

RECORD KEEPING STANDARD

| | | Service Area | Compliance Timescale |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------|----------------------|
| 1 Standards relating to a body keeping records | | | |
| Standard 147: You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards. | Y | Equalities and Welsh Language Team / Complaints Group | 6 months. |
| Standard 148: You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply. | Y | Equalities and Welsh Language Team / Complaints Group | 6 months. |
| Standard 149: You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply). | Y | Equalities and Welsh Language Team / Complaints Group | 6 months. |
| Standard 150: You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply. | Y | Equalities and Welsh Language Team | 6 months. |
| Standard 151: You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skill level of those employees. | N | HR / Equalities and Welsh Language Team | 6 months. |
| Standard 152: You must keep a record, for each financial year of— (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 128), and (b) if a Welsh version of a course was offered by you in accordance with standard 128, the percentage of the total number of staff attending the course who attended that version. | Y | Equalities and Welsh Language Team | 6 months. |
| Standard 153: You must keep a copy of every assessment that you carry out (in accordance with standard 136) in respect of the Welsh language skills that may be needed in relation to a new or vacant post. | N | HR | 6 months. |
| Standard 154: You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 136) as posts where— (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary. | N | HR | 6 months. |