

SCHEDULE 5

Regulation 2(5)

Standards which deal with Supplementary Matters

**PART 1**  
**STANDARDS**

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<b>1</b>	<b>A body publicising standards</b>
<b>Standard 118:</b>	You must ensure that a document which records the standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available on your website.
<b>2</b>	<b>A body publishing a complaints procedure</b>
<b>Standard 119:</b>	You must— (a) ensure that you have a complaints procedure that deals with how you intend to deal with complaints relating to your compliance with the standards with which you are under a duty to comply, and (b) publish a document that records that procedure on your website.
<b>3</b>	<b>A body producing an annual report regarding standards</b>
<b>Standard 120:</b>	(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the standards with which you were under a duty to comply during that year. (2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to)— (a) the number of complaints that you received during the year in question which related to compliance with the standards with which you were under a duty to comply (on the basis of the records you kept in accordance with standard 115); (b) the number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with standard 116); (c) the number (on the basis of the records you kept in accordance with standard 117) of new and vacant posts that you advertised during the year which were categorised as posts where— (i) Welsh language skills were essential; (ii) Welsh language skills needed to be learnt when appointed to the post; (iii) Welsh language skills were desirable; or (iv) Welsh language skills were not necessary.

**Status:** This is the original version (as it was originally made).

(3) You must publish the annual report no later than 6 months following the end of the financial year to which the report relates.

(4) You must ensure that a current copy of your annual report is available on your website.

**4 A body providing information to the Welsh Language Commissioner**

**Standard 121:** You must provide the Welsh Language Commissioner (if requested by the Commissioner) with any information which relates to your compliance with the service delivery standards, the policy making standards or the operational standards with which you are under a duty to comply.

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## PART 2

### INTERPRETING THE STANDARDS

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**5** The standards specified in Part 1 must be interpreted as follows.

**6** For the purpose of standard 120, “financial year” means the body’s own financial year.

**7** For the purpose of the standards a requirement to produce or publish any written material in Welsh does not mean that material should be produced or published in Welsh only, nor does it mean that the material should be produced in Welsh first (unless that is specifically stated in the standard).

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