

Appendix A – Key Milestones

<b>Project</b>	<b>Advice &amp; Guidance</b>	
<b>Senior Sponsor</b>	Assistant Chief Executive – Corporate Development & Partnerships.	
<b>Milestone</b>	<b>Responsible</b>	<b>Update</b>
Development of advice and guidance for third parties on the implementation of the Welsh Language Scheme.  <b>April 2009</b>	Policy & Performance Management Officer	<ul style="list-style-type: none"> <li>○ An advice and guidance leaflet has been published aimed at the Council's third party contractors.</li> <li>○ The leaflet contains information on what is expected from them under the Welsh Language Scheme.</li> <li>○ This is being distributed to them on a rolling basis by the Procurement team.</li> </ul>
Promote use of Welsh National Database of Terms  <b>October 2008</b>	Policy & Performance Management Officer	<ul style="list-style-type: none"> <li>○ This action has been delayed due to problems with the intranet's content management system.</li> <li>○ Updated pages have been prepared for the Bridgend's intranet, containing links to all advice and guidance.</li> <li>○ These will be uploaded in October 2009.</li> </ul>
The Council's Best Practice Guide to Consultation, published internally to assist staff through this process, will contain specific guidance on conducting consultation bilingually.  <b>October 2008</b>	Policy & Performance Management Officer	<ul style="list-style-type: none"> <li>○ This action has been delayed due long-term sickness absence within PPMU.</li> <li>○ Guidance on how to conduct consultations bilingually will be included in new corporate consultation guidelines that will support implementation of the Citizen Engagement Strategy.</li> </ul>
Other progress – E-learning		<ul style="list-style-type: none"> <li>○ Advice for staff that was developed in the last financial year has been adapted to be included in the staff e-learning programme.</li> </ul>

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<b>Project</b>	<b>Website development</b>		
<b>Senior Sponsor</b>	Assistant Chief Executive – Corporate Development & Partnerships.		
<b>Milestone</b>	<b>Responsible</b>	<b>Update</b>	
Continual translation process throughout 2009. Reviewing sections at a time.  <b>Throughout 2009</b>	Web Development Manager	<ul style="list-style-type: none"> <li>○ The Council’s website is being translated on an ongoing basis – corporate sections have been translated, and work is now progressing to service areas on a phased basis.</li> <li>○ The link to “Cymraeg” at the top of the web site now contains further links to sections of the website that have been translated.</li> <li>○ Key information on Customer Service and the Council’s Welsh Language Scheme can also be found here.</li> <li>○ The website also now includes “Browse Aloud” software to make it accessible for visually-impaired people, in both English and Welsh. Bridgend County Borough Council was one of the first organisations to make this facility available bilingually.</li> </ul>	

<b>Project</b>	<b>Recruitment advertising</b>		
<b>Senior Sponsor</b>	Head of Human Resources.		
<b>Milestone</b>	<b>Responsible</b>	<b>Update</b>	
Bilingual advertising of all posts for which Welsh language skills are deemed essential or desirable.  <b>April 2009</b>	HR management	<ul style="list-style-type: none"> <li>○ Certain posts have been advertised bilingually, but further work is needed to implement bilingual job advertising.</li> <li>○ PPMU and Human Resources are in the process of drafting a proposal on implementing bilingual advertising fully from April 2010.</li> </ul>	

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<b>Project</b>		<b>Staffing &amp; Training</b>	
<b>Senior Sponsor</b>		Head of Human Resources.	
<b>Milestone</b>		<b>Responsible</b>	<b>Update</b>
<p>Authority-wide linguistic needs assessment to identify where Welsh language skills are essential or desirable.</p> <p><b>October 2008</b></p>		<p>Lead: HR management</p> <p>Support: PPMU</p>	<p>These actions have been delayed. Some staffing initiatives are best progressed in conjunction with the Corporate Equality Scheme, in order to deal with issues common to both schemes in an efficient manner. These actions will progress now that the CES has been agreed:</p> <ul style="list-style-type: none"> <li>○ The needs assessment with managers to identify which of the Council's services face a demand for Welsh language skills (see below for proposal);</li> <li>○ The authority-wide linguistic skills audit to update the database of staff with Welsh language skills and to help identify any shortfall in provision (see below for proposal).</li> <li>○ Development of a Language Skills Strategy (see below for proposal).</li> </ul>
<p>Authority-wide linguistic skills audit to update the database of staff with Welsh language skills and to identify any shortfall in provision.</p> <p><b>April 2009</b></p>		<p>Lead: HR management</p> <p>Support: PPMU</p>	
<p>Development of a Welsh Language Skills Strategy.</p> <p><b>October 2009</b></p>		<p>Lead: HR management</p> <p>Support: PPMU</p>	
<p>Assessment of the need for specific vocational training through the medium of Welsh for identified Welsh speaking staff in their Directorates.</p> <p><b>October 2009</b></p>		<p>Lead: HR management</p> <p>Support: PPMU</p>	<p>It is proposed to progress these elements at the same time as an equalities self-assessment. A proposal will be presented to Corporate Equalities Management Group in November 2009.</p> <ul style="list-style-type: none"> <li>○ Vocational training will be addressed by the Skills Strategy above.</li> <li>○ There are some examples of successes in this area – e.g. bespoke “Welsh in the Workplace” training was organised for the Welsh-speaking staff in the Customer Service Centre.</li> <li>○ This was recognised as good practice by the Welsh Assembly Government in a document entitled “Guidelines for organising Welsh language training in the workplace”.</li> <li>○ An article is appearing in the September edition of the Bridgend newsletter to promote these developments to a wider staff audience and promulgate “best practice”.</li> </ul>

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<p>Provision of training/development interventions.</p> <p><b>April 2009</b></p>	<p>Lead: HR management</p> <p>Support: PPMU</p>	<ul style="list-style-type: none"> <li>○ Training and development issues will be addressed by the Skills Strategy above.</li> <li>○ In the meantime, following the successful enrolment of approximately 16 Councillors and 50 members of staff on beginners Welsh courses in January 2009, 5 elected members and 13 members of staff completed the course, and a further 57 members of staff have enrolled for courses starting in September 2009.</li> <li>○ Whilst the majority of these are new starters, a number of staff are embarking on Entry Level 2 courses having already completed Entry Level 1.</li> </ul>
<p>Workplace activity to promote the use of Welsh.</p> <p><b>April 2009</b></p>	<p>Lead: HR management</p> <p>Support: PPMU</p>	<ul style="list-style-type: none"> <li>○ “Taster” sessions were also held in the Customer Service Centre during Adult Learners Week in May, with the sessions advertised to staff via Bridgend’s e-mails.</li> <li>○ Attempts have been made to set up a Buddy system to link new learners with fluent Welsh-speakers. All staff were e-mailed twice asking for fluent Welsh-speaking volunteers, but not enough came forward to match with the number of new learners.</li> <li>○ In order to progress this initiative further, we are investigating funding available from the Welsh Language Board for initiatives to promote Welsh in the workplace. .</li> <li>○ An article regarding the Customer Service Centre’s successful staff training is to appear in the Bridgend’s staff magazine.</li> </ul>
<p>Other progress – Wellbeing Directorate, Healthy Living services</p>	<p>Lead: Sport &amp; Physical Activity</p>	<ul style="list-style-type: none"> <li>○ A Welsh Language Active Young People Officer has been appointed, employed by the Urdd and funded by European Social Fund for a period of four years.</li> <li>○ It is a unique post in Wales and the department is pleased to have been able to develop it in partnership.</li> </ul>

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		<ul style="list-style-type: none"> <li>○ The service is working with the new secondary school at Llangynwyd, and is progressing an initiative to develop Welsh language sports courses and coaching staff.</li> <li>○ A key element of the initiative will be the development of accredited leadership training for young people in the medium of Welsh to enhance sport and physical activity opportunities at a local level.</li> <li>○ The Council is also approaching the Sports Council for Wales to invest in a broad range of activity programmes across the County Borough.</li> <li>○ Furthermore, the Active Young People team has recently appointed a new Disability Sport Wales Officer who is also a Welsh speaker.</li> <li>○ As part of the links with Ysgol Llangynwyd, a series of Welsh medium after-school activities and holiday camps have also been operated.</li> </ul>
Other progress – Children	Lead: CYP Partnership	<ul style="list-style-type: none"> <li>○ The Childcare Development Team employs a half-time Mudiad Ysgolion Meithrin Development Worker.</li> <li>○ An article on the work of Mudiad Ysgolion Meithrin was included in the County Borough Bulletin, to promote the value of Welsh medium nursery education.</li> </ul>