol.

“Mae ymchwil a gynhaliwyd ar y cyd rhyngof i a Chomisiynydd Plant Cymru yn dangos anghysondeb yn y ddarpariaeth cymorth dysgu ychwanegol y mae awdurdodau lleol Cymru yn medru ei gynnig drwy gyfrwng y Gymraeg.”

**Meri Huws, mewn tystiolaeth i'r Pwyllgor Plant, Pobl Ifanc ac Addysg, 20 Chwefror 2017.**

### Ymchwil arall

Mae Prifysgol Aberystwyth wrthi'n trefnu a chynnal cyfres o ddigwyddiadau ar effaith newidiadau cymdeithasol ar y Gymraeg ac ieithoedd lleiafrifol eraill. Mae'r Comisiynydd yn bartner yn y prosiect ac yn cyfrannu at y digwyddiadau.

Cynhaliwyd ymchwil ar agweddau cwsmeriaid at ddefnydd o'r Gymraeg gan archfarchnadoedd. Ceir cyfeiriad pellach at y gwaith hwn ar dudalen 74.

Hefyd cynhaliwyd arolwg ffôn drwy Arolwg Omnibws Siaradwyr Cymraeg Cwmni Ymchwil Beaufort. Ceir cyfeiriad pellach at y gwaith hwn ar dudalen 64.

### Additional learning needs

In 2016, the Welsh Language Commissioner and the Children's Commissioner agreed to gather information from Welsh local authorities on Welsh-medium education in schools. This was undertaken following complaints made to both organisations that highlighted deficiencies in the availability of sufficient places in some Welsh-medium schools and a lack of support through the medium of Welsh for additional learning needs pupils.

A questionnaire was prepared and sent to local authorities in October 2016 to gather information on the extent to which local authorities in Wales have succeeded in responding to the need for Welsh-medium education. Seventeen authorities responded.

This research was the basis for the Commissioner's response to the consultation on the Additional Learning Needs Bill.

“Research conducted by myself and the Children's Commissioner for Wales shows the inconsistency in the additional learning needs provision that local authorities in Wales are able to offer through the medium of Welsh.”

**Meri Huws, in evidence to the Children, Young People and Education Committee, 20 February 2017.**

### Other research

Aberystwyth University are in the process of organising and conducting a series of events on the effects of social change on the Welsh language and other minority languages. The Commissioner is a partner in the project and contributes to the events.

Research was undertaken into the attitudes of customers towards the use of Welsh by supermarkets. Further reference is made to this work on page 75.

Also, a telephone survey was conducted through the Welsh Speakers Omnibus Survey conducted by Beaufort Research. Further reference is made to this work on page 65.

## Amcan strategol 2: Sicrhau cyfiawnder i ddefnyddwyr y Gymraeg

Yn ystod y flwyddyn daeth 52 o sefydliadau o dan ddyletswydd i gydymffurfio â safonau'r Gymraeg, gan ddod â chyfanswm y sefydliadau sy'n gweithredu safonau i 78. Hwn, felly, yw'r Adroddiad Blynyddol cyntaf i adrodd ar weithrediad y pwerau gorfodi a roddwyd i'r Comisiynydd ym Mesur y Gymraeg ers iddynt ddod i rym.

Roedd mwyafrif sefydliadau cyhoeddus mawr Cymru yn parhau i weithredu cynlluniau iaith Gymraeg yn ystod y flwyddyn, ac felly hefyd cyrff y Goron, gyda'r Comisiynydd yn ymdrin â chwynion am weithrediad y cynlluniau hynny yn unol â gofynion Deddf yr Iaith Gymraeg 1993.

### Safonau'r Gymraeg

#### Dadansoddiad cwynion safonau'r Gymraeg

Cyfeiriwyd 151 cwyn o dan y drefn safonau at y Comisiynydd yn ystod y flwyddyn.

Mae adran 93 Mesur y Gymraeg yn diffinio cwyn statudol fel un sydd:

- Wedi ei chyflwyno yn ysgrifenedig gan berson y mae'n ymddangos bod y methiant honedig effeithio'n uniongyrchol arno
- Yn ei gwneud yn hysbys pwy sy'n destun y gŵyn ac yn ei gwneud yn hysbys beth yw'r methiant honedig
- Yn rhoi cyfeiriad lle caiff y Comisiynydd gysylltu â'r person

Tabl 1: Safonau'r Gymraeg: cwynion a dderbyniwyd

#### Safonau'r Gymraeg – cwynion 30 Mawrth 2016 – 31 Mawrth 2017<sup>1</sup>

Cyfanswm y cwynion a dderbyniwyd	151
Cyfanswm y cwynion dilys	124
Cyfanswm y cwynion annilys	27

Mae'r 151 yn gynydd o 54 yn nifer y cwynion a dderbyniwyd o'i gymharu â'r 97 cwyn a gyflwynwyd i'r Comisiynydd ynghylch yr un sefydliadau yn 2015-16 (o dan drefn cynlluniau iaith).

<sup>1</sup> Mae nifer cwynion safonau'r Gymraeg yr adroddir arnynt yn cynnwys y cwynion a dderbyniwyd ar 30 a 31 Mawrth 2016. Nid adroddwyd ar y cwynion hyn yn adroddiad blynyddol 2015-16 oherwydd mai dim ond am ddau ddiwrnod yn unig yr oedd gweithdrefn safonau'r Gymraeg wedi bod yn weithredol.

## Strategic Objective 2: To ensure justice for Welsh language users

During the year, the duty to comply with Welsh language standards was imposed on 52 organisations, bringing the number of organisations implementing standards to 78. Therefore this is the first Annual Report to report on the implementation of the Commissioner's enforcement powers as granted by the Welsh Language Measure since coming into force.

During the period in question, the majority of the large public organisations in Wales continued to implement their language schemes, together with Crown bodies, and the Commissioner dealt with complaints regarding the implementation of those schemes in accordance with the requirements of the Welsh Language Act 1993.

### Welsh language standards

#### Analysis of complaints in relation to Welsh language standards

A total of 151 complaints were referred to the Commissioner during the year under the standards procedures.

Section 93 of the Welsh Language Measure defines a statutory complaint as one that:

- Has been submitted in writing by a person who appears to have been directly affected by the alleged failure
- Identifies the subject of the complaint and identifies the alleged failure
- Gives an address at which the Commissioner may contact the person

Table 1: Welsh Language Standards: complaints received

#### Welsh Language Standards – complaints 30 March 2016 – 31 March 2017<sup>1</sup>

Total number of complaints received	151
Total number of valid complaints	124
Total number of invalid complaints	27

The 151 is an increase of 54 in the number of complaints received, compared with the 97 complaints submitted to the Commissioner regarding the same organisations in 2015-16 (under language schemes procedures).

<sup>1</sup> The number of complaints in relation to the Welsh language standards reported on include complaints received on 30 and 31 March 2016. These complaints were not reported on in the 2015-16 annual report as the Welsh language standards procedures had only been in place for two days.

Ymchwiliadau cydymffurfio â safonau

Agorwyd 66 ymchwiliad o ganlyniad i gwynion y cyhoedd yn 2016-17.

Tabl 2: Safonau'r Gymraeg: agor ymchwiliadau

<b>Safonau'r Gymraeg – ymchwiliadau 30 Mawrth 2016 – 31 Mawrth 2017<sup>2</sup></b>	
Nifer y penderfyniadau a wnaed gan y Comisiynydd i agor ymchwiliad i gwyn ddilys	66
Nifer y penderfyniadau a wnaed gan y Comisiynydd i beidio â chynnal ymchwiliad i gwyn ddilys	54
Nifer y cwynion oedd yn parhau dan ystyriaeth ar ddiwedd y cyfnod adrodd	4
Penderfyniadau a wnaed gan y Comisiynydd i agor ymchwiliad i amheuon o fethiant i gydymffurfio â safonau'r Gymraeg lle nad oedd yr amheuaeth yn deillio o gwyn	17
Ymchwiliadau a derfynwyd cyn dyfarnu	14

Yn yr achosion hynny lle penderfynodd y Comisiynydd beidio â chynnal ymchwiliad i gwyn ddilys, roedd hynny oherwydd nad oedd y gwyn yn creu amheuaeth o fethiant i gydymffurfio â safon am i) nad y sefydliad y cwynwyd amdano oedd yn gyfrifol am y methiant honedig, ii) nad oedd y sefydliad y cwynwyd amdano dan ddyletswydd statudol i gydymffurfio â safon berthnasol, neu iii) na ddarparwyd gwybodaeth ddigonol am y methiant honedig.

<sup>2</sup> Mae nifer cwynion safonau'r Gymraeg yr adroddir arnynt yn cynnwys y cwynion a dderbyniwyd ar 30 a 31 Mawrth 2016. Nid adroddwyd ar y cwynion hyn yn adroddiad blynyddol 2015-16 oherwydd mai dim ond am ddau ddiwrnod yn unig yr oedd gweithdrefn safonau'r Gymraeg wedi bod yn weithredol.

Analysis of investigations into compliance with standards

A total of 66 investigations were opened following complaints by the public in 2016-17.

Table 2: Welsh Language Standards: investigations opened

<b>Welsh Language Standards – investigations 30 March 2016 – 31 March 2017<sup>2</sup></b>	
The number of decisions made by the Commissioner to open an investigation into a valid complaint	66
The number of decisions made by the Commissioner not to conduct an investigation into a valid complaint	54
The number of complaints still under consideration at the end of the reporting period	4
Decisions made by the Commissioner to open an investigation into suspected failures to comply with Welsh language standards that did not arise from a complaint	17
Investigations discontinued before determination	14

In the cases where the Commissioner decided not to conduct an investigation into a valid complaint, this was because the complaint did not create suspicion of a failure to comply with a standard because i) the organisation complained about was not responsible for the alleged failure, ii) the organisation complained about was not under a statutory duty to comply with the relevant standard or iii) there was not adequate information about the alleged failure.

<sup>2</sup> The number of complaints in relation to the Welsh language standards reported on include complaints received on 30 and 31 March 2016. These complaints were not reported on in the 2015-16 annual report as the Welsh language standards procedures had only been in place for two days.

Natur y cwynion a dderbyniwyd ac yr ymchwiliwyd iddynt

Gall llythyr o gŵyn ymwneud â mwy nag un mater ac felly ni ddylid dehongli bod nifer y cwynion ddaeth i law, a'r ymchwiliadau, yn cyfateb i nifer y safonau gafodd sylw mewn ymchwiliad gan y Comisiynydd. O'r safonau a ystyriwyd yn yr ymchwiliadau gafodd eu hagor roedd pob un ond dau yn ymwneud â methiannau i gydymffurfio â safonau cyflenwi gwasanaethau, un yn ymwneud â safon llunio polisi ac un yn ymwneud â safonau gweithredu.

Tabl 3: Safonau'r Gymraeg: Gweithgareddau yr ymchwiliwyd iddynt

Gohebiaeth	37
Cyhoeddiadau	15
Gwefannau	20
Arwyddion	12
Gwasanaeth ffôn	25
Cyfarfodydd wyneb yn wyneb	10
Ffurflenni	9
Cyrsiau a gynigir	32
Codi ymwybyddiaeth o wasanaethau Cymraeg	18
Arall	14

Mae'r natur y cwynion am gydymffurfiaeth â safonau'n dilyn yr un patrwm â chwynion a dderbyniwyd am gydymffurfiaeth â chynlluniau iaith Gymraeg. Dylid nodi mai gwybodaeth yn seiliedig ar gwynion yr ymchwiliwyd iddynt yn unig sydd yn y tabl hwn.

The nature of the complaints received and investigated

A letter of complaint can refer to more than one matter and therefore one should not conclude that the number of complaints received, and the investigations, correspond with the number of standards considered by the Commissioner in an investigation. Of the standards considered in the investigations opened, all but two related to failures to comply with service delivery standards, one related to policy making standards and one related to operational standards.

Table 3: Welsh Language Standards: Activities investigated

Correspondence	37
Publications	15
Websites	20
Signs	12
Telephone services	25
Face to face meetings	10
Forms	9
Courses offered	32
Raising awareness of Welsh language services	18
Other	14

The nature of the complaints regarding compliance with standards follow the same pattern as complaints received regarding compliance with Welsh language schemes. It should be noted that only information based on complaints investigated are in this table.



## Amcan strategol 2: parhad

Tabl 4: Safonau'r Gymraeg: Dyfarnu ar dor safon:

### Dyfarniadau mewn perthynas ag ymchwiliadau a gynhaliwyd

Nifer yr ymchwiliadau y dyfarnodd y Comisiynydd arnynt	15
Nifer y dyfarniadau a wnaed mewn perthynas â safonau oedd dan ystyriaeth yr ymchwiliadau	61
O'r safonau y dyfarnwyd arnynt, y nifer lle dyfarnwyd y bu methiant i gydymffurfio	53
Nifer a natur y camau gorfodi a osodwyd	
Ei gwneud yn ofynnol i gymryd camau er mwyn atal methiant i gydymffurfio â safonau rhag parhau neu gael ei ail-adrodd <sup>3</sup>	44
Paratoi cynllun gweithredu	2
Rhoi cyhoedduswydd gan y Comisiynydd	0
Rhoi cyhoedduswydd gan y sefydliad	0
Gosod cosb sifil	0
Peidio â gweithredu ymhellach	5
Nifer o weithiau y rhoddwyd cyngor neu argymhellion	
Rhoi argymhellion	2
Rhoi cyngor	0
O'r safonau y dyfarnwyd arnynt, y nifer lle dyfarnwyd na fu methiant i gydymffurfio	8
Nifer o weithiau y rhoddwyd cyngor neu argymhellion	
Rhoi argymhellion	5
Rhoi cyngor	0
Peidio â gweithredu ymhellach	3

Cyhoeddwyd gwybodaeth am bob dyfarniad a wnaed yn y gofrestr gorfodi sydd ar gael ar wefan y Comisiynydd.

<sup>3</sup> Er enghraifft, rhoi cyfarwyddyd ynghylch trefnu gwasanaeth derbynfa; rhoi cyfarwyddyd ynghylch cyhoeddi gwybodaeth ar wefan; rhoi cyfarwyddyd ynghylch gosod arwyddion newydd.

## Strategic Objective 2: continued

Table 4: Welsh Language Standards: Determination regarding breach of standards

### Determinations in relation to investigations conducted

The number of investigations determined by the Commissioner	15
The number of determinations made in relation to standards under consideration in the investigations	61
Of the standards determined, the number of determinations made in relation to a breach of standards	53
The number and nature of the enforcement actions imposed	
Requiring steps to be taken in order to prevent the continuation or repetition of the failure to comply <sup>3</sup>	44
Preparation of an action plan	2
Publicity by the Commissioner	0
Publicity by the organisation	0
Imposition of a civil penalty	0
No further action	5
The number of instances where advice was given or recommendations made	
Making recommendations	2
Giving advice	0
Of the standards determined, the number of determinations where there was no breach of standards	8
The number of instances where advice was given or recommendations made	
Making recommendations	5
Giving advice	0
No further action	3

Information on each determination made was published on the enforcement register available on the Commissioner's website.

<sup>3</sup> For instance, giving directions regarding the arrangements for services at reception; giving directions with regard to publishing information on a website; giving directions regarding placing new signage.

### Cynlluniau iaith Gymraeg

#### Dadansoddiad cwynion cynlluniau iaith Gymraeg

Cyfeiriwyd 112 cwyn o dan y drefn cynlluniau iaith am sefydliadau yn y sector cyhoeddus a chyrrff y Goron at sylw'r Comisiynydd yn ystod y flwyddyn.

Mae adran 18 Deddf yr Iaith Gymraeg yn diffinio cwyn statudol fel un sydd:

- Wedi ei chyflwyno yn ysgrifenedig gan berson sy'n honni bod methiant gan gorff cyhoeddus i gyflawni ei gynllun iaith wedi effeithio'n uniongyrchol arno
- Wedi ei gwneud i'r Comisiynydd o fewn deuddeg mis o ddyddiad y methiant
- Wedi ei chyfeirio at sylw'r corff cyhoeddus y cwynid amdano er mwyn rhoi cyfle rhesymol iddo ystyried ac ymateb

Tabl 5: Cynlluniau iaith Gymraeg: cwynion a dderbyniwyd

Cynlluniau iaith Gymraeg – cwynion 1 Ebrill 2016 – 31 Mawrth 2017	2016/17 <sup>4</sup>	2015/16 <sup>5</sup>
Cyfanswm y cwynion a dderbyniwyd	112	151
Cwynion dilys yn erbyn cyrrff cyhoeddus yn cwrdd â meini prawf adran 18 Deddf yr Iaith Gymraeg	11	21
Cwynion dilys yn erbyn cyrrff y Goron yn cwrdd â meini prawf adran 18 Deddf yr Iaith Gymraeg	15	18
Cwynion dilys yn erbyn cyrrff cyhoeddus heb fod yn cwrdd â meini prawf adran 18 Deddf yr Iaith Gymraeg	58	52
Cwynion dilys yn erbyn cyrrff y Goron heb fod yn cwrdd â meini prawf adran 18 Deddf yr Iaith Gymraeg	28	60

Gwelwyd gostyngiad sylweddol (29%) yn nifer y cwynion a gyflwynwyd yn erbyn sefydliadau sy'n gweithredu cynlluniau iaith Gymraeg o'i gymharu â 2015-16. Gwelwyd y gostyngiad mwyaf mewn perthynas â chyrrff y Goron (45%).

<sup>4</sup> Cwynion a dderbyniwyd rhwng 1 Ebrill 2016 a 31 Mawrth 2017

<sup>5</sup> Cwynion a dderbyniwyd rhwng 1 Ebrill 2015 a 31 Mawrth 2016

### Welsh language schemes

#### Analysis of complaints in relation to Welsh language schemes

A total of 112 complaints made under language scheme procedures in relation to public sector organisations and Crown bodies were referred to the Commissioner during the year.

Section 18 of the Welsh Language Act defines a statutory complaint as one that has been:

- Submitted in writing by a person who claims to have been directly affected by a failure of a public body to carry out its language scheme
- Made to the Commissioner within twelve months of the date of the failure
- Referred to the public body that is the subject of the complaint in order to provide it with a reasonable opportunity to consider and respond

Table 5: Welsh Language Schemes: complaints received

Welsh Language Schemes – complaints 1 April 2016 – 31 March 2017	2016/17 <sup>4</sup>	2015/16 <sup>5</sup>
Total number of complaints received	112	151
Valid complaints against public bodies meeting the criteria of section 18 of the Welsh Language Act	11	21
Valid complaints against Crown bodies meeting the criteria of section 18 of the Welsh Language Act	15	18
Valid complaints against public bodies not meeting the criteria of section 18 of the Welsh Language Act	58	52
Valid complaints against Crown bodies not meeting the criteria of section 18 of the Welsh Language Act	28	60

A significant decrease (29%) was seen in the number of complaints submitted against organisations that implement Welsh language schemes compared with 2015-16. The largest decrease was in relation to Crown bodies (45%).

<sup>4</sup> Complaints received between 1 April 2016 and 31 March 2017

<sup>5</sup> Complaints received between 1 April 2015 and 31 March 2016

Ymchwiliadau cynlluniau iaith

Tabl 6: Cynlluniau iaith Gymraeg: agor ymchwiliadau

**Cynlluniau iaith Gymraeg – ymchwiliadau  
1 Ebrill 2016 – 31 Mawrth 2017**

Nifer y penderfyniadau a wnaed gan y Comisiynydd i agor ymchwiliad i gwynion dilys	4
Nifer yr achosion y deliwyd â nhw heb gynnal ymchwiliad	22
Penderfyniadau a wnaed gan y Comisiynydd i ymchwilio i amheuon o fethiant i gydymffurfio â chynllun iaith Gymraeg lle nad oedd yr amheuaeth yn deillio o gŵyn	1

O'r cwynion dilys a gyflwynwyd, agorwyd 4 ymchwiliad statudol a dyfarnwyd ar 1 ohonynt yn derfynol, ac roedd y broses ymchwilio'n parhau gyda'r tri achos arall.

Yn ogystal, dyfarnwyd ar 3 ymchwiliad a agorwyd yn ystod 2015-16.

Parhaodd nifer yr ymchwiliadau statudol a gynhaliwyd i fethiannau i gydymffurfio â chynlluniau iaith Gymraeg yn gyson â'r nifer a gynhaliwyd dros y blynyddoedd diwethaf.

Welsh language scheme investigations

Table 6: Welsh Language Schemes: opening investigations

**Welsh Language Schemes – investigations  
1 April 2016 – 31 March 2017**

The number of decisions made by the Commissioner to open an investigation into valid complaints	4
The number of cases dealt with without carrying out an investigation	22
Decisions made by the Commissioner to investigate suspected failures to comply with a Welsh language scheme that did not arise from a complaint	1

From the valid complaints submitted, four statutory investigations were opened, and one has been determined. The investigation process was ongoing with the other three.

In addition, three investigations opened during 2015-2016 were determined during this year.

The number of statutory investigations conducted into failures to comply with Welsh language schemes remained consistent with the number conducted during recent years.

Natur y cwynion cynlluniau iaith a dderbyniwyd

Tabl 7: Cynlluniau iaith Gymraeg: Cwynion a dderbyniwyd

Gohebiaeth	44
Cyhoeddiadau	2
Gwefannau	14
Arwyddion	2
Gwasanaeth ffôn	10
Cyfarfodydd wyneb yn wyneb	10
Ffurflenni	7
Arall	27

Gwelwyd mai'r mater y cwynwyd amdano amlaf o ddigon yw gohebiaeth gan sefydliadau, gyda gwefannau, gwasanaethau ffôn a chyfarfodydd wyneb yn wyneb yn gwynion a dderbynnir yn aml hefyd. Dylid nodi bod rhai cwynion yn ymwneud â mwy nag un mater a bod yr wybodaeth yn y tabl hwn yn seiliedig ar bob mater y cyfeiriwyd ato mewn cwyn a dderbyniwyd.

The nature of Welsh language schemes complaints received

Table 7: Welsh language schemes: complaints received

Correspondence	44
Publications	2
Websites	14
Signs	2
Telephone services	10
Face to face meetings	10
Forms	7
Other	27

It became apparent that the issue subject to the most complaints by far was correspondence by organisations, with websites, telephone services and face to face meetings also the subject of regular complaints. It should be noted that some complaints concern more than one issue and that the information in this table is based on all matters referred to in a complaint.

### Adolygu penderfyniad y Comisiynydd

Gall achwynydd wneud cais am adolygiad o benderfyniad y Comisiynydd i beidio ag ymchwilio i gŵyn, a gall apelio, yn dilyn ymchwiliad, i ddyfarniad na fu methiant i gydymffurfio â safon. Cyflwynwyd 5 cais am adolygiad o benderfyniad y Comisiynydd i beidio ag ymchwilio i gŵyn ac un apêl yn erbyn dyfarniad y Comisiynydd gan achwynwyr.

Gall sefydliad hefyd apelio yn erbyn dyfarniad y Comisiynydd o fethiant i gydymffurfio â safon ac yn erbyn camau gorfodi sydd yn eu barn nhw'n afresymol neu'n anghymesur. Ni chyflwynwyd yr un apêl gan sefydliad yn erbyn dyfarniadau a chamau gorfodi yn dilyn ymchwiliad.

### Pryderon

Er mwyn gwahaniaethu rhwng cwynion statudol am ddarpariaeth Gymraeg gan sefydliadau sy'n gweithredu safonau neu gynlluniau iaith a chwynion yn erbyn darpariaeth Gymraeg busnesau a sefydliadau nad oes dyletswydd arnynt i ddefnyddio'r Gymraeg, mae'r Comisiynydd yn cyfeirio at yr ail grŵp o gwynion fel 'pryderon'. Er nad oes pwerau gorfodi yn achos pryderon, mae'r Comisiynydd yn gwahodd unigolion i gysylltu â hi i rannu eu profiadau wrth dderbyn gwasanaethau gan y sefydliadau hyn. Drwy berswâd, eir ati i geisio gwella profiad unigolion a datrysiaid problemau.

Cedwir cofnod o'r holl bryderon a chânt eu defnyddio i lywio'r gwaith hybu a hwyluso a cheisio newid polisi ac arferion sefydliadau sector preifat a thrydydd sector.

Derbyniwyd 131 pryder yn ystod y flwyddyn. Roedd y pryderon yn ymwneud â'r sectorau canlynol:

Ariannol	31
Trafnidiaeth	14
Manwerthwyr ac Archfarchnadoedd	11
Cyfleustodau	9
Arall	66

Adroddir ar y gwaith o hybu defnydd o'r Gymraeg gyda'r sector ariannol a'r manwerthwyr ar dudalennau 74 a 76 yr Adroddiad hwn. Cyfeirir at y gwaith o baratoi'r sectorau trafndiaeth a chyfleustodau ar gyfer cydymffurfio â safonau'r Gymraeg ar dudalen 58 yr Adroddiad.

### Reviewing the Commissioner's decision

A complainant may apply for a review of the Commissioner's decision not to investigate a complaint, and may appeal, following an investigation, against a determination that there has been no failure to comply with a standard. Five applications were made by complainants for a review of the Commissioner's decision not to investigate a complaint and one appeal was made against the Commissioner's determination.

An organisation may also appeal against the Commissioner's determination of a failure to comply with a standard and against enforcement action that is unreasonable or disproportionate in their view. No appeal was made by any organisations against any determinations or enforcement action following an investigation.

### Concerns in 2016-17

In order to differentiate between statutory complaints regarding Welsh language provision by organisations implementing standards or language schemes and complaints regarding the Welsh language provision of businesses and organisations that are not under an obligation to use Welsh, the Commissioner refers to the second group of complaints as 'concerns'. Although there are no enforcement powers in relation to concerns, the Commissioner invites individuals to contact her to share their experiences of services received by these organisations. It is by persuasion that individuals' experiences are improved and problems solved in such cases.

A record of all the concerns raised is kept and used to steer the work of promoting, facilitating and attempting to change the policies and practices of private sector and third sector organisations.

A total of 131 concerns were received during the year. The concerns related to the following sectors:

Financial	31
Transport	14
Retail and Supermarkets	11
Utilities	9
Other	66

The work of promoting the use of Welsh with the financial sector and retailers is outlined on pages 75 and 77 of this Report. The work of preparing the transport and utilities sector for compliance with the Welsh language standards is referred to on page 59 of this Report.



**Rhyddid i ddefnyddio'r Gymraeg**

Mae Mesur y Gymraeg yn datgan y gall unigolyn wneud cais i'r Comisiynydd os yw'n teimlo bod unigolyn, neu sefydliad, wedi ymyrryd â'i ryddid i gyfathrebu ag unigolyn arall yn y Gymraeg.

Roedd un achos yn parhau'n agored ers 2015-16. Terfynwyd yr ymchwiliad oherwydd nad oedd tystiolaeth oedd yn ddigonol nac yn ddibynadwy wedi ei chyflwyno i'r Comisiynydd er mwyn ei galluogi i ddyfarnu a fu ymyrraeth â rhyddid unigolyn i ddefnyddio'r Gymraeg.

Derbyniwyd 3 chais o'r newydd yn ystod y flwyddyn. Ystyriwyd y tri, ac mae pob achos bellach wedi eu cau. Agorwyd ymchwiliad i un achos oedd yn cwrdd â gofynion adran 111 y Mesur a therfynwyd yr achos cyn dyfarnu a fu ymyrraeth â rhyddid yr unigolyn i ddefnyddio'r Gymraeg. Fodd bynnag, o ganlyniad i agor yr ymchwiliad, derbyniodd yr achwynydd ymddiheuriad gan y sefydliad y cwynwyd amdano, ac fe adolygodd y sefydliad ei weithdrefnau a'i ddogfennaeth er mwyn sicrhau nad oes sefyllfa debyg yn codi eto. O ran y ceisiadau eraill, nid oedd tystiolaeth ddigonol gydag un o'r ceisiadau ac nid oedd cais arall yn cwrdd â gofynion adran 111 y Mesur.

O'r 18 o geisiadau perthnasol a dderbyniwyd ers sefydlu'r Comisiynydd yn 2012 noder nad yw 14 cais yn cyd-fynd â diffiniad adran 111 Mesur y Gymraeg. Ers ei sefydlu mae'r Comisiynydd wedi cynnal ymchwiliad a dyfarnu ar ddau achos o dan adran 111 y Mesur.

**Freedom to use Welsh**

The Welsh Language Measure states that an individual may apply to the Commissioner if they are of the view that an individual, or organisation, has interfered with their freedom to communicate in Welsh with another individual.

One case was still open from 2015-16. The investigation was discontinued as no sufficient or reliable evidence was presented to the Commissioner to enable her to determine whether there had been an interference with the freedom of an individual to use Welsh.

Three new applications were received during the year. All applications received were considered and each case is now closed. An investigation was opened into one case that met the requirements of section 111 of the Measure and the case was discontinued before determining whether there was an interference with an individual's right to use Welsh. However, as a result of opening the investigation, the complainant received an apology from the organisation in question, and that organisation undertook a review of its procedures and documentation in order to ensure that a similar situation does not arise in future. With regard to the other applications, there was not sufficient evidence with one, and the other did not meet the requirements of section 111 of the Measure.

In respect of the 18 relevant applications received since the establishment of the Commissioner in 2012, 14 applications do not meet the defined requirements of section 111 of the Welsh Language Measure. Since being established, the Commissioner has conducted one investigation and determined two cases under section 111 of the Measure.

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## Amcan strategol 3: Gosod dyletswyddau statudol a'u rheoleiddio

Mae'r gwaith o osod safonau wedi ei rannu rhwng y Comisiynydd, y Llywodraeth a'r Cynulliad. Y Llywodraeth sy'n llunio cynnwys y safonau, mewn rheoliadau drafft. Mae dadl a phleidlais ar eu cymeradwyo yng nghyfarfod llawn y Cynulliad Cenedlaethol. Mae pleidlais i gymeradwyo'r rheoliadau yn gwneud y safonau'n benodol gymwys i'r sefydliad, ac yn galluogi'r Comisiynydd i roi hysbysiad cydymffurfio iddynt.

Ar ôl ymgynghori â'r sefydliad, mae'r Comisiynydd yn rhoi hysbysiad sy'n ei gwneud yn ofynnol iddynt gydymffurfio â safonau ac erbyn pa bryd.

Ar ôl gosod y safonau, y Comisiynydd sy'n gyfrifol am reoleiddio cydymffurfiaeth â nhw. Mae Fframwaith Rheoleiddio'r Comisiynydd, a ddaeth yn weithredol ar 1 Ebrill 2016, yn egluro sut mae'n cynnal y gwaith o reoleiddio safonau'r Gymraeg.

### Gosod safonau

Er mwyn rhoi trefn ar y broses, lluniodd y Comisiynydd raglen cyflwyno safonau, gan rannu sefydliadau i wahanol gylchoedd. Yn ystod 2014-15 a 2015-16, fe gynhaliodd ymchwiliadau safonau gyda sefydliadau yn y cylchoedd hyn. Gan nad yw'r gwaith o gyflwyno rheoliadau wedi digwydd yn yr un drefn, eleni, yn wahanol i'r blynyddoedd blaenorol, adroddir ar gynnydd yn ôl y rheoliadau a sectorau yn hytrach na chylchoedd.

### [Rheoliadau Rhif 1 \(cymeradwywyd gan y Cynulliad ar 22 Mawrth 2015\)](#)

26 sefydliad: cynghorau sir a chynghorau bwrdeistref sirol Cymru ac awdurdodau parciau cenedlaethol.

- ➡ **30 Mawrth 2016: y safonau cyntaf yn dod i rym**
- ➡ **rhagor o safonau yn dod i rym yn ystod 2016-17**
- ➡ **5 sefydliad yn cyflwyno cais i herio yn ystod 2016-17**
- ➡ **31 Mawrth 2017: y broses ddyfarnu yn parhau**

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## Strategic Objective 3: To impose statutory duties and regulate them

The work of imposing standards is shared between the Commissioner, the Government and the Assembly. The Government produces the contents of the standards in draft regulations. A debate and vote on approval of the draft regulations is held in the National Assembly's plenary session. A vote to approve the regulations makes the standards specifically applicable to the organisation, and allows the Commissioner to issue them with a compliance notice.

After consultation with the organisation, the Commissioner issues them with a notice requiring them to comply with standards and by which date or dates.

After imposing the standards, the Commissioner is responsible for regulating compliance with them. The Commissioner's Regulatory Framework, which came into force on 1 April 2016, explains how the Commissioner carries out Welsh language standards regulation.

### Imposition of standards

In order to bring order to the process, the Commissioner drew up a programme of standards imposition, grouping organisations into different rounds. During 2014-15 and 2015-16, standards investigations were held with organisations in these rounds. As the regulations have not been introduced in the same way this year as in previous years, progress is reported according to regulations and sectors rather than rounds.

### [Regulations Number 1 \(approved by the Assembly on 22 March 2015\)](#)

26 organisations: county councils and county borough councils in Wales and national park authorities.

- ➡ **30 March 2016: the first standards come into force**
- ➡ **further standards come into force during 2016-17**
- ➡ **5 organisations make applications to challenge during 2016-17**
- ➡ **31 March 2017: determination process continues**

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### Amcan strategol 3: parhad

#### Rheoliadau Rhif 2 (cymeradwywyd gan y Cynulliad ar 9 Chwefror 2016)

32 o sefydliadau: cyrff cenedlaethol Cymreig, sy'n cynnwys Cyfoeth Naturiol Cymru, y Llyfrgell Genedlaethol, Estyn, BBC a'r Swyddfa Gyfathrebiadau (Ofcom).

-  **31 Mawrth – 26 Mai 2016: ymgynghori ar hysbysiadau cydymffurfio drafft**
-  **25 Gorffennaf a 30 Medi 2016: rhoi hysbysiad cydymffurfio terfynol**
-  **25 Ionawr a 30 Mawrth 2017: safonau'n dod yn weithredol**
-  **9 sefydliad yn cyflwyno cais i herio**
-  **31 Mawrth 2017: y broses ddyfarnu yn parhau**

#### Rheoliadau Rhif 4 a 5 (cymeradwywyd gan y Cynulliad ar 15 Mawrth 2016)

6 sefydliad yn Rheoliadau Rhif 4: tribiwnlysoedd Cymru a'r Cyngor Gweithlu Addysg.

16 sefydliad yn Rheoliadau Rhif 5: Heddluoedd, Comisiynwyr yr Heddlu, Awdurdodau'r Heddlu ac Awdurdodau Tân ac Achub.

-  **1 Mehefin – 29 Gorffennaf 2016: ymgynghori ar hysbysiadau cydymffurfio drafft**
-  **30 Medi 2016: rhoi hysbysiadau cydymffurfio terfynol**
-  **30 Mawrth 2017: safonau'n dod yn weithredol**
-  **12 sefydliad yn cyflwyno cais i herio**
-  **31 Mawrth 2017: y broses ddyfarnu yn parhau**

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### Strategic Objective 3: continued

#### Regulations Number 2 (approved by the Assembly on 9 February 2016)

32 organisations: national bodies of Wales, including Natural Resources Wales, the National Library of Wales, Estyn, the BBC and the Office of Communications (Ofcom).

-  **31 March – 26 May 2016: consultation on draft compliance notices**
-  **25 July and 30 September 2016: final compliance notices issued**
-  **25 January and 30 March 2017: standards come into force**
-  **9 organisations make applications to challenge**
-  **31 March 2017: determination process continues**

#### Regulations Numbers 4 and 5 (approved by the Assembly on 15 March 2016)




6 organisations in Regulations Number 4: Tribunals in Wales and the Education Workforce Council.

16 organisations in Regulations Number 5: Police forces, Police Commissioners, Police Authorities and Fire and Rescue Authorities.

-  **1 June – 29 July 2016: consultation on draft compliance notices**
-  **30 September 2016: final compliance notices issued**
-  **30 March 2017: standards come into force**
-  **12 organisations make applications to challenge**
-  **31 March 2017: determination process continues**

Rheoliadau Rhif 6 (cymeradwywyd gan y Cynulliad ar 31 Ionawr 2017)

27 sefydliad: sefydliadau a chorfforaethau addysg bellach, sefydliadau a chorfforaethau addysg uwch, Career Choices Dewis Gyrfa Cyfyngedig a Chyngor Cyllido Addysg Uwch Cymru.

-  **Mis Mawrth 2017: cynnal sesiynau briffio ar gyfer y sefydliadau**
-  **Mai – Mehefin 2017: bwriad cychwyn ymgynghori ar hysbysiadau cydymffurfio drafft am gyfnod o 8 wythnos**
-  **Mis Medi 2017: bwriad rhoi hysbysiadau cydymffurfio terfynol i'r sefydliadau**

Safonau cyrff iechyd a chyrrff proffesiynau iechyd

14 Gorffennaf – 14 Hydref 2016: Llywodraeth Cymru'n ymgynghori ar reoliadau drafft ar gyfer sefydliadau oedd yn cynnwys byrddau iechyd lleol GIG Cymru, ymddiriedolaethau'r GIG, y Cyngorau Iechyd Cymuned, Bwrdd Cyngorau Iechyd Cymuned Cymru ac Awdurdod Gwasanaethau Busnes y GIG.

Ymgynghorwyd ar yr un pryd ar y bwriad i ddiwygio Rheoliadau Safonau'r Gymraeg (Rhif 4) i gynnwys y cyrff canlynol: Cyngor Gofal Cymru, y Cyngor Ceiropractig Cyffredinol, y Cyngor Deintyddol Cyffredinol, y Cyngor Meddygol Cyffredinol, y Cyngor Optegol Cyffredinol, y Cyngor Osteopathig Cyffredinol, y Cyngor Fferyllol Cyffredinol, y Cyngor Proffesiynau Iechyd a Gofal, yr Awdurdod Safonau Proffesiynol ar gyfer Iechyd a Gofal Cymdeithasol, y Cyngor Nyrsio a Bydwreigiaeth.

Cyflwynodd y Comisiynydd ymateb i'r ymgynghoriad hwn. Mae'r ymateb wedi ei gyhoeddi ar wefan y Comisiynydd.

Regulations Number 6 (approved by the Assembly on 31 January 2017)

27 organisations: further education institutions and corporations, higher education institutions and corporations, Career Choices Dewis Gyrfa Limited and the Higher Education Funding Council for Wales.

-  **March 2017: hold briefing sessions for organisations**
-  **May – June 2017: start consultation on draft compliance notices for a period of 8 weeks**
-  **September 2017: issue final compliance notices to organisations**

Standards for health bodies and health professions bodies

14 July – 14 October 2016: the Welsh Government consulted on draft regulations for organisations including local health boards, NHS Wales, NHS trusts, Community Health Councils, the Board of the Community Health Councils in Wales and the NHS Business Services Authority.

At the same time they consulted on the intention of amending the Welsh Language Standards Regulations (Number 4) to include the following bodies: the Care Council for Wales, the General Chiropractic Council, the General Dental Council, the General Medical Council, the General Optical Council, the General Osteopathic Council, The General Pharmaceutical Council, the Health and Care Professions Council, the Health and Social Care Professional Standards Authority, the Nursing and Midwifery Council.

The Commissioner published her response to this consultation. The response is published on the Commissioner's website.

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**Sefydliadau eraill**

Ymgynghorodd y Llywodraeth ar reoliadau drafft ar gyfer cwmnïau dŵr a charthffosiaeth rhwng 25 Tachwedd 2016 – 17 Chwefror 2017. Cyflwynodd y Comisiynydd ymateb i'r ymgynghoriad hwn. Mae'r ymateb wedi ei gyhoeddi ar wefan y Comisiynydd.

Yn dilyn cynnal ymchwiliad safonau i'r sectorau bysiau a threnau a gwasanaethau cysylltiedig yn 2015-16, fe gyhoeddodd y Comisiynydd yr adroddiadau safonau ar 1 Gorffennaf 2016. Roedd 125 o gwmnïau bysiau yn rhan o'r ymchwiliad i ddarparwyr gwasanaeth bysiau. Roedd 4 cwmni yn rhan o'r ymchwiliad safonau i ddarparwyr gwasanaethau rheilffyrdd. Derbyniwyd ymatebion gan 42 cwmni bus a 4 cwmni trenau. Derbyniwyd ymatebion gan 264 aelod o'r cyhoedd.

Yn yr un modd, yn dilyn ymchwiliad safonau'r Comisiynydd i'r sectorau nwy a thrydan a gwasanaethau cysylltiedig fe gyhoeddwyd yr adroddiadau safonau ar 24 Chwefror 2017. Roedd 189 o sefydliadau yn rhan o'r ymchwiliadau a gynhaliwyd i'r sectorau ynni. Derbyniwyd ymatebion gan 22 cwmni nwy a 25 cwmni trydan yn ogystal â 21 aelod o'r cyhoedd.

Disgwylir cyhoeddiad gan y Llywodraeth am y camau nesaf.

**Rheoleiddio safonau**

Mae'r Comisiynydd yn gweithredu rhaglen reoleiddio er mwyn deall sut mae sefydliadau'n perfformio er mwyn eu cefnogi i gydymffurfio'n dda. Mae'n fodd o weithio ar ran defnyddwyr ac adrodd ar eu profiadau iaith ac yn gyfle i'r Comisiynydd roi barn annibynnol ar y pethau hyn i gyd heb i hynny ddigwydd yn sgil camau gorfodi.

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**Other organisations**

The Government consulted on draft regulations for water and sewerage companies between 25 November 2016 and 17 February 2017. The Commissioner published her response to this consultation. The response is published on the Commissioner's website.

Following a standards investigation into the bus and train sectors and related services during 2015-16, the Commissioner published the standards reports on 1 July 2016. A total of 125 bus companies were part of the investigation into bus service providers. Four companies were part of the standards investigation into rail service providers. Responses were received from 42 bus companies and four train companies. Responses were received from 264 members of the public.

Similarly, following the Commissioner's standards investigation into the gas and electricity sector and related services, the standards report was published on 24 February 2017. A total of 189 organisations were part of the investigations conducted into the energy sectors. Responses were received from 22 gas companies and 25 electricity companies, as well as from 21 members of the public.

The Government's announcement on the next steps is expected.

**Standards regulation**

The Commissioner implements a regulatory programme in order to gain an understanding of how organisations are performing to support good compliance. It is a way of working on behalf of service users and reporting on their language experiences, and it is also an opportunity for the Commissioner to give an independent opinion on these issues without taking any enforcement action.



### Gweithredu ar ganfyddiadau Adroddiad Sicrwydd 2016

Cyhoeddodd y Comisiynydd ei hail adroddiad sicrwydd, 'Amser gosod y safon' yn y Senedd ar 6 Hydref 2016, dan nawdd y Llywydd, Elin Jones AC. Sail yr adroddiad oedd canlyniadau cyfres o arolygon profi gwasanaethau ac arolygon thematig a sesiynau ymgysylltu â defnyddwyr.

Bwriad yr adroddiad sicrwydd yw rhoi cymorth i sefydliadau cyhoeddus ddeall beth yw realiti profiad y bobl y maent yn eu gwasanaethu. Y nod yw bod y canfyddiadau'n eu sbarduno i sianelu eu hymdrechion yn effeithiol er mwyn gwella profiad siaradwyr Cymraeg.

#### Barn y Comisiynydd yn yr adroddiad oedd bod angen i sefydliadau:

- wneud mwy i ddarparu gwasanaethau o ansawdd yn y Gymraeg
- cymryd cyfrifoldeb dros gynnig dewis iaith yn rhagweithiol
- mynd ati o ddifrif i gynllunio'r gweithlu er mwyn gallu diwallu anghenion cymdeithas â dwy iaith.

Yn dilyn cyhoeddi'r adroddiad sicrwydd, cynhaliwyd cyfres o weithdai gyda sefydliadau i ymateb i'r canlyniadau. Yn benodol, trafodwyd pwysigrwydd gwybod pa sgiliau sy'n bodoli o fewn gweithlu sefydliad, deall sut orau i ofyn am sgiliau Cymraeg wrth recriwtio, a datblygu sgiliau Cymraeg gweithlu presennol. Cynhaliwyd chwe gweithdy ym Mangor, Caerdydd a Chaerfyrddin yn ystod misoedd Hydref 2016 ac Ionawr 2017. Mynychodd 145 o swyddogion o 81 sefydliad cyhoeddus y gweithdai.

Ar 12 Hydref 2016, ymddangosodd y Comisiynydd a swyddogion o flaen y Pwyllgor Diwylliant, y Gymraeg a Chyfathrebu i drafod cynnwys a phrif ganfyddiadau'r adroddiad sicrwydd, a chafodd ei drafod ar lawr y Senedd ar 15 Hydref 2016.

"Mae'r Adroddiad [...], 'Amser gosod y safon', gan Gomisiynydd y Gymraeg, yn un pwysig [...], ac mae'r Comisiynydd yn hwnnw yn dweud bod angen i sefydliadau newid gêr a darparu gwasanaethau cyhoeddus o ansawdd da a fydd yn galluogi siaradwyr Cymraeg i gynyddu eu defnydd o'r iaith yn eu bywydau pob dydd."

**Siân Gwenllian AC wrth drafod Adroddiad Blynyddol y Comisiynydd, 18 Hydref 2016.**

### Action following the findings of the 2016 Assurance Report

The Commissioner published her second assurance report 'Time to set the standard' in the Senedd on 6 October 2016, in a meeting sponsored by the Llywydd, Elin Jones AM. The report was based on a series of reviews to test services and thematic reviews together with user engagement sessions.

The purpose of the assurance report is to assist public organisations in understanding the reality of the experiences of the people to whom they deliver services. The aim is that the findings prompt organisations to channel their efforts effectively in order to improve the experience of Welsh speakers.

#### In the report, the Commissioner outlined her view that organisations needed to:

- do more to provide services of a high standard through the medium of Welsh
- take responsibility for actively offering language choice
- conduct rigorous workforce planning in order to meet the needs of a bilingual society.

Following the publication of the assurance report, a series of workshops was held with organisations in response to the results. Specifically, the workshops dealt with the importance of knowing which skills were available within an organisation's workforce, understanding how best to specify Welsh language skills when recruiting staff, and developing the skills of the existing Welsh-speaking workforce. Six workshops were held in Bangor, Cardiff and Carmarthen between October 2016 and January 2017. A total of 145 officers from 81 public organisations attended the workshops.

On 12 October 2016, the Commissioner and her officers appeared before the Culture, Welsh Language and Communications Committee to discuss the main findings of the assurance report. It was also the subject of debate on the floor of the Senedd on 15 October 2016.

"Time to set the standard', by the Welsh Language Commissioner, is another important report, and the Commissioner in that report states that institutions need to change gear and to provide public services of a high quality that would enable Welsh speakers to increase their use of the Welsh language in their daily lives."

**Siân Gwenllian AM, while discussing the Commissioner's Annual Report, 18 October 2016.**

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**Gwella profiad defnyddwyr**

Yn ystod 2016-17, bu'r Comisiynydd yn parhau â'r gwaith o ganfod beth yw realiti profiad defnyddwyr y Gymraeg. Y nod y tro hwn oedd canfod a yw'r profiadau wedi gwella wrth dderbyn gwasanaethau gan sefydliadau cyhoeddus.

Aed ati i gasglu'r wybodaeth drwy gynnal arolygon i brofi gwasanaethau, cynnal astudiaethau thematig, ymgysylltu â defnyddwyr a thrwy dderbyn adroddiadau blynyddol safonau ac adroddiadau monitro gweithrediad cynlluniau iaith gan sefydliadau.

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**Arolygon i brofi gwasanaethau**

Gosododd y Comisiynydd ei hun yn esgidiau'r defnyddwyr drwy gynnal cyfres o arolygon siopwr cudd. Canolbwyntiodd yr arolygon ar y meysydd canlynol:

- Defnydd cyrff o gyfryngau cymdeithasol
- Galwadau ffôn i sefydliadau
- Gohebiaeth a anfonir at sefydliadau
- Gwefannau

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**Astudiaethau thematig a gynhaliwyd**

Er mwyn bod â darlun manwl ac eang o'r ffordd y caiff gwasanaethau Cymraeg eu cyflenwi, ac i fod mewn sefyllfa i gynnig argymhellion i sefydliadau am sut i gryfhau a gwella eu darpariaeth Gymraeg, cynhaliwyd tair astudiaeth thematig. Roeddent yn canolbwyntio ar y meysydd canlynol:

- Codi ymwybyddiaeth o wasanaethau Cymraeg
- Llunio a chyhoeddi strategaeth pum mlynedd sy'n esbonio sut mae sefydliadau'n bwriadu mynd ati i hybu'r Gymraeg ac i hwyluso defnyddio'r Gymraeg yn ehangach yn eu hardal
- Gofynion ieithyddol swyddi gwag a newydd

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**Mynd i'r afael â phroblemau systemig**

Gweithiwyd gyda deg sefydliad i gynnal awdit mewn cysylltiad â chofnodi dewis iaith ar rai systemau electronig mewn amgylchiadau lle roedd hynny yn peri anhawster oedd y tu hwnt i reolaeth y sefydliadau hynny. Bydd y gwaith yn parhau a'r Comisiynydd yn ceisio cefnogi sefydliadau wrth iddynt geisio atebion ar y cyd.

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**Improving the user experience**

During 2016-17, the Commissioner continued to investigate the reality of Welsh-speaking users' experience. The aim this time was to find whether people's experiences of the provision of public sector services had improved.

Information was gathered through reviews of service provision, thematic studies, user engagement and via annual reports on standards and Welsh language scheme annual monitoring reports from organisations.

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**Surveys of service provision**

With a series of mystery shopper exercises, the Commissioner placed herself in the shoes of service users. The surveys focused on the following areas:

- The use of social media by organisations
- Telephone calls to organisations
- Correspondence sent to organisations
- Websites

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**Thematic studies undertaken**

In order for the Commissioner to gain a detailed and wide-ranging view of the way in which Welsh language services are delivered, and to be in a position to provide recommendations to organisations on how to strengthen and improve their Welsh medium provision, three thematic studies were conducted. The studies focussed on the following areas:

- Raising awareness of Welsh language services
- Producing and publishing a five-year strategy setting out how organisations propose to promote the Welsh language and to facilitate the use of Welsh more widely in their area
- Language requirements of vacancies and new posts

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**Dealing with systemic problems**

The Commissioner worked with ten organisations to conduct an audit in relation to recording language choice on certain electronic systems in instances where this was problematic and beyond the control of organisations themselves. This work will continue and the Commissioner will continue to support organisations as they seek solutions together.

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**Ymgysylltu â defnyddwyr**

Mae gwranddo ar brofiadau defnyddwyr yn rhan ganolog o'r gwaith rheoleiddio. Er mwyn gwranddo ar brofiadau defnyddwyr, cynhaliwyd grwpiau trafod ym mis Gorffennaf 2016 a mis Rhagfyr 2016. Cynhaliwyd y sesiynau yng Nghaernarfon, Wrecsam, Caerdydd, Caerfyrddin, Rhuthun, Llangefni, Merthyr Tudful ac Aberteifi, gan ddenu tua 60 o fynychwyr i'r sesiynau.

Yn ystod gwanwyn 2016 a 2017, gofynnodd y Comisiynydd nifer o gwestiynau am wasanaethau Cymraeg cyrff cyhoeddus drwy Arolwg Omnibws Siaradwyr Cymraeg Beaufort Research. Mae'r arolwg ffôn yn holi 500 o bobl sy'n cynrychioli trawstoriad o siaradwyr Cymraeg. Diben gofyn cwestiynau drwy'r arolwg ffôn oedd sicrhau bod gan y Comisiynydd ddata meintiol ynghylch barn a phrofiadau sampl cynrychioladol o siaradwyr Cymraeg. Drwy wneud hynny'n flynyddol, gellir adnabod tueddiadau dros amser. Roedd y cwestiynau'n ymwneud â'r cyfleoedd i ddefnyddio'r Gymraeg gyda chyrff cyhoeddus, argaeledd ac ansawdd gwasanaethau Cymraeg, ac agweddau at wasanaethau Cymraeg. Wrth ymateb i'r arolwg, dywedodd 76% o siaradwyr Cymraeg eu bod yn cytuno bod gwasanaethau Cymraeg sefydliadau cyhoeddus yn gwella.

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**Casgliadau**

Caiff yr wybodaeth ei chyhoeddi yn Adroddiad Sicrwydd 2017 yn ystod tymor yr hydref, ond gellir cyhoeddi mai'r prif ganfyddiadau yw:

- bod profiadau pobl sy'n defnyddio gwasanaethau Cymraeg wedi gwella
- bod angen gwneud newidiadau pellach i sicrhau nad yw profiadau pobl sy'n defnyddio gwasanaethau Cymraeg yn llai ffafriol
- bod angen i gyrff wneud mwy i hybu eu gwasanaethau Cymraeg

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**Annog arfer da**

Er mwyn cynorthwyo sefydliadau i wella eu darpariaeth mae'r Comisiynydd yn rhannu arfer da ac yn cynnal digwyddiadau addysgol, ac fel rhan o'r gwaith hwn mae wedi ymuno â fforwm Arfer Da Cymru. Cynhaliwyd cyfres o ddigwyddiadau addysgol am ddarparu gwasanaethau drwy gontract yn ystod y flwyddyn.

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**Engagement with users**

Listening to user experience is a central part of the regulatory activities. To listen to the experiences of users, focus groups were held during July 2016 and December 2016. The sessions were held in Caernarfon, Wrexham, Cardiff, Carmarthen, Ruthin, Llangefni, Merthyr Tydfil and Cardigan, attracting around 60 people to the sessions.

During spring 2016 and 2017, through the Omnibus Survey of Welsh Speakers conducted by Beaufort Research, the Commissioner asked a number of questions regarding the Welsh language services of public bodies. The telephone survey seeks the views of 500 people representing a cross-section of Welsh speakers. The purpose of the questions asked via the telephone survey was to ensure that the Commissioner has quantitative data on opinions and the experiences of a representative sample of Welsh speakers. In conducting this survey annually, it will be possible to identify trends over time. The questions related to opportunities to use the Welsh language with public bodies, the availability and quality of Welsh language services and attitudes towards Welsh language services. Responding to the survey, 76% of Welsh speakers agreed that public organisations' Welsh language services are improving.

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**Conclusions**

The information will be published in the 2017 Assurance Report during the autumn, but the main findings can be revealed as follows:

- Welsh language service users' experiences have improved
- further changes are needed to ensure that the experience of those using Welsh language services are no less favourable
- bodies need to do more to promote their Welsh language services

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**Encouraging good behaviour**

To support organisations to improve their Welsh language provision, the Commissioner shares good practice and holds educational events, and as part of this work has joined the Good Practice Wales forum. A series of educational events relating to contracted service provision were held during the year.

### Cyngor ar osod contractau gwasanaethau cyhoeddus

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Ym mis Ionawr 2017 cyhoeddodd y Comisiynydd fersiwn diwygiedig o'i dogfen gyngor, 'Gosod Contractau Gwasanaethau Cyhoeddus'. Pwrpas y ddogfen yw cynnig cyngor a chymorth i sefydliadau sy'n darparu gwasanaethau'n ddwyieithog am sut i ystyried anghenion siaradwyr Cymraeg ym mhob agwedd ar gontractio gwasanaethau cyhoeddus a nwyddau. Yn ystod misoedd Chwefror a Mawrth 2017, cynhaliwyd gweithdai oedd yn mynd i'r afael â chynnwys y ddogfen, dan ofal un o gyfreithwyr cwmni Eversheds.

- 84 o swyddogion o 58 sefydliad yn mynychu'r sesiynau
- 96.5% o'r mynychwyr yn dweud bod cynnwys y sesiwn yn dda neu'n dda iawn
- 93.1% yn dweud bod cynnwys y sesiynau'n berthnasol iawn neu'n eithaf perthnasol i'w gwaith
- 100% yn dweud eu bod yn deall y ddogfen gyngor yn well o ganlyniad i fynychu'r gweithdai

### Gwaith Ymatebol

#### Adroddiad Etholiadau

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Yn dilyn cyhoeddi Adroddiad Etholiad Cyffredinol 2015, cynhaliodd y Comisiynydd arolwg pellach yn ystod Etholiadau Cynulliad Cenedlaethol Cymru a Chomisiynwyr Heddlu a Throsedd 2016. Sail yr arolwg oedd craffu ar wefannau awdurdodau lleol, Gwasanaeth Digidol y Llywodraeth, y Comisiwn Etholiadol a gwefannau unigol Comisiynwyr Heddlu a Throsedd Cymru. Gwiriwyd hefyd y cyhoeddiadau llafar cyhoeddus a wnaed ar ganlyniadau'r etholiadau ar draws etholaethau a rhanbarthau drwy gyfrwng darllediad BBC Cymru.

Roedd yr adroddiad yn dod i'r casgliadau canlynol:

- cynnydd yn yr ystod o ddogfennau ar gael yn Gymraeg
- pob ffurflen gofrestru wedi eu cynhyrchu yn Gymraeg, ond eu hargaeledd a hygyrchedd yn annigonol
- gwybodaeth gyffredinol neu gyfarwyddiadau ddim ar gael yn Gymraeg ar bob achlysur
- anghysondeb wrth gyhoeddi'r canlyniadau'n ddwyieithog

### Advice on contracting out public service contracts

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In January 2017, the Commissioner published a revised version of the advice document, 'Contracting out Public Service Contracts'. The purpose of this document is to offer advice and assistance to organisations that provide services bilingually on how to consider the needs of Welsh speakers in all aspects of contracting public services and goods. During February and March 2017, the Commissioner arranged workshops focusing on the contents of the document, held by a solicitor from Eversheds.

- 84 officers from 58 organisations attending the sessions
- 96.5% of the attendees said the content of the session was good or very good
- 93.1% said the content of the sessions was very relevant or fairly relevant to their work
- 100% said they better understood the advice document as a result of attending the workshops

### Responsive Work

#### Elections Report

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Following the publication of the General Election Report 2015, the Commissioner conducted a further review during the 2016 Elections of the National Assembly for Wales and the Police and Crime Commissioners. The review was based on scrutiny of the local authority websites, the Government's Digital Services, the Electoral Commission and the individual websites of the Police and Crime Commissioners in Wales. A review was also held of the public declarations of the election results across the constituencies and regions via BBC Wales broadcasting.

The report found:

- an increase in the range of documents available in Welsh
- each registration form was published in Welsh but their availability and accessibility was insufficient
- general information or instructions were not available in Welsh on every occasion
- inconsistency in declaring the results bilingually

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Seminarau Briffio Safonau

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Cynhaliwyd tair seminar briffio safonau gyda'r sefydliadau sy'n ddarostyngedig o'r newydd i Reoliadau Safonau'r Gymraeg Rhifau 2, 4 a 5. Pwrpas y seminarau hyn oedd cyflwyno gwybodaeth am Fframwaith Rheoleiddio a Pholisi Gorfodi'r Comisiynydd.

- 59 o swyddogion o 47 sefydliad yn mynychu
- 94.8% yn dweud bod y seminarau'n dda neu'n dda iawn
- 100% yn dweud bod cynnwys y seminarau naill ai'n eithaf perthnasol neu'n berthnasol iawn i'w gwaith

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Standards Briefing Seminars

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Three standards briefing seminars were held with organisations subject to the new Welsh Language Standards Regulations Numbers 2, 4 and 5. The purpose of these seminars was to present information on the Commissioner's Regulatory Framework and Enforcement Policy.

- 59 officers from 47 organisations attended
- 94.8% said that the seminars were good or very good
- 100% said that the content of the seminars was either fairly relevant or very relevant to their work



## Amcan strategol 4: Annog, hybu a hwyluso defnydd o'r Gymraeg ar sail wirfoddol





Mae'r Comisiynydd yn annog, hybu a hwyluso'r cyfleoedd i ddefnyddio'r Gymraeg mewn pob agwedd ar fywyd. Mae hyn ar sail wirfoddol gyda'r rhan fwyaf o sefydliadau yn y sector preifat a'r trydydd sector. Gwna hyn drwy ddangos gwerth y Gymraeg i'r sefydliadau, a'u cefnogi i gynyddu defnydd o'r iaith.

Mae hefyd yn gweithio i sicrhau bod yr isadeiledd, sef yr adnoddau addas, ar gael i unigolion a sefydliadau ddefnyddio'r iaith. Mae hyn yn cynnwys technoleg gwybodaeth, adnoddau ieithyddol fel geirfa ac enwau lleoedd safonol.

### Cynllun Hybu'r Gymraeg

Cynllun sy'n galluogi busnesau a sefydliadau trydydd sector i gynllunio eu defnydd o'r Gymraeg gyda phwyslais ar geisio cynyddu'r defnydd hwnnw dros amser.

Mae pedwar cam i'r cynllun, sef:

-  **CAM 1**  
Holiadur i asesu defnydd presennol o'r Gymraeg
-  **CAM 2**  
Yn seiliedig ar atebion i'r holiadur, bydd y system yn creu cynllun hybu gyda syniad o'r lefel o ddarpariaeth bresennol (o 1 i 3) ym mhob maes
-  **CAM 3**  
Gall sefydliadau osod targedau yn eu cynllun hybu ar gyfer cyrraedd y lefel nesaf, a gwella'u darpariaeth
-  **CAM 4**  
Cyflwyno'r cynllun gweithredu i swyddogion y Comisiynydd

Yn 2016-17 roedd 183 sefydliad wedi llenwi'r holiadur.

Ar ddiwedd y cyfnod adrodd roedd 90 sefydliad yn y broses o baratoi cynllun hybu a 33 wedi rhannu fersiwn terfynol o'u cynllun hybu gyda'r Comisiynydd.

## Strategic Objective 4: To encourage, promote and facilitate the use of the Welsh language on a voluntary basis





The Commissioner encourages, promotes and facilitates opportunities to use Welsh in all aspects of life. This is done on a voluntary basis for the majority of organisations in the private sector and third sector. The Commissioner highlights the value of the Welsh language to organisations and supports them in increasing their use of the language.

She also works to ensure that the infrastructure, i.e. the necessary resources, is available for individuals and organisations to use the language. This includes information technology, language resources such as vocabularies and standardised place names.

### Welsh language Progress Plan

This is a plan to enable third sector organisations and businesses to plan their use of the Welsh language with the emphasis on seeking to increase that use over time.

There are four steps to the plan:

-  **STEP 1**  
A questionnaire to assess current use of Welsh
-  **STEP 2**  
Based on the responses to the questionnaire, the system will create an action plan with an idea of the current level of provision (from 1 to 3) in each area
-  **STEP 3**  
Organisations can set targets in the plan to aim for the next level, improving the provision
-  **STEP 4**  
Present the progress plan to the Commissioner's officers

In 2016-17, 183 organisations had completed the questionnaire.

At the end of the reporting period, 90 organisations were in the process of preparing a progress plan and 33 had shared the final version of their progress plan with the Commissioner.

**Rhoi arweiniad i sefydliadau****Defnyddio'r Gymraeg mewn chwaraeon**

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Lansiwyd pecyn 'Y Gymraeg: Amdani' ym Mharc y Ddraig (Canolfan Ymddiriedolaeth Bêl-droed Cymru) ar 25 Mai 2016. Mae'r pecyn yn arweiniad ymarferol i glybiau a chymdeithasau chwaraeon ar ddatblygu gweithgareddau yn Gymraeg neu'n ddwyieithog. Cafodd ei ddatblygu ar y cyd â Chwaraeon Cymru ac yn sgil trafodaethau â gwahanol gymdeithasau chwaraeon dros gyfnod.

Gweithiodd y Comisiynydd gyda chymdeithasau unigol i deilwra'r pecyn i'w campau nhw, a chynhaliwyd digwyddiadau rhanbarthol yng Nghaerfyrddin, Caerdydd a Bangor i godi ymwybyddiaeth o'r pecyn ymysg clybiau lleol ac unigolion sy'n ymwneud â chwaraeon.

**Criced**

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- Datblygwyd cardiau fflach penodol ar gyfer y gamp

**Rygi**

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- Hwyluso digwyddiad yn y Sioe Fawr i roi cyfle i URC gyflwyno eu syniadau a'u cynlluniau o ran datblygu'r defnydd o'r Gymraeg
- Cydweithio ar ddatblygiadau a gaiff eu cyhoeddi yn 2017-18

**Pêl-droed**

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- Helpu'r Ymddiriedolaeth a Chymdeithas Bêl-droed Cymru i lunio sloganau Cymraeg i'w defnyddio ar gyfer pencampwriaethau'r Ewros yn haf 2016

**Hyfforddiant**

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Mae swyddogion y Tîm Hybu'n cynnal hyfforddiant i sefydliadau trydydd sector ar sut i ddatblygu defnydd o'r Gymraeg.

Cyflwynir ystadegau perthnasol am yr iaith, y cyd-destun cyfreithiol, arferion da, ymchwil defnyddiol, ac yna ceir cyfle i'r mynychwyr drafod mewn grwpiau sut i roi pethau ar waith yn eu sefydliadau nhw.

- Cynhaliwyd 8 sesiwn hyfforddiant
  - Mynychodd dros 50 o sefydliadau
  - 69% yn dweud bod y sesiynau'n ardderchog
  - 79% yn dweud bod cynnydd yn eu gwybodaeth ar ôl mynychu'r sesiwn
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**Guidance for organisations****The use of Welsh in sport**

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The pack 'Welsh: Give it a go!' was launched at Dragon Park (the Welsh Football Trust's Centre) on 25 May 2016. The pack gives practical guidance for sports clubs and societies on developing activities in Welsh or bilingually. It was developed in association with Sport Wales and following discussions with various sports associations.

The Commissioner worked with individual associations to tailor the package for their disciplines, and regional events were held in Carmarthen, Cardiff and Bangor to raise awareness of the pack with local sports clubs and individuals.

**Cricket**

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- Specific flash cards were developed for the sport

**Rugby**

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- An event was facilitated at the Royal Welsh Show to give the WRU an opportunity to present their ideas and plans for the development of the use of Welsh
- Collaboration on developments to be announced in 2017-18

**Football**

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- The Football Association of Wales and the Trust were supported with the work of developing Welsh slogans to be used for the European championship in the summer of 2016

**Training**

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Officers in the Promotion Team provide training for third sector organisations on how to develop their use of Welsh.

They are presented with relevant statistics on the language, the legal context, good practice, useful research, and attendees are given an opportunity in group discussions to talk about how to put things into practice in their own organisations.

- 8 training sessions were held
  - Over 50 organisations attended
  - 69% said that the sessions were excellent
  - 79% said their knowledge had increased after having attended the session
-

### Gwasanaeth prawfddarllen

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Un math o gymorth ymarferol mae'r Comisiynydd yn ei gynnig i fusnesau a sefydliadau trydydd sector yw gwasanaeth prawfddarllen yn rhad ac am ddim. Gall sefydliadau anfon testun Cymraeg hyd at 1,000 o eiriau at y Comisiynydd i'w brawfddarllen, a chaiff y gwaith ei gywiro a'i anfon yn ôl gyda sylwadau neu awgrymiadau. Nod y cynllun yw datblygu sgiliau dwyieithog y gweithlu a magu hyder i ddefnyddio'r Gymraeg gan roi sicrwydd ar yr un pryd bod y gwaith yn gywir cyn argraffu.

- Dros 100 o fusnesau a sefydliadau'n defnyddio'r gwasanaeth
- Prawfddarllen bwydlenni, hysbysebion, arwyddion, trydariadau, a phosteri ymysg eraill

### Ymchwil

#### Defnydd o'r Gymraeg gan archfarchnadoedd

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Cyhoeddodd y Comisiynydd adroddiad ymchwil i agweddau cwsmeriaid i ddefnydd o'r Gymraeg gan archfarchnadoedd yn y Senedd ar 2 Chwefror 2017. Noddwyd y digwyddiad gan Jeremy Miles AC ac roedd cynrychiolwyr o'r archfarchnadoedd a Chonsortium Manwerthu Cymru'n bresennol.

#### Dyma'r prif ganfyddiadau:

- 68% yn hoffi gweld y Gymraeg yn cael ei defnyddio gan archfarchnadoedd yng Nghymru
- 83% yn cytuno â'r gosodiad bod defnydd o'r Gymraeg yn dangos cefnogaeth tuag at ddiwylliant Cymraeg

Un canlyniad i'r adroddiad oedd sefydlu fforwm ar gyfer penaethiaid yr archfarchnadoedd yng Nghymru i drafod sut gallant gynyddu eu darpariaeth Gymraeg a chyflwyno'r Gymraeg fwyfwy yn eu siopau ac ar wefannau ac apiau siopa ar-lein. Y bwriad yw cynnal dau gyfarfod y flwyddyn o'r fforwm.

### Proofreading service

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One method of practical support given by the Commissioner to businesses and third sector organisations is a free proofreading service. Organisations may send Welsh language text of up to 1,000 words to the Commissioner for proofreading, and the work is checked and returned with comments or suggestions. The aim of this scheme is to develop bilingual skills in the workplace and to raise confidence in the use of Welsh, but at the same time giving assurance that the work is correct before being published.

- Over 100 businesses and organisations use this service
- Proofreading menus, adverts, signage, tweets, and posters amongst other items

### Research

#### The use of Welsh by supermarkets

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The Commissioner published a research report into the attitudes of customers to the use of Welsh by supermarkets at the Senedd on 2 February 2017. The event was sponsored by Jeremy Miles AM and representatives from the supermarkets and the Welsh Retail Consortium were present.

#### The main findings were:

- 68% of people liked to see Welsh being used by supermarkets in Wales
- 83% agreed with the statement that using Welsh showed support for Welsh culture

As a result of the report, a forum was established for the heads of the supermarkets in Wales to discuss how they could increase their Welsh language provision and to introduce more Welsh into their shops, websites and shopping apps. The intention is for the forum to meet twice a year.

**Cysylltiadau strategol**

Dros y blynyddoedd a fu, creodd y Comisiynydd gysylltiadau strategol gyda gwahanol sectorau a sefydliadau. Parhaodd y gwaith gyda'r sefydliadau hyn yn ystod 2016-17.

**Y sector ariannol a banciau'r stryd fawr**

Yn ystod 2015-16 cyhoeddodd y Comisiynydd adolygiad statudol o wasanaethau Cymraeg banciau'r stryd fawr, ac un o ganlyniadau'r adolygiad oedd sefydlu fforwm o uwch-swyddogion y banciau er mwyn trafod camau gweithredu a heriau. Cyfarfu'r fforwm ddwywaith yn ystod 2016-17.

Cyhoeddodd y Comisiynydd adroddiad cynnydd ym mis Gorffennaf 2016. Roedd yn casglu bod peth cynnydd wedi bod wrth ddatblygu gwasanaethau Cymraeg, ond bod ffordd bell iawn i fynd gan rai eto, ac yn sicr bod ffordd bell i fynd o ran rhoi cyhoeddusrwydd i'r gwasanaethau sydd yn bodoli.

**Chwaraeon Cymru**

Cyfrannodd Chwaraeon Cymru at y pecyn Amdani! trwy gasglu'r sail ystadegol sy'n dangos y galw ymysg pobl ifanc am gyfleoedd i gymryd rhan mewn chwaraeon trwy gyfrwng y Gymraeg. Mae Chwaraeon Cymru wedi cyfrannu at ledaenu negeseuon yr ymgyrch Amdani! gyda chymdeithasau, e.e. trwy eu rhwydweithiau a'u gwefannau.

**Cyngor Gweithredu Gwirfoddol Cymru**

Cyngor Gweithredu Gwirfoddol Cymru sy'n marchnata a threfnu llety ar gyfer y sesiynau hyfforddiant, gan alluogi'r Comisiynydd i gyrraedd sefydliadau trydydd sector yn effeithiol.

Cynhaliwyd digwyddiad llwyddiannus yn yr Eisteddfod Genedlaethol ar y cyd â'r corff ymbarél i drafod yr heriau a'r cyfleoedd o ran denu gwirfoddolwyr yn yr oes ddigidol.

**Strategic links**

During past years, the Commissioner has established strategic links with various sectors and organisations. Work with these organisations continued during 2016-17.

**The financial sector and high street banks**

During 2015-16, the Commissioner published a statutory review of high street banks' Welsh language services and as a result of the review, a forum of senior officials from the banks was established in order to discuss actions and challenges. The forum met twice during 2016-17.

The Commissioner published a progress report in July 2016. The report concluded that there had been some progress in the development of Welsh language services but some still had a long way to go in terms of publicising their existing services.

**Sport Wales**

Sport Wales contributed to the Give it a Go! pack by putting together the statistical basis showing the demand amongst young people for opportunities to participate in sports through the medium of Welsh. Sports Wales has contributed to the dissemination of the Give it a Go! campaign messages with associations, e.g. via their networks and websites.

**Wales Council for Voluntary Action**

Wales Council for Voluntary Action is responsible for marketing and hosting the training sessions, enabling the Commissioner to reach third sector organisations effectively.

A successful event was held at the National Eisteddfod in collaboration with the umbrella body on the challenges and opportunities in attracting volunteers in the digital age.

**Cefnogi isadeiledd iaith****Cronfa Enwau Lleoedd**

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Mae'r Comisiynydd yn gyfrifol am argymhell ffurfiau safonol enwau lleoedd yng Nghymru ac wedi cynnull panel o arbenigwyr ar orgraff y Gymraeg ac enwau lleoedd Cymru sy'n darparu cyngor arbenigol ac annibynnol am y maes. Cynhaliwyd 3 chyfarfod o'r panel yn ystod 2016-17, ac mae'r panel wedi rhoi argymhellion ar enwau lleoedd i 21 awdurdod lleol.

Ar ddiwedd y cyfnod adrodd roedd gwaith yn mynd rhagddo i rannu'r argymhellion yn ehangach drwy eu cyhoeddi mewn cronfa ddata chwiliadwy y bydd modd i asiantaethau eraill lawrlwytho data ohoni.

Mae'r Comisiynydd yn aelod cyswllt o Grŵp Llywio Enwau Lleoedd Hanesyddol Cymru, sy'n cynghori'r Comisiwn Henebion wrth iddynt fynd i'r afael â'r dasg o lunio a chyhoeddi rhestr o enwau lleoedd hanesyddol ar ran Gweinidogion Cymru. Bu hefyd yn trafod â Dai Lloyd AC wedi i'w enw gael ei ddewis drwy bleidlais ar hap i ddatblygu syniad yn fesur Cynulliad, a'i gynnig i ddiogelu enwau lleoedd hanesyddol.

**Canllaw Cyfieithu**

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Yn ystod y flwyddyn, fe aed ati i ddiwygio'r canllaw cyfieithu i sefydliadau. Roedd y diwygiadau'n ymhél â chynorthwyo sefydliadau i wneud y defnydd gorau o adnoddau cyfieithu er mwyn ateb gofynion y safonau, a rhoddwyd pwyslais ar wneud defnydd cynyddol ond cyfrifol o dechnoleg.

**Supporting language infrastructure****Database of Place-Names**

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The Commissioner is responsible for recommending the standard forms of place-names in Wales, and the Commissioner has convened a panel of experts on the orthography of the Welsh language and place-names in Wales who provide specialist and independent advice. Three meetings of the panel were held during 2016-17, and the panel has given recommendations on place-names to 21 local authorities.

Towards the end of the reporting period, work was underway to share the recommendations with a wider audience via publication on a searchable database from which other agencies may download data.

The Commissioner is an associate member of the Wales Historical Place-Names Steering Group who advise the Monuments Commission as they undertake the work of drawing up and publishing a list of historical place-names on behalf of the Welsh Ministers. The Commissioner had also been in discussion with Dai Lloyd AM after his name had been drawn in a ballot to develop an idea into an Assembly measure, and his proposal to preserve historical place-names.

**Translation Guidelines**

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During the year, the translation guidelines for organisations were revised. The revisions related to supporting organisations in making the best use of translation resources in order to meet the requirements of the Welsh language standards, placing an emphasis on making increasing but responsible use of technology.



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## Amcan strategol 5: Gweithredu a chyfathrebu'n briodol ac effeithiol

Er mwyn cefnogi ei holl weithgareddau o ddylanwadu, ymchwilio, gosod dyletswyddau, rheoleiddio a hybu, mae'r Comisiynydd yn rhoi pwyslais mawr ar weithredu'n effeithiol ac yn effeithlon.

### Cyfathrebu allanol

#### Ymgyrch Hawliau i ddefnyddio'r Gymraeg

I gyd-fynd â gosod y safonau cyntaf ar sefydliadau yn niwedd 2015-16 datblygwyd ymgyrch gyhoeddus rwydd 'Hawliau i Ddefnyddio'r Gymraeg'. Roedd yr ymgyrch yn canolbwyntio ar y manteision i'r dinesydd, yn hytrach na bod y drafodaeth gyhoeddus yn cylchdroi o amgylch y sefydliadau'n unig.

Crëwyd tudalen ymgyrch ar y wefan, a chynhyrchu fideo gyda gwahanol leisiau'n datgan bod ganddynt hawliau. Darlledwyd y fideo fel hysbyseb ar S4C rhwng Ebrill a Mehefin 2016.

Drwy gydol yr wythnos, ar faes Eisteddfod yr Urdd yn Sir y Fflint, bu'r Comisiynydd a Chomisiynydd Plant Cymru yn gweithio gyda'i gilydd i wrando a chasglu barn gan blant a phobl ifanc am eu profiadau yn defnyddio iaith. Drwy wahodd plant a phobl ifanc i ddweud eu dweud, nod y Comisiynwyr oedd dysgu am realiti profiadau, dyheadau a rhwystredigaethau, ac adnabod cyfleoedd a bylchau er mwyn sianelu egnïon i wella'r profiad yn y dyfodol. Cyhoeddwyd casgliadau'r ymarferiad mewn cynhadledd i'r wasg a chyfweiliadau ar y cyfryngau.

Yn ystod haf 2016 bu'r Comisiynydd yn tynnu lluniau'r cyhoedd yn dal posteri Hawliau i Ddefnyddio'r Gymraeg a defnyddiwyd yr hashnod #hawliau.

#### Dyma ystadegau'r ymgyrch:

- Darlledu'r hysbyseb 110 o weithiau ar S4C
- Yr hysbyseb yn cyrraedd cynulleidfa o 1,051,450 o oedolion yng Nghymru
- 73,718 o argraffiadau i negeseuon am yr ymgyrch ar Twitter y Comisiynydd
- 2,856 o ymwneud pellach i'r negeseuon Twitter

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## Strategic Objective 5: To operate and communicate appropriately and effectively

The Commissioner places great emphasis on effective and efficient action as a basis for all her activities in relation to extending influence, research, imposing duties, regulation and promotion.

### External communication

#### Rights to use the Welsh Language campaign

To correspond with the imposition of the first set of standards on organisations at the end of 2015-16, a public campaign was developed on the 'Rights to use the Welsh language'. The campaign focused on the benefits for the citizen, rather than conducting a public debate centred only on organisations.

A campaign page was set up on the website, and a video was produced with different voices stating their rights. The video was broadcast as an advert on S4C between April and June 2016.

Throughout the week on the Urdd Eisteddfod field in Flintshire, the Commissioner and the Children's Commissioner for Wales worked in collaboration to listen and gather opinions from children and young people on their experiences in using the language. In inviting children and young people to voice their opinion, the aim of the Commissioners was to learn about the reality of their experiences, aspirations and frustrations, and identify opportunities and gaps so that energies may be channelled effectively to improve their experiences in the future. The findings of this exercise were announced in a press conference and in interviews with the media.

During the summer of 2016, the Commissioner photographed members of the public holding the Rights to use the Welsh Language posters using the hashtag #hawliau.

#### The statistics of the campaign are as follows:

- The advert was broadcast 110 times on S4C
- The advert reached an audience of 1,051,450 adults in Wales
- 73,718 impressions to messages about the campaign on the Commissioner's Twitter feed
- 2,856 further interactions to the messages on Twitter

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**Ymgyrch hawl i gwyno**

Rhwng Ionawr a Mawrth 2017 fe weithiwyd ar yr ymgyrch 'Hawl i gwyno'. Darlledwyd hysbyseb yn dangos profiad ffuglennol mam a phlentyn yn methu â derbyn gwasanaeth Cymraeg mewn ysbyty, yn cwyno i'r sefydliad ac yna i'r Comisiynydd.

- Darlledwyd yr hysbyseb 110 o weithiau
- Cyrhaeddodd yr hysbyseb 1,197,005 o oedolion yng Nghymru

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**Sioeau**

Roedd gan y Comisiynydd stondin yn Eisteddfod yr Urdd, y Sioe Fawr a'r Eisteddfod Genedlaethol.

Fel nodwyd eisoes, yr ymgyrch Hawliau i Ddefnyddio'r Gymraeg oedd y brif neges yn Eisteddfod yr Urdd, lle cydweithiwyd yn agos â Chomisiynydd Plant Cymru.

Yn y Sioe Fawr, y Gymraeg a chwaraeon oedd y brif neges, a threfnwyd digwyddiad cyhoeddus er mwyn rhoi'r cyfle i Undeb Rygbi Cymru amlinellu eu cynlluniau o ran cynyddu defnydd o'r Gymraeg. Ar y stondin, bu swyddogion yn casglu profiadau pobl ar gyfer yr ymchwil archfarchnadoedd (gweler tud 74).

Yn yr Eisteddfod Genedlaethol yn y Fenni, cyhoeddwyd yr Adroddiad 5-mllynedd ar sefyllfa'r Gymraeg (gweler tudalennau 14 a 30) a rhannwyd gwybodaeth am yr ymgyrch Hawliau i Ddefnyddio'r Gymraeg ar y stondin. Cynhaliwyd dau ddigwyddiad arall, sef trafodaeth banel am wirfoddoli a'r iaith Gymraeg ar y cyd â Chyngor Gweithredu Gwirfoddol Cymru a'r llall am y Gymraeg o fewn y diwydiannau cynhyrchu bwyd ac amaeth ar y cyd ag Undeb Amaethwyr Cymru.

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**Y wasg**

Parhaodd y gwaith o gyfathrebu â rhanddeiliaid a'r cyhoedd drwy'r wasg a'r cyfryngau ac ymateb yn amserol a phriodol i ymholiadau yn ystod y flwyddyn.

- 258 o gyfeiriadau at y Comisiynydd yn y wasg brint neu ar-lein
- 36 o gyfweiliadau ar y cyfryngau
- 26 o ymatebion ysgrifenedig i geisiadau gan y cyfryngau darlledu

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**Right to complain campaign**

Between January and March 2017, the right to complain campaign was developed. An advert highlighting a fictional account of a mother and child's experience of failing to receive a Welsh language service in a hospital, her complaint to the organisation and then to the Commissioner.

- The advert was broadcast 110 times
- The advert reached an audience of 1,197,005 adults in Wales

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**Shows**

The Commissioner had a stand at the Urdd Eisteddfod, the Royal Welsh Show and the National Eisteddfod.

As previously noted, the main message of the Urdd Eisteddfod was the Right to use the Welsh language, with close collaboration with the Children's Commissioner for Wales.

At the Royal Welsh Show, the focus was on the Welsh language in sport, and a public event was arranged to give the WRU an opportunity to outline their plans to increase their use of Welsh. On the stand, officers gathered people's experience for the research conducted on supermarkets (see page 75).

At the National Eisteddfod in Abergavenny, the 5-year Report on the Position of the Welsh Language was published (see pages 15 and 31) and information on the campaign on the Rights to Use Welsh was shared at the stand. Two other events were held: a panel discussion on volunteering and the Welsh language in collaboration with the Wales Council for Voluntary Action, and the other on Welsh in the food manufacturing industries and agriculture, in collaboration with the Farmers' Union of Wales.

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**The press**

Work continued in communications with stakeholders and the public via the press and media, with timely and appropriate responses to enquiries during the year.

- 258 references to the Commissioner in the printed press or online
- 36 interviews with the media
- 26 written responses to requests by the broadcast media

### Twitter

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Cynhaliwyd prif gyfrif @ComyGymraeg i rannu negeseuon rhagweithiol â dilynwyr yn ogystal ag i ymateb i ymholiadau cyffredinol ac fel y man cyntaf i ddefnyddwyr Twitter gyfeirio cwynion at y Comisiynydd.

#### Dyma'r ffigurau ar gyfer y gweithgarwch ar Twitter

- 411 o drydariadau
- 434,605 o argraffiadau
- 11,689 ymwneud
- 676 o ddilynwyr newydd

Mae cyfrif Twitter @Hybu\_Cymraeg yn tynnu sylw at waith y tîm sy'n gweithio ar hybu a hwyluso defnyddio'r Gymraeg gyda busnesau a sefydliadau trydydd sector.

#### Dyma'r ffigurau ar gyfer y gweithgarwch ar Twitter

- 249 o drydariadau
- 214,877 o argraffiadau
- 3,442 ymwneud
- 817 o ddilynwyr ar 31 Mawrth 2017

### Gwaith Rhyngwladol

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Meri Huws yw Cadeirydd Cymdeithas Ryngwladol y Comisiynwyr Iaith, sef fforwm o gomisiynwyr sydd â chenhadaeth debyg o wledydd ar draws y byd. Swyddfa Comisiynydd y Gymraeg hefyd sy'n cynnal ysgrifenyddiaeth y gymdeithas ac sy'n gyfrifol am arwain y rhaglen waith a hwyluso rhannu gwybodaeth rhwng yr aelodau.

Cynhaliwyd cyfarfod rhwng aelodau'r gymdeithas ar 15 Rhagfyr 2016 lle cafwyd diweddariadau gan y Comisiynwyr a'r Ombudsmyn presennol. Ffarwelwyd hefyd â Graham Fraser, Comisiynydd Ieithoedd Swyddogol Canada, ac yntau'n ymdeol wedi degawd yn y swydd.

### Twitter

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The Commissioner's main account @ComyGymraeg continued to share proactive messages with followers, in addition to responding to general enquiries and as the first point of contact for Twitter users to refer complaints to the Commissioner.

#### Twitter activity was as follows:

- 411 tweets
- 434,605 impressions
- 11,689 engagements
- 676 new followers

The Twitter account @Hybu\_Cymraeg publicises the work of the team responsible for the promotion and facilitation of the use of Welsh with business and third sector organisations.

#### Twitter activity was as follows:

- 249 tweets
- 214,877 impressions
- 3,442 engagements
- 817 followers on 31 March 2017

### International work

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Meri Huws is the Chair of the International Association of Language Commissioners, a forum of commissioners tasked with a similar mission in countries around the world. The office of the Welsh Language Commissioner is also responsible for the secretariat of the association and for leading the programme of work to facilitate the sharing of information between members.

A meeting of the association's members was held on 15 December 2016, where updates were provided by the Commissioners and the Ombudsmen present. After ten years in office, Graham Fraser, Canada's Commissioner of Official Languages was bid a warm farewell on his retirement.

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## Amcan strategol 5: parhad

Cynhaliwyd dau weminar rhyngwladol er mwyn hwyluso rhannu profiadau a syniadau rhwng swyddfeydd y gwahanol gomisiynwyr.

Trefniadau a hoeliodd gryn sylw yn ystod 2016-17 oedd trefniadau ar gyfer cynnal gynhadledd flynyddol y gymdeithas yng Nghaerdydd ym mis Mai 2017. Adroddir ar y gynhadledd hon yn Adroddiad Blynyddol 2017-18.

Ym mis Rhagfyr 2016 bu'r Comisiynydd ynghlwm â chynllunio taith ymwelwyr o Nunavut i Gymru. Croesawyd dau aelod ar bymtheg o bwyllgor iaith yr Inuit Tapiriit Kanatami i'r swyddfa a fu'n mwynhau bod yn rhan ganolog o'r trafodaethau ynghylch safoni, gwarchod a hyrwyddo ieithoedd lleiafrifol.

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## Strategic Objective 5: continued

Two international webinars were held in order to facilitate the sharing of good practice and ideas between the commissioners' different offices.

During 2016-17, the association's annual conference at Cardiff in May 2017 was the main focus. The 2017-18 Annual Report will include an account of this conference.

In December 2016, the Commissioner was involved in planning a tour of Nunavut visitors to Wales. Seventeen members of the Inuit Tapiriit Kanatami language committee were welcomed to the office and enjoyed being a central part of discussions regarding standardisation, the preservation and promotion of minority languages.

## Amcan strategol 5: parhad

### Canlyniadau a chyfeddiant

Corfforaeth undyn yw Comisiynydd y Gymraeg a ariennir gan Weinidogion Cymru. Y cyllid a ddyrannwyd gan Weinidogion Cymru ar gyfer y flwyddyn 1 Ebrill 2016 hyd 31 Mawrth 2017 oedd £3,051,000 (2015-16: £3,540,000 yn cynnwys £150,000 ychwanegol wedi ei ddyrannu ym mis Chwefror 2016). Y gwariant net ar ôl llog yn ystod y flwyddyn oedd £3,055,000 (2015-16: £3,400,000), a'r gwariant ar gyfalaf oedd £18,000 (2015-16: £21,000). Ar 31 Mawrth 2017 roedd £699,000 yn y gronfa gyffredinol (31 Mawrth 2016: £703,000).

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	2015-16 Alldro £000	2016-17 Alldro £000	2016-17 <sup>1</sup> Cyllideb £000	2017-18 <sup>1</sup> Cyllideb £000
Costau swyddogion	2,196	2,112	2,220	2,460
Gweinyddu				
Llety : Rhent	118	119	119	120
Llety : costau eraill	172	172	174	142
Dadfeiliadau swyddfa	12	6	-	-
Teithio a chynhaliaeth	93	68	84	74
Hyfforddiant a recriwtio	61	33	19	23
Cyfreithiol a phroffesiynol	136	114	111	114
Technoleg gwybodaeth	145	141	111	141
Cyfathrebu	43	32	39	37
Archwilwyr allanol	15	15	16	15
Gweinyddu arall	50	48	48	48
	845	748	721	714
Grantiau	60	-	-	-
Rhaglenni	233	221	147	115
Cyfalaf a dibrisiant	67	44	50	50
Gwariant arall	-	-	26	-
<b>Gwariant Net</b>	<b>3,401</b>	<b>3,125</b>	<b>3,164</b>	<b>3,339</b>
Incwm	-	(69)	(69)	(63)
Llog a dderbyniwyd	(1)	(1)	-	-
<b>Gwariant net ar ôl llog</b>	<b>3,400</b>	<b>3,055</b>	<b>3,095</b>	<b>3,276</b>

<sup>1</sup> Cyllideb fewnol y cytunwyd arni cyn dechrau'r flwyddyn ariannol

## Strategic Objective 5: continued

### Results and appropriations

The Welsh Language Commissioner is a corporation sole funded by Welsh Ministers. The funding allocated by Welsh Ministers for the year 1 April 2016 to 31 March 2017 was £3,055,000 (2015-16: £3,540,000 including an additional £150,000 allocated in February 2016). The net expenditure after interest for the year was £3,055,000 (2015-16: £3,400,000), with capital expenditure of £18,000 (2015-16: £21,000). At 31 March 2017 the general reserve was £699,000 (31 March 2016: £703,000).

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	2015-16 Outturn £000	2016-17 Outturn £000	2016-17 <sup>1</sup> Budget £000	2017-18 <sup>1</sup> Budget £000
Officers' costs	2,196	2,112	2,220	2,460
Administration				
Accommodation : Rent	118	119	119	120
Accommodation : other costs	172	172	174	142
Office dilapidations	12	6	-	-
Travel and subsistence	93	68	84	74
Training and recruitment	61	33	19	23
Legal and professional	136	114	111	114
Information technology	145	141	111	141
Communication	43	32	39	37
External audit fee	15	15	16	15
Administration other	50	48	48	48
	845	748	721	714
Grants	60	-	-	-
Programme costs	233	221	147	115
Capital and depreciation	67	44	50	50
Other expenditure	-	-	26	-
<b>Net Expenditure</b>	<b>3,401</b>	<b>3,125</b>	<b>3,164</b>	<b>3,339</b>
Income	-	(69)	(69)	(63)
Interest receivable	(1)	(1)	-	-
<b>Net expenditure after interest</b>	<b>3,400</b>	<b>3,055</b>	<b>3,095</b>	<b>3,276</b>

<sup>1</sup> Internal budget approved at the beginning of the financial year



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**Sylwadau ar yr Amcangyfrif, y gyllideb a'r alldro yn y cyfnod**

Fel Swyddog Cyfrifyddu mae'n ofynnol i mi, yn unol â Mesur y Gymraeg (Cymru) 2011, i gyflwyno amcangyfrif o wariant i Weinidogion Cymru. Yn dilyn nifer o flynyddoedd lle derbyniwyd toriadau olynol i'r gyllideb, ar 06/10/2016 cyflwynwyd Amcangyfrif 2017-18 am £3.239m yn adlewyrchu'r adnoddau ariannol sydd eu hangen er mwyn i'r sefydliad weithredu ei strategaeth a'i gynllun gweithredu ac i gyflawni ei swyddogaethau a'i dyletswyddau .

Cymeradwywyd cyllideb Llywodraeth Cymru gan Gynulliad Cenedlaethol Cymru, dyrannwyd cyllideb o £3.051m ar gyfer 2017-18, sef cyllideb ar yr un lefel â 2016-17. Gan ystyried cyd-destun cyllideb 2017-18, rhagolwg ar gyfer alldro'r flwyddyn ariannol 2016-17 a lefel y cronfeydd cyffredinol wrth gefn; lluniwyd cyllideb fanwl ar gyfer 2017-18. Cymeradwywyd cyllideb fanwl ar gyfer 2017-18 gan y Tîm Rheoli, sydd yn rhagweld gorwariant o £225,000 ar gyfer y flwyddyn ariannol.

Mae'r gorwariant a gynlluniwyd yn gam ystyrion sy'n gwneud defnydd pwrpasol o'r cronfeydd wrth gefn dros y tymor canolig. Mae'r cynllun hwn yn mynd i'r afael â'r bylchau yn y strwythur sefydliadol a ddigwyddodd yn 2016-17 o ganlyniad i drosiant staff, drwy flaenoriaethu adnoddau ar staff i sicrhau bod y strwythur yn cael yr adnoddau llawn. Mae hyn yn allweddol i alluogi'r sefydliad i gyflawni ei strategaeth ac i gyflawni ei ddyletswyddau.

Rhagwelir bydd lefel y cronfeydd wrth gefn dros y tymor canolig yn gyson ag egwyddor y Comisiynydd ei bod yn ddarbodus cadw cronfa wrth gefn o £150,000, sy'n hafal â 5% o wariant, ar gyfer gwariant annisgwyl yn ogystal â £100,000 ar gyfer costau cyfreithiol at bwrpas amddiffyn neu gefnogi achosion yn y llysoedd neu'r Tribiwnlys.

**Costau swyddogion**

Roedd costau cyflogaeth ar gyfer y flwyddyn ariannol 2016-17 yn sylweddol llai na'r gyllideb yn ogystal â'r flwyddyn flaenorol. Y prif reswm dros yr arbedion yn erbyn y gyllideb a'r flwyddyn flaenorol oedd effaith niferoedd llai o swyddogion cywerth y pen yn 2016-17, hyn o ganlyniad i swyddi yn y strwythur fod yn wag am gyfnodau yn ystod y flwyddyn oherwydd cynydd mewn trosiant staff. Roedd gwir gost cyflog y pen yn gyson o flwyddyn i flwyddyn ac ychydig yn is na'r gyllideb , hyn oherwydd penodi swyddogion ar raddfa isaf y bandiau cyflog mewn cyfnod lle bu cynydd mewn trosiant staff.

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**Commentary on the Estimate, budget and outturn for the period**

As Accounting Officer I am required, in accordance with the Welsh Language Measure (Wales) 2011, to submit an estimate of expenditure to Welsh Ministers. Following a number of years where successive cuts to the budget were received, the 2017-18 Estimate was submitted on 06/10/2016 for £3.239m which reflected the financial resources required for the organisation to implement its strategy and operating plan and to fulfil its functions and duties.

The Welsh Government's budget was approved by the National Assembly for Wales, a budget of £3.051m was allocated for 2017-18, being a budget at the same level as 2016-17. Having regard to the context of the 2017-18 budget, the forecast for the outturn for the 2016-17 financial year and the level of general reserves; a detailed budget was drawn up for 2017-18. The detailed budget for 2017-18 was approved by the Management Team, which forecasts overspend of £225,000 for the financial year.

This planned overspend is a considered action which makes appropriate use of the reserves over the medium term. This plan addresses the gaps in the organisational structure which occurred in 2016-17 due to staff turnover, by prioritising resources on staff to ensure that the structure is fully resourced. This is key to enabling the organisation to deliver its strategy and to fulfil its duties.

It is forecast that the level of reserves over the medium term is consistent with the Commissioner's principle that it is prudent to maintain a reserve of £150,000, equal to 5% of expenditure, for unforeseen expenditure plus £100,000 for legal costs relating for the purpose of defending or supporting cases in the courts or Tribunal.

**Officers' costs**

Employment costs for the financial year 2016-17 were significantly lower than budget and the prior year. The primary reason for the savings against budget as well as prior year was the impact of full time equivalent staff numbers being lower in 2016-17, this being as a result of roles in the structure being vacant for periods due to increase staff turnover. Actual salary costs per head were consistent year on year and were slightly lower than budget due to the appointment of officers at the lower end of pay bands in a period where staff turnover increased.

**Llety**

Mae costau gros rhent a llety wedi aros yn gymharol sefydlog; er gwaethaf cynnydd mewn costau yswiriant a gostyngiad yng nghostau dadfeiliadau. Yr effaith sylweddol ar y gwariant net yw is-osod y gofod yn swyddfa Caerdydd sydd wedi cyfrannu £ 69,000 o incwm gweithredol.

Mae'r arbedion sydd wedi'u cynllunio ar gyfer 2017-18 o ganlyniad i leihad i gostau gwasanaethau'r swyddfeydd a gostyngiad sylweddol yn y gwerth ardrethu ar gyfer swyddfa Caerdydd.

**Teithio a chynhaliaeth**

Bu lleihad i gostau teithio a chynhaliaeth o'i gymharu â'r flwyddyn flaenorol a'r gyllideb ar draws y sefydliad. Y prif resymau yw: effaith ymddiswyddiad ac adleoliad aelodau'r tîm rheoli, lleihad yn niferoedd swyddogion a llai o ofynion teithio, lleihad yn y gofynion i deithio ar gyfer hyfforddiant yn unol â'r gostyngiad sylweddol i'r gyllideb honno a llai o gyfarfodydd y Panel Cyngori a'r Pwyllgor Archwilio a Risg.

**Hyfforddiant a recriwtio**

Gan barhau i ddefnyddio dulliau recriwtio cost effeithiol, mae cynnydd mewn trosiant staff wedi achosi gwariant ychwanegol o £3,000 yn y flwyddyn. Bu lleihad o 55% yng nghostau hyfforddi a datblygu i £25,000 yn y flwyddyn, oherwydd cynlluniau i leihau'r gyllideb gyda'r amcan o ffocysu hyfforddiant a datblygiad swyddogion mewn meysydd penodol a defnydd o gyrsiau am ddim drwy AcademiCymru lle'n briodol.

**Cyfreithiol a phroffesiynol**

Mae'r costau hyn cynnwys cyngor cyfreithiol, gwasanaethau archwilio mewnol a gwasanaethau ymgynghorwyr tân, iechyd a diogelwch. Mae'r gwasanaethau hyn yn cefnogi gweithgareddau arferol y sefydliad. Roedd y gwariant yn gyson â'r gyllideb, gydag arbedion i'w chymharu â'r flwyddyn flaenorol oherwydd arbediad o £14,000 ar gyngor cyfreithiol a £11,000 ar wasanaethau cyfieithu.

**Technoleg gwybodaeth**

Bu lleihad bach yng nghostau TG yn y flwyddyn oherwydd arbedion yn dilyn penderfyniadau i derfynu gwasanaethau nad oeddynt yn hanfodol, ond gyda chynnydd yng nghostau prosiectau. Mae'r cynnydd i'w gymharu â'r gyllideb ar gyfer y flwyddyn oherwydd dyrannwyd cyllideb ychwanegol ar gyfer costau prosiectau yn ystod y flwyddyn wrth i anghenion penodol gael eu datblygu. Rhagwelir bydd gwariant 2017-18 yn gyson â gwariant 2016-17.

**Accommodation**

Gross costs of rent and accommodation have remained relatively stable; not withstanding an increase in insurance costs offset by a reduction in dilapidation costs. The significant impact on the net expenditure has been the sub-letting of office space in Cardiff which has contributed £69,000 of operating income.

Planned savings for 2017-18 are as a result of reduced service costs on the offices and a significant reduction in the rateable value for the Cardiff office.

**Travel and subsistence**

Travel and subsistence costs have reduced compared to prior year and against budget across the organisation. The principal reasons are: the impact of the resignation and relocation of members of the management team, a reduction in the average headcount and less travel requirements, fewer travel requirements for training and development in line with the significant reduction to that budget and fewer meetings of the Advisory Panel and Audit and Risk Committee.

**Training and recruitment**

Whilst continuing to utilise cost effective methods to recruit staff, increased staff turnover has resulted in an increased expenditure of £3,000 in the year. Training and development costs reduced by 55% to £25,000 in the year due to a planned reduction in budget which aimed to focus officer training and development requirements in specific areas and utilising free course through AcademiWales where applicable.

**Legal and professional**

These costs comprise legal advice, internal audit services, translation services and the services of fire, health and safety consultants. These services support the ordinary activities of the organisation. Expenditure was consistent with budget, with savings compared to prior year expenditure due to savings of £14,000 on legal costs and £11,000 on translation services.

**Information technology**

There has been a small reduction in IT costs in the year due to costs savings as a result of decisions to cease non essential services offset by an increase in project costs. The increase compared to the budget for the year was because additional budget was allocated for project costs during the year as specific requirements were developed. Expenditure for 2017-18 is forecast to be consistent with 2016-17.

**Cyfathrebu**

Bu gostyngiad yng nghostau cyfathrebu i'w cymharu â'r gyllideb a'r flwyddyn flaenorol o ganlyniad i arbedion wrth gynhyrchu cyhoeddiadau yn dilyn penodi cyflenwyr i gytundeb fframwaith dylunio ac argraffu newydd. Hefyd bu lleihad i'r costau o ganlyniad i gategoreiddio costau hysbysebu'r ymchwiliadau safonau yn gostau rhaglenni ar gyfer y flwyddyn ariannol 2016-17.

**Rhaglenni**

Roedd rhaglenni 2016-17 yn cynnwys gwaith ymchwil, cyhoeddi Adroddiad 5 Mlynedd y Comisiynydd, cynnal ymchwiliadau safonau, ymgymryd ag ymchwil i brofiad defnyddwyr o wasanaethau yn y Gymraeg, rhaglenni cyhoedduswydd ar gyfer hawliau defnyddwyr a mynychu sioeau. Ceir manylion pellach am y prif raglenni a gyflawnwyd yn yr adran ar weithgareddau a chyflawniadau'r sefydliad ar dudalennau 20 i 86. Mae toriad sylweddol i wariant ar raglenni wedi ei gynllunio ar gyfer 2017-18 wrth i gyfran gynyddol o gyllideb y sefydliad gael ei gwario ar gostau cyflogaeth.

**Tâl yr Archwilwyr Allanol**

Datgelir taliadau'r archwilwyr yn nodyn 4 i'r cyfrifon. Ni wnaeth yr archwilwyr allanol ymgymryd â gwaith nad oedd yn waith archwilio yn ystod y flwyddyn a ddaeth i ben ar 31 Mawrth 2017 (2015-16: £0).

**Communication**

Communication costs for 2016-17 have reduced against budget and prior year as a result of savings made in the production of publications following the appointment of suppliers to a new design and printing framework contract. Costs also reduced as a result of advertising costs relating to the standards investigations being categorised as programme costs for the 2016-17 financial year.

**Programme expenditure**

Programmes for 2016-17 included research, publication of the Commissioner's 5 Year Report, completing standards investigations, undertaking surveys into the experience of users of Welsh language services, publicity programmes for users' rights and attendance at shows. Further information about the main programmes completed is set out in the section on the organisation's activities and achievements on pages 21 to 87. A significant cut to programme expenditure for 2017-18 has been planned as an increasing proportion of the organisation's budget is spent on employment costs.

**Remuneration of External Auditors**

The auditor's remuneration is disclosed in note 4 to the accounts. The external auditors did not undertake any non-audit work during the year ended 31 March 2017 (2015-16: £0).

**Cynllun cydraddoldeb**

Mae ymrwymiad i drin pobl yn deg yn rhan ganolog o rôl y Comisiynydd. Ni fydd unrhyw ymgeisydd am swydd, aelod o staff neu berson sy'n derbyn gwasanaeth gan y Comisiynydd yn dioddef camwahaniaethu, aflonyddu nac erledigaeth o ganlyniad i nodweddion personol megis oedran, anabled, ethnigrwydd, rhyw, ailbennu rhywedd, beichiogrwydd neu famolaeth, cyfeiriadedd rhywiol, crefydd neu gred, p'un a ydynt yn briod neu mewn partneriaeth sifil.

O dan Ddeddf Cydraddoldeb 2010 a Rheoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Statudol) (Cymru) 2011 a luniwyd gan Gynulliad Cenedlaethol Cymru, mae gan y Comisiynydd ddyletswydd i gyhoeddi Cynllun Cydraddoldeb Strategol ac amcanion ynglŷn â chydraddoldeb. Yn ystod y flwyddyn, fe gyhoeddodd y Comisiynydd ei hail Gynllun Cydraddoldeb Strategol ar gyfer y cyfnod 2017-20 sydd ar gael ar y wefan.

**Cydnabyddiaeth undeb**

Mae gan y sefydliad gangen undeb gydnabyddedig o'r PCS, ac mae cyfarfodydd rheolaidd yn cael eu cynnal rhwng cynrychiolwyr y gangen, y Comisiynydd a'r Uwch Swyddog Adnoddau Dynol.

**Lles**

Mae'r Comisiynydd yn darparu gwasanaeth cynghori cyfrinachol yn rhad ac am ddim i swyddogion er mwyn eu cefnogi os ydynt yn teimlo'n isel neu o dan straen yn y gwaith. Darperir y gwasanaeth hwn gan gontractwr allanol.

Cyrhaeddodd y Comisiynydd lefel efydd Gwobr Iechyd Gweithle Bach ym mis Mai 2016.

**Dysgu a datblygu**

Mae'r Comisiynydd yn gweithredu trefn Rheoli Perfformiad sy'n sicrhau bod swyddogion yn deall beth a ddisgwylir ganddynt ac yn sicrhau bod ganddynt y sgiliau a'r gallu i gyflawni hynny. Mae trafod anghenion hyfforddi a datblygu yn rhan allweddol o'r drefn ac mae cynllun datblygu'n cael ei lunio ar gyfer pob swyddog ar sail y trafodaethau hynny.

**Equality scheme**

A commitment to treating people fairly is central to the role of the Commissioner. No job applicant, staff member or person receiving a service from the Commissioner will be discriminated against, harassed or victimised due to personal characteristics such as age, disability, ethnicity, sex, gender reassignment, pregnancy or maternity, sexual orientation, religion or belief, whether they are married or in a civil partnership.

Under the Equality Act 2010 and the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 laid down by Welsh Ministers, the Commissioner has a duty to publish a Strategic Equality Plan and equality objectives. During the year, the Commissioner published her second Strategic Equality Plan for the period 2017-20 which is available on the website.

**Union recognition**

The organisation has a recognised union branch of the PCS and regular meetings are held between representatives of the branch, the Commissioner and the Senior Human Resources Officer.

**Well-being**

The Commissioner provides a free confidential counselling service for officers in order to support them if they feel low or under strain at work. This service is provided by an external contractor.

The Commissioner was awarded a bronze level Small Workplace Health Award in May 2016.

**Learning and development**

The Commissioner operates a Performance Management system that ensures officers understand what is expected of them and that they have the skills and capability to achieve this. Discussion about training and development needs is a key part of the system and a development plan is drawn up for each officer on the basis of those discussions.

Ystyriwyd ffyrdd cost-effeithiol o ddatblygu sgiliau a chymwyseddau swyddogion er mwyn sicrhau eu bod yn gallu cyflawni eu cyfrifoldebau yn effeithiol.

Cynhaliwyd dwy seminar ar gyfer holl swyddogion y Comisiynydd yn ystod y flwyddyn. Roedd un seminar yn canolbwyntio ar gyfathrebu effeithiol a'r llall ar gydraddoldeb.

### **Materion amgylcheddol**

Mae'r Comisiynydd wedi ymrwmo i arferion amgylcheddol da. Mae gan y sefydliad bolisi cynaliadwyedd amgylcheddol a chynllun gweithredu blynyddol. Nod y Cynllun Gweithredu Cynaliadwyedd yw gosod amcanion er mwyn lleihau'r effaith ar yr amgylchedd. Ceisia'r Comisiynydd leihau effaith y sefydliad ar yr amgylchedd drwy hyrwyddo defnyddio technoleg megis fideo-gynadledda er mwyn osgoi teithiau busnes; annog defnydd trafniadaeth gyhoeddus a rhannu ceir; annog swyddogion i geisio defnyddio llai o ynni a gweithredu trefniadau ailgylchu gwastraff yn ei swyddfeydd.

Mae targedau gwastraff 'Greening Government' sydd wedi eu nodi yn y cyhoeddiad 'Adroddiadau Blynyddol y Sector Cyhoeddus: cyfarwyddiadau adroddiadau cynladwyedd 2016-17' yn parhau yn amherthnasol i sefydliadau cyhoeddus Cymru.

### **Rhyddid gwybodaeth**

Derbyniwyd saith cais am wybodaeth o dan Ddeddf Rhyddid Gwybodaeth 2000 yn ystod y flwyddyn (2015-16: 13 cais). Mae ymatebion y Comisiynydd i geisiadau, yn ogystal ag unrhyw wybodaeth a ryddhawyd, wedi eu cyhoeddi ar y wefan.

Ni dderbyniwyd unrhyw gais gwrthrych am wybodaeth o dan Ddeddf Diogelu Data 1998 yn ystod y flwyddyn.

Roedd Comisiynydd y Gymraeg yn destun ymchwiliad gan Swyddfa'r Comisiynydd Gwybodaeth yn ystod y flwyddyn; roedd ei hysbysiad o benderfyniad yn cynnal penderfyniad gwreiddiol Comisiynydd y Gymraeg.

### **Cwynion yn erbyn y sefydliad**

Yn unol ag Adran 14 y Mesur, mae gweithdrefn gwyno benodol ar gael os bydd unigolyn am gwyno am weithredoedd neu anweithiau'n ymwneud ag arfer swyddogaethau'r Comisiynydd. Ceir copi o'r weithdrefn hon ar wefan y Comisiynydd.

Derbyniwyd dwy gwyn yn erbyn y sefydliad yn ystod 2016-17 (2015-16: 3 cwyn).

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Cost-effective ways were considered to develop officers' skills and competencies to ensure that they can undertake their responsibilities effectively.

Two seminars were held for all the Commissioner's staff during the year. One seminar focused on effective communications and the other on equality.

### **Environmental matters**

The Commissioner is committed to good environmental practices. The organisation has an environmental sustainability policy and an annual action plan. The aim of the Sustainability Action Plan is to set objectives to reduce the impact on the environment. The Commissioner seeks to reduce the organisation's impact on the environment by promoting the use of technology such as video-conferencing to avoid business journeys; encourages the use of public transport and sharing of cars; encourages staff to attempt to use less energy and operates waste recycling arrangements in its offices.

The Greening Government waste targets set out in the publication 'Public Sector Annual Reports: sustainability reporting guidance 2016-17' continue not to be applicable to Welsh public bodies.

### **Freedom of information**

Seven requests for information were received under the Freedom of Information Act 2000 during the year (2015-16: 13 requests). The Commissioner's responses to requests, as well as any information released, are published on the website.

No subject access request for information was received under the Data Protection Act 1998 during the year.

The Welsh Language Commissioner was subject to an investigation by the Information Commissioner's Office during the year whose decision notice upheld the Welsh Language Commissioner's original decision.

### **Complaints against the organisation**

In accordance with Section 14 of the Measure, a specific complaints procedure is available if an individual wishes to complain about acts or omissions involving the exercise of the Commissioner's functions. A copy of this procedure can be found on the Commissioner's website.

Two complaints against the organisation were received during 2016-17 (2015-16: 3 complaints).

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## Cynlluniau ar gyfer 2017-18

Ar 1 Ebrill 2015 cyhoeddwyd Cynllun Strategol Comisiynydd y Gymraeg 2015-17. Mae'r Cynllun yn cynnwys pum amcan strategol ac ugain blaenoriaeth. Ar gyfer y flwyddyn ariannol 2017-18 mae'r Comisiynydd wedi datblygu cynllun gweithredol sy'n nodi pa weithgareddau a chynlluniau fydd ar waith o dan bob amcan.

Maent yn cynnwys y gweithgareddau canlynol:

### Amcan strategol 1: Dylanwadu ar yr ystyriaeth a roddir i'r Gymraeg mewn datblygiadau polisi

- Datblygu dogfennau briffio i wneuthurwyr polisi ar ofal plant cyfrwng Cymraeg a phrentisiaethau cyfrwng Cymraeg
- Ymchwilio i addysg a hyfforddiant gweithwyr gofal sylfaenol
- Cydweithio â'r Gymdeithas Alzheimer's er mwyn casglu tystiolaeth am brofiadau siaradwyr Cymraeg sydd wedi eu heffeithio gan ddementia

### Amcan strategol 2: Sicrhau cyfiawnder i ddefnyddwyr y Gymraeg

- Digwyddiadau addysgu i swyddogion sefydliadau sy'n ddarostyngedig i safonau
- Gweithgareddau ymgysylltu â defnyddwyr gwasanaethau Cymraeg
- Cynnal a diweddarau cofrestr camau gorfodi

### Amcan strategol 3: Gosod dyletswyddau statudol a'u rheoleiddio

- Sesiynau briffio gyda sefydliadau a datblygu codau ymarfer
- Arolygon i wirio profiad defnyddwyr ac astudiaethau thematig
- Cyhoeddi Adroddiad Sicrwydd ar brofiadau pobl o ddefnyddio gwasanaethau Cymraeg

### Amcan strategol 4: Annog, hybu a hwyluso defnydd o'r Gymraeg ar sail wirfoddol

- Darparu adnoddau a hyfforddiant er mwyn annog busnesau a sefydliadau trydydd sector i gynyddu defnydd o'r Gymraeg
- Datblygu canllawiau a rhannu arfer da yn y sector chwaraeon ac elusennau plant
- Safoni enwau lleoedd a chyhoeddi cronfa enwau lleoedd Cymru

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## Plans for 2017-18

The Welsh Language Commissioner's Strategic Plan 2015-17 was published on 1 April 2015. The Plan contains five strategic objectives and twenty priorities. For the 2017-18 financial year, the Commissioner has developed an action plan outlining which activities and plans will be undertaken under each objective.

They include the following activities:

### Strategic Objective 1: To influence the consideration given to the Welsh language in policy developments

- Develop briefing documents for policy makers on Welsh-medium childcare and Welsh-medium apprenticeships
- Research into the education and training of primary care professionals
- Collaboration with the Alzheimer's Society in order to gather information on the experiences of Welsh speakers affected by dementia

### Strategic Objective 2: To ensure justice for Welsh language users

- Educational events for officers from organisations subject to standards
- Engagement activities with Welsh language service users
- Maintain and update the enforcement action register

### Strategic Objective 3: To impose statutory duties and regulate them

- Briefing sessions with organisations and development of codes of practice
- Monitoring reviews based on service user experiences and thematic studies
- Publish an Assurance Report on the experience of Welsh language service users

### Strategic Objective 4: To encourage, promote and facilitate the use of the Welsh language on a voluntary basis

- Provide resources and training to encourage businesses and third sector organisations to increase their use of Welsh
- Develop guidance and share good practice in the sports sector and children's charities sector
- Standardise place-names and publish a database of Welsh place-names

Amcan strategol 5: Gweithredu a chyfathrebu'n briodol ac effeithiol

- Gweithredu strategaeth gyfathrebu newydd a datblygu'r ymgyrch "hawliau" ymhellach
- Adolygu gwefan y Comisiynydd
- Datblygu a pharatoi cynllun hyfforddiant newydd

Strategic Objective 5: To operate and communicate appropriately and effectively

- Implement a new communications strategy and further develop the "rights" campaign
- Review the Commissioner's website
- Develop and prepare a new training plan

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# Adroddiad a Datganiad Llywodraethiant Blynyddol 2016-17

## Cwmpas cyfrifoldeb

Fel y Swyddog Cyfrifyddu mae gennyf gyfrifoldeb personol am drefnu, rheoli a staffio Comisiynydd y Gymraeg yn gyffredinol. Mae'n rhaid i mi sicrhau bod safon uchel o reolaeth ariannol yn y sefydliad a bod ei systemau a'i weithdrefnau ariannol yn hyrwyddo proses effeithlon a darbodus o gynnal busnes a diogelu priodoldeb a rheoleidd-dra ariannol.

## Diben y fframwaith llywodraethu

Nod y fframwaith llywodraethu yw cadw fy annibyniaeth fel Comisiynydd y Gymraeg a chydbwysu'r annibyniaeth honno â'm hatebolrwydd am yr arian cyhoeddus rwyf yn ei wario.

Fel Swyddog Cyfrifyddu rwyf yn atebol i Gynulliad Cenedlaethol Cymru, Gweinidogion Cymru neu Bwyllgor Cyfrifon Cyhoeddus Cynulliad Cenedlaethol Cymru neu Tŷ'r Cyffredin neu Bwyllgor Cyfrifon Cyhoeddus Tŷ'r Cyffredin.

Diffinnir Comisiynydd y Gymraeg drwy statud fel corfforaeth undyn a chanddo bwerau a chyfrifoldebau sy'n deillio o Ran 2, Mesur y Gymraeg.

Mae'r fframwaith llywodraethu yn cynnwys y systemau, y prosesau, y diwylliant a'r gwerthoedd sy'n pennu'r ffordd y caiff Comisiynydd y Gymraeg ei gyfarwyddo ac a ddefnyddir i'w ddwyn i gyfrif am ei weithgareddau.

Mae'r system rheolaeth fewnol yn rhan sylweddol o'r fframwaith llywodraethu gyda'r nod o reoli risg i lefel resymol.

Mae Datganiad Llywodraethiant parhaol Comisiynydd y Gymraeg i'w gael ar y wefan gorfforaethol.

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# Annual Governance Statement and Report 2016-17

## Scope of responsibility

As the Accounting Officer I am personally responsible for the overall organisation, management and staffing of the Welsh Language Commissioner. I must ensure that the organisation has a high standard of financial management and that its financial systems and procedures promote the efficient and economical conduct of business and safeguard financial propriety and regularity.

## The purpose of the governance framework

The governance framework is designed to preserve my independence as Welsh Language Commissioner and to balance that independence with my accountability for the public money I spend.

As Accounting Officer I am accountable to the National Assembly for Wales, the Welsh Ministers or the Public Accounts Committee of the National Assembly for Wales or the House of Commons or the Public Accounts Committee of the House of Commons.

The Welsh Language Commissioner is defined by statute as a corporation sole whose powers and responsibilities are set out in Part 2 of the Welsh Language Measure.

The governance framework comprises the systems, processes, culture and values by which the Welsh Language Commissioner is directed and through which it is accountable for its activities.

The system of internal control is a significant part of the governance framework and is designed to manage risk to a reasonable level.

The Welsh Language Commissioner's permanent Governance Statement is available on the corporate website.

## Llywodraethiant y sefydliad

### Cynllunio strategol ac adolygu perfformiad

Mae gan Gomisiynydd y Gymraeg Gynllun Strategol dwy flynedd hyd at ddiwedd blwyddyn ariannol 2016-17, gyda Chynllun Gweithredol manwl yn cael ei lunio ar gyfer pob blwyddyn. Datblygwyd Cynllun Gweithredol 2016-17 gyda chyfraniad uwch swyddogion y Comisiynydd drwy drafodaethau mewnol. Yn ystod y flwyddyn penderfynodd y Tîm Rheoli ymestyn y Cynllun Strategol ynghyd a'i amcanion i 2017-18.

Cyfrifoldeb y ddwy Gyfarwyddiaeth yw gweithredu'r camau sydd wedi'u nodi, ac yna bydd y Tîm Rheoli'n adolygu'r cynnydd a wnaed yn erbyn y targedau a'r canlyniadau. Cyflawnwyd mwyafrif helaeth gweithgareddau allweddol 2016-17 erbyn diwedd y flwyddyn ariannol ac adroddir arnynt yn yr adroddiad strategol ar dudalennau 6 i 98.

### Dirprwy Gomisiynydd

Yn unol ag adrannau 12 a 13 y Mesur, mae'n ofynnol i Gomisiynydd y Gymraeg benodi dirprwy Gomisiynydd. Bydd y Dirprwy Gomisiynydd yn dirprwyo i Gomisiynydd y Gymraeg yn ystod cyfnodau gwyliau a salwch ac ar unrhyw adeg arall ar gais Comisiynydd y Gymraeg. Mae Gwenith Price, Cyfarwyddwr Cydymffurfiaeth a Gorfodi, yn parhau fel Dirprwy Gomisiynydd y Gymraeg ers ei hail benodi ym mis Medi 2015.

### Tîm Rheoli

Mae'r Tîm Rheoli, sy'n cael ei gadeirio gan y Comisiynydd ac yn cynnwys yr holl Gyfarwyddwyr, yn rheoli holl swyddogaethau a gweithgareddau'r Comisiynydd. Y Tîm Rheoli sy'n gyfrifol am arwain, cytuno a chyflawni gweledigaeth strategol y Comisiynydd, polisiau a gwasanaethau i'r cyhoedd a rhanddeiliaid eraill. Cafodd cylch gorchwyl y Tîm Rheoli ei adolygu ym mis Gorffennaf 2016. Mae cylch gorchwyl y Tîm Rheoli wedi ei gyhoeddi ar wefan y Comisiynydd.

Cyfarfu'r Tîm Rheoli yn rheolaidd yn ystod y flwyddyn ac mae'n gyfrifol am arwain a rheoli gweithgarwch ar draws y sefydliad. Yn y pen draw, dyma'r prif fforwm (wedi ei gefnogi'n briodol gan grwpiau eraill) ar gyfer gwneud penderfyniadau gweithredol am faterion gweithredu, adnoddau, cyfathrebu a materion gweinyddol eraill er mwyn gweithredu'r cynllunio strategol a'r holl brosesau cynllunio busnes eraill, ac ar gyfer monitro perfformiad.

## Governance of the organisation

### Strategic planning and performance review

The Commissioner has a Strategic Plan for a two year period to the end of the financial year 2016-17, with a detailed Operating Plan drawn up for each year. The 2016-17 Operating Plan was developed through contributions from the Commissioner's senior officers during internal discussions. During the year the Management Team decided to extend the current Strategic Plan along with its objectives into 2017-18.

It is the responsibility of both Directorates to implement the actions that have been specified, the Management Team then reviews progress against targets and outcomes. The vast majority of key activities for 2016-17 were completed by the end of the financial year and they are reported on in the strategic report on pages 7 to 99.

### Deputy Commissioner

In accordance with sections 12 and 13 of the Measure, the Welsh Language Commissioner is required to appoint a Deputy Commissioner. The Deputy Commissioner will deputise for the Welsh Language Commissioner during periods of holiday, illness and any other occasion at the request of the Welsh Language Commissioner. Gwenith Price, Director of Compliance and Enforcement, continues as Deputy Welsh Language Commissioner since her reappointment in September 2015.

### Management Team

The Management Team, chaired by the Commissioner, and comprising all directors, exercises management of the Commissioner's functions and activities. The Management Team is responsible for leading, agreeing and delivering the Commissioner's strategic vision, policies and services to the public and other stakeholders. The Management Team's terms of reference were reviewed during July 2016. The Management Team's terms of reference is published on the Commissioner's website.

The Management Team met regularly during the year and is responsible for leadership and management across the organisation. It is the ultimate forum (supported appropriately by other groups) for making executive decisions about operational, resource, communications and other administrative matters in order to implement the strategic and all other business planning processes, and for monitoring performance.



Caiff papurau yn ymwneud â chyllid, adnoddau dynol a staffio, adrodd ar gynnydd yn erbyn y cynllun gweithredol, cyhoeddiadau o sylwedd a phenderfyniadau o natur strategol eu cyflwyno i'r Tîm Rheoli i'w hystyried a gwneud penderfyniad.

Papers relating to finance, human resources and staffing, progress reports against the operating plan, significant publications and decisions of a strategic nature are presented to the Management Team for consideration and decision making.

Roedd aelodaeth y Tîm Rheoli, yn ystod y flwyddyn fel a ganlyn:

Meri Huws	Comisiynydd y Gymraeg
Gwenith Price	Cyfarwyddwr Cydymffurfiaeth a Gorfodi a Dirprwy Gomisiynydd
Dyfan Sion	Cyfarwyddwr Polisi ac Ymchwil

Management Team membership during the year was as follows:

Meri Huws	Welsh Language Commissioner
Gwenith Price	Director of Compliance and Enforcement and Deputy Commissioner
Dyfan Sion	Director of Policy and Research

### Archwilwyr

Paratowyd cynllun archwilio mewnol gan yr archwilwyr mewnol ym mis Mai 2016 ac fe'i cymeradwywyd gan y Comisiynydd a'r Pwyllgor Archwilio a Risg ym mis Mehefin 2016.

### Auditors

An internal audit plan was prepared by the internal auditors during May 2016, which was approved by the Commissioner and the Audit and Risk Committee in June 2016.

Yn unol ag Atodlen 1 Rhan 5 o'r Mesur, Archwilydd Cyffredinol Cymru sydd yn gyfrifol am archwilio cyfrifon y Comisiynydd.

In accordance with Schedule 1 Part 5 of the Measure, the Auditor General for Wales is responsible for auditing the Commissioner's accounts.

### Pwyllgor Archwilio a Risg

Y Pwyllgor Archwilio a Risg sy'n gyfrifol am ddarparu cyngor a sicrwydd annibynnol i'r Swyddog Cyfrifyddu a'r Tîm Rheoli ar ddigonolrwydd ac effeithiolrwydd rheolaeth fewnol a rheoli risg. Cafodd cylch gorchwyl y Pwyllgor Archwilio a Risg ei adolygu ym mis Ionawr 2017. Ceir copi o gylch gorchwyl y Pwyllgor Archwilio a Risg ar wefan y Comisiynydd.

### Audit and Risk Committee

The Audit and Risk Committee is responsible for providing advice and independent assurance to the Accounting Officer and the Management Team on the adequacy and effectiveness of internal control and risk management. The Audit and Risk Committee's terms of reference was reviewed in January 2017. A copy of the Audit and Risk Committee's terms of reference can be found on the Commissioner's website.

Mae'r Pwyllgor yn cynnwys pedwar aelod annibynnol. Mae trefn mewn lle sydd yn caniatáu i aelodau ymddeol ar wahanol adegau er mwyn sicrhau parhad profiad a gwybodaeth. Yn 2016-17 penodwyd Rheon Tomos yn Gadeirydd i olynu Wyn Penri Jones.

The Committee comprises four independent members. A procedure is in place to allow members to retire at different times to ensure continuity of experience and knowledge. In 2016-17 Rheon Tomos was appointed Chair to succeed Wyn Penri Jones.

Cyfarfu'r Pwyllgor Archwilio a Risg tair gwaith yn ystod y flwyddyn ariannol 2016-17. Roedd aelodaeth y Pwyllgor Archwilio a Risg, a'u presenoldeb fel a ganlyn:

	29/06/2016	07/12/2016	15/03/2017
Rheon Tomos (Cadeirydd)	✓	✓	✓
Wyn Penri Jones	✓	✓	✓
Nigel Annett	✓	✓	✓
Dr Ian Rees	✓	✓	✗

Mae'r Pwyllgor Archwilio a Risg yn derbyn nifer o eitemau agenda sefydlog ym mhob cyfarfod. Fel rhan o'r cylch gwaith mae'r Pwyllgor yn derbyn yr adroddiad cyllid misol a'r adroddiad cynnydd ar y Cynllun Gweithredol, sydd wedi cael eu cymeradwyo gan y Tîm Rheoli.

Mynychir pob Pwyllgor Archwilio a Risg gan aelodau'r Tîm Rheoli a'r Rheolwr Risg. Mae cynrychiolwyr o'r archwilwyr mewnol ac allanol yn cael eu gwahodd i bob cyfarfod. Mae croeso hefyd i ddau swyddog arsylwi ar y cyfarfodydd.

Ar ddiwedd pob cyfarfod caiff pawb sy'n mynychu gyfle i gynnig barn ar unrhyw agwedd ar y cyfarfod. Cynhaliwyd adolygiad, ar ffurf ffurflen hunan asesu o waith y Pwyllgor Archwilio a Risg yn 2015-16, ac fe drafodwyd y canfyddiadau yng nghyfarfod mis Mehefin 2016; sef bod y Pwyllgor yn gweithredu'n effeithiol ac effeithlon gydag ymatebion cadarnhaol i'r cwestiynau. Cytunwyd i neilltuo amser penodol ar gyfer cynnal sesiynau briffio a hyfforddiant ar faterion perthnasol gyfer yr aelodau. Hefyd cytunwyd byddai'r Pwyllgor yn parhau i gynnal trafodaethau gyda'r Comisiynydd, yn ogystal â'r cyfarfodydd preifat gyda'r archwilwyr mewnol ac allanol.

The Audit and Risk Committee met three times during the financial year 2016-17. The members of the Audit and Risk Committee and their attendance was as follows:

	29/06/2016	07/12/2016	15/03/2017
Rheon Tomos (Chair)	✓	✓	✓
Wyn Penri Jones	✓	✓	✓
Nigel Annett	✓	✓	✓
Dr Ian Rees	✓	✓	✗

The Audit and Risk Committee receives a number of standard agenda items for each meeting. As part of its remit the Committee receives the monthly finance report and the Operational Plan progress report, which have been approved by the Management Team.

The Management Team and the Risk Manager attend all Audit and Risk Committees. Representatives of the internal and external auditors are invited to each meeting. An opportunity is also made available for two officers to observe the meetings.

At the end of each meeting the attendees are able to give an opinion on any aspect of the meeting. The Committee's work for 2015-16 was reviewed by means of a self-assessment form; the findings were discussed at the meeting in June 2016; that based on positive responses to the questions that the Committee operates efficiently and effectively. It was agreed to schedule a specific time for briefing and training sessions on relevant topics for the members. Also it was agreed that the Committee would continue to have discussions with the Commissioner as well as having private meetings with the internal and external auditors.

### Panel Cynghori Comisiynydd y Gymraeg

Yn unol â gofynion Mesur y Gymraeg (Cymru) 2011, mae gan Gomisiynydd y Gymraeg Banel Cynghori. Penodir aelodau'r Panel Cynghori gan Weinidogion Cymru am gyfnod o dair blynedd. Caiff y Comisiynydd ymgynghori â'r Panel Cynghori ynghylch unrhyw fater. Ceir copi o gylch gwaith y Panel Cynghori ar wefan y Comisiynydd.

Roedd aelodaeth y Panel Cynghori, a'u presenoldeb fel a ganlyn:

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	30/09/2016	17/03/2017
Bethan Jones Parry (Cadeirydd)	✓	✓
Y Gwir Barch. Carl Cooper	✓	✓
Nick Speed	✓	✓
Meinir Davies	✓	✓
Heledd Iago	✓	✓

### Cofrestr buddiannau

O ystyried pwerau rheoleiddio'r Comisiynydd, bernir ei bod yn bwysig nad oes unrhyw ganfyddiad bod y Comisiynydd, y Cyfarwyddwyr na swyddogion y sefydliad yn rhagfarnllyd mewn unrhyw ffordd. Bernir hefyd ei bod yn bwysig nad yw buddiannau personol yn dylanwadu ar y modd caiff y dyletswyddau a'r swyddogaethau eu cyflawni.

Caiff y gofrestr buddiannau ei diweddarau ddwywaith yn flwyddyn; yn ogystal â'r broses ffurfiol gofynnir i aelodau o'r Tîm Rheoli, y Pwyllgor Archwilio a Risg a'r Panel Cynghori gofnodi unrhyw fuddiannau ar ddechrau'r cyfarfodydd.

Ni chafwyd trafodion materol perthnasol yn ystod y flwyddyn â sefydliadau lle roedd y Comisiynydd, y cyfarwyddwyr neu'r uwch swyddogion, nac unrhyw aelodau o'u teuluoedd, mewn swyddi dylanwadol. Ceir gwybodaeth am fuddiannau'r Tîm Rheoli ar wefan y Comisiynydd.

### Welsh Language Commissioner's Advisory Panel

As required by the Welsh Language (Wales) Measure 2011, the Commissioner has an Advisory Panel. Advisory Panel members are appointed by Welsh Ministers for a period of three years. The Commissioner can consult with the Advisory Panel on any matter. A copy of the Advisory Panel's remit can be found on the Commissioner's website.

The members of the Advisory Panel and their attendance was as follows:

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	30/09/2016	17/03/2017
Bethan Jones Parry (Chair)	✓	✓
Rt Rev. Carl Cooper	✓	✓
Nick Speed	✓	✓
Meinir Davies	✓	✓
Dr Heledd Iago	✓	✓

### Register of interests

Given the regulatory powers of the Commissioner, it is considered important that there is no perception that the Commissioner, the Directors or officers of the organisation are biased in any way. It is also considered important that personal interests do not influence the way in which the Commissioner's duties and functions are fulfilled.

The register of interests is updated twice a year; additional to the formal process members of the Management team, the Audit and Risk Committee and the Advisory Panel are requested to minute any interests at the beginning of the meeting.

There were no material transactions during the year with organisations with which the Commissioner, the directors or senior officers, or any of their family, held positions of influence. Information relating to the interests of the Management Team is available on the Commissioner's website.

### Tribiwnlys y Gymraeg

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Yn ystod y flwyddyn, dygwyd 9 achos gerbron Tribiwnlys y Gymraeg. O'r rhain, tynnwyd 4 cais yn ôl gan i'r partïon allu ddatrys yr anghydfod; gwrthododd y Tribiwnlys roi caniatâd i 3 chais. Ar ddiwedd Mawrth 2017 roedd 2 achos yn parhau i gael eu hystyried gan y Tribiwnlys.

Mae'r Tribiwnlys yn cynnal cofrestr o'r achosion ar ei wefan lle gellir dilyn hynt pob achos.

### Cwynion ac Ymchwiliadau Statudol (adran 17 – 20, Deddf yr Iaith Gymraeg 1993)

Y Tîm Rheoli sydd â chyfrifoldeb dros gwynion ac Ymchwiliadau Statudol (adran 17 – 20, Deddf yr Iaith Gymraeg 1993). Mae'r cyfrifoldebau hyn yn cynnwys:

- gwneud argymhellion statudol yn ymwneud â chwynion, ymchwiliadau ac adroddiadau ymchwiliadau adran 17 Deddf yr Iaith Gymraeg 1993 ac adran 71 Mesur y Gymraeg (Cymru) 2011;
- rhesymu a dyfarnu ar adroddiadau ymchwiliad sy'n cwmpasu honiadau o ymyrraeth â rhyddid unigolyn i ddefnyddio'r Gymraeg;
- ystyried unrhyw gŵyn neu achos a gaiff ei gyfeirio at sylw'r Tîm Rheoli gan y Cyfarwyddwyr.

Yn ystod 2016-17 agorwyd 4 ymchwiliad statudol dan adran 17 Deddf yr Iaith Gymraeg 1993 gan y Comisiynydd a 73 ymchwiliad dan adran 71 Mesur y Gymraeg (Cymru) 2011.

Ni chynhaliwyd ymchwiliad i 'ymyrraeth â rhyddid i ddefnyddio'r Gymraeg' yn unol ag Adran 115 Mesur y Gymraeg (Cymru) 2011, yn ystod y flwyddyn.

Mae manylion pellach am yr ymchwiliadau o dan Amcan Strategol 2 ar dudalennau 34 i 50.

### Welsh Language Tribunal

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During the year, 9 cases were brought before the Welsh Language Tribunal. Of these, 4 applications were withdrawn because the parties were able to resolve the dispute; the Tribunal refused permission to grant 3 applications. At the end of March 2017 two cases remained under consideration by the Tribunal.

The Tribunal maintains a register of cases on its website where all case progress may be followed.

### Complaints and Statutory Investigations (section 17 – 20, Welsh Language Act 1993)

The Management Team has responsibility for complaints and Statutory Investigations (section 17 – 20, Welsh Language Act 1993). These responsibilities include:

- making statutory recommendations in relation to complaints, investigations and investigation reports in accordance with section 17 of the Welsh Language Act 1993 and section 71 of the Welsh Language (Wales) Measure 2011;
- deliberating and determining in relation to investigation reports encompassing allegations of interference with an individual's freedom to use the Welsh language;
- considering any complaint or case referred to the Management Team by the Directors.

During 2016-17 the Commissioner commenced 4 statutory investigations under section 17 of the Welsh Language Act 1993 and 73 investigations under section 71 of the Welsh Language (Wales) Measure 2011.

During the year, no investigations into 'interference with an individual's right to use the Welsh language' were conducted in accordance with Section 115 of the Welsh Language (Wales) Measure 2011.

There is further information about the investigations under Strategic Objective 2 on pages 35 to 51.

**Gweithio'n gyfochrog ag Ombwdsmyrn a Chomisiynwyr**

Mae Adran 20 a 21 y Mesur yn amlinellu i ba raddau y gall Comisiynydd y Gymraeg weithio'n gyfochrog ag ombwdsmyrn a chomisiynwyr eraill yng Nghymru. Yn y Mesur fe enwir y sefydliadau canlynol fel rhai i'r Comisiynydd weithio'n gyfochrog â hwy: Ombwdsmon Gwasanaethau Cyhoeddus Cymru; Comisiynydd Pobl Hŷn Cymru; Comisiynydd Plant Cymru; a'r Comisiwn Cydraddoldeb a Hawliau Dynol. Er nad oes gofyniad statudol mae gan y Comisiynydd Femorandwm Cydweithio gyda Chomisiwn Cwynion Annibynnol yr Heddlu hefyd.

Mae Comisiynydd y Gymraeg yn cyfarfod yn rheolaidd gyda Chomisiynydd Pobl Hŷn Cymru, Comisiynydd Plant Cymru ac Ombwdsmon Gwasanaethau Cyhoeddus Cymru i drafod materion strategol a gweithredol. Mae swyddogion yn mynychu rhwydweithiau a chyfarfodydd sefydliadau sy'n cael eu hariannu gan Lywodraeth Cymru ar draws y meysydd cyllid, adnoddau dynol a thechnoleg gwybodaeth. Hefyd cynhaliwyd cyfarfodydd i drafod dulliau cydweithio ar ddarnau o waith penodol yn ystod y flwyddyn.

**Y gallu i ymdrin â risg**

Mae'r system rheoli risg yn cael ei harwain gan y Tîm Rheoli ac mae'n cael ei hardystio gan y Pwyllgor Archwilio a Risg. Yr Uwch Swyddog Cyllid ac Adnoddau yw Rheolwr Risg y sefydliad. Cynhelir hyfforddiant sefydlu ar ymwybyddiaeth risg ar gyfer swyddogion newydd, y rheini yn dychwelyd o gyfnodau absenoldeb estynedig a swyddogion yn ymgymryd â chyfrifoldebau ychwanegol.

**Y fframwaith risg a rheoli**

Mewn ysbryd o welliant parhaus, mabwysiadwyd dull diwygiedig o reoli risg yn ystod y flwyddyn yn dilyn sylwadau gan y Pwyllgor Archwilio a Risg. Mae'r dull hwn wedi arwain at ddwy haen, Strategol a Gweithredol, o reoli risg.

Mae proses, dan arweiniad y Rheolwr Risg a'r Cyfarwyddwyr, o adolygiadau risg strwythuredig sy'n effeithio timau unigol yn cael ei gynnal gydag uwch swyddogion fel rhan o'r adolygiadau cynnydd chwarterol o'u meysydd cyfrifoldeb. Mae'r risgiau a nodir ac a gofnodir fel rhan o'r broses hon yn ffurfio risgiau gweithredol y sefydliad dan reolaeth bob uwch swyddog.

**Working with Ombudsmen and Commissioners**

Sections 20 and 21 of the Measure outline the degrees to which the Welsh Language Commissioner can work with ombudsmen and other commissioners in Wales. The Measure names the following organisations as those that the Commissioner can work with: Public Services Ombudsman for Wales; Older People's Commissioner for Wales; Children's Commissioner for Wales; and the Equalities and Human Rights Commission. Whilst there is no statutory requirement, the Commissioner also has a Memorandum of Understanding with the Independent Police Complaints Commission.

The Welsh Language Commissioner meets regularly with the Older People's Commissioner for Wales, Children's Commissioner for Wales and the Public Services Ombudsman for Wales to discuss strategic and operational matters. Officers attend networks and meetings of organisations that are financed by the Welsh Government across the areas of finance, human resources and information technology. Meetings were also held during the year to discuss ways of cooperating on individual pieces of work.

**Capacity to handle risk**

The risk management system is led by the Management Team and endorsed by the Audit and Risk Committee. The Senior Finance and Resources Officer is named as Risk Manager for the organisation. Induction training on risk awareness is undertaken for all new officers, those returning from extended absences and officers undertaking additional responsibilities.

**The risk and control framework**

In a spirit of continuous improvement, a revised approach to risk management was adopted during the year following observations from the Audit and Risk Committee. This approach has resulted in a two tier, Strategic and Operational, approach to managing risk.

A process, led by the Risk Manager and Directors, of structured risk reviews impacting individual teams is undertaken with senior officers as part of the quarterly progress reviews of their areas of responsibility. The risks identified and recorded as part of this process form the operational risks of the organisation managed by each senior officer.



Caiff y risgiau gweithredol allweddol o'r adolygiadau hyn e'u hymgorffori i'r Gofrestr Risg Strategol. Yn ogystal, bob 6 mis, cynhelir adolygiad ffurfiol gan y Rheolwr Risg a'r Cyfarwyddwyr o'r risgiau strategol sy'n effeithio'r sefydliad yn ei gyfanrwydd; gyda rhain yn cael eu cofnodi ar y Gofrestr Risg Strategol. Yna cynhelir sesiwn adolygu a herio gyda'r Comisiynydd.

Cyflwynwyd y Gofrestr Risg Strategol ddiwygiedig i'r Pwyllgor Archwilio a Risg ym mis Mawrth 2017 ac yn unol â chylch gwaith y pwyllgor, ddwywaith y flwyddyn wedi hynny. Bydd y Cofrestrau Risg Gweithredol yn cael eu cyflwyno i'r Pwyllgor Archwilio a Risg unwaith y flwyddyn.

Caiff risgiau perthnasol eu nodi ym mhob papur a gyflwynir i'r Tîm Rheoli. Mae hynny yn ei dro yn atgoffa swyddogion i adnabod a rheoli'r risgiau.

Nodir heriau sylweddol sy'n wynebu'r sefydliad ar dudalennau 16 i 18.

#### Adolygiad effeithiolrwydd

Fel Swyddog Cyfrifyddu, rwy'n gyfrifol am gynnal system ddiogel o reolaeth fewnol. Dylanwadir ar fy nhrosolwg o effeithiolrwydd y system reolaeth fewnol gan waith yr archwilyr mewnol a'r Tîm Rheoli o fewn y sefydliad sy'n gyfrifol am ddatblygu a chynnal y system reolaeth fewnol, a chan sylwadau a wneir gan Archwilydd Cyffredinol Cymru yn ei lythyr rheolaeth ac mewn adroddiadau eraill.

Cymeradwywyd y cynllun archwilio mewnol blynyddol ar gyfer 2016-17 gan y Tîm Rheoli a'r Pwyllgor Archwilio a Risg. Archwiliwyd y meysydd gwaith canlynol yn ystod y flwyddyn a derbyniwyd adroddiadau arnynt.

Maes	Adroddiad Archwilio Mewnol	Lefel Sicrwydd
Y Drefn Rheoleiddio (Heriau)	Adroddiad Sicrwydd	Sylweddol
Rheolaeth Risg a Llywodraethiant	Adroddiad Sicrwydd	Sylweddol
Prosesau Ariannol Craidd	Adroddiad Sicrwydd	Sylweddol
Prosesau TG (dilydol)	Adroddiad Sicrwydd	Canolig
Cyfathrebu	Adolygiad o Werth	-

The significant operational risks from these reviews merit incorporation into the Strategic Risk Register. In addition, every 6 months, the Risk Manager and the Directors undertake a formal review of strategic risks impacting the organisation as a whole; these being recorded on the Strategic Risk Register. A review and challenge session is then undertaken with the Commissioner.

The revised Strategic Risk Register was presented to the Audit and Risk Committee in March 2017 and in accordance with the committee's remit, twice yearly thereafter. The Operational Risk Registers will be presented to the Audit and Risk Committee once a year.

Relevant risks are included in every paper that is presented to the Management Team and therefore reminds officers to identify and manage the risks.

The significant challenges facing the organisation are noted on pages 17 to 19.

#### Review of effectiveness

As Accounting Officer, I have responsibility for maintaining a sound system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the Management Team within the organisation who have responsibility for the development and maintenance of the internal control system, and comments made by the Auditor General for Wales in his management letter and other reports.

The annual internal audit plan for 2016-17 was approved by the Management Team and the Audit and Risk Committee. The following areas were audited during the year for which reports were received.

Area	Internal Audit Report	Assurance level
Regulatory Regime (Challenges)	Assurance Report	Significant
Risk Management & Governance	Assurance Report	Significant
Core Financial Processes	Assurance Report	Significant
IT Processes (follow-up)	Assurance Report	Moderate
Communication	Added Value Review	-

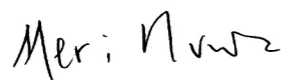
Mae'r archwilyr mewnol, ktsowenstomas, wedi datgan barn yn eu hadroddiad blynyddol eu bod yn gallu rhoi sicrwydd sylweddol dros ein rheolaeth ariannol, gweithredol a strwythurol fewnol ar gyfer 2016-17. Yn eu hadroddiadau sicrwydd yn 2015-16 gwnaethpwyd argymhellion ar sut i wneud gwelliannau pellach i'r system rheolaeth fewnol. Mae'r Archwilydd Mewnol wedi cadarnhau yn ei hadroddiadau ar gyfer 2016-17 bod nifer sylweddol o'r argymhellion wedi eu gweithredu a chynnydd sylweddol i'r gweddill. Roedd argymhellion pellach yn eu hadroddiadau yn 2016-17, ac rwyf wedi ymateb i'w hargymhellion ac wedi cytuno ar raglen o welliant parhaus.

**Digwyddiadau cysylltiedig â data personol**

Yn ystod y flwyddyn ariannol, nid adroddwyd unrhyw ddigwyddiad yn ymwneud â data personol. Mae'r Comisiynydd yn cynnal polisi a gweithdrefnau diogelu gwybodaeth.

**Effeithiolrwydd o drefniadau chwythu'r chwiban**

Mae Comisiynydd y Gymraeg yn gyfrifol am roi trefniadau mewn lle ar gyfer llywodraethu a gwarchod adnoddau. Mater o arfer da ymhlith cyflogwyr yw gosod gweithdrefnau chwythu'r chwiban mewnol. Cymeradwywyd Polisi Chwythu'r Chwiban Comisiynydd y Gymraeg gan y Tîm Rheoli ym mis Mehefin 2014. Mae manylion cyswllt Cadeirydd y Pwyllgor Archwilio a Risg ac Aelodau o dîm Archwilyr Mewnol y Comisiynydd, ktsowenstomas, yn cael eu cynnwys yn y polisi fel unigolion y gall swyddogion godi pryderon gyda hwy. Nid adroddwyd unrhyw ddigwyddiad yn ystod y flwyddyn o bryderon dan y polisi chwythu chwiban.

**Meri Huws**

Swyddog Cyfrifyddu  
Comisiynydd y Gymraeg

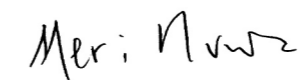
The internal auditors, ktsowenstomas, have given an opinion in their annual report that they are able to give substantial assurance as to our internal financial, operational and organisational controls in respect of 2016-17. In their assurance reports in 2015-16 recommendations were made in order to further improve the internal control systems. The Internal Auditor has confirmed in the reports for 2016-17 that a significant number of the recommendations have been implemented and significant progress for the remainder. There were further recommendations in their reports in 2016-17 and I have responded to the recommendations and have agreed to a programme of continuous improvement.

**Incidents relating to personal data**

During the financial year, no incidents were reported relating to personal data. The Commissioner maintains a policy and procedures relating to information security.

**Effectiveness of whistle-blowing procedures**

The Welsh Language Commissioner is responsible for putting in place arrangements for governance and safeguarding of resources. It is a matter of good practice amongst employers to implement internal whistle-blowing procedures. The Welsh Language Commissioner's Whistle-blowing Policy was approved by the Management Team in June 2014. Contact details of the Audit and Risk Committee Chair and members of Commissioner's Internal Audit team, ktsowenstomas, are contained in the policy as individuals that officers can raise concerns with. No instances were reported during the year where concerns were raised under the whistle-blowing policy.

**Meri Huws**

Accounting Officer  
Welsh Language Commissioner

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# Adroddiad Taliadau Cydnabyddiaeth ac Adroddiad Staff

## Cytundebau Gwasanaeth

Mae Deddf Diwygio Cyfansoddiadol a Llywodraethiant 2010 yn gofyn bod penodiadau Gwasanaethau Cyhoeddus yn cael eu gwneud ar sail teilyngdod a chystadleuaeth deg ac agored. Mae'r Egwyddorion Recriwtio a gyhoeddwyd gan Gomisiwn y Gwasanaeth Sifil yn pennu'r amgylchiadau pan ellir gwneud penodiadau fel arall.

Oni nodir yn wahanol isod, mae gan y swyddogion a gwmpesir yn yr adroddiad hwn benodiadau sy'n ben agored. Byddai ymadawiadau cynnar, ac eithrio am gamymddwyn, yn arwain at yr unigolyn yn derbyn iawndal fel y nodir yng Nghynllun Digolledu'r Gwasanaeth Sifil.

## Polisi Taliadau Cydnabyddiaeth

Mae swyddogion Comisiynydd y Gymraeg yn parhau ar amodau a thelerau sy'n cyfateb i amodau a thelerau Llywodraeth Cymru. Dymuniad y Comisiynydd yw parhau ar yr un amodau a thelerau.

Telir aelodau'r Panel Cynghori, a benodwyd gan Weinidogion Cymru, yn unol â chyfraddau a osodwyd gan Lywodraeth Cymru. Telir aelodau o'r Pwyllgor Archwilio a Risg, a benodwyd gan Gomisiynydd y Gymraeg, ar yr un raddfa ag aelodau'r Panel Cynghori.

Mae Comisiynydd y Gymraeg yn gweithredu Cynllun Rheoli Perfformiad ar gyfer ei holl swyddogion (gan gynnwys swyddogion hŷn) sy'n cyfateb i'r cynllun a ddefnyddir gan Drysorlys EM. Ni chyplysir taliadau cydnabyddiaeth â pherfformiad ar gyfer swyddogion sydd yn bodloni'r gofynion sylfaenol ar gyfer y swydd, er gall y cynnydd yn rhychwant y tâl gael ei hepgor pan nad yw'r gofynion perfformiad sylfaenol wedi eu bodloni.

Ar y cyfan, cyflogir swyddogion (gan gynnwys swyddogion hŷn) i swyddi parhaol. Mae cyfnodau rhybudd yn amrywio o bedair wythnos i dri mis, gan ddibynnu ar lefel gwasanaeth a'i hyd.

## Cydraddoldeb yn y gweithle

Mae'r Comisiynydd yn gwrthwynebu'n llwyr unrhyw wahaniaethu ar ba bynnag sail. Gweithredir prosesau teg a chyson wrth ddewis a dethol swyddogion newydd.

Gofynnir i ymgeiswyr gwblhau ffurflen monitro cyfle cyfartal fel rhan o'r broses ymgeisio. Mae Comisiynydd y Gymraeg yn gweithredu cynllun cyfweliad gwarantedig i unrhyw un sydd ag anabledd, fel y'i diffinnir gan y Ddeddf Cydraddoldeb 2010, ac sy'n cyrraedd y gofynion hanfodol ar gyfer y swydd.

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# Remuneration and Staff Report

## Service Contracts

The Constitutional Reform and Governance Act 2010 requires Public Service appointments to be made on merit on the basis of fair and open competition. The Recruitment Principles published by the Civil Service Commission specify the circumstances when appointments may otherwise be made.

Unless otherwise stated below, the officers covered by this report hold appointments which are open-ended. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

## Remuneration Policy

The officers of the Welsh Language Commissioner remain on terms and conditions analogous to those of the Welsh Government. The Commissioner wishes to continue on the same terms and conditions.

Members of the Advisory Panel, appointed by Welsh Ministers, are paid in accordance with rates set by the Welsh Government. Members of the Audit and Risk Committee, appointed by the Welsh Language Commissioner, are paid the same rates as the members of the Advisory Panel.

The Welsh Language Commissioner operates a Performance Management Scheme for all officers (including senior officers) which is analogous to that used by HM Treasury. Remuneration is not linked to performance for officers who meet the minimum requirements for the role, although incremental increases may be foregone where minimum performance requirements are not met.

On the whole officers (including senior officers) are employed in permanent posts. Notice periods vary between four weeks and three months depending on level and length of service.

## Equality in the workplace

The Welsh Language Commissioner totally opposes any discrimination on any basis. Fair and consistent processes are operated when selecting new officers.

Applicants are requested to complete an equal opportunity monitoring form as part of the application process. The Commissioner operates a guaranteed interview scheme to anyone with a disability, as defined by the Equality Act 2010, and who meets the essential requirements of the role.

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Wrth ddefnyddio arferion cyflogaeth teg a gwrthrychol, bydd y Comisiynydd yn sicrhau bod swyddogion yn cael eu trin yn deg a chyda pharch yn y gweithle, ac yn cael cyfle cyfartal i gyfrannu ac i gyflawni i'w potensial llawn. Byddai addasiadau rhesymol ac/neu hyfforddiant yn cael eu darparu ar gyfer swyddogion a ddaeth yn bobl ag anabledd yn ystod eu cyflogaeth gyda'r Comisiynydd.

### Taliadau Cydnabyddiaeth (\*)

(\*) Mae'r adran hon yn amodol ar archwiliad

Rhestrir yn yr adrannau sy'n dilyn daliadau cydnabyddiaeth a diddordebau pensiwn y Comisiynydd a'r cyfarwyddwyr sydd ag awdurdod neu sy'n gyfrifol am arwain a rheoli prif weithgareddau'r Comisiynydd:

	Cyflog (£000)		<sup>1</sup> Buddion Pensiwn (i'r £1,000 agosaf)		Cyfanswm (£000)	
	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16
Meri Huws	95-100	95-100	1,000	8,000	95-100	105-110
Gwenith Price <sup>2</sup>	60-65	60-65	14,000	25,000	75-80	85-90
Dyfan Sion	50-55	50-55	30,000	33,000	80-85	80-85

<sup>1</sup> Caiff gwerth y buddion pensiwn ei gyfrifo fel a ganlyn: (cynnydd gwirioneddol mewn pensiwn\* x20) + (cynnydd gwirioneddol mewn unrhyw gyfandaliad\*) – (cyfraniadau a wneir gan aelod) \*ac eithrio cynnydd oherwydd chwyddiant neu unrhyw gynnydd neu ostyngiad o ganlyniad i drosglwyddo hawliau pensiwn.

Caiff gwerth buddion pensiwn ei gyfrifo gan MyCSP, sefydliad sydd yn gyfrifol am weinyddu Prif Gynllun Pensiwn y Gwasanaeth Sifil ar ran y Gwasanaeth Sifil. Nid oes gan Gomisiynydd y Gymraeg unrhyw ddylanwad dros y cyfrifo na'r symiau a adroddwyd. Nid yw hwn yn swm y mae'r sefydliad wedi ei dalu i swyddog yn ystod y flwyddyn; mae'n gyfrifiad sy'n defnyddio gwybodaeth o'r tabl buddion pensiwn. Gall nifer o ffactorau ddylanwadu ar y ffigurau hyn e.e. newidiadau mewn cyflog swyddog, p'un a ydyw'n dewis gwneud cyfraniadau ychwanegol i'r cynllun pensiwn o'i gyflog yn ogystal â ffactorau prisio eraill sy'n effeithio ar y cynllun pensiwn yn ei gyfarwydd.

<sup>2</sup> Mae'r cyfarwyddwr yn derbyn lwfans o 10% o'r cyflog am ddirprwyo i Gomisiynydd y Gymraeg yn ystod cyfnodau absenoldeb neu ar gais y Comisiynydd.

Using fair and objective employment practices, the Commissioner will ensure that officers are treated fairly and with respect in the workplace, and have an equal opportunity to contribute and achieve their full potential. Reasonable adjustments and/or training would be provided for officers who became disabled persons during their employment with the Commissioner.

### Remuneration (\*)

(\*) This section is subject to audit

The following sections provide details of the remuneration and pension interests of the Commissioner and directors, having authority or responsibility for directing or controlling the major activities of the Commissioner:

	Salary (£000)		<sup>1</sup> Pension Benefits (to nearest £1,000)		Total (£000)	
	2016-17	2015-16	2016-17	2015-16	2016-17	2015-16
Meri Huws	95-100	95-100	1,000	8,000	95-100	105-110
Gwenith Price <sup>2</sup>	60-65	60-65	14,000	25,000	75-80	85-90
Dyfan Sion	50-55	50-55	30,000	33,000	80-85	80-85

<sup>1</sup> The value of pension benefits is calculated as follows: (real increase in pension\* x20) + (real increase in any lump sum\*) – (contributions made by member) \*excluding increases due to inflation or any increase or decrease due to a transfer of pension rights.

The value of pension benefits is calculated by MyCSP, the organisation responsible for administering the Principal Civil Service Pension Scheme on behalf of the Civil Service. The Welsh Language Commissioner has no influence over the calculation or the reported amount. This is not an amount which has been paid to an officer by the organisation during the year; it is a calculation which uses information from the pension benefit table. These figures can be influenced by many factors e.g. changes in an officer's salary, whether or not they choose to make additional contributions to the pension scheme from their pay and other valuation factors affecting the pension scheme as a whole.

<sup>2</sup> The director receives an allowance of 10% of salary for deputising for the Welsh Language Commissioner during periods of absence or at the request of the Commissioner.

**Cyflog**

Mae 'cyflog' yn cynnwys cyflog gros, goramser a lwfans cyfrifoldeb pan fo'n briodol. Mae'r adroddiad hwn wedi ei seilio ar daliadau cronedig gan Gomisiynydd y Gymraeg a gofnodwyd yn y cyfrifon hyn.

Penodwyd Meri Huws fel Comisiynydd y Gymraeg o 1 Ebrill 2012 ar gytundeb saith mlynedd gan Brif Weinidog Cymru o dan Fesur y Gymraeg (Cymru) 2011 Atodlen 1 Paragraffau 3(1) a 6(1). Mae Comisiynydd y Gymraeg yn aelod o Brif Gynllun Pensiwn y Gwasanaeth Sifil (PGPGS). Wrth bennu unrhyw gynnydd blynyddol yn nhâl y Comisiynydd, bydd Prif Weinidog Cymru yn ystyried argymhellion y Corff Adolygu Cyflogau Uwch-swyddogion (SSRB), corff sy'n cynghori Prif Weinidog y Deyrnas Unedig a'r gweinyddiaethau datganoledig ar lefelau tâl y sector cyhoeddus.

**Tâl yn seiliedig â pherfformiad**

Ni wnaed taliadau yn seiliedig â pherfformiad na thaliadau bonws yn ystod 2016-17 i swyddogion hŷn (2015-16: £0).

**Buddion mewn da**

Mae gwerth ariannol buddion mewn da yn cwmpasu unrhyw fuddion a ddarperir gan y cyflogwr ac a ystyrir gan Gyllid a Thollau EM yn daliad trethadwy. Ni wnaed buddion mewn da yn ystod 2016-17 i swyddogion hŷn (2015-16: £0).

**Trefniadau oddi ar y gyflogres**

Ni wnaethpwyd unrhyw daliadau i unigolion dan drefniadau oddi ar y gyflogres yn ystod y flwyddyn hyd at 31 Mawrth 2017 (2015-16: £0).

**Ymgynghorwyr**

Ni wnaethpwyd unrhyw daliadau i unigolion na sefydliadau ar gyfer gwasanaethau ymgynghori, tu hwnt i weithgareddau arferol y sefydliad, yn ystod y flwyddyn hyd at 31 Mawrth 2017 (2015-16: £0).

**Salary**

'Salary' includes gross salary, overtime, and responsibility allowances where applicable. This report is based on accrued payments made by the Welsh Language Commissioner and thus recorded in these accounts.

Meri Huws was appointed Welsh Language Commissioner from 1 April 2012 on a seven year contract by the First Minister in accordance with the Welsh Language (Wales) Measure 2011, Schedule 1, Paragraphs 3(1) and 6(1). The Welsh Language Commissioner is a member of the Principal Civil Service Pension Scheme (PCSPS). Any annual increase in the Commissioner's remuneration will take into account the recommendations made to the First Minister by the Senior Salary Review Board (SSRB), a body which advises the Prime Minister and the devolved administrations on public sector pay levels.

**Performance related pay**

There were no performance related or bonus payments made during 2016-17 to senior officers (2015-16: £0).

**Benefits in kind**

The monetary value of benefits in kind covers any benefits provided by the employer and treated by HM Revenue & Customs as a taxable emolument. There were no benefits in kind made during 2016-17 to senior officers (2015-16: £0).

**Off-payroll arrangements**

No payments were made to individuals under off-payroll arrangements in the year to 31 March 2017 (2015-16: £0).

**Consultancy**

No payments were made to individuals or organisations for consultancy services, outside the ordinary activities of the organisation, in the year to 31 March 2017 (2015-16: £0).



**Tâl cydnabyddiaeth: amrediad a chanolrif**

Gofynnir i gyrff sy'n adrodd ddatgelu amrediad tâl swyddogion a'r berthynas rhwng tâl y swyddog uchaf ei dâl yn eu sefydliad a thâl canolrif gweithlu'r sefydliad.

	<b>31 Mawrth 2017</b>	31 Mawrth 2016
Band cyflog (£000) y swyddog uchaf ei dâl (Comisiynydd)	<b>95-100</b>	95-100
Tâl canolrif y gweithlu (£)	<b>34,750</b>	34,750
Cymhareb canolrif tâl y gweithlu â'r swyddog uchaf ei dâl	<b>2.81</b>	2.81
Rychwant tâl uchaf (ac eithrio'r Comisiynydd)	<b>62,590</b>	62,590
Rychwant tâl isaf	<b>23,400</b>	23,400

Cyfrifir cyfanswm canolrifol y gydnabyddiaeth drwy ddefnyddio tâl cywerth â llawn amser (cyflog gros) yr holl swyddogion, heb gynnwys y Comisiynydd, a hynny ar y dyddiad adrodd.

**Pensiynau'r Gwasanaeth Sifil**

Enw a theitl	Cyfanswm y pensiwn cronedig a chyfan daliad perthnasol ar oedran ymddeol ar 31/03/17	Cynnydd gwirioneddol mewn pensiwn a chyfan daliad perthnasol ar oedran ymddeol	Gwerth Trosglwyddo sy'n Gyfwerth ag Arian Parod 31/03/17	Gwerth Trosglwyddo sy'n Gyfwerth ag Arian Parod 31/03/16	Cynnydd gwirioneddol yng Ngwerth Trosglwyddo sy'n Gyfwerth ag Arian Parod	Cyfraniad y cyflogwr i gyfrif pensiwn partneriaeth
	£000	£000	£000	£000	£000	£100 agosaf
Meri Huws	5-10	0-2.5	169	155	1	-
Gwenith Price	20-25	0-2.5	343	318	9	-
Dyfan Sion	10-15	0-2.5	146	126	12	-

**Remuneration: range and median**

Reporting bodies are required to disclose the range of staff remuneration and relationship between the remuneration of the highest-paid officer in their organisation and the median remuneration of the organisation's workforce.

	<b>31 March 2017</b>	31 March 2016
Remuneration band (£000) of the highest-paid officer (Commissioner)	<b>95-100</b>	95-100
Median remuneration of the workforce (£)	<b>34,750</b>	34,750
Ratio of median staff remuneration to higher paid officer	<b>2.81</b>	2.81
Highest pay band (excluding the Commissioner)	<b>62,590</b>	62,590
Lowest pay band	<b>23,400</b>	23,400

The median total remuneration is calculated using the full time equivalent remuneration (gross salary) as at the reporting date of all officers excluding the Commissioner.

**Civil Service Pensions**

Name and title	Accrued pension at age as at 31/03/2017 and related lump sum	Real increase in pension and related pension age	Cash Equivalent Transfer Value at 31/03/17	Cash Equivalent Transfer Value at 31/03/16	Real increase in Cash Equivalent Transfer Value	Employer contribution to partnership pension account
	£000	£000	£000	£000	£000	nearest £100
Meri Huws	5-10	0-2.5	169	155	1	-
Gwenith Price	20-25	0-2.5	343	318	9	-
Dyfan Sion	10-15	0-2.5	146	126	12	-



Darperir buddion pensiwn drwy drefniadau pensiwn y Gwasanaeth Sifil. Er 1 Ebrill 2015 cyflwynwyd cynllun pensiwn newydd ar gyfer gweision sifil – Cynllun Pensiwn Gweision Sifil ac Eraill neu alpha, sydd yn darparu buddiannau ar sail cyflog holl yrfa gydag oedran ymddeol arferol cydradd ag Oedran Pensiwn Statudol yr aelod (neu 65 os yn hŷn). O'r dyddiad hwnnw ymaelododd pob gwas sifil a benodwyd o'r newydd a'r rhan fwyaf o'r rhai a oedd eisoes mewn gwasanaeth ag alpha. Cyn y dyddiad hwnnw roedd gweision sifil yn aelodau o Brif Gynllun Pensiwn y Gwasanaeth Sifil (PGPGS). Mae gan y PGPGS bedair adran: 3 yn darparu buddiannau ar sail cyflog terfynol (classic, premium neu classic plus) gydag oedran ymddeol arferol o 60; ac un sy'n darparu buddiannau ar sail cyflog holl yrfa (nuvos) gydag oedran ymddeol arferol o 65.

Nid yw'r trefniadau statudol hyn wedi eu hariannu, Senedd y Deyrnas Unedig sy'n diwallu costau'r buddion bob blwyddyn. Cynyddir pensiynau sy'n daladwy o dan classic, premium, classic plus, nuvos ac alpha yn flynyddol yn unol â deddfwriaeth Cynyddu Pensiynau. Parhaodd aelodau'r PGPGS a oedd o fewn 10 mlynedd o'u hoedran ymddeol arferol ar 1 Ebrill 2012 yn y PGPGS ar ôl 1 Ebrill 2015. Bydd y rhai a oedd rhwng 10 mlynedd a 13 mlynedd a 5 mis o'u hoedran ymddeol arferol ar 1 Ebrill 2012 yn ymuno ag alpha rhywbryd rhwng 1 Mehefin 2015 a 1 Chwefror 2022. Mae buddiannau PGPGS pob aelod sydd yn newid i alpha yn cael eu 'bancio', gyda buddiannau blaenorol y rhai yn un o'r adrannau cyflog terfynol y PGPGS yn seiliedig ar eu cyflog terfynol pan fyddant yn gadael alpha. (Mae'r ffigurau pensiwn a ddyfynnir ar gyfer swyddogion yn dangos pensiwn adeiladwyd yn PGPGS neu alpha – fel y bo'n briodol. Lle mae gan y swyddog fuddiannau yn y PGPGS ac alpha y swm a ddyfynnir yw gwerth cyfunol eu buddiannau yn y ddau gynllun.) Gall aelodau a ymaelododd â'r cynllun o fis Hydref 2002 ddewis rhwng ymaelodi â'r trefniant budd diffiniedig priodol neu ymaelodi â phensiwn rhanddeiliad 'pwrcasu ariannol' gyda chyfraniad ystyrlon gan y cyflogwr (cyfrif pensiwn partneriaeth).

Pennir cyfraniadau'r cyflogai yn ddibynnol ar eu cyflog ac maent yn amrywio rhwng 3.00% ac 8.05% o'r enillion pensiynadwy ar gyfer classic (ac aelodau alpha oedd yn aelodau classic yn union cyn ymuno ac alpha) a rhwng 4.60% ac 8.05% ar gyfer premium, classic plus, nuvos a holl aelodau eraill alpha. Bydd buddion y cynllun classic yn cronni ar raddfa 1 rhan mewn 80 o'r cyflog pensiynadwy terfynol am bob blwyddyn o wasanaeth. Yn ogystal, mae cyfandaliad sy'n gywerth â thair blynedd o bensiwn dechreuol yn daladwy adeg ymddeol. Ar gyfer premium, bydd buddion yn cronni ar raddfa 1 rhan mewn 60 o'r enillion pensiynadwy terfynol ar gyfer pob blwyddyn o wasanaeth. Yn wahanol i classic, ni cheir

Pension benefits are provided through the Civil Service pension arrangements. From 1 April 2015 a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme or alpha, which provides benefits on a career average basis with a normal pension age equal to the member's State Pension Age (or 65 if higher). From that date all newly appointed civil servants and the majority of those already in service joined alpha. Prior to that date, civil servants participated in the Principal Civil Service Pension Scheme (PCSPS). The PCSPS has four sections: 3 providing benefits on a final salary basis (classic, premium or classic plus) with a normal pension age of 60; and one providing benefits on a whole career basis (nuvos) with a normal pension age of 65.

These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, classic plus, nuvos and alpha are increased annually in line with Pensions Increase legislation. Existing members of the PCSPS who were within 10 years of their normal pension age on 1 April 2012 remained in the PCSPS after 1 April 2015. Those who were between 10 years and 13 years and 5 months from their normal pension age on 1 April 2012 will switch into alpha sometime between 1 June 2015 and 1 February 2022. All members who switch to alpha have their PCSPS benefits 'banked', with those with earlier benefits in one of the final salary sections of the PCSPS having those benefits based on their final salary when they leave alpha. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha the figure quoted is the combined value of their benefits in the two schemes.) Members joining from October 2002 may opt for either the appropriate defined benefit arrangement or a 'money purchase' stakeholder pension with an employer contribution (partnership pension account).

Employee contributions are salary-related and range between 3.00% and 8.05% of pensionable earnings for classic (and members of alpha who were members of classic immediately before joining alpha) and between 4.60% and 8.05% for premium, classic plus, nuvos and all other members of alpha. Benefits in classic accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years initial pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum. Classic plus is essentially a hybrid with benefits for service

cyfandaliad awtomatig. Yn ei hanfod, mae classic plus yn gynllun cymysg, gyda buddion am wasanaeth cyn 1 Hydref 2002 wedi eu cyfrifo'n fras megis classic, a buddion am wasanaeth o Hydref 2002 wedi eu cyfrif megis premium. Yn nuvos, mae aelod yn adeiladu pensiwn sydd wedi ei seilio ar ei gyflog pensiynadwy yn ystod cyfnod ei aelodaeth o'r cynllun. Ar ddiwedd blwyddyn y cynllun (31 Mawrth), caiff cyfrif pensiwn cyflogadwy'r aelod ei greddydu â 2.3% o gyflog pensiynadwy'r flwyddyn gynllun honno a chaiff y pensiwn cronedig ei uwchraddio yn unol â deddfwriaeth Cynyddu Pensiynau. Mae buddiannau alpha yn cronni yn yr un modd â nuvos ac eithrio bod y gyfradd cronni yn 2.32%. Ym mhob achos, gall aelodau ddewis ildio (cyfnewid) pensiwn am gyfandaliad hyd at y terfynau a osodir gan Ddeddf Cyllid 2004.

Trefniant pensiwn rhanddeiliad yw'r cyfrif pensiwn partneriaeth. Bydd y cyflogwr yn gwneud cyfraniad sylfaenol rhwng 8% a 14.75% (gan ddibynnu ar oedran yr aelod) i mewn i gynnyrch pensiwn rhanddeiliad a ddewisir gan y cyflogai o banel o ddarparwyr. Nid oes rhaid i'r cyflogai gyfrannu, ond lle byddant yn cyfrannu, bydd y cyflogwr yn cyfrannu'n gyfatebol hyd at 3% o'r cyflog pensiynadwy (yn ogystal â chyfraniad sylfaenol y cyflogwr). Bydd cyflogwyr hefyd yn cyfrannu 0.5% pellach o gyflog pensiynadwy er mwyn talu am sicrwydd budd risg a ddarperir yn ganolog (marwolaeth mewn gwasanaeth ac ymddeoliad ar sail salwch).

Y pensiwn cronedig a nodir yw'r pensiwn y mae hawl gan yr aelod i'w dderbyn pan fydd yn cyrraedd oedran ymddeol, neu'n syth wedi iddo beidio â bod yn aelod gweithredol o'r cynllun os bydd eisoes wedi cyrraedd yr oedran ymddeol. Yr oedran ymddeol yw 60 ar gyfer classic, premium a classic plus, a 65 ar gyfer aelodau nuvos, a'r uchaf o 65 neu'r Oedran Ymddeol Statudol ar gyfer aelodau alpha. (Mae'r symiau pensiwn a ddyfynnir ar gyfer swyddogion yn dangos pensiwn a enillwyd yn PGPGS neu alpha – fel y bo'n briodol. Lle bo gan y swyddog buddiannau yn PGPGS ac alpha y swm a ddyfynnir yw gwerth cyfunol eu buddiannau yn y ddau gynllun, ond nodir gallai rhan o'r pensiwn hwnnw fod yn daladwy o wahanol oedrannau.)

Ceir rhagor o wybodaeth am drefniadau pensiwn y Gwasanaeth Sifil ar y wefan [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

before 1 October 2002 calculated broadly as per classic and benefits for service from October 2002 worked out as in premium. In nuvos a member builds up a pension based on his pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3% of their pensionable earnings in that scheme year and the accrued pension is uprated in line with Pensions Increase legislation. Benefits in alpha build up in a similar way to nuvos, except that the accrual rate is 2.32%. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member) into a stakeholder pension product chosen by the employee from a panel of providers. The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of classic, premium and classic plus, 65 for members of nuvos, and the higher of 65 or State Pension Age for members of alpha. (The pension figures quoted for officials show pension earned in PCS or alpha – as appropriate. Where the official has benefits in both the PCS and alpha the figure quoted is the combined value of their benefits in the two schemes, but note that part of that pension may be payable from different ages.)

Further details about the Civil Service pension arrangements can be found at the website [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

**Gwerthoedd Trosglwyddo sy'n Gyfwerth ag Arian Parod**

Ystyr Gwerth Trosglwyddo sy'n Gyfwerth ag Arian Parod (GTGAP) yw'r gwerth cyfalaf wedi ei asesu gan actwari o fuddion cynllun pensiwn sydd wedi eu cronni gan aelod ar adeg benodol mewn amser. Y buddion y rhoddir gwerth arnynt yw buddion cronedig yr aelod a phensiwn cymar amodol sy'n daladwy o'r cynllun. Mae GTGAP yn daliad a wneir gan gynllun pensiwn neu drefniant er mwyn sicrhau buddion pensiwn mewn cynllun pensiwn neu drefniant arall lle bydd yr aelod yn gadael cynllun ac yn dewis trosglwyddo'r buddion a gronnwyd yn y cynllun blaenorol. Mae'r ffigurau pensiwn a ddangosir yn ymwneud â'r buddion y mae'r unigolyn wedi eu cronni o ganlyniad i gyfanswm eu haelodaeth o'r cynllun pensiwn, ac nid yn unig eu gwasanaeth mewn swyddogaeth hŷn y mae'r datgeliad yn berthnasol iddi.

Mae'r ffigurau yn cynnwys gwerth unrhyw fudd pensiwn mewn cynllun arall neu drefniant y mae'r aelod wedi ei drosglwyddo i drefniadau pensiwn y Gwasanaeth Sifil. Maent hefyd yn cynnwys unrhyw fudd pensiwn arall a gronnir i'r aelod o ganlyniad i'r ffaith ei fod wedi pwrcau budd pensiwn ychwanegol ar ei gost ei hun. Cyfrifir GTGAPau yn unol â'r Rheoliadau Cynlluniau Pensiwn Galwedigaethol (Gwerthoedd Trosglwyddo) (fel y'u diwygiwyd) 2008, ond nid ydynt yn ystyried unrhyw wir ostyngiad neu ostyngiad potensial i fudd-daliadau sy'n deillio o'r Dreth Lwfans dros Oes a allai fod yn daladwy pan gymerir budd-daliadau pensiwn.

**Cynnydd gwirioneddol mewn GTGAP**

Mae hyn yn adlewyrchu'r cynnydd mewn GTGAP sydd wedi ei ariannu gan y cyflogwr. Nid yw'n cynnwys y cynnydd yn y pensiwn cronedig oherwydd chwyddiant, cyfraniadau a dalwyd gan y cyflogai (gan gynnwys gwerth unrhyw fuddion a drosglwyddwyd o gynllun pensiwn neu drefniant arall) ac mae'n defnyddio ffactorau prisio cyffredin y farchnad ar gyfer cychwyn a diwedd y cyfnod.

**Rhwymedigaethau pensiwn**

Telir i'r Tâl-feistr Cyffredinol symiau priodol i gynrychioli rhwymedigaethau cronedig Prif Gynllun Pensiwn y Gwasanaeth Sifil. Ceir rhagor o fanylion yn yr Adroddiad Taliadau Cydnabyddiaeth ac yn nodyn 1.8 i'r cyfrifon.

**Cash Equivalent Transfer Values**

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost. CETVs are worked out in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008 and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

**Real increase in CETV**

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

**Pension liabilities**

Payment is made to the Paymaster General of such sums as may be appropriate as representing accruing liabilities of the Principal Civil Service Pension Scheme. Further details are included in the Remuneration Report and note 1.8 to the accounts.

**Adroddiad staff****Demograffeg oedran/rhyw'r gweithlu**

Oedran cyfartalog swyddogion Comisiynydd y Gymraeg ar 31 Mawrth 2017 oedd 36 mlwydd oed (31 Mawrth 2016: 36 mlwydd oed).

Crynoir demograffeg rhywedd y cyfarwyddwyr a'r swyddogion ar 31 Mawrth 2017 yn y tabl isod:

	31 Mawrth 2017		31 Mawrth 2016	
	Gwryw %	Menyw %	Gwryw %	Menyw %
Comisiynydd a'r Cyfarwyddwyr	<b>33.3</b>	<b>66.7</b>	33.3	66.7
Swyddogion eraill	<b>32.5</b>	<b>67.5</b>	37.5	62.5
Cyfanswm	<b>32.6</b>	<b>67.4</b>	37.3	62.7

**Rheoli absenoldeb a phresenoldeb**

Cyfanswm y diwrnodau gwaith a gollwyd drwy absenoldeb salwch am y cyfnod 1 Ebrill 2016 hyd at 31 Mawrth 2017 oedd 139.5 (2015-16: 271.0).

O'r diwrnodau gwaith a gollwyd drwy salwch, roedd 100% (2015-16: 66%) ohonynt oherwydd absenoldeb tymor byr a 0% (2015-16: 34%) oherwydd absenoldeb hirdymor. Diffiniad absenoldeb hirdymor yw absenoldeb o fwy nag 20 diwrnod am yr un rheswm.

Cyfartaledd y diwrnodau gwaith a gollwyd fesul pen (cywerth â llawn amser) oedd 3.1 (2015-16: 5.6) a hynny wedi ei seilio ar 45.4 <sup>1</sup> aelod o staff cywerth â llawn amser (2015-16: 48.0 <sup>1</sup>).

**Trosiant staff**

Roedd cyfradd trosiant staff yn 2016-17 yn 14.5% (2015-16: 6.2%).

**Cofrestr rhoddion**

Mae gan y Comisiynydd gofrestr rhoddion. Nid oes unrhyw eitem a gofnodwyd yn ystod y flwyddyn yn cael ei hystyried o bwys materol fel y bo angen ei chynnwys yn y datganiadau ariannol hyn.

<sup>1</sup> At bwrpas y datgeliad mae aelodau staff cywerth â llawn amser yn cynnwys Comisiynydd y Gymraeg a 44.4 swyddog cywerth â llawn amser (2015-16: 47.0)

**Staff report****Age/sex demography of workforce**

The average age of the Welsh Language Commissioner's workforce on 31 March 2017 was 36 years (31 March 2016: 36 years).

The gender demography of the directors and officers on 31 March 2017 is summarised in the table below.

	31 March 2017		31 March 2016	
	Male %	Female %	Male %	Female %
Commissioner and Directors	<b>33.3</b>	<b>66.7</b>	33.3	66.7
Other officers	<b>32.5</b>	<b>67.5</b>	37.5	62.5
Total	<b>32.6</b>	<b>67.4</b>	37.3	62.7

**Managing absence and attendance**

The total number of work days lost through sickness absence for the period 1 April 2016 to 31 March 2017 was 139.5 (2015-16: 271.0).

Of the work days lost through sickness 100% (2015-16: 66%) of them were due to short-term sickness and 0% (2015-16: 34%) were lost due to long-term sickness. Long-term absence means an absence of more than 20 days for the same reason.

The average work days lost per head (full-time equivalent) was 3.1 (2015-16: 5.6) based on 45.4 <sup>1</sup> full-time equivalent members of staff (2015-16: 48.0 <sup>1</sup>).

**Staff turnover**

The staff turnover rate in 2016-17 was 14.5% (2015-16: 6.2%).

**Gifts register**

The Commissioner operates a gifts register. No item noted during the year is considered of material interest for inclusion in these financial statements.

<sup>1</sup> For the purpose of disclosure the full-time equivalent members of staff comprise the Welsh Language Commissioner and 44.4 full-time equivalent officers (2015-16: 47.0)

## Niferoedd swyddogion a chostau perthnasol

	2016-17 £000	2015-16 £000
Cyflogau (cytundebau parhaol)	1,410	1,521
Cyflogau (cytundebau cyfnod penodol)	214	193
Costau nawdd cymdeithasol	136	116
Costau pensiwn	340	356
	<b>2,100</b>	<b>2,186</b>
Ffioedd aelodau o bwyllgorau (1)	5	10
Costau swyddogion drwy asiantaeth	7	-
Cyfanswm	<b>2,112</b>	<b>2,196</b>
Niferoedd swyddogion	2016-17	2015-16
Comisiynydd y Gymraeg	1.0	1.0
Swyddogion a gyflogir ar gytundebau parhaol	37.4	40.3
Swyddogion a gyflogir ar gytundebau cyfnod penodol	7.0	6.7
Swyddogion drwy asiantaeth	0.2	0.0
Nifer cyfartalog (2)	<b>45.6</b>	<b>48.0</b>
Aelodau o bwyllgorau (1)	9	9

1 – Mae'r aelodau yn cynnwys 5 aelod o'r Panel Cyngori (2015-16: 5) a 4 aelod o'r Pwyllgor Archwilio a Risg (2015-16: 4). Talwyd ffioedd o £256 y dydd i'r Cadeirydd a £198 y dydd i aelodau eraill. Ildiodd Nigel Annett ei ffi am fynychu'r Pwyllgor Archwilio a Risg.

2 – Nifer cywerth â llawn amser a gyflogwyd yn ystod y flwyddyn.

Ceir gwybodaeth am fuddiannau cyflog a phensiwn y Comisiynydd a swyddogion hŷn y Comisiynydd ar dudalennau 124 i 136.

## Officer numbers and related costs

	2016-17 £000	2015-16 £000
Salaries (permanent contracts)	1,410	1,521
Salaries (fixed term contracts)	214	193
Social security costs	136	116
Pension costs	340	356
	<b>2,100</b>	<b>2,186</b>
Committee members' fees (1)	5	10
Agency staff costs	7	-
Total cost	<b>2,112</b>	<b>2,196</b>
Staff numbers	2016-17	2015-16
Welsh Language Commissioner	1.0	1.0
Officers employed on permanent contracts	37.4	40.3
Officers employed on fixed term contracts	7.0	6.7
Agency staff	0.2	0.0
Average numbers (2)	<b>45.6</b>	<b>48.0</b>
Committee members (1)	9	9

1 – Comprised of 5 members of the Advisory Panel (2015-16: 5) and 4 members of the Audit and Risk Committee (2015-16: 4). The fees paid were £256 per day for the Chair and £198 per day for other members. Nigel Annett waived his fee for attending the Audit and Risk Committee.

2 – Full Time Equivalentents employed during the year.

The salary and pension entitlements of the Commissioner and officers in the most senior positions are included on pages 125 to 137.



## Pensiynau

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Ceir manylion pensiynau ar dudalennau 130 i 136.

Mae Prif Gynllun Pensiwn y Gwasanaeth Sifil (PGPGS) yn gynllun buddiannau diffiniedig heb ei ariannu ar gyfer nifer o gyflogwyr ac o ganlyniad nid oes modd i Gomisiynydd y Gymraeg adnabod ei chyfran o'r asedau a'r rhwymedigaethau sylfaenol. Pennodd actiwari'r cynllun ei werth ar 31 Mawrth 2012. Mae gwybodaeth ar gael yng nghyfrifon adnoddau Swyddfa'r Cabinet: Civil Superannuation ([www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions)).

Ar gyfer 2016-17, roedd cyfraniadau'r cyflogwr o £338,000 (2015-16: £347,000) yn daladwy i'r PGPGS ar un o bedair graddfa rhwng 20.0% a 24.5% o gyflog pensiynadwy, yn seiliedig ar fandiau cyflog. Mae Actiwari'r Cynllun yn adolygu cyfraniadau'r cyflogwr, gan amlaf bob pedair blynedd, yn dilyn prisiant llawn o'r cynllun. Mae graddfeydd y cyfraniadau yn adlewyrchu buddiannau a gronwyd yn ystod 2016-17 i'w talu ar ymddeoliad yr aelod, nid y buddiannau a dalwyd yn ystod y cyfnod hwn i bensiynwyr presennol.

Gall swyddogion ddewis agor cyfrif pensiwn partneriaeth, cynllun pensiwn rhanddeiliad â chyfraniad cyflogwr. Talwyd cyfraniadau'r cyflogwr o £3,000 (2015-16: £9,000) i un neu fwy o banel o dri o ddarparwyr pensiwn rhanddeiliad penodedig. Mae cyfraniadau'r cyflogwr yn ddibynnol ar oedran ac ar raddfa rhwng 8.0% a 14.75% o gyflog pensiynadwy. Mae'r cyflogwr hefyd yn rhoi cyfraniad cyfatebol o hyd at 3% o gyflog pensiynadwy. Yn ogystal roedd cyfraniadau cyflogwr o £150 (2015-16: £300), 0.5% o gyflog pensiynadwy, yn daladwy i PGPGS i warchod rhag cost darparu yn y dyfodol am gyfandaliadau buddiant marwolaeth mewn swydd neu ymddeoliad o achos afiechyd y cyflogeion hyn.

## Pensions

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Details of pensions are included on pages 131 to 137.

The Principal Civil Service Pension Scheme (PCSPS) is an unfunded multi-employer defined benefit scheme but the Welsh Language Commissioner is unable to identify its share of the underlying assets and liabilities. The scheme actuary valued the scheme as at 31 March 2012. You can find details in the resource accounts of the Cabinet Office: Civil Superannuation ([www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions)).

For 2016-17, employers' contributions of £338,000 (2015-16: £347,000) were payable to the PCSPS at one of four rates in the range 20.0% to 24.5% of pensionable pay, based on salary bands. The Scheme Actuary reviews employer contributions usually every four years following a full scheme valuation. The contribution rates are set to meet the cost of the benefits accruing during 2016-17 to be paid when the member retires and not the benefits paid during this period to existing pensioners.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. Employers' contributions of £3,000 (2015-16: £9,000) were paid to one or more of the panel of three appointed stakeholder pension providers. Employer contributions are age-related and range from 8.0% to 14.75% of pensionable pay. Employers also match employee contributions up to 3% of pensionable pay. In addition, employer contributions of £150 (2015-16: £300), 0.5% of pensionable pay was payable to the PCSPS to cover the cost of the future provision of lump sum benefits on death in service or ill health retirement of these employees.



## Datganiad o Gyfrifoldebau'r Swyddog Cyfrifyddu

Yn unol ag Atodlen 1 Paragraff 18(1), Mesur y Gymraeg (Cymru) 2011, mae'n ofynnol i Gomisiynydd y Gymraeg lunio cyfrifon o ran pob blwyddyn ariannol yn unol â chyfarwyddiadau a roddir, gyda chydsyniad Trysorlys EM, gan Weinidogion Cymru.

Llunnir y cyfrifon ar sail groniatol, ac mae'n rhaid iddynt roi darlun gwir a theg o sefyllfa'r Comisiynydd ar ddiwedd y cyfnod, ac o'r gwariant net, newidiadau yn ecwiti'r trethdalwr a'r llifoedd arian am y flwyddyn.

Wrth baratoi'r cyfrifon mae'n ofynnol i'r Swyddog Cyfrifyddu gydymffurfio â gofynion y Government Financial Reporting Manual ac yn arbennig i:

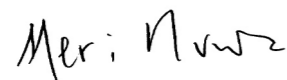
- ufuddhau i'r cyfarwyddyd cyfrifon a roddwyd gan Weinidogion Cymru, gan gynnwys y gofynion perthnasol o ran cadw cyfrifon a datgeliadau, a gweithredu polisiau cyfrifo perthnasol a'u defnyddio'n gyson;
- llunio penderfyniadau ac amcangyfrifon mewn modd rhesymol;
- datgan a gadwyd at y safonau cyfrifo perthnasol a osodwyd yn y Government Financial Reporting Manual, a datgelu ac esbonio unrhyw wro materol a welir yn y cyfrifon; a
- llunio cyfrifon ar sail bod yn fusnes gweithredol.

Yn unol ag Atodlen 1 Paragraff 16(1), Mesur y Gymraeg (Cymru) 2011, y Comisiynydd yw'r Swyddog Cyfrifyddu.

Mae cyfrifoldebau'r Swyddog Cyfrifyddu, gan gynnwys cyfrifoldeb am sicrhau priodoldeb a rheoleidd-dra'r cyllid cyhoeddus y mae'r Swyddog Cyfrifyddu'n atebol amdano, tros gadw cofnodion priodol ac i warchod asedau Comisiynydd y Gymraeg, wedi eu nodi yn y memorandwm, Managing Public Money, a gyhoeddwyd gan Drysorlys EM a Rheoli Arian Cyhoeddus Cymru, a gyhoeddwyd gan Lywodraeth Cymru.

### Fel Swyddog Cyfrifyddu gallaf gadarnhau:

- hyd y gwn, nid oes unrhyw wybodaeth archwilio berthnasol nad yw archwilwyr yr endid yn ymwybodol ohonynt;
- fy mod wedi cymryd pob cam y dylwn fod wedi ei gymryd i wneud fy hun yn ymwybodol o unrhyw wybodaeth archwilio berthnasol ac i sicrhau bod archwilwyr yr endid yn ymwybodol o'r wybodaeth honno; a
- bod yr adroddiad blynyddol a'r cyfrifon hyn yn deg, yn gytbwys ac yn ddealladwy a fy mod yn cymryd cyfrifoldeb personol amdanynt ac am y farn sydd ei hangen er mwyn pennu eu bod yn deg, yn gytbwys ac yn ddealladwy.



**Meri Huws**  
Swyddog Cyfrifyddu,  
Comisiynydd y Gymraeg  
15 Awst 2017

## Statement of the Accounting Officer's Responsibilities

Under Schedule 1 Paragraph 18(1) of the Welsh Language (Wales) Measure 2011, the Welsh Language Commissioner is required to prepare accounts in respect of each financial year in accordance with directions given, with the consent of HM Treasury, by the Welsh Ministers.

The accounts are prepared on an accruals basis and must give a true and fair view of the Commissioner's state of affairs at the period end and its net expenditure, changes in taxpayers' equity and cash flows for the year.

In preparing the accounts the Accounting Officer is required to comply with the requirements of the Government Financial Reporting Manual and in particular to:

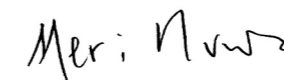
- observe the accounts direction issued by the Welsh Ministers, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departures in the accounts; and
- prepare the accounts on a going concern basis.

In accordance with Schedule 1 Paragraph 16(1) of the Welsh Language (Wales) Measure 2011 the Commissioner is the Accounting Officer.

The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the Welsh Language Commissioner's assets, are set out in the memorandum, Managing Public Money, published by HM Treasury and Managing Welsh Public Money, published by the Welsh Government.

### As Accounting Officer, I confirm that:

- as far as I am aware, there is no relevant audit information of which the entity's auditors are unaware;
- I have taken all the steps that I ought to have taken to make myself aware of any relevant audit information and to establish that the entity's auditors are aware of that information; and
- this annual report and accounts as a whole is fair, balanced and understandable and that I take personal responsibility for this annual report and accounts and the judgments required for determining that it is fair, balanced and understandable.



**Meri Huws**  
Accounting Officer,  
Welsh Language Commissioner  
15 August 2017

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## Tystysgrif ac Adroddiad archwilio Archwilydd Cyffredinol Cymru, i Gynulliad Cenedlaethol Cymru

Ardystiaf fy mod wedi archwilio datganiadau ariannol Comisiynydd y Gymraeg am y flwyddyn a ddaeth i ben 31 Mawrth 2017 o dan Fesur y Gymraeg (Cymru) 2011. Mae'r rhain yn cynnwys y Datganiad Gwariant Net Cynhwysfawr, y Datganiad ar y Sefyllfa Ariannol, y Datganiad Llif Arian Parod a'r Datganiad o Newidiadau o ran Ecwiti Trethdalwyr a'r nodiadau cysylltiedig. Paratowyd y datganiadau ariannol hyn o dan y polisiau cyfrifyddu a nodir ynddynt. Rwyf hefyd wedi archwilio'r wybodaeth yn yr Adroddiad ar Gydnabyddiaeth y nodir ei bod wedi'i harchwilio yn yr adroddiad hwnnw.

### Priod gyfrifoldebau'r Swyddog Cyfrifyddu a'r archwilydd

Fel yr eglurir yn fanylach yn y Datganiad o Gyfrifoldebau'r Swyddog Cyfrifyddu, mae'r Swyddog Cyfrifyddu yn gyfrifol am baratoi'r datganiadau ariannol, yn unol â Mesur y Gymraeg (Cymru) 2011 a chyfarwyddiadau a wnaed gan Weinidogion Cymru o dan y Mesur hwnnw, ac am sicrhau rheoleidd-dra'r trafodion ariannol.

Fy nghyfrifoldeb i yw archwilio ac ardystio'r datganiadau ariannol a chyflwyno adroddiad arnynt yn unol â'r gyfraith berthnasol a'r Safonau Archwilio Rhyngwladol (y DU ac Iwerddon). Mae'r safonau hyn yn ei gwneud yn ofynnol i mi gydymffurfio â Safonau Moesegol y Cyngor Adroddiadau Ariannol ar gyfer Archwilwyr.

### Cwmpas yr archwiliad o'r datganiadau ariannol

Cynhelir archwiliad er mwyn cael tystiolaeth ddigonol o'r symiau a'r datgeliadau yn y datganiadau ariannol i roi sicrwydd rhesymol nad oes unrhyw gamddatganiadau perthnasol yn y datganiadau ariannol, boed hynny drwy dwyll neu wall. Mae hyn yn cynnwys asesu'r canlynol: pa un a yw'r polisiau cyfrifyddu yn briodol i amgylchiadau Comisiynydd y Gymraeg a pha un a ydynt wedi'u cymhwyso'n gyson a'u datgelu'n ddigonol; rhesymoldeb amcangyfrifon cyfrifyddu arwyddocaol a wnaed gan Gomisiynydd y Gymraeg; a'r ffordd y cyflwynwyd y datganiadau ariannol yn gyffredinol.

Mae hefyd yn ofynnol i mi gael tystiolaeth ddigonol i roi sicrwydd rhesymol bod y gwariant a'r incwm wedi'u cymhwyso at y dibenion y'u bwriadwyd gan Gynulliad Cenedlaethol Cymru a bod y trafodion ariannol yn cydymffurfio â'r awdurdodau sy'n eu llywodraethu.

Yn ogystal, darllenaf yr holl wybodaeth ariannol ac anariannol yn y Adroddiad Blynyddol er mwyn nodi anghysondebau perthnasol â'r datganiadau ariannol archwiliedig a nodi unrhyw wybodaeth sy'n ymddangos fel petai'n berthnasol anghywir ar sail y wybodaeth a ddaeth i law wrth i mi gyflawni'r archwiliad neu sy'n berthnasol anghyson â'r wybodaeth honno. Os dof yn ymwybodol o unrhyw gamddatganiadau neu anghysondebau perthnasol amlwg, ystyriaf y goblygiadau i'm hadroddiad.

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## The Certificate and Report of the Auditor General for Wales, to the National Assembly for Wales

I certify that I have audited the financial statements of the Welsh Language Commissioner for the year ended 31 March 2017 under the Welsh Language (Wales) Measure 2011. These comprise the Statement of Comprehensive Net Expenditure, Statement of Financial Position, Statement of Cash Flows, and Statement of Changes in Taxpayers Equity and related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

### Respective responsibilities of the Accounting Officer and auditor

As explained more fully in the Statement of Accounting Officer's Responsibilities, the Accounting Officer is responsible for preparing the financial statements, in accordance with the Welsh Language (Wales) Measure 2011 and Welsh Ministers' directions made there under and for ensuring the regularity of financial transactions.

My responsibility is to audit, certify and report on the financial statements in accordance with applicable law and with International Standards on Auditing (UK and Ireland). These standards require me to comply with the Financial Reporting Council's Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Welsh Language Commissioner's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Welsh Language Commissioner; and the overall presentation of the financial statements.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income have been applied to the purposes intended by the National Assembly for Wales and the financial transactions conform to the authorities which govern them.

In addition I read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my certificate and report.

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### Barn ar y Datganiadau Ariannol

Yn fy marn i, mae'r datganiadau ariannol:

- yn rhoi darlun gwir a theg o sefyllfa Comisiynydd y Gymraeg ar 31 Mawrth 2017 a'i gwariant net am y flwyddyn a ddaeth i ben bryd hynny; ac
- wedi'u paratoi'n briodol yn unol â chyfarwyddiadau Gweinidogion Cymru a gyhoeddwyd o dan Fesur y Gymraeg (Cymru) 2011.

### Barn ar Reoleidd-dra

Yn fy marn i, mae'r gwariant a'r incwm a nodir yn y datganiadau ariannol wedi eu defnyddio at y dibenion a fwriadwyd gan Gynulliad Cenedlaethol Cymru ymhob ffordd berthnasol ac mae'r trafodion ariannol a gofnodir yn y datganiadau ariannol yn cydymffurfio â'r awdurdodau sy'n eu llywodraethu.

### Barn ar faterion eraill

Yn fy marn i:

- mae'r rhan o'r Adroddiad ar Gydabyddiaeth i'w harchwilio wedi ei pharatoi'n briodol yn unol â chyfarwyddiadau Gweinidogion Cymru a wnaed o dan Fesur y Gymraeg (Cymru) 2011; ac
- mae'r wybodaeth yn yr Adroddiad Blynyddol yn gyson â'r datganiadau ariannol.

### Materion y cyflwynaf adroddiad arnynt drwy eithriad

Nid oes gennyf unrhyw beth i'w nodi o ran y materion canlynol, y cyflwynaf adroddiad i chi arnynt os bydd yr amgylchiadau canlynol yn berthnasol, yn fy marn i:

- nid yw'r Datganiad Llywodraethiant Blynyddol yn adlewyrchu cydymffurfiaeth â chanllawiau Gweinidogion Cymru;
- ni chadwyd cofnodion cyfrifyddu priodol;
- nid yw'r datganiadau ariannol na'r rhan o'r Adroddiad Taliadau Cydnabyddiaeth sydd i'w harchwilio, yn gyson â'r cofnodion a'r ffurflenni cyfrifyddu;
- ni ddatgelwyd gwybodaeth a ddynodwyd gan Weinidogion Cymru o ran cydnabyddiaeth a thrafodion eraill; neu
- nid wyf wedi derbyn yr holl wybodaeth a'r esboniadau sydd eu hangen arnaf ar gyfer fy archwiliad.

### Opinion on Financial Statements

In my opinion the financial statements:

- give a true and fair view of the state of the Welsh Language Commissioner's affairs as at 31 March 2017 and of its net expenditure for the year then ended; and
- have been properly prepared in accordance with Welsh Ministers' directions issued under the Welsh Language (Wales) Measure 2011.

### Opinion on Regularity

In my opinion, in all material respects, the expenditure and income in the financial statements have been applied to the purposes intended by the National Assembly for Wales and the financial transactions recorded in the financial statements conform to the authorities which govern them.

### Opinion on other matters

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with Welsh Ministers' directions made under the Welsh Language (Wales) Measure 2011; and
- the information in the Annual Report is consistent with the financial statements.

### Matters on which I report by exception

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- the Annual Governance Statement does not reflect compliance with Welsh Ministers';
- proper accounting records have not been kept;
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records and returns;
- information specified by Welsh Ministers regarding the remuneration and other transactions is not disclosed; or
- I have not received all of the information and explanations I require for my audit.

**Adroddiad**

Nid oes gennyf sylwadau i'w gwneud ar y datganiadau ariannol hyn.

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**Huw Vaughan Thomas**  
Archwilydd Cyffredinol Cymru  
30 Awst 2017  
Swyddfa Archwilio Cymru  
24 Heol y Gadeirlan  
Caerdydd  
CF11 9LJ

**Report**

I have no observations to make on these financial statements.

The Auditor General for Wales has certified and reported on these accounts in their original form. This version is a translation of the original Welsh version. The responsibility for the accuracy of this translation lies with the Welsh Language Commissioner, and not with the Auditor General.

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**Huw Vaughan Thomas**  
Auditor General for Wales  
30 August 2017  
Wales Audit Office  
24 Cathedral Road  
Cardiff  
CF11 9LJ

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# Datganiadau Ariannol

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# Financial Statements

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## Datganiad Gwariant Net Cynhwysfawr am y flwyddyn hyd at 31 Mawrth 2017

154

	Nodiadau	2016-17		2015-16	
		£000	£000	£000	£000
<b>Gwariant</b>					
Costau swyddogion		2,112		2,196	
Gweinyddu	4	748		845	
Grantiau		-		60	
Gwariant rhaglenni eraill	5	221		233	
Dibrisiant ac amorteiddiad	6,7	44		67	
			<b>3,125</b>		3,401
<b>Incwm</b>	3		<b>(69)</b>		-
Gwariant net			<b>3,056</b>		3,401
Llog a dderbyniwyd			<b>(1)</b>		(1)
<b>Gwariant net ar ôl llog</b>			<b>3,055</b>		3,400

Mae'r holl weithgareddau a gwblhawyd yn ystod y flwyddyn yn parhau.

Ceir manylion costau swyddogion yn yr Adroddiad ar Daliadau Cydnabyddiaeth ac Adroddiad Staff ar dudalennau 124 i 142.

Mae'r nodiadau ar dudalennau 162 i 182 yn rhan o'r cyfrifon hyn.

## Statement of Comprehensive Net Expenditure for the year ended 31 March 2017

155

	Notes	2016-17		2015-16	
		£000	£000	£000	£000
<b>Expenditure</b>					
Officers' costs		2,112		2,196	
Administration	4	748		845	
Grants		-		60	
Other programme expenditure	5	221		233	
Depreciation and amortisation	6,7	44		67	
			<b>3,125</b>		3,401
<b>Income</b>	3		<b>(69)</b>		-
Net expenditure			<b>3,056</b>		3,401
Interest receivable			<b>(1)</b>		(1)
<b>Net expenditure after interest</b>			<b>3,055</b>		3,400

All activities undertaken during the year are continuing.

Details of officers' costs are included in the Remuneration and Staff Report on pages 125 to 143.

The notes on pages 163 to 183 form part of these accounts.



## Datganiad Sefyllfa Ariannol ar 31 Mawrth 2017

Nodiadau	31 Mawrth 2017		31 Mawrth 2016	
	£000	£000	£000	£000
<b>Asedau nad ydynt yn gyfredol</b>				
Asedau anghyffyrddadwy	6	11	18	
Eiddo, offer a pheiriannau	7	83	102	
<b>Cyfanswm asedau nad ydynt yn gyfredol</b>		<b>94</b>		120
<b>Asedau cyfredol</b>				
Masnach a symiau eraill sy'n dderbyniadwy	8	106	142	
Arian parod ac arian cywerth	9	1,003	954	
<b>Cyfanswm asedau cyfredol</b>		<b>1,109</b>		1,096
<b>Cyfanswm asedau</b>		<b>1,203</b>		1,216
<b>Rhwymedigaethau cyfredol</b>				
Masnach a symiau eraill sy'n daladwy	10	(330)	(337)	
<b>Cyfanswm rhwymedigaethau cyfredol</b>		<b>(330)</b>		(337)
<b>Cyfanswm asedau nad ydynt yn gyfredol ac asedau cyfredol net</b>		<b>873</b>		879
<b>Rhwymedigaethau nad ydynt yn gyfredol</b>				
Darpariaethau	11	(174)	(176)	
<b>Cyfanswm rhwymedigaethau nad ydynt yn gyfredol</b>		<b>(174)</b>		(176)
<b>Asedau llai rhwymedigaethau</b>		<b>699</b>		703
<b>Ecwiti'r trethdalwyr</b>				
Cronfa gyffredinol		699	703	
		<b>699</b>	<b>703</b>	

Mae'r nodiadau ar dudalennau 162 i 182 yn rhan o'r cyfrifon hyn.

Mae'r datganiadau ariannol ar dudalennau 154 i 160 wedi eu cymeradwyo gan y Swyddog Cyfrifyddu ac wedi eu llofnodi gan:

*Meri Huws*  
**Meri Huws**  
 Swyddog Cyfrifyddu  
 Comisiynydd y Gymraeg  
 15 Awst 2017

## Statement of Financial Position as at 31 March 2017

Nodiadau	31 March 2017		31 March 2016	
	£000	£000	£000	£000
<b>Non-Current assets</b>				
Intangible assets	6	11	18	
Property, plant & equipment	7	83	102	
<b>Total non-current assets</b>		<b>94</b>		120
<b>Current assets</b>				
Trade and other receivables	8	106	142	
Cash and cash equivalents	9	1,003	954	
<b>Total current assets</b>		<b>1,109</b>		1,096
<b>Total assets</b>		<b>1,203</b>		1,216
<b>Current liabilities</b>				
Trade and other payables	10	(330)	(337)	
<b>Total current liabilities</b>		<b>(330)</b>		(337)
<b>Non-current assets plus net current assets</b>		<b>873</b>		879
<b>Non-current liabilities</b>				
Provisions	11	(174)	(176)	
<b>Total non-current liabilities</b>		<b>(174)</b>		(176)
<b>Assets less liabilities</b>		<b>699</b>		703
<b>Taxpayers' equity</b>				
General reserve		699	703	
		<b>699</b>	<b>703</b>	

The notes on pages 163 to 183 form part of these accounts.

The financial statements on pages 155 to 161 were approved by the Accounting Officer and signed by:

*Meri Huws*  
**Meri Huws**  
 Accounting Officer  
 Welsh Language Commissioner  
 15 August 2017

## Datganiad Llifoedd Arian am y flwyddyn hyd at 31 Mawrth 2017

	Nodiadau	2016-17 £000	2015-16 £000
<b>Llifoedd arian o weithgareddau gweithredu</b>			
Gwariant net		<b>(3,056)</b>	(3,401)
Amortiddiad ar asedau anghyffyrddadwy	6	<b>8</b>	21
Dibrisiant ar eiddo, offer a pheiriannau	7	<b>36</b>	46
Colled ar werthiant asedau nad ydynt yn gyfredol		-	-
Lleihad / (Cynnydd) mewn derbyniadau masnach ac asedau cyfredol eraill	8	<b>36</b>	(6)
(Lleihad) / Cynnydd mewn taliadau masnach a thaliadau eraill	10	<b>(7)</b>	(275)
(Lleihad) / Cynnydd mewn darpariaethau	11	<b>(2)</b>	6
<b>(All-lif) arian net o weithgareddau gweithredu</b>		<b>(2,985)</b>	(3,609)
<b>Llifoedd arian o weithgareddau buddsoddi</b>			
Llog a dderbyniwyd		<b>1</b>	1
Taliad i gaffael asedau anghyffyrddadwy	6	<b>(1)</b>	-
Taliad i gaffael eiddo, offer a pheiriannau	7	<b>(17)</b>	(21)
Derbyniadau am werthiant eiddo, offer a pheiriannau		-	-
<b>(All-lif) arian net o weithgareddau buddsoddi</b>		<b>(17)</b>	(20)
<b>Llifoedd arian o weithgareddau cyllido</b>			
Cyllido gan Weinidogion Cymru		<b>3,051</b>	3,540
<b>Cyllido net</b>		<b>3,051</b>	3,540
<b>Cynnydd / (Lleihad) net mewn arian parod ac arian cywerth</b>		<b>49</b>	(89)
<b>Arian parod ac arian cywerth ar ddechrau'r cyfnod</b>	9	<b>954</b>	1,043
<b>Arian parod ac arian cywerth ar ddiwedd y cyfnod</b>	9	<b>1,003</b>	954

Mae'r nodiadau ar dudalennau 162 i 182 yn rhan o'r cyfrifon hyn.

## Statement of Cash Flows for the year ended 31 March 2017

	Notes	2016-17 £000	2015-16 £000
<b>Cash flows from operating activities</b>			
Net expenditure		<b>(3,056)</b>	(3,401)
Amortisation of intangible assets	6	<b>8</b>	21
Depreciation of property, plant & equipment	7	<b>36</b>	46
Loss on sale of non-current assets		-	-
Decrease / (Increase) in trade and other receivables	8	<b>36</b>	(6)
(Decrease) / Increase in trade payables and other payables	10	<b>(7)</b>	(275)
(Decrease) / Increase in provisions	11	<b>(2)</b>	6
<b>Net cash (outflow) from operating activities</b>		<b>(2,985)</b>	(3,609)
<b>Cash flows from investing activities</b>			
Interest received		<b>1</b>	1
Purchase of intangible assets	6	<b>(1)</b>	-
Purchase of property, plant and equipment	7	<b>(17)</b>	(21)
Proceeds of disposal of property, plant and equipment		-	-
<b>Net cash (outflow) from investing activities</b>		<b>(17)</b>	(20)
<b>Cash flows from financing activities</b>			
Financing from Welsh Ministers		<b>3,051</b>	3,540
<b>Net financing</b>		<b>3,051</b>	3,540
<b>Net increase / (decrease) in cash and cash equivalents in the period</b>		<b>49</b>	(89)
<b>Cash and cash equivalents at the beginning of the period</b>	9	<b>954</b>	1,043
<b>Cash and cash equivalents at the end of the period</b>	9	<b>1,003</b>	954

The notes on pages 163 to 183 form part of these accounts.

## Datganiad Newidiadau yn Ecwiti'r Trethdalwyr ar gyfer y flwyddyn hyd at 31 Mawrth 2017

160

	£000
Balans ar 1 Ebrill 2015	563
<b>Newidiadau mewn cronfeydd ar gyfer 2015-16</b>	
(Diffyg) a gadwyd	(3,400)
<b>Cyfanswm incwm a gwariant a gydnabyddir ar gyfer 2015-16</b>	(3,400)
Cyllido gan Weinidogion Cymru	3,540
<b>Balans ar 31 Mawrth 2016</b>	<b>703</b>
<b>Newidiadau mewn cronfeydd ar gyfer 2016-17</b>	
(Diffyg) a gadwyd	(3,055)
<b>Cyfanswm incwm a gwariant a gydnabyddir ar gyfer 2016-17</b>	(3,055)
Cyllido gan Weinidogion Cymru	3,051
<b>Balans ar 31 Mawrth 2017</b>	<b>699</b>

Mae'r nodiadau ar dudalennau 162 i 182 yn rhan o'r cyfrifon hyn.

## Statement of Changes in Taxpayers' Equity for the year ended 31 March 2017

161

	£000
Balance at 1 April 2015	563
<b>Changes in Reserves for 2015-16</b>	
Retained (Deficit)	(3,400)
<b>Total recognised income and expense for 2015-16</b>	(3,400)
Financing from Welsh Ministers	3,540
<b>Balance at 31 March 2016</b>	<b>703</b>
<b>Changes in Reserves for 2016-17</b>	
Retained (Deficit)	(3,055)
<b>Total recognised income and expense for 2016-17</b>	(3,055)
Financing from Welsh Ministers	3,051
<b>Balance at 31 March 2017</b>	<b>699</b>

The notes on pages 163 to 183 form part of these accounts.

# Nodiadau'r cyfrifon am y flwyddyn hyd at 31 Mawrth 2017

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Lluniwyd y cyfrifon hyn yn unol â Government Financial Reporting Manual (FReM) 2016-17 a gyhoeddwyd gan Drysorlys EM, ac unrhyw Gyfarwyddyd Cyfrifon a gyhoeddwyd gan Weinidogion Cymru, gyda chaniatâd y Trysorlys. Mae'r polisiau cyfrifyddol a gynhelir yn y FReM yn gweithredu Safonau Adrodd Ariannol Rhyngwladol (IFRS), wedi eu haddasu neu eu dehongli ar gyfer cyd-destun y sector cyhoeddus. Lle bo'r FReM yn caniatáu dewis polisi cyfrifyddol, dewiswyd y polisi cyfrifyddol a ystyrir fwyaf addas ar gyfer amgylchiadau neilltuol Comisiynydd y Gymraeg, er mwyn rhoi barn gywir a theg. Disgrifir isod y polisiau neilltuol a ddilynwyd gan Gomisiynydd y Gymraeg. Fe'u gweithredwyd yn gyson wrth ddelio â'r eitemau a ystyrir yn berthnasol i'r cyfrifon.

## 1 Datganiad polisiau cyfrifo

### (1.1) Confensiynau cyfrifo

Lluniwyd y cyfrifon hyn yn unol â'r confensiwn cost hanesyddol. Nid yw'r Comisiynydd wedi ailbriso unrhyw eiddo, offer a pheiriannau nac unrhyw asedau anghyfyrrddadwy gan nad yw addasiadau ailbriso, ym marn y Comisiynydd, yn sylweddol.

### (1.2) Cyllido

Mae Comisiynydd y Gymraeg yn derbyn symiau gan Weinidogion Cymru mewn cysylltiad â gwariant a dynnir wrth gyflawni'r swyddogaethau. Ystyrir y symiau hyn yn rhai ariannu ac fe'u credydir i'r Gronfa Gyffredinol adeg eu derbyn.

### (1.3) Incwm

Caiff incwm ei gydnabod yn y flwyddyn ariannol y darperir y gwasanaeth. Mae incwm sydd wedi ei anfonebu cyn bod y gwasanaeth wedi ei ddarparu yn cael ei drin fel incwm gohiriedig.

### (1.4) Asedau anghyfyrrddadwy

Mae asedau sefydlog anghyfyrrddadwy dros £1,000, gan gynnwys TAW anadferadwy, yn cael eu cyfalafu. Mae asedau anghyfyrrddadwy yn cynnwys trwyddedau meddalwedd cyfrifiadurol a thrwyddedau eraill. Grwpiwyd nifer o asedau o'r un math gyda'i gilydd wrth bennu a ydynt uwchben neu o dan y trothwy.

Cynhwysir asedau sefydlog anghyfyrrddadwy ar eu cost hanesyddol. Nid yw'r asedau sefydlog anghyfyrrddadwy wedi eu hailbriso, gan na fyddai'r addasiadau o ailbriso yn sylweddol.

# Notes to the accounts for the year ended 31 March 2017

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These financial statements have been prepared in accordance with the 2016-17 Government Financial Reporting Manual (FReM) issued by HM Treasury, and any Accounts Direction issued by Welsh Ministers, with the consent of the Treasury. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstance of the Welsh Language Commissioner, for the purpose of giving a true and fair view, has been selected. The particular policies adopted by the Welsh Language Commissioner are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

## 1 Statement of accounting policies

### (1.1) Accounting conventions

The accounts have been prepared under the historical cost convention. The Commissioner did not re-value any property, plant and equipment or intangible assets as any revaluation adjustments were not, in the Commissioner's opinion, material.

### (1.2) Funding

The Welsh Language Commissioner receives amounts in respect of expenditure incurred in carrying out functions. These amounts are regarded as financing and are credited to the General Reserve on receipt.

### (1.3) Income

Income is recognised in the financial year that the service is provided. Income invoiced in advance of the service being provided is classed as deferred income.

### (1.4) Intangible assets

Intangible assets in excess of £1,000, including irrecoverable VAT, are capitalised. Intangible assets include software licences and other licences. A number of the same type of asset are grouped together to determine if they fall above or below the threshold.

Intangible assets are included at their historical cost. Intangible assets have not been revalued, given that revaluation adjustments are not material.

Bydd asedau sefydlog anghyfyrrdadwy yn cael eu hamorteiddio drwy randaliadau cyfartal blynyddol dros eu hoes economaidd defnyddiol amcangyfrifedig, rhwng 3 a 10 mlynedd.

#### **(1.5) Eiddo, offer a pheiriannau**

Mae eiddo, offer a pheiriannau dros £1,000, gan gynnwys TAW anadferadwy, yn cael eu cyfalafu. Grwpiwyd nifer o asedau o'r un math gyda'i gilydd wrth bennu a ydynt uwchben neu o dan y trothwy.

Cynhwysir eiddo, offer a pheiriannau ar eu cost hanesyddol, gan gynnwys costau fel gwaith gosod y gellir eu priodoli'n uniongyrchol i ddod â nhw i'r cyflwr gweithio ar gyfer eu defnydd arfaethedig. Nid yw eiddo, offer a pheiriannau wedi eu hailbriso, gan na fyddai'r addasiadau o ailbriso yn sylweddol.

Bydd eiddo, offer a pheiriannau yn cael eu dibrisio drwy randaliadau cyfartal blynyddol dros hyd y les, neu eu hoes economaidd defnyddiol amcangyfrifedig, rhwng 36 a 90 mis.

#### **(1.6) Darpariaethau**

Cydnabyddir darpariaethau yn y Datganiad Sefyllfa Ariannol pan fydd gan Gomisiynydd y Gymraeg rhwymedigaeth gyfreithiol neu adeiladol yn deillio o ddigwyddiad yn y gorffennol a bod tebygolrwydd y bydd angen all-lif o fudd economaidd i dalu'r rhwymedigaeth.

#### **(1.7) Treth ar Werth**

Nid yw Comisiynydd y Gymraeg wedi cofrestru ar gyfer Treth ar Werth. Adroddir ar bob gwariant a chyfalaf gan gynnwys TAW, os yw'n berthnasol, gan na ellir adennill TAW.

#### **(1.8) Pensiynau**

Telir i'r Tâl-feistr Cyffredinol symiau priodol i gynrychioli rhwymedigaethau cronedig Pensiwn y Gwasanaeth Sifil am bensiynau a buddiannau tebyg i bersonau a gyflogir gan y Comisiynydd ac am gostau gweinyddol sydd i'w priodoli i'r rhwymedigaethau a'u cyflawni.

Mae gweithwyr cyfredol a blaenorol yn dod o dan ddarpariaethau cynllun Pensiwn y Gwasanaeth Sifil. Ceir rhagor o fanylion yn yr Adroddiad Taliadau Cydnabyddiaeth ac Adroddiad Staff.

Intangible assets are amortised in equal annual instalments over their estimated useful economic lives, between 3 and 10 years.

#### **(1.5) Property, plant and equipment**

Property, plant and equipment over £1,000, including irrecoverable VAT, are capitalised. A number of the same type of asset are grouped together to determine if they fall above or below the threshold.

Property, plant and equipment are included at their historical cost including costs, such as installation costs, that can be directly attributed to bringing them to their required location and condition. Property, plant and equipment have not been revalued, given that revaluation adjustments are not material.

Property, plant and equipment are depreciated in equal annual instalments over the term of the lease or their estimated useful economic lives, between 36 and 90 months.

#### **(1.6) Provisions**

A provision is recognised in the Statement of Financial Position when The Welsh Language Commissioner has a legal or constructive obligation as a result of a past event and it is probable that an outflow of economic benefits will be required to settle the obligation.

#### **(1.7) Value Added Tax**

The Welsh Language Commissioner is not registered for Value Added Tax. Expenditure and capital is reported including VAT, where relevant, as no VAT can be recovered.

#### **(1.8) Pensions**

Payment is made to the Paymaster General of such sums as may be appropriate as representing accruing liabilities of the Civil Service Pension in respect of pensions and other similar benefits for persons employed by the Commissioner and in respect of the administrative expenses attributable to the liabilities and their discharge.

Past and present employees are covered by the provisions of the Civil Service Pension scheme. Further details are contained within the Remuneration and Staff Report.



**(1.9) Buddion cyflogai**

Cydnabyddir cyflogau, cyfraniadau yswiriant gwladol, a budd-dal ariannol ac anariannol ar gyfer cyflogaion cyfredol yn y Datganiad Gwariant Net Cynhwysfawr wrth i wasanaethau cyflogaion gael eu cyflawni. Polisi'r Comisiynydd yw cyfrif am absenoldebau tymor byr a ddigolledir (gwyliau blynyddol taladwy) fel rhwymedigaeth (cost cronedig) lle disgwylir setlo'r iawndal absenoldeb o fewn deuddeg mis ar ôl diwedd y cyfnod y mae'r cyflogaion yn cyflawni'r gwasanaeth ynddo.

**(1.10) Prydlesi gweithredol**

Mae rhentolion prydlesi gweithredol wedi eu cyflwyno i'r Datganiad Gwariant Net Cynhwysfawr yn y flwyddyn y maent yn berthnasol iddi.

**2 Gwybodaeth segmentol**

Mae gwariant, incwm a llog yn ymwneud yn uniongyrchol â gweithgareddau Comisiynydd y Gymraeg. Mae'r Comisiynydd yn gweithredu yng Nghymru ac yn ymdrin â materion sy'n effeithio ar y Gymraeg a gallu personau yng Nghymru i fyw eu bywydau drwy gyfrwng y Gymraeg. Dim ond un segment sy'n gweithredu ac fe adlewyrchir hyn yn y Datganiad Gwariant Net Cynhwysfawr, y Datganiad Sefyllfa Ariannol a'r nodiadau cysylltiedig.

**3 Incwm**

	2016-17 £000	2015-16 £000
Comisiynydd Cenedlaethau'r Dyfodol Cymru	35	-
Gweinidogion Cymru	34	-
	<u>69</u>	<u>-</u>

Mae incwm yn ymwneud â phrydles weithredol ar ran o'r anheddau yn Siambrau'r Farchnad, 5-7 Heol Fair, Caerdydd. Llofnodwyd prydles gyda Chomisiynydd Cenedlaethau Dyfodol Cymru ar 25/09/2016 a bydd yn dod i ben ar 10/12/2018.

The incwm o Weinidogion Cymru yn deillio o ymrwymiad a roddwyd gan Weinidogion Cymru i ddigolledu Comisiynydd y Gymraeg am yr incwm ar gyfer y cyfnod rhwng 01/04/2016 a'r dyddiad llofnodwyd y brydles.

**(1.9) Employee benefits**

Wages, salaries, national insurance contributions, bonuses payable and non-monetary benefit for current employees are recognised in the Statement of Comprehensive Net Expenditure as the employees' services are rendered. The Commissioner accounts for short-term compensated absences (paid annual leave) as a liability (accrued expense) where the compensation for absence is due to be settled within twelve months after the end of the period in which the employees render the service.

**(1.10) Operating leases**

Operating lease rentals are charged to the Statement of Comprehensive Net Expenditure in the year to which they relate.

**2 Segmental information**

Expenditure, income and interest relate directly to the activities of the Welsh Language Commissioner. The Commissioner's office operates in Wales and deals with issues that affect the Welsh language and the ability of persons in Wales to live their lives through the medium of Welsh. There is only one operational segment as reflected in the Statement of Comprehensive Net Expenditure, the Statement of Financial Position and the associated notes.

**3 Income**

	2016-17 £000	2015-16 £000
Future Generations Commissioner for Wales	35	-
Welsh Ministers	34	-
	<u>69</u>	<u>-</u>

Income relates to an operating lease on a part of the premises at Market Chambers, 5-7 St Mary Street, Cardiff. A lease with the Future Generations Commissioner for Wales was signed on 25/09/2016 and expires on 10/12/2018.

The income from Welsh Ministers derives from an undertaking given by Welsh Ministers to compensate the Welsh Language Commissioner for the loss of income for the period between 01/04/2016 and the date the lease was signed.

**4 Gweinyddu**

Yr oedd costau gweinyddu yn cynnwys:

	2016-17 £000	2015-16 £000
Llety – Rhent swyddfa	119	118
Llety – Costau eraill	172	172
Darpariaeth ar gyfer addurno a dadfeiliadau swyddfeydd	6	12
Teithio, cynhaliaeth a lletygarwch	68	93
Hyfforddiant a recriwtio	33	61
Cyfreithiol a phroffesiynol	114	136
Technoleg gwybodaeth a thelathrebu	141	145
Cyfathrebu	32	43
Gwasanaethau archwilwyr (tâl yr archwiliad allanol)	15	15
Costau gweinyddu eraill	48	50
	<b>748</b>	<b>845</b>

**5 Gwariant rhaglenni eraill**

Mae'r gwariant yn gysylltiedig â nifer y prosiectau yr ymgwymerwyd â hwy. Roedd cyfanswm y gwariant yn ystod y flwyddyn yn £221,000 (2015-16: £233,000); ceir rhagor o fanylion ar dudalen 94.

**4 Administration**

Administration expenses included:

	2016-17 £000	2015-16 £000
Accommodation – Office rent lease costs	119	118
Accommodation – Other costs	172	172
Provision for premises redecoration and dilapidations	6	12
Travel, subsistence and hospitality	68	93
Training and recruitment	33	61
Legal and professional	114	136
Information Technology and telecommunications	141	145
Communication	32	43
Auditors' remuneration (external audit fee)	15	15
Other administrative expenses	48	50
	<b>748</b>	<b>845</b>

**5 Other programme expenditure**

The expenditure relates to numerous projects undertaken. The total expenditure during the year was £221,000 (2015-16: £233,000); further information is included on page 95.

6 Asedau sefydlog anghyffyrddadwy

	Trwyddedau meddalwedd £000	Trwyddedau £000	Cyfanswm £000
<b>Cost</b>			
Ar 31 Mawrth 2016	172	43	215
Ychwanegiadau	1	-	1
Gwerthiannau	(47)	-	(47)
<b>Ar 31 Mawrth 2017</b>	<b>126</b>	<b>43</b>	<b>169</b>
<b>Amorteiddiad</b>			
Ar 31 Mawrth 2016	168	29	197
Cost am y flwyddyn	4	4	8
Gwerthiannau	(47)	-	(47)
<b>Ar 31 Mawrth 2017</b>	<b>125</b>	<b>33</b>	<b>158</b>
<b>Gwerth net yn y llyfrau ar 31 Mawrth 2017</b>	<b>1</b>	<b>10</b>	<b>11</b>
Gwerth net yn y llyfrau ar 31 Mawrth 2016	4	14	18

Mae'r gwerthiannau yn deillio o ymarferiad i gadarnhau bodolaeth a pharhad defnydd economaidd yr asedau anghyffarddadwy a gwblhawyd yn ystod y flwyddyn.

6 Intangible assets

	Software Licences £000	Licences £000	Total £000
<b>Cost</b>			
At 31 March 2016	172	43	215
Additions	1	-	1
Disposals	(47)	-	(47)
<b>At 31 March 2017</b>	<b>126</b>	<b>43</b>	<b>169</b>
<b>Amortisation</b>			
At 31 March 2016	168	29	197
Charged in year	4	4	8
Disposals	(47)	-	(47)
<b>At 31 March 2017</b>	<b>125</b>	<b>33</b>	<b>158</b>
<b>Net book value at 31 March 2017</b>	<b>1</b>	<b>10</b>	<b>11</b>
Net book value at 31 March 2016	4	14	18

The disposals relate to an exercise to confirm the existence and continued economic use of intangible assets which was undertaken during the year.

## 7 Eiddo, offer a pheiriannau

	Celfi a gosodiadau £000	Offer swyddfa £000	Cyfanswm £000
<b>Cost</b>			
Ar 31 Mawrth 2016	560	431	991
Ychwanegiadau	-	17	17
Gwerthiannau	(139)	(136)	(275)
<b>Ar 31 Mawrth 2017</b>	<b>421</b>	<b>312</b>	<b>733</b>
<b>Dibrisiant</b>			
Ar 31 Mawrth 2016	530	359	889
Cost am y flwyddyn	10	26	36
Gwerthiannau	(139)	(136)	(275)
<b>Ar 31 Mawrth 2017</b>	<b>401</b>	<b>249</b>	<b>650</b>
<b>Gwerth net yn y llyfrau ar 31 Mawrth 2017</b>	<b>20</b>	<b>63</b>	<b>83</b>
Gwerth net yn y llyfrau ar 31 Mawrth 2016	30	72	102

Mae'r gwerthiannau yn deillio o ymarferiad i gadarnhau bodolaeth a pharhad defnydd economaidd yr asedau a gwblhawyd yn ystod y flwyddyn.

Mae offer swyddfa yn cynnwys offer technoleg gwybodaeth a chyfathrebu.

Cyllido asedau: Nid oedd gan y Comisiynydd brydlesi cyllidol na chontractau Menter Cyllid Preifat. Eiddo'r Comisiynydd oedd yr holl asedau a ddatgelwyd uchod.

Nid oedd ymrwymadau cyfalaf cyfreithiol ar 31 Mawrth 2017 (31 Mawrth 2016: £0).

## 7 Property, plant &amp; equipment

	Furniture & Fittings £000	Office equipment £000	Total £000
<b>Cost</b>			
At 31 March 2016	560	431	991
Additions	-	17	17
Disposals	(139)	(136)	(275)
<b>At 31 March 2017</b>	<b>421</b>	<b>312</b>	<b>733</b>
<b>Depreciation</b>			
At 31 March 2016	530	359	889
Charged in year	10	26	36
Disposals	(139)	(136)	(275)
<b>At 31 March 2017</b>	<b>401</b>	<b>249</b>	<b>650</b>
<b>Net book value at 31 March 2017</b>	<b>20</b>	<b>63</b>	<b>83</b>
Net book value at 31 March 2016	30	72	102

The disposals relate to an exercise to confirm the existence and continued economic use of assets which was completed during the year.

Office equipment includes information technology and telecommunication assets.

Asset financing: The Commissioner held no finance leases or Private Finance Initiative (PFI) contracts. All assets disclosed above were owned by the Commissioner.

There were no contractual capital commitments at 31 March 2017 (31 March 2016: £0).

**8 Derbyniadau masnachol ac asedau cyfredol eraill**

	<b>31 Mawrth 2017 £000</b>	31 Mawrth 2016 £000
<b>Symiau sy'n ddyledus o fewn blwyddyn</b>		
Derbyniadau masnachol	22	1
Derbyniadau eraill	-	1
Rhagdaliadau	84	140
	<b>106</b>	142

Nid oes symiau sy'n ddyledus ar ôl blwyddyn.

**9 Arian parod ac arian cywerth**

	<b>31 Mawrth 2017 £000</b>	31 Mawrth 2016 £000
Balans ar 1 Ebrill	954	1,043
Newidiadau net mewn balans arian parod ac arian cywerth	49	(89)
<b>Balans ar 31 Mawrth</b>	<b>1,003</b>	954

Cafodd arian parod y Comisiynydd ei gadw mewn banc masnachol ar ddiwedd y flwyddyn. Ni ddaliwyd unrhyw arian gan Dâl-feistr Cyffredinol EM ar ddiwedd y flwyddyn.

**8 Trade receivables and other current assets**

	<b>31 March 2017 £000</b>	31 March 2016 £000
<b>Amounts falling due within one year</b>		
Trade receivables	22	1
Other receivables	-	1
Prepayments	84	140
	<b>106</b>	142

There are no amounts falling due after more than one year.

**9 Cash and cash equivalents**

	<b>31 March 2017 £000</b>	31 March 2016 £000
Balance at 1 April	954	1,043
Net change in cash and cash equivalent balances	49	(89)
<b>Balance at 31 March</b>	<b>1,003</b>	954

The Commissioner's cash balances were held in a commercial bank at year end. No balances were held with HM Paymaster General at year end.



**10 Taliadau masnachol a rhwymedigaethau cyfredol eraill**

	31 Mawrth 2017 £000	31 Mawrth 2016 £000
<b>Symiau sy'n ddyledus o fewn blwyddyn</b>		
Taliadau masnachol	147	144
Croniadau	160	193
Incwm gohiriedig	23	-
	330	337

Nid oes symiau sy'n ddyledus ar ôl blwyddyn.

**11 Darpariaethau ar gyfer rhwymedigaethau a phriddiannau**

	Arall	Dadfeiliadau ac ailaddurno £000	Cyfanswm £000
Darpariaeth ar 31 Mawrth 2016	-	176	176
Cynnydd mewn darpariaeth	4	3	7
Darpariaeth a ddefnyddiwyd yn ystod y flwyddyn	-	(12)	(12)
Dad-ddirwyn y disgownt	-	3	3
Darpariaeth ar 31 Mawrth 2017	4	170	174

Defnyddiwyd cyfradd ddisgowntio, yn glir o CPI, Trysorlys EM ym mis Rhagfyr 2016, sef -2.36% mewn termau real ar gyfer y dadfeiliadau (2015-16: -1.34%).

Gwneir darpariaethau ar gyfer ail-addurno yn ystod tymor y brydles ac ar gyfer dadfeilio, er mwyn dychwelyd yr adeiladau i'w cyflwr gwreiddiol ar derfyn y brydles. Gall yr ymrwymadau hyn newid yn sgil gwybodaeth a digwyddiadau yn y dyfodol a allai achosi newid i'r symiau a ddarparwyd ar sail yr amcangyfrif gorau, ar ddiwedd y cyfnod ariannol. Mae'r darpariaethau hyn wedi eu hadolygu a'u diweddarau yn ystod y flwyddyn fel sy'n ofynnol dan IAS 37.

**10 Trade payables and other current liabilities**

	31 March 2017 £000	31 March 2016 £000
<b>Amounts falling due within one year</b>		
Trade payables	147	144
Accruals	160	193
Deferred income	23	-
	330	337

There are no amounts falling due after more than one year.

**11 Provision for liabilities and charges**

	Other	Dilapidations and redecorations £000	Total £000
Balance at 31 March 2016	-	176	176
Provided in year	4	3	7
Provisions utilised in the year	-	(12)	(12)
Unwinding of discount	-	3	3
Balance at 31 March 2017	4	170	174

HM Treasury's discount rate net of CPI at December 2016 of -2.36% in real terms has been used for dilapidations (2015-16: -1.34%).

Provisions are made for redecorating during the term of the lease and for dilapidations, to return the buildings back to their original condition, at the end of the lease term. These obligations may vary as a result of future information and events which may result in changes to the amounts which have been included, on the basis of the best estimate, at the end of the reporting period. These provisions have been reviewed and updated during the year as required by IAS 37.

Mae darpariaethau eraill yn cynnwys costau cyfreithiol mewn perthynas â cheisiadau dan ystyriaeth Tribiwnlys y Gymraeg ar 31 Mawrth 2017 am adolygiad o benderfyniadau Comisiynydd y Gymraeg neu apelau yn erbyn dyfarniadau'r Comisiynydd. Ceir manylion pellach am y ceisiadau hyn ar wefan Tribiwnlys y Gymraeg.

Dadansoddiad o amseru disgwyliadwy'r rhwymedigaethau

	Arall	Dadfeiliadau ac ailaddurno £000	Cyfanswm £000
O fewn blwyddyn	4	8	12
Dros flwyddyn ond o fewn pum mlynedd	-	127	127
Ar ôl pum mlynedd	-	35	35
	<u>4</u>	<u>170</u>	<u>174</u>

12 Ymrwymiadau o dan brydlesi

Mae cyfanswm y taliadau lleiafswm o dan brydlesi gweithredol yn cael ei ddangos yn y tabl isod ar gyfer pob cyfnod.

Mae'r ymrwymiadau o dan brydlesi gweithredol yn cynnwys:	31 Mawrth 2017 £000	31 Mawrth 2016 £000
<b>Adeiladau</b>		
O fewn blwyddyn	107	109
Dros flwyddyn ond o fewn pum mlynedd	197	286
Ar ôl pum mlynedd	24	51
	<u>328</u>	<u>446</u>

Nid yw'r Comisiynydd wedi dechrau ymwneud ag unrhyw brydlesi cyllidol, unrhyw ymrwymiadau o dan gontract PFI, nac unrhyw gontractau nad oedd modd eu canslo ag ymrwymiadau cyllidol.

Other provisions include legal costs relating to applications pending as at 31 March 2017 with the Welsh Language Tribunal for a review of the Welsh Language Commissioner's decisions or appeals against the Commissioner's determinations. Further information about these applications is available on the Welsh Language Tribunal's website

Analysis of the expected timing of the future liabilities

	Other	Dilapidations and redecorations £000	Total £000
Not later than one year	4	8	12
Later than one year and not later than five years	-	127	127
Later than five years	-	35	35
	<u>4</u>	<u>170</u>	<u>174</u>

12 Commitments under leases

The total future minimum lease payments under operating leases are given in the table below for each of the following periods.

Obligations under operating leases comprise:	31 March 2017 £000	31 March 2016 £000
<b>Buildings</b>		
Not later than one year	107	109
Later than one year and not later than five years	197	286
Later than five years	24	51
	<u>328</u>	<u>446</u>

The Commissioner did not enter into any finance leases, commitments under PFI contracts or any other non-cancellable contracts with financial commitments.

### 13 Symiau'n dderbynadwy o dan brydlesi

Mae cyfanswm y derbyniadau lleiafswm o dan brydlesi gweithredol yn cael ei ddangos yn y tabl isod ar gyfer pob cyfnod.

Mae'r ymrwymadau o dan brydlesi gweithredol yn cynnwys:	31 Mawrth	31 Mawrth
<b>Adeiladau</b>	<b>2017</b>	2016
	<b>£000</b>	£000
O fewn blwyddyn	31	-
Dros flwyddyn ond o fewn pum mlynedd	22	-
	<b>53</b>	-

### 14 Rhwymedigaethau amodol

Nid oedd rhwymedigaethau amodol ar 31 Mawrth 2017 (31 Mawrth 2016: £0).

### 15 Offerynnau cyllidol

Oherwydd natur gweithgareddau'r Comisiynydd a'r modd y caiff y gweithrediadau eu hariannu, nid yw'r Comisiynydd yn agored i lefel uchel o risg ariannol.

### 16 Trafodion gyda phartïon cysylltiedig

Cytunwyd ar Femorandwm o Gydweithio, dyddiedig 30 Tachwedd 2012, rhwng y Comisiynydd a Llywodraeth Cymru. Ystyrir Llywodraeth Cymru yn barti cysylltiedig.

Yn ystod 2016-17 derbyniodd Comisiynydd y Gymraeg arian cyllido o £3.051m gan Weinidogion Cymru (2015-16: £3.540m). Derbyniwyd taliadau masnachol o £34,000 gan Weinidogion Cymru a thalwyd £12,000 i Weinidogion Cymru mewn perthynas ag adeilad dan brydles (2015-16: £0).

Yn ystod 2016-17 cytunodd Comisiynydd y Gymraeg i brydles weithredol gyda Chomisiynydd Cenedlaethau Dyfodol Gymru, ar rhan o'r anheddau yn Siambrau'r Farchnad, 5-7 Heol Eglwys Fair, Caerdydd; bydd cyfnod y brydles yn dod i ben ar 10/12/2018. Yn ystod y flwyddyn ariannol 2016-17 derbyniodd y Comisiynydd incwm o £ 35,000 (2015-16: £0) ac mae symiau derbyniadwy masnachol o £22,000 yn ddyledus ar 31 Mawrth 2017 (31 Mawrth 2016: £0).

### 13 Amounts receivable under leases

The total future minimum lease receivables under operating leases are given in the table below for each of the following periods.

Obligations under operating leases comprise:	31 March	31 March
<b>Buildings</b>	<b>2017</b>	2016
	<b>£000</b>	£000
Not later than one year	31	-
Later than one year and not later than five years	22	-
	<b>53</b>	-

### 14 Contingent liabilities

There were no contingent liabilities at 31 March 2017 (31 March 2016: £0).

### 15 Financial instruments

Owing to the nature of the Commissioner's activities and the way in which the operations are financed, the Commissioner is not exposed to a significant level of financial risk.

### 16 Related party transactions

A Memorandum of Understanding, dated 30 November 2012, was agreed between the Commissioner and Welsh Government. The Welsh Government is regarded as a related party.

During 2016-17 the Welsh Language Commissioner received financing of £3.051m from Welsh Ministers (2015-16: £3.540m). Trade receivables of £34,000 were received from Welsh Ministers and £12,000 was paid to Welsh Ministers in respect of leasehold premises (2015-16: £0).

During 2016-17 the Welsh Language Commissioner entered into an operating lease with the Future Generations Commissioner for Wales, on part of the premises at Market Chambers, 5-7 St Mary Street, Cardiff; the lease term expires on 10/12/2018. During the financial year 2016-17 the Commissioner received income of £35,000 (2015-16: £0) and trade receivables of £22,000 were due on 31 March 2017 (31 March 2016: £0).

**17 Digwyddiadau ers diwedd y flwyddyn ariannol**

Ni chafwyd digwyddiadau ers dyddiad y datganiad sefyllfa ariannol sy'n effeithio ar ddealltwriaeth y datganiadau ariannol hyn.

**17 Events since the end of the financial year**

There have been no events since the date of the statement of financial position that affect the understanding of these financial statements.

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