

## SCHEDULE 4

### Record Keeping Standards

## PART 1

### THE STANDARDS

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<b>1</b>	<b>Standards relating to a body keeping records</b>
<b>Standard 154:</b>	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.
<b>Standard 155:</b>	You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.
<b>Standard 156:</b>	You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).
<b>Standard 157:</b>	You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply.
<b>Standard 158:</b>	You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 134), 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.
<b>Standard 159:</b>	You must keep a record, for each financial year of— (a) the number of members of staff who attended training courses provided in Welsh (in accordance with standard 135), and (b) if a Welsh version of a course was provided in accordance with standard 135, the percentage of the total number of staff attending the course who attended that version.
<b>Standard 160:</b>	You must keep a record of the number of members of staff who wear a badge (made available to them in accordance with standard 144) at the end of each financial year.
<b>Standard 161:</b>	You must keep a copy of every assessment that you carry out (in accordance with standard 145) in respect of the Welsh language skills that may be needed in relation to a new or vacant post.
<b>Standard 162:</b>	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 145) as posts where— (a) Welsh language skills are essential;

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

- (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.
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