

Report To: Welsh Language Steering Committee

Date of Meeting: 19 March 2019

Lead Member / Officer: Huw Hilditch Roberts / Nicola Stubbins

Report Author: Gareth Watson, Team Leader- Communications and Campaign Management

Title: Welsh Language Skills Self-Assessment

1. What is the report about?

The Welsh Language skills assessment of staff.

2. What is the reason for making this report?

To discuss a proposal to carry out a self-assessment of staff.

3. What are the Recommendations?

To agree the approach outlined in the report.

4. Report details

The Council, as part of its response to the Welsh Language Standards, is expected to carry out a self-assessment of staff's Welsh Language skills.

This has been an annual assessment carried out by the HR Direct team.

Previous surveys have generated results and staff were asked to state which level of Welsh they had reached in terms of reading and writing. These levels were:

- Not at all
- A little bit
- Moderately
- Fairly fluent
- Fluent

Whilst the results provided a snapshot, it was agreed to provide more detailed information in terms of the levels, so that this would assist the staff in completing the assessment correctly. It would also mean that more meaningful information would be collated and would be fed into the annual business planning process.

The proposal is to use the same system used by a number of other organisations, including North Wales Police and North Wales Fire and Rescue Service.

The proposed levels for the 2019 self-assessment are:

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Speaking	No knowledge	Can say place names/Welsh first names or Welsh signs correctly. Can greet and introduce others in Welsh. Can show linguistic courtesy by opening and closing a conversation. Can give, and receive personal details.	Can understand the essence of a conversation in Welsh. Can convey basic information e.g. simple admin. or routine tasks. Can give and receive instructions and directions.	Can converse partly in Welsh but turns to English in discussion and to give detailed information. Can describe people and locations.	Can contribute effectively in meetings within own area of work and argue for or against a case. Can deal with people in most situations in Welsh but turns to English when dealing with complex situations.	Can deal effectively with complex discussions and questions in Welsh. Can adjust the style of language to suit all situations and needs.
Writing	No knowledge	Can write a simple routine request to a colleague, such as 'Can I have... please?'	Can write a short note of request to a colleague or known external contact.	Can write informal memos, e-mail messages and routine requests.	With editorial help, can write business letters, reports and e-mails.	Can write reports and presentations and make full and accurate notes in Welsh in a meeting.

Spoken Welsh competence 0 1 2 3 4 5 (please circle as appropriate)

Written Welsh competence 0 1 2 3 4 5 (please circle as appropriate)

This survey will be carried out electronically for those members of staff with access to a PC over the coming weeks. The HR team will be working with teams of staff that do not have access, to assist staff in completing the surveys face to face.

The findings will be reported in the annual Welsh Language Monitoring Report, due to be published in June.

5. How does the decision contribute to the Corporate Priorities?

The decision contributes to the development of the Welsh Language and culture, which underpins the Council's Corporate Plan.

6. What will it cost and how will it affect other services?

There is no budget in place for the Welsh Language. Any costs are expected to be absorbed into existing budgets.

7. What are the main conclusions of the Well-being Impact Assessment?

Whilst no formal Well-being Impact Assessment is needed for this report, it is worth noting some of the key benefits in relation to the Well-Being and Future Generations (Wales) Act 2015 and the Welsh Language Standards.

One of the key components of the well-being and Future Generations (Wales) Act 2015 is having: "A Wales of vibrant culture and thriving Welsh Language:

A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation”.

The Council also has a role, through its Welsh Language Standards, to promote opportunities for local communities to get involved in Welsh Language activities.

8. What consultations have been carried out with Scrutiny and others?

Consultations have taken place with the Senior Leadership Team.

9. What risks are there and is there anything we can do to reduce them?

The main risk is to the reputation of the authority, as we have already made a commitment in our Welsh Language Strategy and through the Welsh Language Standards to increase the use of Welsh in the workplace and in communities.