

REVISED TIMETABLE FOR GWYNEDD COUNCIL'S LANGUAGE SKILLS STRATEGY

The language Skills Strategy was presented to the Language Sub-Committee on 11/10/11, and the steps outlined were agreed upon.

Since then, unfortunately the timetable has slipped somewhat. One reason for this being the difficulties in adopting an integrated data system for payroll and human resources; but we can confirm that other elements are proceeding, and we can summarise the current situation and timetable as follows and according to the Objectives and Actions noted in the Strategy:

<p>OBJECTIVE 1 Revise our arrangements for allocating language skills to posts</p>

ACTION	REVISED TIMETABLE
Revise the Council's language skills framework	The framework has been revised and is ready to be adopted by Council Departments

<p>OBJECTIVE 2 Ensure an appropriate language level for each post, based upon the language skills allocation arrangements</p>
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ACTION	REVISED TIMETABLE
Produce guidelines for allocating appropriate language levels for posts	Timetable to be determined for this action
Map the skills needs of each post using the language skills framework	The new framework will be introduced during 2013 and the mapping will happen as part of this process

OBJECTIVE 3

Ensure appropriate language levels for all posts based upon the revised arrangement for allocating language levels

ACTION	REVISED TIMETABLE
Map current staff language skills	This will proceed as part of the process of introducing the language skills framework during 2013
Compare ability with skills needs and recognise training gaps	Start the process following the introduction of the language skills framework and the mapping process

It should also be noted that this Objective contains the need to establish an appropriate data bank to record information on post language levels and staff skills.

ACTION	REVISED TIMETABLE
Ensure an appropriate data bank for recording staff language skills	It is expected that the system will be in place in March 2014
Review relevant systems and processes and introduce new ones where appropriate to ensure that data on language remains current	Following the establishment of the payroll and human resources system

OBJECTIVE 4

Provide appropriate training to fill the gaps between the job language levels and the skills of those in post

It should be noted that the Human Resources Department already has a comprehensive Welsh language training scheme in place, and this provision will continue in the meantime.

ACTION	REVISED TIMETABLE
Adopt an action plan which addresses the needs of any training gaps that have been identified	Adopt action plan having completed the mapping process and adopted an electronic payroll and human resources system
Continue to provide Welsh language training in response to current needs	Process operational and continuing