

# Welsh Language Scheme

## Annual Report 2023 - 2024

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### Purpose

- 1.1 From 6 December 2023 the Professional Standards Authority (PSA) have been required to comply with 61 Standards under the Welsh Language Standards (No.8) Regulations 2022 s2 (4).
- 1.2 Under standard 66, the Professional Standards Authority is required to publish a report, in Welsh, in relation to each financial year. We are required to provide the following information;

*(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the standards with which you were under a duty to comply during that year.*

*(2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to)—*

*(a) the number of complaints that you received during the year in question which related to compliance with the standards with which you were under a duty to comply (on the basis of the records you kept in accordance with standard 60);*

*(b) the number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with standard 62);*

*(c) the number (on the basis of the records you kept in accordance with standard 63) of new and vacant posts that you advertised during the year which were categorised as posts where— (i) Welsh language skills were essential; (ii) Welsh language skills needed to be learnt when appointed to the post; (iii) Welsh language skills were desirable; or (iv) Welsh language skills were not necessary.*

*(3) You must publish the annual report no later than 6 months following the end of the financial year to which the report relates.*

*(4) You must ensure that a current copy of your annual report is available on your website.*

### Reporting

#### Complaints

- 1.3 In 2023-24 we received no complaints relating to our compliance with the Welsh Language Standards.
- 1.4 We have a complaints procedure in place which is published and would allow us to deal with any complaints about compliance with our standards. A report on complaints including those about compliance is shared with our Audit and Risk Committee in June

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of each year.

- 1.5 It may be helpful to note that the PSA does not have a role in managing complaints from the public or a public facing role.

### **Recruitment and employees**

- 1.6 In December 2023 we conducted a skills audit of all staff in relation to their Welsh language skills in accordance with standard 62. From December 2023 we have asked all new starters to complete a section on their new starter form to identify whether they have Welsh language skills. In 2023-24 no staff declared Welsh Language skills.
- 1.7 All new starters were given a Welsh Language Scheme induction to ensure they understood the importance of complying with the standards.
- 1.8 In accordance with standards 63, we updated our recruitment pro forma to ensure that all recruiting managers were required to consider whether '*(i) Welsh language skills were essential; (ii) Welsh language skills needed to be learnt when appointed to the post; (iii) Welsh language skills were desirable; or (iv) Welsh language skills were not necessary.*' In 2023-24 it was determined that no advertised roles required Welsh Language skills.

### **Implementing the new standards**

- 1.9 A cross organisational working group was created in April 2023 to consider how the standards should be implemented across the organisation and ensure that every Directorate understood their role in delivering this.
- 1.10 An action plan was developed and carried out and in December 2023 we shared a process guide was shared with all staff.

### **Other actions**

- 1.11 The Annual Report, Business Plan and other key documents were translated into Welsh.
- 1.12 When writing or reviewing policies we are required to carry out an Equality Impact Assessment (EIA), since December 2023 our EIA's have included a section considering how we meet the Welsh Language standards.
- 1.13 We received no correspondence in Welsh from members of the public in writing or by telephone in 2023/24.