

SWANSEA UNIVERSITY

Abbreviated annual monitoring report on the Welsh Language Scheme to the

Welsh Language Commissioner

Academic Year Sept 2015-Aug 2016

In accordance with Welsh Language Act 1993

CONTENTS

| | Page |
|--|-------------|
| 1. Introduction and key areas of progress | 2 |
| 2. Monitoring structures | 3 |
| 3. Performance Indicators | 4-14 |

INTRODUCTION

The Welsh Language Board approved Swansea University's current Welsh Language Scheme on 21 November 2011. A copy of the [Welsh Language Scheme](#) (WLS) is available on the University website in both Welsh and English, and a leaflet *The Welsh Language at Swansea University /Yr Iaith Gymraeg ym Mhrifysgol Abertawe* summarises the main principles.

This report, to the Welsh Language Commissioner, outlines the progress made towards fully implementing the Welsh Language Scheme during the 2015-16 academic year.

Summary of key areas of progress and highlights in 2015-16:

- The 'Tŷ'r Gwrhyd' Welsh Centre was opened in Pontardawe, with the University as a key partner through Academi Hywel Teifi.
- A number of Welsh research projects involving the University were launched, including CorCenCC and the 'Esboniadur'.
- Further development of Welsh-medium provision, particularly in Biochemistry, Genetics and Engineering.
- Development of tailored Welsh-language lessons for staff and students in particular fields such as Social Work.
- Continued successful sponsorship of the GwyddonLe in the Urdd Eisteddfod, and Tafwyl in Cardiff.
- Establishment of a Welsh-medium student forum for the Swansea Branch of the Coleg Cymraeg Cenedlaethol.
- An internal mentoring scheme was launched for members of staff who wish to improve their Welsh.
- The Welsh Language 'Meet and greet' courses held for frontline staff (funded by the Welsh Language Policy Office) continue, with 2 having been held during the year.
- The new web pages created under the title 'Welsh on the Campus' can henceforth be accessed from a tab on the home page, in addition to the option to toggle between the English and Welsh language pages of the website.
- The Welsh Language Policy Officers started running 'Welsh Language Standards awareness' sessions in order to communicate the forthcoming changes to as many staff as possible.

MONITORING OF THE WELSH LANGUAGE SCHEME

Monitoring compliance with the Welsh Language Scheme (WLS) across the organisation, has remained a priority.

Formal monitoring structures

During the year it was decided that the Welsh Language Services Group, which had replaced the Welsh Language Monitoring Group, required a new structure in the context of the forthcoming Welsh Language Standards. A new **Welsh Language Standards Steering Group** was created, with a smaller, more focused, membership. The Group is chaired by Professor Iwan Davies, Senior Pro-Vice Chancellor with responsibility for the Welsh language, and includes a representative from the University's Management Board (Colleges), a representative from the Professional Services Management Team, a representative from Academi Hywel Teifi, and the Welsh Language Policy Officers. The group will oversee the consultation and implementation processes required for the Welsh Language Standards. Once the Standards are fully operational, this structure will be reviewed to see if it is still fit for purpose.

The meetings of the Welsh Language Standards Steering Group were conducted bilingually with the support of simultaneous translation provided by a University translator.

The on-going promotion and the work of supporting and recording implementation of the WLS is the role of the **Welsh Language Policy Officers**, a full-time post, which is shared by two part-time members of staff – Nia Besley and Emily Hammett.

The Director of Academi Hywel Teifi leads the role of developing Welsh medium academic provision and support. **The Welsh Language Strategy Committee's** role is to develop and implement a strategy for the use of Welsh and the development of Welsh medium education, meeting once a term, and reports to the Senate. The Welsh Language Policy Officers attend the meetings to report to its members, latterly on matters relating to the Welsh Language Standards, particularly any which are relevant to academic staff.

A new network of **Welsh Language Standards Co-ordinators** was launched during the year, with representation from each college and administrative unit. The Co-ordinators will assist the Welsh Language Policy Officers in preparing for the Welsh Language Standards and ensuring that the messages are communicated as widely as possible.

PERFORMANCE INDICATORS

Performance indicator 1:

Number of administrative staff who are able to speak Welsh (all levels of ability) 478 (407 in 2014-15)

Total number of admin staff = 1216 (2014-15 was 1121)

Can speak a little Welsh – 357 (280 in 2014-15)

Can speak Welsh fairly well – 53 (52 in 2014-15)

Fluently – 77 (75 in 2014-15)

TOTAL= 478

Percentage of administrative staff able to speak Welsh (all levels of ability) 39.3% (36.3% in 2014-15)

The Welsh language ability of all new staff is recorded routinely on joining the University, through a detailed form that all new staff are required to complete. This includes questions on their ability to read, write, speak and understand Welsh, as well as in the case of academic staff their ability to teach through the medium of Welsh. Staff are also able to update this information at any time, if they are learning Welsh for example.

It can be seen from the above statistics that there has been a marginal improvement in the percentage of administrative staff who speak Welsh, with the biggest percentage increase in the category of those who speak Welsh a little. This may result from a combination of staff changes, but also possibly the effect of those undertaking the Welsh Language Meet and Greet course which has in some cases set individuals on an ongoing course of learning, or has refreshed Welsh that they may previously have learnt in school for example, which would change the view they have of their Welsh language abilities.

Our hope is to ensure that as many non-Welsh speaking staff as possible undertake the Meet and Greet course. The Welsh Language Policy Officer attends the start of every course to advise them of the courses available for ongoing learning, and of the broader context of Welsh Language legislation.

Performance indicator 2 (PIHE 2):

Number of administrative posts advertised as 'Welsh essential' – 10

Number of all administrative posts filled by Welsh speakers –42

Percentage of all posts advertised filled by Welsh speakers – 4.2%

The vast majority of other posts are advertised as 'Welsh desirable', except for rare instances where it is deemed 'not applicable'

Discussions are currently underway with our Human Resources department in order to further strengthen the process for assessing the Welsh language requirements of roles, and to ensure that job specifications contain more detailed information about the Welsh language skills required for a post, beyond 'essential' or 'desirable', in line with the ALTE framework.

The Welsh Language Policy Officers currently monitor lists of posts about to be advertised by Human Resources in order to check, and challenge where appropriate, the Welsh language skills requirements.

Performance indicator 3 and Performance Indicator 6– Welsh language courses attended by administrative staff

68 administrative staff attended Welsh language courses during the year

Number of academic staff who attended Welsh language classes during the year, fully funded by the University – 17

6 academic staff also attended Welsh in the workplace courses provided specifically for University staff, and paid a fee which they funded themselves.

The above courses include courses organised by the ‘Learn Welsh Swansea Bay’ (previously Welsh for Adults) centre based at the University as well as tailor-made courses such as the Welsh Language Meet and Greet course (2 days) for members of staff who are complete beginners, and the Welsh Language Confidence course (20 hours over 10 sessions) for fluent staff who wish to improve their use of Welsh in the workplace.

1. Welsh in the workplace courses (provided by Welsh for Adults specifically for University staff)

| Level | Enrollments | Number where fee was paid by University | Admin staff | Academic staff |
|----------------|--------------------|--|--------------------|-----------------------|
| Meet and Greet | 18 | 18 | 15 | 3 |
| Entry | 51 | 31 | 40 | 11 |
| Foundation | 6 | 6 | 4 | 2 |
| Proficiency** | 10 | 10 | 5 | 5 |

**Funded by the Welsh Language Policy Officers’ Office

2. Staff on other Welsh for Adults courses on campus supported by the University

| Level | Number where fee was paid by University | Admin staff | Academic staff |
|--------------|--|--------------------|-----------------------|
| Entry | 3 | 1 | 2 |
| Foundation | 0 | 0 | 0 |
| Intermediate | 0 | 0 | 0 |

3. Staff on other Welsh for Adults courses not on campus, but supported by the University

| Level | Enrollments | Number where fee was paid by University | Admin staff |
|--------------|--------------------|--|--------------------|
| Entry | 2 | 2 | 0 |
| Foundation | 0 | 0 | 0 |
| Intermediate | 0 | 0 | 0 |
| Higher | 1 | 1 | 0 |

Performance indicator 4

Number of academic staff who are able to speak Welsh (all levels of ability) 411 (2014-15 was 382)

Can speak a little Welsh -213 (191 in 2014-15)

Can speak Welsh fairly well - 46 (43 in 2014-15)

Fluently – 152 (148 in 2014-15)

TOTAL= 411

Percentage of academic staff able to speak Welsh (all levels of ability) 31% (30% in 2014-15)

(Total academic staff = 1343)

There is a marginal increase in the percentage of Welsh speakers. Whilst the 'Meet and Greet' course sees less attendees from academic staff, the Welsh Language Confidence course we run over a 10 week period for fluent staff who lack confidence has had a number of academics attending over recent years, and their increased confidence could be reflected in the fluency category.

Performance indicator 5

Number of academic staff who are teaching through the medium of Welsh 89 (84 in 2014-15)

Number of academic staff who are able to teach through the medium of Welsh 127 (141 in 2014-15)

There has been a small increase in the number of academic staff teaching through the medium of Welsh, in any form, and this is a reflection of the efforts being made to develop Welsh-medium provision across the University.

Whilst the number of staff who state that they are able to teach through the medium of Welsh has declined, this could be attributable to an explanation which has been added to the section of the internal systems which captures this stating that it relates to teaching staff only. In the past we saw administrative staff interpreting this as being able to give presentations or training, for example, through the medium of Welsh. It should now be a more accurate picture of the academic staff in place.

Performance indicator 7 (PIHE 7)

Number and percentage of new policies and initiatives subject to language impact (and Equality) assessments:

4 new policies were subject to Equality impact assessments (2014-15)

New policies and initiatives

All the University's committees are required to carry out an Equality Impact Assessment of all new policies and initiatives prior to seeking their approval by the committees. This is a requirement which was first introduced in 2012.

The Equality Impact Assessment documentation includes reference to the Welsh Language to ensure that the impact of new policies and initiatives on the language is considered. The following policies were assessed in the period and no adverse impact on the Welsh language was identified:

1. Secondment Policy
2. Workload Model for Department of Psychology

Performance indicator 8 (PIHE 8)

Number and percentage of contracts monitored which comply with the requirements of the Welsh Language Scheme :

The diverse nature of the University, the large number of contracts managed, and the fact that many of the purchasing decisions are devolved to each department means that it is difficult to provide this data.

However procedures are in place, via the preferred supplier list, and through the inclusion of a reference to the Welsh Language Scheme in the standard tender documentation, to ensure that the Welsh language requirements of the University are incorporated into third party agreements where relevant. Officers responsible for the contracts are also responsible for ensure compliance with the terms of the contract.

Performance Indicator 9 (PIHE 9)***The number of complaints received in relation to the Welsh Language Scheme during the year: 19***

| Date/Period | Subject of Complaint | Immediate Outcome |
|--------------------|--|---|
| 1/9/15 | Lack of Welsh language on online material for SALT | Discussion with SALT team. Some material, but not all, has now been translated. Further development will take place in line with the WL Standards requirements |
| 8/9/15 | Lack of Welsh language signage in Santander branch | Meeting with Santander manager. They opened a dialogue with the Welsh Language Commissioner. Santander created their own Welsh language scheme. The majority of signs are now bilingual http://www.santander.co.uk/uk/welsh-language-policy |
| 10/9/15 | English-only letter sent out to local residents re: arrivals weekend | Discussion with the member of staff involved and explanation of translation services available. |
| 25/09/15 | English only emails issued to alumni | Discussion with the member of staff involved and explanation of translation services available All now issued bilingually |
| 1/10/15 | English-only and incorrect Welsh signage on Bay Campus | Discussion with Estates who contacted third party supplier Now resolved |
| 20/10/15 | Complaint re: postgraduate prospectus available in English only. | Discussion with postgraduate recruitment staff Further action deferred pending arrival of Welsh Language Standards (next publication, Autumn 2017 will now be fully bilingual) |
| 11/11/15 | English only announcement in Library for minute of silence – remembrance day | Discussion with the member of staff involved and explanation of translation services available To be made bilingually going forward |
| 25/11/15 | English only email re: | Discussion with the member of staff involved and |

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| | Professional Development Review process | <p>explanation of translation services available</p> <p>To be issued bilingually going forward</p> |
| 27/11/15 | Complaint re: English only menus and signage in catering outlets (Bay Campus) | Discussion with the member of staff involved and explanation of translation services available |
| 7/1/16 | Empty space arose in Welsh speaking-specific residence, and residential services advised it would be filled by a non-Welsh speaking student, which existing residents argued would cause significant obstacles for them and the new resident | <p>Matter discussed at length in relevant committee meetings.</p> <p>Residential Services agreed that filling a 'Welsh' spaces with a non-Welsh speaker would be a last resort option (that the empty Welsh spaces would be kept free until there were no other possible options)</p> |
| 15/1/16 | Complaints received about the English-only new online internal training for Data protection, Money Laundering and Bribery | <p>Matter referred to the Welsh Language Commissioner in view of the lack of clarity on this point within our current Welsh Language Scheme. WL Commissioner advised that we were able to assess and define what constituted demand for this being provided bilingually ourselves</p> <p>Other Welsh Language solutions identified and provided to the complainants (e.g. meetings / print version)</p> |
| 15/2/16 | All-Wales Medical conference – abstracts could only be submitted in English | Discussion with the member of staff involved and possible solutions explored |
| 16/3/16 | Issues in respect of the treatment of Welsh within an internal review process, in terms of the ability of staff to make an application in Welsh and also, more fundamentally, the preservation of posts as 'Welsh language essential' | <p>Meeting with member of staff in question and explanation of the requirements and the possible solutions. Also reminded that 'Welsh essential' roles would need to be looked at carefully in the process</p> <p>Agreement that this would henceforth be considered within the process</p> |
| 22/3/16 and | ABW (personnel system) automated messages being sent out in English-only | These have now been translated and are issued bilingually |
| 5/4/16 and | Lack of Welsh language service on switchboard within a specific | Responsibility for switchboard transferred between departments during the year, leaving the |

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|----------|---|--|
| 26/5/16 | period of time | switchboard without a Welsh speaker. Recruitment and subsequent retention issues ensued Now staffed by a Welsh speaker |
| 26/4/16 | Complaint re: lack of Welsh language in a tendering process, and inability of those tendering to submit anything or receive any correspondence in Welsh | Several meetings held with procurement team and possible solutions and remedial action suggested On hold pending the exact requirements of the Welsh Language Standards |
| 26/04/16 | English only correspondence sent to Welsh student and Welsh department examining board | Discussion with the member of staff involved and possible solutions explored |
| 21/7/16 | English only information on open day stand for College of Human and Health Sciences | Discussion with the member of staff involved and explanation of translation services available Remedied at next open day |
| 28/7/16 | English only emails from SALT and lack of Welsh in the SALT conference | SALT reminded of the requirements |