

Appendix 1A – Milestones for 2010-2011 from the Welsh Language Scheme 2008-2011, Action Plan

Project	Advice & Guidance		
Senior Sponsor	Assistant Chief Executive – Performance.		
Milestone	Responsible	Update	
<p>Development of advice and guidance for third parties on the implementation of the Welsh Language Scheme.</p> <p>April 2009</p>	Corporate Improvement Officer	<ul style="list-style-type: none"> ○ An advice and guidance leaflet has been published aimed at the Council's third party contractors. The leaflet contains information on what is expected from them under the Welsh Language Scheme. This is being distributed to them on a rolling basis by the Corporate Procurement team. ○ As most tender information is now provided electronically, this leaflet is being revised and incorporated into the standard electronic format for tenders and in the vendor assessment pack so as to promote the scheme and raise awareness of its requirements at the pre-tender stage. 	
<p>The Council's Best Practice Guide to Consultation, published internally to assist staff through this process, will contain specific guidance on conducting consultation bilingually.</p> <p>October 2008</p>	Corporate Improvement Officer	<ul style="list-style-type: none"> ○ The Welsh Assembly Government is developing new guidance for consultation that the authority has contributed to through the consultation officers network. The authority has decided to use this guidance as it will provide consistent practice across Wales and incorporate the latest good practice. ○ This guidance is being prepared by Participation Cymru and will guide services across Wales on consultation and will contain specific guidance bilingually. The publication date for this guidance has not been confirmed but is expected to be in 2011. 	

Project	Website development		
Senior Sponsor	Assistant Chief Executive – Performance.		
Milestone	Responsible	Update	
Continual translation process. Reviewing sections at a time. Throughout 2009	Web Development Manager	<ul style="list-style-type: none"> • The website allows users to toggle back and forward between Welsh and English content on every page. • The report to the Web development group in April identified that 1379 pages are now provided bilingually. • New pages are being added on a continuous basis as directorates update their sections. We are able to monitor the provision of the Welsh language pages centrally • There are still a number of sections that need to be translated and the scheme is prioritising Trent jobs search function, microsites and leisure. • The navigation list has now been translated to allow Welsh speakers to navigate throughout the site. • What's On information is displayed bilingually on the front page. 	

Project	Recruitment advertising		
Senior Sponsor	Head of Human Resources.		
Milestone	Responsible	Update	
Bilingual advertising of all posts for which Welsh language skills are deemed essential or desirable. April 2009	HR management	<ul style="list-style-type: none"> ○ Posts have been advertised bilingually where Welsh language skills have been needed. ○ Examples include Customer Service Advisors and schools-based staff in Welsh medium schools. ○ Significant progress has been made towards advertising all posts bilingually ○ All pages on the council's website relating to job vacancies will be available bilingually 	

		<ul style="list-style-type: none"> ○ The facility for applicants to apply on line in Welsh will be launched alongside bilingual advertising and implementation is scheduled for June 2011 ○ The advertisement and application stages of the recruitment process have been successfully implemented in the test environment of Trent in readiness for the go live date ○ New managers' guidelines have been developed which includes advice about recruitment and selection activities for posts where Welsh language is a requirement, from vacancy management to selection procedures
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Project		Staffing & Training	
Senior Sponsor		Head of Human Resources.	
Milestone	Responsible	Update	
Authority-wide linguistic needs assessment to identify where Welsh language skills are essential or desirable.	Lead: HR management Support: CIT	Following the Training Needs Assessment questionnaire distributed to Group Managers across the Council in March 2010, the results were analysed and used as the basis for a Welsh Language Skills Strategy that was prepared by the end of May 2010.	
October 2008		The objectives of the Skills Strategy are	
Authority-wide linguistic skills audit to update the database of staff with Welsh language skills and to identify any shortfall in provision.	Lead: HR management Support: CIT	<ol style="list-style-type: none"> 1. Identify the demand and need – examining the Council's front-line services, and posts within the staffing structure. 2. Identify existing supply – an audit of our current Welsh-speaking staff, which will help identify gaps in provision. 3. Developmental and Supporting Actions – advice and guidance for managers, and an HR infrastructure that proactively supports 	
April 2009			
Development of a Welsh Language	Lead: HR		

Skills Strategy. October 2009	management Support: CIT	<p>the recruitment and development of Welsh-speaking staff.</p> <p>4. Monitoring and Review – recording the progress of individuals and the organisation as a whole.</p> <p>An analysis has been undertaken on the information from the training needs analysis identifying</p> <ul style="list-style-type: none"> • Teams that provide services to Welsh speaking customers • Where Welsh speaking staff are currently filling Welsh essential and desirable posts • Initial estimates of the numbers of Welsh speaking staff in each directorate <p>A programme of training opportunities for staff has subsequently been developed.</p>
Assessment of the need for specific vocational training through the medium of Welsh for identified Welsh speaking staff in their Directorates. October 2009	Lead: HR management Support: CIT	
Provision of training/development interventions. April 2009	Lead: HR management Support: CIT	
Workplace activity to promote the use of Welsh. April 2009	Lead: HR management Support: CIT	