

SCHEDULE 4

Regulation 2(4)

Record Keeping Standards

PART 1

THE STANDARDS

1	Standards relating to a body keeping records
Standard 115:	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.
Standard 116:	You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 96), of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skill level of those employees.
Standard 117:	You must keep a record, in relation to each financial year, of the number of new and vacant posts which were categorised (in accordance with standard 106) as posts where— (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.

PART 2

INTERPRETING THE STANDARDS

2	The standards specified in Part 1 of this Schedule must be interpreted as follows.
3	For the purposes of standards 115, 116 and 117 “financial year” means the body’s own financial year.
