

# Rhondda Cynon Taf Council

## Annual Equality Report

**2014 – 2015**

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

This report can be made available in alternative formats and languages.

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## **1. Introduction**

It gives me great pleasure to introduce the equality monitoring report that represents the Council's approach to providing information on its work in respect of equality and diversity.

The Council is required under the Wales Specific Equality Duties to report annually on how it has met the General Equality Duty set out in the Equality Act 2010.

This document contains the information required in order for the Council to meet these duties.

Publishing the information in one report covering all requirements will make it easier for interested parties to identify how the Council is delivering on its commitment to equality, its legal obligations and the action plans contained within its Strategic Equality Plan (SEP).

Each section of the report looks at the Council's progress and the final section contains details of future work the Council needs to do.

The Council recognises that there are and will continue to be areas for improvement and believes that publishing this Annual Report will not only help the Council to meet its obligations under the Wales Specific Duties but will assist you, as customers to identify these areas and monitor progress on them.

**Councillor Geraint Hopkins**

**Cabinet Member for Children's Social Services, Equalities and the Welsh Language**

## **2. Who We Are**

Rhondda Cynon Taf Council covers a wide geographical area and has a population of over 234,000 people. The Council is the largest employer in the local area and the third largest local authority in Wales, 80% of employees live within the Council boundaries.

The Council is committed to the principles of equality and diversity and we work to ensure that this is demonstrated in our service delivery and in our employment practices.

Our shared vision for Rhondda Cynon Taf is:

*Rhondda Cynon Taf will be a community where everyone who lives, works in or visits the area will enjoy the benefits of a better quality of life, achieving their potential, while helping to develop and protect the area for the benefit of others.*

This is supported by our values which are based on the following principles:

- Integrity
- Openness
- Accountability
- Improvement
- Delivery
- Respect.

The Council is governed by 75 elected Members and operates a Cabinet system. It has a Senior Leadership Team headed by the Chief Executive and attended by Senior Directors, and employs 11,450 employees in a variety of service areas and roles based within the following groups:

- Chief Executives
- Community & Children's Services
- Corporate and Frontline Services
- Education & Lifelong Learning.

## **3. Reporting on Equality**

The main purpose of this Annual Report is to fulfil the Council's legal duties and obligations to report on its progress in delivering the General and Specific Equality Duties.

The Public Sector Equality Duty requires that all public authorities covered under the specific duties in Wales should produce an Annual Equality Report by 31 March each year. This report covers the period 1 April 2014 to 31 March 2015.

## **What the regulations require:**

The Annual Report for 2014/15 must set out:

- *The steps the authority has taken to identify and collect relevant information*
- *How the authority has used this information in meeting the three aims of the general duty*
- *Any reasons for not collecting relevant information*
- *A statement on the effectiveness of the authority's arrangements for identifying and collecting relevant information*
- *Specified employment information, including information on training and pay*
- *Progress towards fulfilling each of the authority's equality objectives*
- *A statement on the effectiveness of the steps that the authority has taken to fulfil each of its equality objectives.*

## **4. The General Equality Duty**

The Equality Act 2010 introduced a general duty on the Council (and other public sector organisations) when making decisions and delivering services to have due regard in how to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it (protected characteristics are explained below)
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

### **Protected Characteristics**

This is the term used in the Equality Act to identify the types of people who are more likely to experience detrimental treatment and/or discrimination simply because of who they are. The law is designed to protect them, they are:

- Gender – male or female
- Age – young and old
- Disability – all disabled people
- Gender Reassignment – people who were born in the wrong gender
- Race – people of any colour, nationality or ethnic or national origin
- Religion or Belief – includes any religion or lack of religion
- Sexual Orientation – how people feel as well as act in respect of people of same sex, opposite sex or either sex

- Pregnancy and Maternity – from the time the woman becomes pregnant.

The requirement to have due regard to the need to eliminate discrimination also applies to marriage and civil partnership.

When thinking about how to advance equality of opportunity between persons who share a relevant protected characteristic and those who don't, the Council also has to think about the need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic and are connected to that characteristic
- Meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The Council also has to particularly think about how it will tackle prejudice and promote understanding. This report includes information on what the Council has done in order to meet the General Duty.

## **5. How We Meet The General Equality Duty**

To demonstrate how the Council has met the General and Specific Duties relevant information is considered which may include data from local and/or internal sources such as customer surveys, community forums or Equality Impact Assessments (EIAs), as well as data from national and/or external sources such as census information, research reports and statistics on hate crime.

### **Identification and Collection of Relevant Information**

When considering how to identify what information should be included in this report the Council first looked at the information it considered when reviewing its SEP, this allowed the Council to reflect and monitor whether the information is still appropriate in assisting the Council to deliver on the General and Specific Duties.

When reviewing the Equality Objectives we looked at quarterly monitoring results and emerging issues and trends from the previous Annual Equality Reports to identify whether the objectives were still relevant.

Full details can be found in the SEP which can be accessed on the Council website at:

<http://www.rctcbc.gov.uk/EN/Council/EqualityandDiversity/StrategicEqualityPlan.aspx>

The information identified is still very relevant to the delivery of the General and Specific Duties; internal documents provide statistical information that can be used for determining action and enable comparison to identify improvements or areas for further improvement. Internal strategies and their action plans provide information on how the Council is delivering its priorities. External information, including that with a national context, provides the Council with a raft of data that can assist in developing appropriate and relevant policies and approaches.

The Council recognises that the SEP is not the only area that can identify relevant information and that whilst it is very useful, service areas would also hold information that could assist the Council in identifying how it's meeting the General and Specific Duties. To collect this information a survey was undertaken to obtain relevant information from service areas.

The Council has an EIA process in place, the results of which contribute to the information contained within this report.

Employment monitoring data as provided from the Council's HR system - Vision and the e recruitment system have also been included as part of the relevant information. It should be noted that employment monitoring information includes teachers and all school based employees.

### **Use of Information**

When considering what information should be used it was important that areas of good practice were identified across service areas to demonstrate that a commitment to delivering equality exists throughout the Council. It is however recognised that there will also be areas for improvement and these will be included in the 'Future Work' section of this report.

Information used in this report includes:

- Annual Equality Information request from Service Areas (2014/2015)
- Service delivery/projects (2014/2015)
- The Corporate Performance Report (2015/2016)
- Employment practices
- Consultation and engagement programme
- Delivering Change – A Single Integrated Plan for RCT (2013)
- The Council's Annual Report (2014)
- EIAs (2014/2015)
- Employment monitoring information (2014/2015)
- Monitoring and delivery of the SEP action plan (2014/2015).

## **Equality Information from Service Areas**

Many service areas had examples of good practice which help the Council meet the Public Sector Equality Duties. The following information provides a snapshot of the work carried out across the Council.

### **What We Have Done To Eliminate Discrimination**

**RCT Arts Service** has an open access participation programme and relaxed performances of panto and monthly relaxed film clubs for children and families at the Coliseum. It hosts Welsh language co-productions and performances. It offers matinee performances for older adults (Daytime Delights programme). It has introduced the Hynt scheme to both its venues, the Coliseum and the Park and Dare Theatre. The Hynt scheme is a new national access scheme that works with theatres and art centres in Wales to make sure there is a consistent offer available for visitors with an impairment or specific access requirement, and their carers or personal assistants.

The service also offers bespoke opportunities through the Youth Arts and SONIG Youth Music Industry Families First commissioned programme.

**Communities First** have undertaken an accessibility audit. All venues used by Porth Cluster are fully accessible for all the public. Premises in other clusters offer alternative arrangements suitable to individuals to ensure activities and projects are fully inclusive.

All **Community Learning Service** buildings are fully accessible to the public. All materials for the public are translated to Welsh and available in alternative formats such as Braille on request. Timetables of courses available are jointly planned with partners to ensure there is no duplication of provision and that provision is available at different times and days of the week to meet varying needs. Library opening times are arranged in clusters to ensure there is always one library open in an area when others may be closed.

**Customer Care** provides access for all the public by arranging translation for a wide range of advice. It uses the Wales Interpretation and Translation Service for BSL and other languages which is reliable and of good quality. They have produced information on daisy disk. The physical access to services is currently under review to better accommodate disabled customers. Access is provided for the issue of Blue Badges and Radar keys at One4all Centres. The Contact Centre provides a sensory line and can refer customers directly into the Sensory Services Team within Social Services.



The website is 'accessibility' accredited independently so all users can benefit from its information and services. One area of the Contact Centre's support panic alarms for the elderly/disabled or victims of domestic violence enabling monitoring at home for safety.

The **Education and Participation Service** is configured to deliver services at times to suit individual needs, including evening and weekend work. Part of the service receives a grant for engaging Gypsy and Traveller children in education and positive links with members of the Gypsy and Traveller community are established. This project has included the creation of bespoke provision for Gypsy and Traveller females facing cultural barriers to attending secondary school and is ensuring regular engagement with this cohort.

Other areas of the service are leading on securing the Stonewall Education Champions Mark for the Directorate working alongside schools.

The development and management of Vulnerability Profiling within the service also serves to identify and support children and young people who are at risk of disengaging with learning as a result of the socio-economic barriers they face. Vulnerability profiling has enabled us to move away from focusing on a young person's membership of a particular vulnerable group and towards focusing on the impact this membership has on them.

**Operational Finance** is a support service and provides a translation service for customers and also arranges for those who have a visual impairment to have their correspondence provided in Braille, large font or daisy disk etc. We have a visiting officer who can assist claimants who may experience difficulties filling in claim forms or are unable to leave their home to visit a One4all centre. We photograph any necessary evidence that is needed to substantiate their claim. On occasions where One4all centres are closed the service deals with customers who are unable to make the opening hours due to personal circumstances, caring responsibilities, work commitments etc.

The Council continues to operate a unique physio-led intervention called the **Mind, Body and Balance Programme** which is provided to employees and is aimed at reducing stress, anxiety and mild depression levels. Originally run as a pilot programme it now runs quarterly and involves acupuncture and aerobic exercise with an educational component.

**Streetcare and Waste** services are provided to every resident (refuse and recycling collections) with additional specialist services offered to specific groups (nappy, incontinence waste scheme, clinical waste collection). They have worked in partnership with the University of South Wales to translate awareness leaflets into a number of languages to cater for the multi-cultural student population of

Treforest, with an aim to encouraging tackling waste and recycling issues in the community.

Assistance is offered to disabled residents for waste/recycling collections such as assisted lifting of bins for residents who have mobility difficulties and extra black bag allowances for residents who are unable to sort their waste due to visual impairment.

The Council is a partner in the **Wales Interpretation and Translation Service** (WITS) and has a Service Level Agreement for delivery of the service provided via Gwent Police. During 2014/15 bookings increased significantly with 422 bookings made through the service using 21 languages and BSL interpreters. Feedback from service areas has been very positive and use of the service has increased year on year.

### **What We Have Done To Advance Equality Of Opportunity**

The Council continues its commitment to the **Armed Forces Community Covenant**. The Covenant is a voluntary statement of mutual support between the civilian community of Rhondda Cynon Taf and its local Armed Forces community. The pledge recognises the dual respect between the Council, its partner agencies, its communities and our Armed Forces personnel (serving and retired) and their families.

More information is available on the following link:

<http://www.rctcbc.gov.uk/EN/GetInvolved/ArmedForcesCovenant/CovenantGeneralInformation.aspx>

The RCT **Arts Service** offers a time banking scheme in association with Spice and the Sherman 5 DEVELOPMENT for a selected programme at both the Coliseum and the Park and Dare Theatres. The service has committed to programming LGBT performances and films 3 times a year and is working with the Council's LGBT Staff Network to promote this. BSL has been incorporated into the Welsh language panto. The service offers workshops to run alongside performances for disabled young people e.g. Working with Hijinx and is seeking external resources to provide a programme of targeted provision e.g. Being Creatively Active workshops for looked after children and older people in their day centres/care homes. The service is undertaking evaluation and research to inform them of barriers to engagement with the service e.g. Being Creatively Active and 'Our Space' Family Access Barriers.

The **Care2Work** programme seeks to provide looked after children and care leavers with encouragement and support to identify and access a range of

training opportunities to ensure they are work ready and able to provide for themselves.

Care2Work co-ordinators support the young people to reinforce their ability to access the programme and work placements are provided from both corporate and private organisations. Individual learning plans support career pathway planning and a range of accredited training is delivered to support this.

The ultimate aim of the Care2Work programme is to ensure young people living in and leaving care within Rhondda Cynon Taf are provided with individual tailored support in order to maximise their potential.

**Community Learning** offer specialist courses to people with a range of learning disabilities. Specialist groups are facilitated at venues such as Alzheimer's Groups and additional resources have been purchased to ensure that alternative reading groups are accommodated (for people with sight or hearing impairments). Travol buses are arranged to take specific groups to libraries for activities. Housebound services are offered for service users who cannot leave their homes and mobile libraries are available for those who cannot travel to a static library.

The RCT employees **Cycle to Work Scheme** was launched again in 2014. Overall nearly 400 staff members have enjoyed the benefit of the scheme since its introduction in 2011.

Cycling is an easy and low impact activity which can greatly improve health and fitness. By joining the scheme staff:

- Made tax savings on a new bike and accessories
- Could get regular exercise to keep fit and healthy
- Save money on bus, train, and fuel costs
- Reduce their carbon footprint.

The scheme was run in partnership with Halfords but in response to feedback from scheme users staff also had the ability to access local providers if they wished to.

The **Disability Forum** was set up as a direct result of feedback from the Reaching Out Disability Conference in 2003. The Forum is involved in monitoring the delivery of the SEP Action Plan and regularly contributes to a wide range of consultations such as the Council Budget Setting Process and Welsh Government initiatives such as the Framework for Independent Living.

The Equality & Diversity Team also inform forum members of items that may be of interest to them, this has led to members becoming involved in matters such as improvements to local railway stations.

The organisational **Disability Officers Group** continues to meet. The working group is made up of officers who either deliver services for disabled people directly or are involved in making services more accessible or have an element of dealing with disability issues as part of their role.

The group meets on a quarterly basis to share information, identify areas of best practice and promote internal communication.

The **Employment, Education and Training Team** deliver the World of Work programme to all Secondary Schools in Rhondda Cynon Taf. The programme is delivered to every pupil within the Secondary Schools of RCT. As part of the programme sessions on negative attitudes are delivered where it is explored what is meant by prejudice and stereotypes. These sessions also look at gender stereotypes and aim to remove the perception that certain occupations are only accessible for particular groups of people. Sessions are also delivered on the importance of respecting yourself and others. The programme constantly promotes equal opportunities and actively encourages individuals to pursue their dreams and passions irrespective of the age old perceptions e.g. girls into engineering initiatives.

The **Engagement and Participation Service** have a number of SLAs with local projects to encourage participation. With the VIVA! project it ensures young people with disabilities have appropriate support to access mainstream youth engagement programmes. The work with the Young Carers project ensures young people with caring responsibilities have appropriate access to mainstream provision. The agreement with Menter iaith ensures young people are able to access Youth Forums (in line with Article 12 of the UNCRC) through the medium of Welsh.

**Inclusive Sport** in RCT are involved with a number of clubs and provisions offering a variety of sporting activities for disabled people within disability and inclusive settings ranging from football and cycling to swimming and bowls

**Legal and Democratic** services work alongside the Equality and Diversity Team to prepare EIAs. The Council has a statutory duty to have due regard to the public sector equality duty and producing an EIA helps evidence this requirement as well as being recommended practice. It is therefore a critical document to ensure impacts on the protected characteristics are understood, particularly in light of service changes/cuts which affect communities and service users, and ensure

such impacts are identified and appropriate mitigation put in place to negate any negative impact.

The **Older Peoples Forum** promoted a number of projects throughout the year including:

- Keep Well this Winter
- Falls Week
- Promotion of flu jabs
- Money advice
- Food Co-ops and Food Banks
- Employment and retraining schemes
- Volunteering opportunities.

**Procurement** through partnership working with commissioners and Social Care colleagues have been able to develop approaches that actively involve service users in tender processes, enabling them to engage with potential service providers and providing them with an opportunity to help shape Council contracts. Examples of this inclusive approach include:

- Supported Living Services contract - an independent consultation process with service users, giving them the opportunity to provide feedback on current service delivery, suggest improvements and develop interview questions as part of tender evaluations.
- All Wales Looked After Children Frameworks - co-production with young people representatives, allowing young people to build recommended outcomes into the framework, as well as the creation of a young people panel to interview providers at tender evaluation stage.
- Young Carers contract - co-production approach allows young people the opportunity to help develop and shape the service.

The **Traineeship Programme** is for children leaving care and is aimed at providing a solid building block for their future development and demonstrates the Council's commitment to its role as a Corporate Parent.

The programme developed by Human Resources in close partnership with the Aftercare Service is a flexible development programme that has been devised to ensure the changing needs of the young people are met and that the programme meets its aims to improve long-term employment outcomes for young people leaving care.

## **What We Have Done To Foster Good Relations Between Different Groups People**

The **Carers Measure Strategy** was launched in last year, along with a new Carer Aware e-learning toolkit to accompany it. The toolkit has been produced by the Local Health Board, Merthyr County Borough Council and Rhondda Cynon Taf Council to raise awareness and recognise staff with caring responsibilities across the areas.

**Community Cohesion** Objectives were set in 2014 and were an amalgamation of common denominators across both the Rhondda Cynon Taf's and Merthyr's existing action plans. The objectives are outlined below:

Objective 1 – Build a strong network of working groups to manage and deliver a Cwm Taf community cohesion strategy.

Objective 2 – Mainstream Community Cohesion by linking and embedding into Single Integrated Plans and other key local strategies across the Cwm Taf region.

Objective 3 – Impart knowledge and information on subjects related to community cohesion across the Cwm Taf region.

Objective 4 – Increase opportunities for the reporting of community tensions which includes the experience of hate crime and the susceptibility of individuals and groups to radicalisation.

The **Employment, Education and Training Team** throughout their programme in schools have delivered the anti-bullying message. This is extremely prominent during "Respect Others" sessions. Specific sessions are delivered during the national anti-bullying campaign.

A number of schools have engaged with Show Racism the Red Card who have delivered workshops to their pupils.

In January 2015 the Council marked **Holocaust Memorial Day (HMD)** with a public event at Aberdare Library which was organised in partnership with South Wales Police. The event saw the unveiling of a blue plaque to mark the place where a synagogue had existed in Aberdare. Members of the Jewish community attended and Rabbi Rose spoke at the event. The event remembered the people murdered in the Holocaust and subsequent genocides. It was a contemporary event which was linked to modern day hate crime and raised awareness of reporting Hate Crime in Rhondda Cynon Taf. Pupils from St John the Baptist Church in Wales High School and Craig Yr Hesg Primary School contributed to

the event. The Library Service supported HMD by arranging book displays on the Holocaust.

The **Multi Agency Diversity Forum (MADF)** consists of representation from statutory, voluntary and community organisations. There are a number of Council services represented at the meetings including the Equality and Diversity Team, Community Safety Partnership, Attendance and Wellbeing, Education and Youth Offending Services.

The MADF meet every 2 months and hate crime figures are reported and discussed, multi agency solutions are discussed, and updates are received on how all parties are contributing to the Public Sector Equality Duties.

Annually the MADF hosts a calendar competition with primary schools which helps promote good relations between people of different groups. The focus of the 2015 calendar was on Anti-Bullying and was tied into the national Anti-Bullying week campaign.

**Life4Living groups** have been launched for people of all ages and abilities to enjoy the company of others in a safe and welcoming atmosphere. The ethos of Life4Living is very inclusive (all ages, abilities/disabilities) and offers a warm welcome for people to form new friendships and have fun.

The focus of Life4Living is to promote people's strengths to enjoy life no matter what has happened in the past and current members enjoy the groups so much, they are often the highlight of their week. Attendees range from people in their 20's to their 90's. Members need to be considerate to others, especially if they have mobility issues, medical conditions, visual or hearing impairments etc as everyone who attends deserves to receive respect and kindness.

The **Stonewall Diversity Champions** programme is Britain's good practice employers' forum on sexual orientation. The Council became Diversity Champions in 2013. Throughout the year 2014 the Equality and Diversity Team have continued to work closely with Stonewall's workplace team to develop practices that support LGBT employees.

### **Delivery of Council Strategies**

The Council consults and engages with its residents to collect information that is used to plan and prioritise, identify areas for improvement and service change, set and monitor performance standards and measure satisfaction on the quality of the services we provide.

Large scale consultation and engagement has been focussed on a number of service change requirements including nursery and music provision. In addition to the service change consultations the Consultation Team have undertaken or supported consultations including; tourism, events, budget consultation, quality of life survey and leisure services participation as well as a number of consultations in the Community Services settings such as the Social Services Bill and independent and supported living.

It has been identified that one of the best ways of consulting local people is through its Citizens' Panel, which is a key element in meeting the Council's consultation needs and provides a credible public voice. This means that more local people have an opportunity to influence the way the Council works in a more focused and direct way. The Citizens' Panel has been refreshed and it is now a joint panel used by partners across Rhondda Cynon Taf and Merthyr Tydfil.

The Panel is considered to be an effective way of supporting services, managers and elected Councillors in reaching decisions based on informed local opinion, and has been a vital part of the Council's ability to carry out informed research. To keep the views of the Panel relevant it has been refreshed and will provide Rhondda Cynon Taf with the views of 1,200 residents, who are interested in the work of the Council and are willing to be involved and are representative of the population.

As part of the Council's commitment to continuously improve, the feedback received from engagement activities is being used to help evaluate the impact that the Council's work is having on service users. This evaluation aspect of the work is now linked to our online consultation Hub, where a mechanism to evaluate consultation and engagement activity is held and automatically sent to officers when consultations end.

A joint approach to consultation and engagement is coordinated through a Joint Public Engagement Group and Strategy reporting to the Cwm Taf Collaboration Board. The group aims to provide an effective and efficient approach to consultation and engagement across the partners of Rhondda Cynon Taf and Merthyr Tydfil. Central to the delivery of this plan is for all partners to follow the Participation Cymru National Principles of Public Engagement and the National Children and Young People's Participation Standards for Wales. Public engagement is about working together to improve services.

The Local Service Board partners in Merthyr Tydfil and Rhondda Cynon Taf will ensure that this form of public engagement becomes core business. This means that public engagement is fundamental to how services are identified, designed, commissioned, delivered and evaluated.



**Action 1:** All services that impact upon the lives of people and communities will understand the need to engage in this way with the people that they serve.

**Action 2:** All services will use the National Principles of Public Engagement, National Children and Young People's Participation Standards and Equality of Opportunity Principles as a guide for involving people in their services and will work towards the Principles of Co-production.

**Action 3:** Strategic, corporate and operational plans will ensure all partners hold themselves to account in terms of public engagement, in the actions identified, facilitating co-productive approaches with people and communities to deliver better outcomes.

**Action 4:** Local Service Board partners will collaborate with community members and service users to develop an approach that supports people to shape services and the communities where they live and hold each other to account.

**Action 5:** Participation, engagement and feedback will be planned and timely, linking with identified participation leads within all services.

**Action 6:** Local Service Board Partners will measure the quality and impact of engagement with reference to the National Principles for Public Participation, the National Children and Young People's Participation Standards and the Principles of Co-production.

### **Delivering Change – The Single Integrated Plan for Rhondda Cynon Taf**

The plan sets out how partners will seek to address the key issues faced in the County Borough that ultimately will make it a better place to live, work and visit.

The plan is a new approach as it replaces a number of different partnership plans including the:

- Community Strategy
- Children & Young People's Plan
- Health Social Care and Well Being Strategy
- Community Safety Plan
- Local Housing Strategy.

The Local Service Board for Rhondda Cynon Taf represents the partner organisations of the area. The Council is the lead body of this plan, with responsibility for ensuring the delivery of the actions through partner organisations. The Board members are: the Chief Executive and Leader of Rhondda Cynon Taf Council; the Chair and Chief Executive of Cwm Taf Health Board; the Chief Superintendent of the Northern Division in South Wales Police;

the Chair of Interlink (County Voluntary Council); and a representative from Welsh Government.

**Our vision is that:**

***People in Rhondda Cynon Taf are safe, healthy and prosperous.***

The plan outlines how success in these areas will be achieved and measured, and also outlines what has been delivered by each theme: Safety, Health and Prosperity. You can see a full copy of Delivering Change – The Single Integrated Plan for Rhondda Cynon Taf at the link below:

<http://www.rctcbc.gov.uk/EN/GetInvolved/Consultations/Singleintegratedplan.asp>

Community involvement and equality underpin the delivery of the plan, and engagement took place in many forms during the development of the plan.

An Annual Report on the Single Integrated Plan was produced in 2014. This report provides the opportunity to look at what we have done over the last year, think about whether we are making a difference to the people and communities of Rhondda Cynon Taf, and look at what we need to focus on for the next few years. The link to the report is below:

<http://www.rctcbc.gov.uk/EN/GetInvolved/Consultations/Singleintegratedplan.asp>

**The Council's Corporate Performance Report 2015/16**

The Corporate Performance Report 2015/16 assesses how the Council has performed against the priorities for 2014/15.

For each of the priorities, detailed 'Performance Evaluations' have been produced setting out progress during 2014/15, which you can find at:

[www.rctcbc.gov.uk/AllPerformanceEvaluations](http://www.rctcbc.gov.uk/AllPerformanceEvaluations)

These evaluations contain some information that have been developed to show our progress and some is information that is provided to the Welsh Government and the Local Government Data Unit Wales (DUW). Every year, all councils in Wales provide the Welsh Government and DUW with data that these national bodies say best shows the progress of important services. We use some of this national data in our priority plans and compare our performance with others. You can see the data provided to Welsh Government for 2014/15 at:

[www.rctcbc.gov.uk/statutoryPIs](http://www.rctcbc.gov.uk/statutoryPIs)

In summary, of the 43 national indicators and measures where we can compare our 2014/15 data with the most recent all Wales comparisons for 2013/14:

- Overall, 29 indicators showed that performance has improved, although we were still amongst the worst in Wales for 3 of these indicators,
- We were among the best in Wales for 11 of 43 indicators, which was better than last year when we were among the best in Wales for 7 indicators,
- We were amongst the worst in Wales for 7 of our indicators which is better than last year when we were among the worst in Wales for 14 indicators,
- Performance in 13 of our indicators showed that performance dropped, and 4 indicators fell among the worst in Wales.

To summarise, comparing our performance against last year's Welsh comparison we were among the worst in Wales for:

- The length of time it takes for us to get older residents who need further support at home or in care homes, out of hospital
- The high numbers of our residents that we support in care homes
- The high number of changes of school that are experienced by children in our care
- Reviewing the care plans of our adult clients
- Assessing the needs of Carers of adults
- Issuing final statements of special education need within 26 weeks
- Vacant private sector properties being returned to occupation as a result of our actions.

But, we were among the best in Wales for:

- The average points score for pupils at the end of Key Stage 4
- The average point score for pupils in our care at the end of Key Stage 4
- Pupils in our care leaving our schools with an approved qualification
- Pupils assessed at Key Stage 3 in Welsh (first language)
- Our primary school pupils' attendance at school
- Preventing homelessness for families in difficulty for at least 6 months
- The length of time it takes to deliver a Disabled Facilities Grant
- Making sure the children in our care have fewer than 3 placements in a year
- The percentage of residents over 60 that have a concessionary bus pass
- The cleanliness of our highways that are inspected
- The number of young people leaving our care who are in education, training or employment at age 19.

The full report is available at the link below:

<http://preview.staging.rctcbc.gov.uk/EN/Council/PerformanceBudgetsandSpending/Councilperformance/Councilperformancemonitoringreports/RelatedDocuments/RCTCorporatePerformanceReport201516.pdf>

## **Non Collection and Effectiveness of Information**

Whilst considerable relevant information has been collected for this report, it is acknowledged that it is sometimes difficult to collect and monitor all information in a Council as large as Rhondda Cynon Taf. A number of cross-Council networks already exist such as the Disability Officers Group to ensure that information and good practice are monitored and shared, however it is recognised that more needs to be done to encourage a consistent approach in information sharing.

Whilst there are a number of good practice examples where service areas are delivering for people of different protected characteristics, there is very little equality monitoring of service users across the Council. This means that the data is unavailable for collection and analysis.

How we address this is included in the future action section of this report.

## **6. Equality Objectives**

Equality objectives have been designed to assist us to lead and better perform on the General Equality Duty.

At the end of the financial year 2013/14 the Strategic Equality Plan was reviewed. A number of emerging factors led to the review, including the launch of the All Wales Framework on Hate Crime and the development of a Public Engagement Strategy in the Cwm Taf area. Consequently the need for revised objectives was apparent to ensure efforts were focussed on relevant areas. We undertook a consultation based on the emerging evidence and the revised objectives are as follows:

- Hate Crime and Addressing Negative Attitudes and Behaviours
- Developing More Robust Monitoring Arrangements
- Gender Pay.

## **Hate Crime and Addressing Negative Attitudes and Behaviours**

### **What We Have Delivered**

#### ***Hate Crime***

In response to the All Wales Framework on Hate Crime there has been the development of a Hate Crime Strategy for Rhondda Cynon Taf. The strategy has an accompanying action plan and has delivered on the following:

- We have created a new RCT specific hate crime logo and produced hate crime leaflets which have been shared with the public.
- In partnership with South Wales Police (SWP) Hate Crime Officers we have raised awareness of hate crime in schools and community groups.
- We have set up a 'Victim of Hate Crime Project' with SWP Hate Crime Officers.
- SWP hate crime statistics are scrutinised at the Multi Agency Diversity Forum.
- Thirty reassurance visits have been conducted by RCT Community Cohesion Officer and SWP Hate Crime Officer.
- Work across the region is being signposted to the All Wales Hate Crime Reporting Centre and Support Service.
- Hate Crime progress reports are submitted to the Safer South Wales Group (SSWAG) and the Community Safety Partnership Strategic Group (Safety Board).
- Hate Crime Awareness sessions have been delivered to over 400 staff based within our Children and Community Services Directorate.
- As a direct result of the awareness sessions there has been an increase in Hate Crime/Incident reporting across Rhondda Cynon Taf. Hate Crimes were also identified at these sessions.
- Hate Crime Awareness week was promoted on the Council's website and social media accounts.

- We marked Holocaust Memorial Day with an event which linked to modern day hate crime and raised awareness of reporting.

## **Addressing Negative Attitudes and Behaviours**

### ***Challenging Attitudes***

We have delivered Dignity and Respect training to over 180 employees. The training looks at our responsibilities under the Equality Act 2010, but also challenges stereotypes and stigma. It's an interactive training session with many opportunities for participants to challenge their assumptions. Training feedback is overwhelmingly positive with most participants stating they will reflect on the session and alter their behaviour in the workplace. Longer term evaluation has shown this to be the case, in some cases Dignity at Work cases have increased as employees have more confidence to report inappropriate behaviour.

Two service areas, namely Vision Products and Communities First requested all their employees attend the training. In Communities First this resulted in all employees signing Stonewall's #NoBystanders campaign and committing to not only challenge inappropriate language and behaviour in the workplace but also within community settings. To accompany this, Communities First funded the creation of a community magazine called #Respect, which was developed by the Equality and Diversity Team. This magazine aims to banish myths and challenge stereotypes and has been distributed widely throughout Communities First areas. Feedback from the magazine has been extremely positive. Communities First employees have also volunteered to become allies and form an Allies Network in the Council.

Throughout 2014/15 Negative Attitudes sessions were delivered to over 800 secondary school pupils as part of the World of Work programme.

### ***Commitment to Stonewall's Diversity Champions Programme***

The Council committed to Stonewall's Diversity Programme in 2013. In the 2015 Workplace index we significantly improved and rose over 200 places to 133. This improvement was down to a number of initiatives that were implemented including the following:

- A visible senior LGBT champion was identified.
- We established an LGBT staff network and efforts have been made to increase membership.

- The rainbow flag was raised at Clydach Vale and the Municipal Buildings for IDAHOT (International Day Against Homophobia and Transphobia) and LGBT History month.
- There are regular articles and publicity in internal and external publications.
- We attended Pride Cymru and engaged with 65 RCT residents. As a direct result our Education Department committed to Stonewall's Education Programme.

### ***Commitment to the Time to Change Wales Organisational Pledge***

In December 2014 Councillor Mike Forey signed the Time to Change Wales Organisational Pledge on behalf of the Council. By signing the pledge we have committed to tackling stigma and discrimination around Mental Health in the workplace. This commitment was done in partnership with Cwm Taf Health Board and Merthyr Tydfil Council and compliments the work in the Together for Mental Health Strategy. A pledge signing event was held and included mental health champions sharing their stories and experiences.

An action plan has been developed to take this commitment forward. Time to Talks days are held throughout Council locations to encourage employees to have discussions around mental health and share their experiences of positive or negative attitudes in the workplace.

One of our employees writes a regular blog about his mental health condition and this is posted on our organisation internet. A number of people have commented on how positively this has impacted on them by encouraging people to talk about mental health.

The action plan is reviewing how mental health training is provided across the Council.

### **Developing More Robust Monitoring Arrangements**

As a new objective, we have sought to obtain information from service areas about their current monitoring arrangements. Information was gathered from 11 services areas and identified the following information:

91% of the service areas gave examples of how they proactively try to eliminate discrimination whilst delivering services.

100% of the service areas gave examples of how they advance equality of opportunity when delivering services.

82% of the services area gave examples of interventions to tackle Bullying and Harassment in either the workplace or a community setting.

55% of the service areas have equality or diversity specific targets/objectives/milestones in their business plans.

55% of the service areas have arranged Equality and Diversity related training/awareness sessions during 2014/2015.

36% of the service areas have completed EIA's during 2014/2015 which mainly relate to reductions and changes to service provision.

100% of these service areas consulted with their stakeholders as part of the EIA process.

50% of the services areas who consulted with their stakeholders made changes to the proposed plans/policy/service changes etc as a result.

45% collect full or partial equality data on their service users. (33% of the service areas who do not collect equality data are not front line services).

The data that is collected is for a mixture of administrative, legislative and equality purposes, as well as being used to target services. 80% of the service areas who do collect data do something different as a result of this data.

The above information is encouraging and demonstrates that service areas are using the Public Sector Equality Duties to support the services they are undertaking and are using EIAs to improve delivery. However, it is recognised that more work needs to be done to ensure that all Service Areas are collecting and monitoring data effectively. Communities First have further developed their equal opportunity monitoring form and their methods of collecting, recording and reporting of data.

## **Gender Pay**

### ***Commitment to the Women Adding Value to the Economy (WAVE) Project***

The Council has been part of an innovative project – WAVE, in partnership with Cardiff University. This project seeks to identify why pay differences exist and whether or not there are actions that can be taken to reduce the pay differences. An in-depth data collection and analysis has been undertaken which identified priority areas. These are:

- Address low earning work being seen as 'women's work'



- Simplify the language used in contracts to reduce assumptions made based on existing definitions
- Identify the business need for casual contacts
- Address issues that lead to vertical and horizontal segregation within the workforce
- Address issues that can lead to gender stereotyping and/or bias in allocation of job roles and within workplaces
- Identify and address impact of working pattern choices on the business and employees.

We have identified a project manager for the above and developed an action plan based on the above. We have an active and visible leader who with the WAVE monitoring group will review the ongoing progress of the action plan.

A graduate officer has been allocated to the project who is undertaking research and feasibility studies on consultation methods and flexible working practices.

### **Overall Progress**

As can be seen from above the actions are progressing well and are monitored by various methods and by the Council's Performance Management Team.

The ongoing monitoring process identified that minor changes needed to be made to some of our actions. In addition to this, previous Annual Equality Reports highlighted that due to changing circumstances and information, the Equality Objectives and the action plan will need to be reviewed. This will ensure that these changes could be reflected and to ensure that the action plan is up to date and deliverable.

## **7. Equality Impact Assessments**

The Council has had an Equality Impact Assessment (EIA) process in place for a number of years which is carried out under the following circumstances:

- Where new policies or practices are developed (including corporate plans, annual business plans and the annual budget)
- Where changes to existing policies or practices are proposed, and when conducting expenditure reviews and programme evaluations
- Where there are proposals to withdraw from or discontinue an existing policy or practice
- Where the Business Planning process has identified relevance to or implications for equality.

The process is regularly reviewed and takes into account the protected characteristics identified in the Equality Act 2010.

The Council introduced a screening process in January 2012 which is designed to make the process as effective as possible and to ensure that any information gathered at the screening stage can be used if a full EIA is required. This report includes details of the EIA screening carried out since April 2014 to March 2015.

However, the Council automatically carries out a full EIA on its Change proposals process.

The table below includes EIA's carried out in 2014/2015 and gives a brief summary of the results and action taken.

### **Equality Impact Assessments which have undergone an initial screening**

<b>Service Area</b>	<b>Policy/Procedure</b>	<b>Result</b>
Council Wide	Capital Programme 2015/16 – 2017/18	Low impact – no EIA required
Education and Lifelong Learning	Fixed Penalty Notices for Non Attendance at School	Low impact – no EIA required
Human Resources	Maximising Attendance Project	Positive impact - no EIA required
Human Resources	Reserve Forces Training and Mobilisation Policy	Positive impact - no EIA required
Human Resources	Confidentiality Policy	No impact – no EIA required
Human Resources	Maternity Support and Paternity Leave Policy	Positive impact - no EIA required
Human Resources	Managing Change Policy – Model Policy for Schools	No impact – no EIA required
Human Resources	Shared Parental Leave Scheme	Positive impact - no EIA required

### **Full Impact Assessments**

<b>Service Area</b>	<b>Policy/Procedure</b>	<b>Result</b>
Community Services	Review of Disabled Parking Bay Scheme	Full EIA undertaken – arrange further consultation
Education and Lifelong Learning	Learning Support Class proposed realignment	Full EIAs undertaken – no negative impacts
Human Resources	Restructure of Services - Change Management Process as a result of	Full EIA undertaken -

	change proposals (outlined below)	Action plan in place to mitigate any adverse impact
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The following outlines the change proposals as part of Council’s Medium Term Service Planning arrangements, specifically in the context of the need to reduce spend and enable the Council to set a balanced budget into the medium term. The following proposals were part of a comprehensive consultation exercise and full EIAs were undertaken. The proposals are outlined below:

Directorate	Policy/Procedure
Education and Lifelong Learning	Funding for Nursery Education
Education and Lifelong Learning	Council Funded Music Service
Corporate and Frontline Services	Sports Club Charging

Full details of the Cabinet reports, decisions and equality impact assessments are available on the following link:

<http://www.rctcbc.gov.uk/EN/Council/CouncillorsCommitteesandMeetings/Committees/Council.aspx>

## 8. Employment Monitoring Data

The Council must collect and publish on an annual basis the number of:

- people employed by the authority on 31 March each year by protected characteristic
- men and women employed, broken down by:
  - job
  - grade (where grading system in place)
  - pay
  - contract type (including permanent and fixed term contracts)
  - working pattern (including full time, part time and other flexible working patterns)
- people who have applied for jobs with the authority over the last year

- employees who have applied to change position within the authority, identifying how many were successful in their application and how many were not
- employees who have applied for training and how many succeeded in their application
- employees who completed training
- employees involved in grievance procedures either as complainant or as a person against whom a complaint was made
- employees subject to disciplinary procedures
- employees who have left an authority's employment.

All of the information above must be presented for each of the separate protected groups. The exception to this requirement is the data on job, grade, pay, contract type and working pattern, which must be broken down only in relation to women and men.

This information is attached at Appendix One - Employment Monitoring Data.

## **9. Procurement**

The Council operates the SQuID which is part of the National Procurement Website, [www.Sell2Wales.co.uk](http://www.Sell2Wales.co.uk).

It contains a set of core questions commonly asked at the selection stage, and has a database of suppliers' answers stored for re-use, and a tool for buyers to generate a selection questionnaire using a risk-based wizard for each procurement project. The idea is that working together these three things deliver a number of benefits:

- Increased efficiency for both suppliers and buyers, by allowing standard questions and answers to be stored for future use, by keeping the number of questions to a minimum, and also by encouraging buyers to only seek information from suppliers if they can be clear about exactly how the information will be used.
- Greater standardisation of the selection stage, whilst also allowing for tailoring of questions to meet the specific requirements of the procurement.
- Increased transparency of the selection process and how responses will be evaluated – so that suppliers are able to work out easily whether or not they wish to bid for a particular opportunity, how to optimise their proposal and how to present it in an effective way.

- Improved opportunities for small medium enterprises (SMEs) and local businesses to compete on a more equal footing as a result of a carefully considered question set that removes some of the barriers to entry for them.

It includes a section on equal opportunities and is in line with the guidance on procurement published by the Equality and Human Rights Commission at <http://www.equalityhumanrights.com/wales/>

## **10. Accessible Information**

The Council produces information in a wide variety of formats according to need. Service areas record requests for alternative formats from service users to ensure that these are provided.

Accessibility Guidelines are available to employees on the Council's Intranet, these provide information on the types of accessible information available, what it is and does and includes a list of suppliers so that employees can source requested formats.

The Council has adopted the RNIB Clear Print Guidelines to increase readability of its documents.

## **11. Future Work**

Work will continue towards achieving the actions as outlined in the Strategic Equality Plan Action Plan.

On our hate crime actions we will continue to work closely with partner agencies in planning the Hate Crime Awareness Week Project. The Rhondda Cynon Taf Hate Crime Web Page will be developed. Hate Crime Awareness Sessions will be delivered to specific groups including young people and young people with learning disabilities. We will continue to develop a hate crime e-learning tool for all employees.

We will continue to challenge stigma around mental health by arranging monthly Time to Talk sessions throughout the Council and raising further awareness with managers. We will develop training courses on supporting employees with mental health conditions and develop a range of e-learning packages to support managers and employees.

We will continue our commitment to the Stonewall Diversity Champions programme and ensure we support our LGBT employees.

We will develop an Allies Network and ensure harassment reporting mechanisms are widely publicised.

The WAVE action plan will continue to be monitored with immediate actions including arranging unconscious bias training for senior leaders within the Council and rolling out unconscious bias training to HR staff.

We will explore the feasibility of flexible working practices, talent pools and job share opportunities.

## **12. Contact Details**

Rhondda Cynon Taf welcomes comments on all aspects of this report, both in what it contains and what it may not make clear enough about the work and progress in delivering equality and removing discrimination.

If you have any comments or want to know more about the work the Council is doing please contact:

Melanie Warburton  
Equality & Diversity Adviser  
Rhondda Cynon Taf Council  
The Pavilions  
Cambrian Park  
Clydach Vale  
Tonypany  
CF40 2XX

Telephone: 01443 424170

e mail: [equality@rctcbc.gov.uk](mailto:equality@rctcbc.gov.uk)

### **Employment Monitoring Data**

Equality monitoring information is stored against all employees' records in the Council's payroll and human resources information system (Vision). The information is requested at the recruitment stage and entered on to their record at that point.

The Council encourages all employees to provide this information and an equality monitoring survey is carried out on all employees for whom no information is held every two years in an attempt to increase the information held.

In preparation for the extended employee monitoring requirements being introduced as part of the Equality Act, the Council carried out an equality monitoring survey of all employees in 2011. This survey included questions that covered all protected characteristics except pregnancy. This question was not asked as it was felt that information on pregnancy and maternity would already be held on employee records and the time period allowed for return could mean that the information provided would be out of date.

The Equality & Diversity Team worked with other service areas to identify other useful information which resulted in the questionnaire including sections on the use of British Sign Language, Welsh Language ability and whether or not an employee had caring responsibilities. This information was provided statistically to the service areas to inform their work and strategies.

Statistical analysis of the information is contained in the following tables and covers all Council employees including teachers and school based employees.

### **People Employed by Protected Characteristic**

The following information has been provided using employees' national insurance numbers; this ensures that where an employee may work in more than one job their details will be included only once to avoid duplication of information. It includes teachers and school based employees. Some comparisons will be made to the local demographic of the borough of Rhondda Cynon Taf as 80% of employees live in the Council area.

## Gender

The table below shows the gender breakdown of employees:

Gender	Total	% of Workforce
Male	2954	25.8%
Female	8496	74.2%
<b>Total</b>	<b>11450</b>	<b>100%</b>

This table clearly indicates that women make up the majority of the Council workforce, this has been consistent for a number of years. This is also comparative with other local authorities in Wales. However, women account for 51% of the population of the area.

## Age

The table below shows the breakdown of employees by age group:

Age Group	Total	% of Workforce
16-24	769	6.7%
25-34	2295	20.1%
35-44	3034	26.5%
45-54	3335	29.1%
55-64	1802	15.7%
65+	215	1.9%
<b>Total</b>	<b>11450</b>	<b>100%</b>

This table indicates, as the figures did last year, that over half of Council employees are within the age range of 35-54. This is reflected by 40% of the population of Rhondda Cynon Taf being in the age range 30-59. The number of employees aged 55+ has again reduced this year as a result of the Voluntary Early Retirement with Redundancy opportunities available.

## Disability

The table below shows the breakdown of employees by disabled and non disabled:

Identification	Total	% of Workforce
Disabled	251	2.2%
Non Disabled	9342	81.6%
Information not held	1857	16.2%
<b>Total</b>	<b>11450</b>	<b>100%</b>

Information is held on 87% of employees. A small percentage of employees have indicated that they are disabled but this is unlikely to give the true picture of disability in the workplace. Although the staff equality profile questionnaire gives



the definition of disability, some employees with a 'defined' disability may not identify as having a disability. Additionally, the Council needs to continue to work with data from employees that have been referred to Occupational Health or where their health status has changed during employment.

## Ethnicity

The table below shows the breakdown of employees by ethnicity:

<b>White</b>	<b>31<sup>st</sup> March 2015</b>
British	1596
English	303
Scottish	36
Welsh	6098
Irish	26
European	19
Other White Background	36
Unidentified	938
<b>White % of Workforce</b>	<b>98.9%</b>
<b>Mixed</b>	
White & Black Caribbean	1
White & Black African	3
White & Asian	3
Other Mixed Background	14
<b>Asian</b>	
Indian	7
Pakistani	0
Bangladeshi	0
Chinese	4
Other Asian Background	6
<b>Black</b>	
Caribbean	0
African	7
Other Black Background	3
<b>Other Ethnic Group</b>	
Gypsy/Romany/Traveller	0
Any Other Background	46
<b>Minority Ethnic % of Workforce</b>	<b>1.1%</b>
Information not held	2304
<b>Total</b>	<b>11450</b>

Information is held on 79% of employees, which is slightly less than that in last year's report, with the majority of employees identifying themselves as white Welsh followed by white British. Staff identifying themselves as an ethnic minority have increased slightly and is comparative with the demographic of Rhondda

Cynon Taf where 1% of people identify themselves with an ethnicity other than White British, Welsh, English or Scottish.

### Religion or Belief

The table below shows the breakdown of employees by religion or belief:

Religion	Total
Christian	2263
Muslim	2
Hindu	4
Jewish	1
Buddhist	3
Sikh	1
Other	84
<b>% of workforce identifying with a religion</b>	<b>20.6%</b>
None	1710
Prefer not to say	205
Information not held	7177
<b>Total</b>	<b>11450</b>

Information is held on 37% of employees with the predominant faith being Christian. 50% of the local population identify themselves as Christian, with 40% regarding themselves as having no religion.

### Sexual Orientation

The table below shows the breakdown of employees by sexual orientation:

Sexual Orientation	Total
Heterosexual	2492
Gay/Lesbian	31
Bisexual	8
<b>% of workforce identifying a sexual orientation</b>	<b>22.1%</b>
Prefer not to say	121
Information not held	8798
<b>Total</b>	<b>11450</b>

Information is held on 23% of employees. As part of the Stonewall Diversity Champion's Programme, work will take place to encourage more employees to complete this category on equality monitoring forms.

### Pregnancy and Maternity

As at 31 March 2015 there were 158 employees on maternity leave none of which were involved in disciplinary or grievance cases. During the year 2014/15, 362 employees had been on maternity leave during this period of time.

## Gender Reassignment

Specific information has not been published due to the possibility of identification. The Council has a Transgender Policy in place which was developed some years ago as a result of an employee asking for support. Since that time the policy has been accessed and support provided as and when required by employees.

## Regulation Nine - Gender Specific Information

Regulation Nine of the Specific Equality Duties in Wales requires the following specific information to be provided in respect of gender breakdown.

The number of employees employed at 31 March 2015 broken down by:

- Job
- Grade
- Pay
- Contract type
- Working pattern.

This information has been provided on the basis of actual job numbers so that those employees who work in more than one job are included in all the jobs they are employed in so the numbers may be different to those in the previous section. Once again the information includes teachers and school based employees.

The following table/s provides the specific information required:

### Breakdown of Employees by Gender and Job

There are over a thousand job titles within the Council so for ease of demonstration they have been broken down into job families within the competency framework.

Job Family	Female	Male	Total
Administrator	1147	385	1532
Ancillary	1117	600	1717
Assistant Headteacher	36	26	62
Community and Social Care	3648	441	4089
Deputy Headteacher	88	38	126
Frontline and Customer Care	305	254	559
Headteacher	68	56	124
Middle Manager	103	77	180
Skilled Manual Worker	44	111	155
Strategic Manager	28	34	62
Supervisor	201	209	410

Teacher	1417		1870
Technical, Specialist & Professional	282		546
Unqualified Teacher	12		18
<b>Total</b>	<b>8496</b>		<b>11450</b>

As last year, the data provides very little surprises with the majority of women working in 'traditional' female areas, particularly in the Community and Social Care setting; this will be more closely examined as part of the Gender Pay Objective within the Strategic Equality Plan.

### **Breakdown of Employees by Gender & Grade**

The Council operated the following grading systems as at 31 March 2015.

- Chief Officers (Head of Service and above)
- National Joint Council
- Teachers /Education

The tables below sets out the breakdown of employees by gender and grade:

#### **Employees by Gender & Grade – Chief Officers**

<b>Grade</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Chief Executive	0	1	1
Group Director	0	2	2
Director Level 1	0	2	2
Director Level 2	2	4	6
Service Director Level 1	1	4	5
Service Director Level 2	1	7	8
Head of Service Level 1	6	4	10
Head of Service Level 2	10	10	20
<b>Total</b>	<b>20</b>	<b>34</b>	<b>54</b>

There has been no change since the previous year, whereby the majority of Chief Officer posts are held by males. Those held by females are largely on the lowest Chief Officer grade.

#### **Employees by Gender and Grade – National Joint Council**

<b>Grade</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
<b>GR1</b>	193	42	235
<b>GR2</b>	1074	52	1126
<b>GR3</b>	647	187	834
<b>GR4</b>	952	298	1250
<b>GR5</b>	913	497	1410
<b>GR6</b>	1144	339	1483

<b>GR7</b>	595	139	734
<b>GR8</b>	229	122	351
<b>GR9</b>	193	105	298
<b>GR10</b>	170	129	299
<b>GR11</b>	259	125	384
<b>GR12</b>	128	60	188
<b>GR13</b>	108	56	164
<b>GR14</b>	3	3	6
<b>GR15</b>	30	30	60
<b>Total</b>	<b>6638</b>	<b>2184</b>	<b>8822</b>

This information indicates that while 74% of the total Council workforce is female, it is females that dominate the lower pay grades. This will be an area that will be looked at within Gender Pay objective within the Strategic Equality Plan.

#### **Employees by Gender and Grade – Teachers/Education**

<b>Grade</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
AT01 - Adult Tutors	5	4	9
J001 - J061 - Soulbury	65	27	92
MW05 - MW07 Apprenticeships	9	33	42
LG11 - LG32 - Leadership Group	25	22	47
T006 - T036 - Headteachers	46	33	79
T037 - T061 - Deputy Headteachers	123	68	191
T001 - T003 - Teachers	1445	465	1910
YP03 - Youth Workers	0	1	1
YW13 - Youth Workers	2	1	3
<b>Total</b>	<b>1720</b>	<b>654</b>	<b>2374</b>

The figures above indicate that females make up 72% of the education profession.

#### **Employees by Gender and Pay**

All the grading systems apart from the teachers/education related grades, which have salary points, are paid as 'spot salaries' and therefore the pay is exactly the same for all employees within those grades.

The following tables show the breakdown by gender of the salary points within the teachers/teaching related grades.

## Employees by Gender & Salary Points – Teachers/Education Grades

### AT - Adult Tutors

Grade	Salary Point	Female	Male	Total
<b>AT01</b>	1	1	0	1
	2	0	0	0
	3	0	1	1
	4	1	1	2
	5	1	0	1
	6	2	1	3
	7	0	1	1
<b>Total</b>		<b>5</b>	<b>4</b>	<b>9</b>

### J0 - Education Head of Service and Senior Managers

Grade	Salary Point	Female	Male	Total
<b>J001 Education Advisors and Inspectors</b>	4	1	0	1
	5	1	0	1
<b>J002 Associate Advisors</b>	12	1	0	1
<b>J003 Associate Advisors</b>	14	1	0	1
<b>J006 Senior Advisors</b>	18	0	1	1
	19	0	1	1
	20	5	0	5
	21	6	1	7
	22	1	2	3
	23	2	0	2
	24	3	5	8
<b>J007 Co-ordinators</b>	26	1	0	1
<b>J008 Chief Advisors</b>	27	1	0	1
	29	1	0	1
<b>J010 Education Advisors and Inspectors</b>	44	0	1	1
<b>J033 Advisors and Inspectors</b>	6	0	1	1
	7	1	0	1
	9	2	1	3
	10	8	0	8
<b>J040 Educational Psychologist</b>	122	1	1	2
	123	1	0	1
	126	0	1	1
	129	3	0	3

	130	6	1	7
<b>J041 Senior Practitioner and Child Psychologist</b>	139	1	0	1
<b>J046 Advisors and Inspector Range</b>	176	1	0	1
<b>J048 Advisors and Inspectors</b>	19	0	1	1
<b>J049 Advisors and Inspectors</b>	23	1	0	1
	25	0	1	1
	26	1	0	1
	27	1	1	2
	28	1	1	2
<b>J051 Advisors and Inspectors</b>	15	0	1	1
<b>J052 Principal Education &amp; Child Psychologist</b>	181	1	0	1
<b>J053 Deputy Education &amp; Child Psychologist</b>	158	1	0	1
	161	1	0	1
<b>J054 Managing Director JES</b>	185	1	0	1
<b>J056 Advisors and Inspectors</b>	16	1	0	1
	17	1	1	2
	19	0	1	1
<b>J057 Advisors and Inspectors</b>	18	0	2	2
	20	1	0	1
<b>J059 Educational Improvement Professionals</b>	13	3	1	4
<b>J060 Educational Improvement Professional</b>	22	1	0	1
	27	0	1	1
<b>J061 Advisor and Inspector</b>	15	2	0	2
		<b>65</b>	<b>27</b>	<b>92</b>

#### MW - Apprentices

<b>Grade</b>	<b>Salary Point</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
<b>MW05 - Apprentice Workers Age 16 to 17</b>	5	0	5	5
<b>MW06 - Apprentice Workers Age 18 to 20</b>	6	5	9	14
<b>MW07 - Apprentice Workers Age 21+</b>	7	4	19	23
<b>Total</b>		<b>9</b>	<b>33</b>	<b>42</b>

**T001 - T003 Teachers**

Grade	Salary Point	Female	Male	Total
<b>T001</b>	1	78	24	102
	2	66	25	91
	3	61	12	73
	4	61	17	78
	5	63	19	82
	6	129	39	168
<b>Total</b>		<b>458</b>	<b>136</b>	<b>594</b>

Grade	Salary Point	Female	Male	Total
<b>T002</b>	7	136	45	181
	8	140	42	182
	9	677	226	903
<b>Total</b>		<b>953</b>	<b>313</b>	<b>1266</b>

Grade	Salary Point	Female	Male	Total
<b>T003</b>	12	7	3	10
	13	10	2	12
	14	3	2	5
	15	2	2	4
	16	4	0	4
	17	8	7	15
<b>Total</b>		<b>34</b>	<b>16</b>	<b>50</b>

**LG11-LG32 Leadership Group Range**

Grade	Salary Point	Female	Male	Total
<b>LG11</b>	14	3	0	3
	15	0	1	1
	16	2	1	3
	17	0	1	1
	18	2	4	6
<b>LG14</b>	15	2	0	2
	16	2	0	2
	17	2	0	2
	19	1	0	1
	20	0	1	1
	21	9	10	19
<b>LG17</b>	20	0	1	1
	24	1	1	2



<b>LG28</b>	29	0	1	1
	34	1	0	1
<b>LG32</b>	37	0	1	1
<b>Total</b>		<b>25</b>	<b>22</b>	<b>47</b>

**T006 - T036 - Headteachers**

<b>Grade</b>	<b>Salary Point</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
T006	30	1	0	1
T007	25	1	0	1
T008	31	1	0	1
	34	1	0	1
T009	31	1	0	1
	34	1	0	1
T010	38	4	1	5
T011	36	1	0	1
	38	1	0	1
	39	1	3	4
T012	34	2	0	2
	36	1	0	1
	38	2	0	2
	39	1	0	1
	40	3	2	5
T013	35	0	2	2
	36	1	0	1
	37	0	1	1
	38	0	1	1
	39	1	0	1
	40	1	1	2
	41	4	2	6
T014	36	1	0	1
	39	0	1	1
	40	1	1	2
	41	1	1	2
T015	37	1	1	2
	42	1	0	1
	43	0	4	4
T016	38	1	0	1
	42	1	0	1
	43	0	1	1
	44	0	1	1
T017	39	1	0	1

T018	44	0	1	1
T020	42	1	0	1
	48	0	1	1
T022	48	0	1	1
T024	46	0	1	1
	49	2	0	2
	51	0	1	1
T026	54	1	1	2
T027	53	1	0	1
	54	0	1	1
	55	2	0	2
T030	56	0	1	1
	57	0	1	1
T032	60	0	1	1
T036	61	1	0	1
	62	1	0	1
<b>Total</b>		<b>46</b>	<b>33</b>	<b>79</b>

#### T037 - T057 - Assistant & Deputy Headteachers

Grade	Salary Point	Female	Male	Total
T037	24	2	0	2
T039	28	5	1	6
T040	25	5	0	5
	26	3	0	3
	27	1	2	3
	28	1	0	1
	29	5	1	6
T041	26	6	1	7
	28	2	2	4
	29	2	2	4
	30	7	0	7
T042	27	3	3	6
	28	1	0	1
	29	3	2	5
	30	1	1	2
	31	7	3	10
T043	28	5	2	7
	30	2	1	3
	31	3	0	3
	32	7	2	9
T044	29	2	1	3

	31	0	1	1
	33	2	2	4
T045	32	2	0	2
	33	1	0	1
	34	4	0	4
T046	31	4	5	9
	33	3	1	4
	34	0	2	2
	35	7	2	9
T047	32	8	1	9
	33	1	1	2
	34	2	0	2
	36	1	2	3
T048	33	0	1	1
	35	0	1	1
	36	0	1	1
	37	0	2	2
T049	35	1	2	3
	38	2	0	2
T050	35	1	1	2
	39	0	1	1
T051	38	0	1	1
	40	0	1	1
T052	37	2	2	4
	38	0	1	1
	40	1	2	3
	41	1	3	4
T053	38	1	2	3
	41	1	0	1
T054	40	0	1	1
	43	1	0	1
T055	40	1	1	2
T056	41	0	3	3
	45	1	0	1
T057	44	1	0	1
T058	45	1	0	1
T061	48	0	1	1
<b>Total</b>		<b>123</b>	<b>68</b>	<b>191</b>

### YP - Youth & Community Workers

Grade	Salary Point	Female	Male	Total
YP03 - Face to Face Youth Workers	17	0	1	1
YW13 - Youth & Community Workers	27		1	1
	29	2	0	2
<b>Total</b>		<b>2</b>	<b>2</b>	<b>4</b>

This information is quite complex to summarise but there is a fairly even split of male/female across all salary points with no obvious discrepancies in respect of ability to move through the grades. The grades and salary points are based on nationally agreed pay scales and there are specific requirements for each grade and how employees move through them.

### Employees by Contract Type / Working Pattern

Contract Type	Female	Male	Total
Permanent Full Time	2404	1949	4353
Permanent Part Time	1798	225	2023
Permanent Part Time Term Time	1835	79	1914
Permanent Term Time	170	19	189
Temporary Full Time	331	191	522
Temporary Part Time	171	66	237
Temporary Part Time Term Time	969	60	1029
Temporary Term Time	30	9	39
Casuals	789	355	1144
<b>Total</b>	<b>8497</b>	<b>2953</b>	<b>11450</b>

For permanent members of staff the breakdown of female/male is comparable to the overall workforce. Although 74% of the overall workforce is female, a much higher percentage of those females compared to males are working on part-time or term-time only basis.

## Applicants for Employment and Promotion

There were a total of 306 vacancies advertised during the year 2014/2015. The following table indicates the results of the recruitment monitoring for the same period.

### Applicants for Employment and Promotion by Protected Characteristic

	Applicants	Shortlisted	Appointed
<b>Male</b>	679	314	94
<b>Female</b>	984	500	172
<b>Minority Ethnic</b>	34	14	5
<b>Disabled</b>	57	19	5
<b>LGB</b>	54	30	13

The numbers of people appointed in each category reflect the general make up of the Council as a whole.

## Training

Equality monitoring is carried out in respect of attendance at internal training courses only and has been undertaken by the use of equality monitoring forms that now monitor all protected characteristics. Sexual orientation and pregnancy and maternity were added during 2014/15.

Identification of the need for training, learning and development is carried out through the Council's workforce planning and performance review systems. Managers will discuss with employees during personal development interviews training, learning and development needs which are aligned to the performance review and job competencies. The results of these feed in to a departmental or divisional training plan.

The Council does not currently monitor whether training requests are refused as the process used to identify training does not lend itself to this type of monitoring. This however will be considered.

There were 1020 equality monitoring forms returned in 2014/15. During this year the Directorates in the Council were restructured, and the sexual orientation and pregnancy and maternity questions were added mid way through the year. This has resulted in difficulty in reporting succinctly for this report. However, the full equality monitoring information is available from the Equality and Diversity team, whose contact details are at the end of this report.

## Disciplinary & Grievance

Disciplinary and Grievance cases are recorded and monitored through the Vision System. There were a total of 126 cases covering disciplinary, grievance and disciplinary action resulting from sickness absence in 2014/2015. The tables below provide equality monitoring information for these cases:

### Gender

	<b>Total</b>	<b>Discipline</b>	<b>Sickness Absence</b>	<b>Grievance</b>
Male	65	39	25	1
Female	61	42	47	2
<b>Total</b>	<b>126</b>	<b>81</b>	<b>72</b>	<b>3</b>

As can be seen from the table above there were more females involved, however when you break this down in to percentages 52% of disciplinary cases involved females which is a smaller percentage than the number of females in the workforce as a whole and 48 % involved males which is a significantly higher percentage than the number of males in the workforce as a whole.

### Age

	<b>Total</b>	<b>Discipline</b>	<b>Sickness Absence</b>	<b>Grievance</b>
16 – 24	8	4	4	0
25 – 34	20	13	7	0
35 – 44	24	18	6	0
45 – 54	46	27	16	3
55 – 64	26	18	8	0
65+	2	1	1	0
<b>Total</b>	<b>126</b>	<b>81</b>	<b>42</b>	<b>3</b>

The table above identifies that more discipline, sickness absence and grievance cases occur within the age ranges of 35-54.

### Disability

	<b>Total</b>	<b>Discipline</b>	<b>Sickness Absence</b>	<b>Grievance</b>
Disabled	12	7	5	0
Non Disabled	108	70	35	3
Information not held	6	4	2	0
<b>Total</b>	<b>126</b>	<b>81</b>	<b>42</b>	<b>3</b>

### Ethnicity

	Total	Discipline	Sickness Absence	Grievance
Asian	0	0	0	0
Black	0	0	0	0
Chinese	0	0	0	0
Mixed	0	0	0	0
White	105	66	36	3
Other	0	0	0	0
Information not held	21	15	6	0
<b>Totals</b>	<b>126</b>	<b>81</b>	<b>42</b>	<b>3</b>

### Religion or Belief

	Total	Discipline	Sickness Absence	Grievance
No Religion	22	15	7	0
Christian	17	11	6	0
Other	1	1	0	0
Prefer not to say	1	1	0	0
Information not held	85	53	29	3
<b>Totals</b>	<b>126</b>	<b>81</b>	<b>42</b>	<b>3</b>

### Sexual Orientation

	Total	Discipline	Sickness Absence	Grievance
Heterosexual	21	13	8	0
Gay/Lesbian	0	0	0	0
Prefer not to say	2	2	0	0
Information not held	103	66	34	3
<b>Totals</b>	<b>126</b>	<b>81</b>	<b>42</b>	<b>3</b>

The data in the above mentioned tables speak for themselves. For data relating to ethnicity and sexual orientation the sample is too low to provide a summary as any further information may lead to identification of individuals.

### Gender Reassignment & Pregnancy and Maternity

There were no employees in these categories involved in disciplinary, sickness absence or grievance cases.

### Leaving Employment

Information gained from the Vision System shows that a total of 1,945 employees left the employ of the Council in 2014/2015, which included 74 employees who

were made redundant. It should be noted that 70 of the 74 employees were school based, where the decision on redundancy rests with the relevant school in accordance with School Governance Regulations. The tables below indicate the number of leavers and reasons for leaving 2014/2015:

### Reasons for Leaving by Gender

Reason for Leaving	Female	Male	Total
Age Retirement	56	37	93
Death in Service	5	6	11
Dismissed	4	3	7
Early Retirement (Teachers)	14	5	19
End of Contract	218	118	336
Failed Probationary Period	0	4	4
Ill Health	12	11	23
Inability to Attend Work	3	1	4
Mutual Agreement	103	45	148
Redundant	51	23	74
Transfer to another Council	3	3	6
Voluntary	383	164	547
Voluntary early retirement	1	0	1
Voluntary early retirement and redundancy	262	92	354
Voluntary redundancy	237	81	318
<b>Total</b>	<b>1352</b>	<b>593</b>	<b>1945</b>

The gender breakdown of those leaving reflects the gender breakdown of the Council as a whole.

### Reason for Leaving by Age

Reason for leaving	18-24	25-34	35-44	45-54	55-64	65+	Total
Age Retirement	0	0	0	0	40	53	93
Death in Service	0	0	1	2	4	4	11
Dismissed	0	1	2	2	2	0	7
Early retirement	0	0	0	0	19	0	19
End of contract	116	110	44	36	20	10	336
Failed probationary period	3	0	1	0	0	0	4
Ill health	0	0	2	6	12	3	23
Inability to attend work	0	1	0	1	2	0	4
Mutual agreement	2	12	27	39	55	13	148
Redundant	1	5	10	4	51	3	74



Transfer to another Council	0	2	2	2	0	0	6
Voluntary	118	172	112	84	48	13	547
VER	0	0	0	0	1	0	1
VER and redundancy	0	0	0	0	297	57	354
Voluntary redundancy	6	50	69	126	39	28	318
<b>Totals</b>	<b>246</b>	<b>353</b>	<b>270</b>	<b>302</b>	<b>590</b>	<b>184</b>	<b>1945</b>

The majority of employees left due to the end of their contract or voluntarily, with the majority of employees over the age of 55 leaving due to opportunities to take Voluntary Early Retirement.

### Reason for Leaving by Disability

Reason for Leaving	Total
Age Retirement	6
Death in service	1
End of contract	9
Failed probationary period	3
Ill Health	4
Inability to attend work	1
Mutual agreement	9
Redundant	2
Voluntary	7
VER with redundancy	23
Voluntary redundancy	10
<b>Total</b>	<b>75</b>

Over half of disabled employees who left employment did so either voluntarily (including voluntary redundancy or VER with redundancy), or by age retirement.

### Reason for Leaving by Ethnicity

Reason	White	Ethnic Minority	Not Known	Total
Age retirement	87	1	5	93
Death in service	11	0	0	11
Dismissed	6	0	1	7
Early retirement	18	0	1	19
End of contract	209	3	123	335
Failed probationary period	3	0	1	4
Ill health	21	0	2	23
Inability to Attend Work	3	0	1	4

Mutual agreement	119	0	29	148
Redundant	64	0	10	74
Transfer to another Council	5	0	1	6
TUPE transfer	0	0	0	0
VER	1	0	0	1
VER with redundancy	327	4	23	354
Voluntary	368	5	174	547
Voluntary redundancy	274	1	43	318
<b>Total</b>	<b>1516</b>	<b>14</b>	<b>416</b>	<b>1945</b>

### Reason for Leaving by Religion or Belief

Reason	Christian	Muslim	Other	None	Prefer not to say	Not Known	Total
Age Retirement	33	0	1	8	0	51	93
Death in Service	1	0	1	4	1	4	11
Dismissed	1	0	0	1	0	5	7
Early retirement (teachers)	4	0	1	0	0	14	19
End of contract	53	0	1	77	11	194	336
Failed probationary period	0	0	0	0	0	4	4
Ill health	5	0	3	0	0	15	23
Inability to attend work	0	0	0	0	0	4	4
Mutual agreement	30	0	4	13	2	99	148
Redundant	16	0	0	5	1	52	74
Transfer to another Council	2	0	0	0	0	4	6
Voluntary	83	1	6	114	9	334	547
VER	1	0	0	0	0	0	1
VER with redundancy	124	0	3	24	7	195	353
Voluntary redundancy	61	1	41	3	2	210	318
<b>Total</b>	<b>414</b>	<b>2</b>	<b>19</b>	<b>291</b>	<b>33</b>	<b>1185</b>	<b>1945</b>

### Reason for Leaving by Sexual Orientation

Reason	Heterosexual	Gay/Lesbian	Bisexual	Prefer not to say	Not Known	Total
Age retirement	37	0	0	1	55	93
Death in service	5	0	0	1	5	11
Dismissed	1	0	0	0	6	7
Early retirement	5	0	0	0	14	19
End of contract	37	1	0	8	289	335
Failed probationary period	0	0	0	0	4	4
Ill health	7	0	0	0	16	23
Inability to Attend Work	0	0	0	0	4	4
Mutual agreement	34	1	0	1	112	148
Redundant	15	0	0	0	59	74
Transfer to another Council	2	0	0	1	4	6
TUPE transfer	0	0	0	0	1	1
VER	1	0	0	0	0	1
VER with redundancy	134	0	0	1	219	354
Voluntary	88	0	0	9	450	547
Voluntary redundancy	69	3	0	2	244	318
<b>Total</b>	<b>435</b>	<b>5</b>	<b>0</b>	<b>23</b>	<b>1478</b>	<b>1945</b>

The information held in respect of Religion or Belief or Sexuality does not lend itself to summary due to low numbers involved.