SWANSEA UNIVERSITY

Abbreviated annual monitoring report on the Welsh Language Scheme to the

Welsh Language Commissioner

Academic Year Aug 2016 - July 2017

In accordance with Welsh Language Act 1993

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INTRODUCTION

The Welsh Language Board approved Swansea University's current Welsh Language Scheme on 21 November 2011. Up until 1 April 2018, when it was replaced by the Welsh Language Standards Regulations, a copy of the Welsh Language Scheme has been available on the University website in both Welsh and English.

This report to the Welsh Language Commissioner outlines the progress made in respect of the Welsh Language Scheme during the 2016-17 academic year.

Summary of key areas of progress and highlights in 2016-17:

- The Welsh Language Standards Steering Group was established in January 2017 with subsequent meetings taking place regularly. The meetings are well attended and has proportionate Senior Management representation from Colleges, Professional Services and the Vice-Chancellors Office. Representatives from Colleges and Professional Services are invited to attend the Steering Group if required.

- Thirteen two-hour bespoke workshops with key staff members were held in autumn 2016 in all colleges and departments in which details and implications of the Welsh Language Standards were discussed at length. These succeeded in raising the profile of the Welsh Language Standards and resulted in spin-off discussions and opportunities for the Welsh Language Officers to speak at various meetings.

- In order to further ensure that the University as a body acknowledges responsibility for the Welsh Language Standards, risks outlined in relation to the Welsh Language Standards now appear on all College and all Professional Service Unit risk registers.

- The two-day Welsh Language 'Meet and greet' courses held for frontline staff (funded by the Welsh Language Policy Office) continue, with four having been held during the year: double the number of the previous year.

- In addition to the 'meet and greet' Welsh courses and a Welsh proficiency course for Welsh-speakers who lack confidence in their use of Welsh in the workplace, the Welsh Language Policy and Promotion Officers run monthly internal hour-long 'Welsh Language Standards awareness' sessions which are well attended, and provide further opportunity to embed Welsh Language Standards compliance.

- Customised Welsh language courses were developed for staff and students in specific fields such as Social Work. A variety of Welsh medium provision workshops and taster days were held across a range of subjects, including Biosciences, Biochemistry, Modern Languages, Welsh, Health and Care, and over 300 students attended a Welsh Baccalaureate day.

- The GwyddonLe science pavilion was sponsored once again in the Urdd Eisteddfod, with over 30,000 visitors having attended, and the University sponsored Tafwyl in Cardiff once again.

- It was a very successful year for the University's students and graduates: one of our graduates won the Urdd Eisteddfod's Welsh Language Learner medal and another student,

Kayleigh Jones came second. 29 students were successful in the Coleg Cymraeg's language skills certificate, 9 of those with distinction. Aneirin Karadog won the Norah Isaac award for the best performance in the whole of Wales in the language skills certificate. Three of our students were made ambassadors for the Coleg Cymraeg Cenedlaethol, namely Brengain (Media), Rhys (Engineerinig) and Lisa (Law). Lewys Aron won the Ede and Ravenscroft 2016-17 award for his contribution as the president of the Student Union. Professor Siwan Davies won the prestigious Fullbright prize to study in the United States for 6 months. This was alongside her continued appearance as the presenter of the S4C television programme 'Her yr Hinsawdd'. The Welsh Language Society was awarded a Gold award by the Student Union and Alun Rennolf, Welsh affairs officer for the Union, won Officer of the Year.

- Some of the Learn Welsh Swansea Bay tutors within Academi Hywel ran the Cymdeithas Madog Welsh course in New York this year.

- The 'Cymru Ddoe a Heddi' (Wales today and yesterday) course was offered once again in Tŷ'r Gwrhyd, Pontardawe and in Tŷ Tawe, Swansea, giving learners and Welsh speakers the opportunity to get together and discuss a broad range of subjects with a variety of specialists.

MONITORING OF THE WELSH LANGUAGE SCHEME

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

<u>**Formal monitoring structures**</u>

As of January 2017, the **Welsh Language Standards Steering Group** oversees the consultation and implementation processes required for the Welsh Language Standards. This group has a smaller, more focused, membership and has replaced the Welsh Language Monitoring group. The Welsh Language Standards Steering 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 on-going promotion and the work of supporting and recording implementation of the WLS is the role of the **Welsh Language Policy Officers**, which is shared by two part-time members of staff – Nia Besley and Emily Hammett (total of 1.3FTE).

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 and Promotion 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 **Welsh Language Standards Co-ordinators** network, which includes representation from each college and administrative unit continue to assist the Welsh Language Policy Officers, on a voluntary basis, in facilitating, communicating and monitoring compliance with the Welsh Language Standards.

PERFORMANCE INDICATORS

Performance indicator 1: Number and % of administrative staff able to speak Welsh by department/school/college and/or by job grade;

Number and % of administrative staff who are able to speak Welsh (all levels of ability) 623 (478 in 2015-16) = 42.03% (39.3% in 2015-16)

Can speak a little Welsh –450 (357 in 2015-16) = 30.36%

Can speak Welsh fairly well – 64 (53 in 2015-16) = 4.32%

Fluently – 109 (77 in 2015-16) = 7.35 %

(Total administrative staff = 1482; 1216 yn 2015-16)

It is worth noting that 39 members of staff (2.63%) selected 'prefer not to say', 783 (52.83%) said 'not at all', and there is a figure of 37 (2.5%) under the category 'not known'.

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. Members of staff are also able to update this information at any time, if they are learning Welsh for example.

As part of the Welsh Language Standards communications strategy, staff members are contacted to encourage them to update/note their Welsh skills, and also encouraging them to change their language preference for correspondence.

It can be seen from the above statistics that there has been growth in the number of administrative staff who have Welsh language skills, but a slight drop in the percentage of Welsh-speaking staff. A promising growth is seen among staff members who say they are fluent in Welsh.

Here are detailed figured by department/school/college:

College/Directorate	a) Not at all	b) A little	c) Fairly well	d) Fluently	e) Prefer not to say	Not Known	Grand Total
Academic Partnerships	4	2	1	1			8
Academic Services	38	22	6	12	1		79
College of Arts and Humanities	29	20	3	11	1	1	65
College of Engineering	74	40	6	5	1	6	132
College of Human and Health Sciences	51	22	1	6			80
College of Science	43	19	4	5	1	1	73

Estates	65	37	3	7	5	3	120
Finance	29	15	2	3	2		51
Global Advancement	68	41	11	8		3	131
Hillary Rodham Clinton School of Law	11	5				1	17
Human Resources	33	19	1	9		2	64
Information Services and Systems	109	74	10	20	7	1	221
Not Known	1						1
Other	1						1
Planning and Strategic Projects Unit	13	13		2			28
Research Engagement & Innovation Services	44	17	4	4	2	1	72
School of Management	29	20	2	2	4	3	60
Student Services	58	34	7	4	2	2	107
Swansea University Medical School	70	41	3	8	12	12	146
Vice Chancellor's Office	13	9		2	1	1	26
Grand Total	**783**	**450**	**64**	**109**	**39**	**37**	**1482**

College/Directorate	a) Not at all	b) A little	c) Fairly well	d) Fluently	e) Prefer not to say	Not Known	Grand Total
Academic Partnerships	50.00%	25.00%	12.50%	12.50%	0.00%	0.00%	100.00%
Academic Services	48.10%	27.85%	7.59%	15.19%	1.27%	0.00%	100.00%
College of Arts and Humanities	44.62%	30.77%	4.62%	16.92%	1.54%	1.54%	100.00%
College of Engineering	56.06%	30.30%	4.55%	3.79%	0.76%	4.55%	100.00%
College of Human and Health Sciences	63.75%	27.50%	1.25%	7.50%	0.00%	0.00%	100.00%
College of Science	58.90%	26.03%	5.48%	6.85%	1.37%	1.37%	100.00%
Estates	54.17%	30.83%	2.50%	5.83%	4.17%	2.50%	100.00%
Finance	56.86%	29.41%	3.92%	5.88%	3.92%	0.00%	100.00%
Global Advancement	51.91%	31.30%	8.40%	6.11%	0.00%	2.29%	100.00%
Hillary Rodham Clinton School of Law	64.71%	29.41%	0.00%	0.00%	0.00%	5.88%	100.00%
Human Resources	51.56%	29.69%	1.56%	14.06%	0.00%	3.13%	100.00%
Information Services and Systems	49.32%	33.48%	4.52%	9.05%	3.17%	0.45%	100.00%
Not Known	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%

Other	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Planning and Strategic Projects Unit	46.43%	46.43%	0.00%	7.14%	0.00%	0.00%	100.00%
Research Engagement & Innovation Services	61.11%	23.61%	5.56%	5.56%	2.78%	1.39%	100.00%
School of Management	48.33%	33.33%	3.33%	3.33%	6.67%	5.00%	100.00%
Student Services	54.21%	31.78%	6.54%	3.74%	1.87%	1.87%	100.00%
Swansea University Medical School	47.95%	28.08%	2.05%	5.48%	8.22%	8.22%	100.00%
Vice Chancellor's Office	50.00%	34.62%	0.00%	7.69%	3.85%	3.85%	100.00%
Grand Total	52.83%	30.36%	4.32%	7.35%	2.63%	2.50%	100.00%

Performance indicator 2:

Number of administrative posts advertised as 'Welsh essential' – 8

Total of administrative posts filled by Welsh speakers –72

Percentage of all posts advertised filled by Welsh speakers – 6.3%

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

Fortnightly meetings are being held with the Human Resources to embed Welsh Language Standards requirements from a process/technical point of view and also and to ensure that HR business partners (responsible for recruitment) fully understand and implement the new structure.

The Welsh Language Policy and Promotion 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 - Number and % of administrative staff who have received Welsh language training in the workplace by department/school: 128 (8.6% of all administrative staff)

and

Performance indicator 6– Number and % of academic staff that have received Welsh language training by department/school: 22 (1% of all academic staff)

The University's Welsh Language office has for several years provided free, 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.

Meet and greet courses are now held on both Singleton and Bay campuses twice a year, meaning that the number of attendees has more than doubled, from 18 in 2015/16 to 39 in 2016/17.

128 members of administrative staff and 22 academics received Welsh language training, as follows:

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

Level	Enrollments	Admin staff	Academic staff
Meet and Greet	39	37	2
Welsh for Adults (Entry and foundation)	99	83	16
Proficiency	12	8	4

Broken down by college/department, the figures are as follows:

Administrative staff

Department / School	Meet and greet	Welsh for Adults	Proficiency	Total
Student Services	3	5	1	9
Hillary Rodham Clinton School of Law		2		2
College of Engineering	3	9		12
Information and Systems Services	15	21		36
Finance		2		2
College of Science	3	4	1	8
School of Management	1	8		9
College of Arts and Humanities		1		3
Planning and Strategic Projects Unit	2	2	1	5
Vice Chancellor's Office	3	4		7
Estates	2	2		4

Department / School	Meet and greet	Welsh for Adults	Proficiency	Total
Global Advancement	1	8	1	10
College of Human and Health Sciences	2	5		7
Swansea University School of Medicine	2	2	1	5
Research, Engagement and Innovation Services		3	2	5
Human Resources		1	1	2
Academic Services		2		2
Total	**37**	**83**	**8**	**128**

Academic staff

Department / School	Meet and greet	Welsh for Adults	Proficiency	Total
College of Arts and Humanities		5		
Student Services		1		
College of Science			2	
College of Engineering	2	3		
Centre for Academic Success		1		
Hillary Rodham Clinton School of Law		2	2	
College of Human and Health Sciences		4		
Total	**2**	**16**	**4**	**22**

Performance indicator 4: Number and % of academic staff that are able to speak Welsh by department/school/college and/or by job grade

Number of academic staff who are able to speak Welsh (all levels of ability): 485 (2015-16 was 411) = 30% (31% in 2015-16)

Can speak a little Welsh: 260 (213 in 2015-16) = 16.1%

Can speak Welsh fairly well: 52 (46 in 2015-16) = 3.2%

Fluently: 173 (152 in 2015-16) = 10.8%

(Total academic staff = 1606)

It is worth noting that 83 (5.2%) members of staff selected 'prefer not to say', 976 (60.8%) said 'not at all', and there is a figure of 62 (3.9%) under the category 'not known'.

Despite there being a significant increase in the number of Welsh-speaking academic staff, the percentage has fallen slightly from 31% to 30%.

The Welsh Language Officers will shortly be liaising with all existing staff asking them to state their language preference on their staff record. The correspondence will also ask staff to ensure they have also noted their language ability.

While the 'Meet and Greet' course sees less attendees among academic staff, the Welsh Language Confidence course that runs 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 academic staff who <u>are</u> teaching through the medium of Welsh - 109 (89 in 2015-16)

Number of academic staff who are <u>able</u> to teach through the medium of Welsh - 151 (127 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.

The question that academic staff are asked is: *Please indicate below your ability to teach through the medium of Welsh and whether your contract includes teaching through the medium of Welsh. This information is requested by HESA and passed on to HEFCW.*

> **Performance indicator 7:** Number and % of new policies that were subject to linguistic impact assessments: 6 (100%)

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.

To ensure that the impact of new policies and initiatives on the language is considered, the Equality Impact Assessment documentation includes reference to the Welsh Language, asking:

> "Considering equality and the Welsh language, what are the potential positives of the policy/changes to the protected characteristics (please refer to the additional guidance on the next pages for the list of 9 protected characteristics)?"

The following policies were assessed in the period and no adverse impact on the Welsh language was identified:

1. Managing Attendance – 03.05.2017
2. Conduct and Disciplinary Policy & Ordinance – 22.05.2017
3. Grievance Policy & Ordinance – 22.05.2017
4. Taliesin Learning and Creative Spaces – 31.05.2017
5. Fee & Access Plan – 13.06.2017
6. Capability Policy – 20.07.2017

The updated standard equality impact assessment template has been in use since November 2017. It contains an additional section that ensures compliance with the Welsh Language Standards going forward.

> **Performance indicator 8: Number and % 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.

With effect from 1 April 2018, reference is now made to the Welsh Language Standards, and requirements relating to procurement under the Standards have been communicated to relevant staff.

Performance indicator 9: Number of complaints received regarding implementation of the Scheme, and % of those dealt with in accordance with corporate standards and complaints procedures: 8

All complaints were dealt with in accordance with corporate standards and complaints procedures. Details of the complaints are listed below.

Date/Period	Subject of complaint	Immediate outcome	Procedural changes
01/09/2016	English-only employment contract-related documentation issued to Welsh speaking staff	Document translated and issued	All contractual documentation to be bilingual henceforth – some in line with the Welsh Language Standards timetable where required
06/09/2016	Attendance alerts in English only	Imminent change to the system – new notifications would be bilingual	Bilingual notifications issued henceforth
04/10/2016	Report and results form not available bilingually	Correct form issued	Welsh forms available where required
12/12/2016	SAIL magazine in English only	Translated and provided to the individual	Publication will be produced bilingually in the future
26/06/2017	Mistakes in Welsh on posters for LGBT conference	Corrected	Resolved
Several examples	English-only correspondence being issued to students within a particular cohort	Individual advised and reminded of translation services available	Resolved
Several examples	English-only correspondence issued to all-staff	Individual advised and reminded of translation services available	Resolved
Several examples	Incorrect Welsh signage	Individual advised and reminded of translation/proof-reading services available	Resolved