

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

9TH MARCH 2017

ANNUAL EQUALITY REPORT 2015/16

REPORT OF THE DIRECTOR OF HUMAN RESOURCES IN DISCUSSION WITH THE RELEVANT PORTFOLIO HOLDER, COUNCILLOR G HOPKINS

Author: Melanie Warburton, Equality and Diversity Adviser - 01443 424170

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide information on the Council's Annual Equality Report, for the year 2015/16.

2. RECOMMENDATIONS

It is recommended that the Cabinet:

- 2.1 Agree to publish the Annual Equality Report 2015/16.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The Annual Equality Report has been developed to fulfil the Council's legal duties and obligations to report on its progress in delivering the General and Specific Equality Duties.
- 3.2 The report contains progress made in year 2015/16 in meeting the Council's Strategic Equality Plan and Equality Objectives.

4. BACKGROUND

- 4.1 The Public Sector Equality Duties in Wales, which came in to force on 6th April 2011, included a requirement for public authorities (including Local Authorities and Schools) to report annually on how it has met the General Equality Duty set out in the Equality Act 2010.

4.2 Reporting requirements are set out in the following regulations;

- Regulation Seven Collection and publication of information
- Regulation Nine Employment monitoring reporting
- Regulation Sixteen Reporting on compliance with the General duty

4.3 The Council must report the above information on an annual basis, and publish by 31 March each year.

5 EQUALITY AND DIVERSITY IMPLICATIONS

5.1 An Equality Impact Assessment is not needed because the contents of the report are for information purposes only.

6 CONSULTATION

6.1 Consultation is not needed because the contents of the report are for information purposes only.

7 FINANCIAL IMPLICATION(S)

7.1 There are no financial implications aligned to this report.

8 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

8.1 The Council's Annual Equality Report has been developed in line with legislative requirements and guidance produced by the Equality & Human Rights Commission.

9 LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP

9.1 Equality considerations feature throughout the Single Integrated Plan.

10 CONCLUSION

10.1 The Annual Equality Report has to be published by 31 March 2017 in order to comply with legal requirements.

Rhondda Cynon Taf Council

Annual Equality Report

2015 – 2016

This report can be made available in alternative formats and languages.
To make a request please telephone 01443 424170 or e mail
equality@rctcbc.gov.uk

Contents

	Page No.
1. Introduction	3
2. Who We Are	4
3. Reporting on Equality	4
4. The General Equality Duty	5
5. How We Meet the General Equality Duty	6
6. Equality Objectives	23
7. Equality Impact Assessments	26
8. Employment Monitoring Data	28
9. Procurement	29
10. Accessible Information	30
11. Future Work	30
12. Contact Details	31

APPENDICES

Appendix One	Employment Monitoring Data
--------------	----------------------------

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 Equality 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, over 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.

The Council's vision is:

'For a County Borough that has high aspirations, is confident and promotes opportunity for all'.

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 over 11,000 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 2015 to 31 March 2016.

What the regulations require:

The Annual Report for 2015/16 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.asp>
[x](#)

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:

- The Council's Corporate Plan (2016-2020)
- The Corporate Performance Reports (2015/2016)
- Self Service Evaluation from Service Areas (2015/2016)
- Service delivery/projects (2015/2016)
- Employment practices
- Consultation and engagement programme
- Delivering Change – A Single Integrated Plan for RCT (2013)
- EIAs (2015/2016)
- Employment monitoring information (2015/2016)
- Monitoring and delivery of the SEP action plan (2015/2016).

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

The **Adult Education** service has successfully targeted disadvantaged groups and has an inclusive approach to learning with procedures in place to support those with specific barriers to engagement. Diversity and equality training is provided for staff at regular intervals.

Every effort is made to ensure that facilities are appropriate and accessible to individuals who use the service and specialist support is available to ensure that people with sight or hearing difficulties or other forms of disabilities can enroll on courses.

In **Adult Services** a thorough and wide ranging consultation and awareness raising exercise has taken place in readiness for the requirements of the Social Services and Wellbeing Act from April 2016. Everyone is now entitled to an assessment of their needs in line with agreed all Wales eligibility criteria for accessing services.

Service provision directly provided or commissioned is intended to achieve equality and diversity in all aspects of its activity. Examples of services that ensure equality for those vulnerable people we support include:

- Our Transition Support Service prepare vulnerable people, predominantly those with learning disabilities, for independent living and teach them behaviours which are socially acceptable and which do not lead to social exclusion
- Our Independent Living Service work with vulnerable adults, predominantly those with mental health problems, and enable them to remain living in their community
- Commissioning and supporting the expansion of the Autism Life Centre Service that provides targeted intervention for young people with very complex needs.

In addition, we ensure there are male and female care workers across the service to ensure that if requested, service users have a choice.

Accessibility of information is via a number of formats and there is also access to a translation service. Within our learning disability services, we utilise easy read formats to ensure all individuals are involved and understand.

The **Benefits Service** deal with in excess of 50,000 claims for benefit from residents during the course of a financial year, with approximately 26,000 receiving support towards their housing/council tax costs from the service at any point in time. Documentation can be made available in Braille or large text format for those with visual impairments. Enquiries via the Council's One4All's Centres can be dealt with in British Sign Language (BSL) for residents who are Deaf.

Children's Services staff meet with a wide range of people from different backgrounds. Prior to any meeting held with service users they establish the preferred method of communication and this is recorded for immediate and future use.

Corporate Estates have made most public buildings accessible and reasonable adaptations have been undertaken to ensure services are available to all. All new buildings are designed and built to the latest Building Control standards and are fully accessible.

The **Consultation and Engagement** team have embedded the Public Sector Equality Duties into their work. They work closely with the Equality and Diversity team and members of the team are actively engaged in the Council's LGBT+ diversity network. Residents and stakeholders are given the opportunity to provide their views in a variety of languages and formats (online surveys, paper surveys, letters, emails, twitter takeovers, engagement events).

Engagement is undertaken with the widest range of people as possible. We aim to capture the views of all groups that live within the County Borough and aim to represent all their opinions and concerns. We hold forums for disabled groups and minority groups to record their views, as sometimes there can be specific issues that affect these groups which need to be evaluated by the service areas.

Our aim is to engage with more minority, dispersed and underrepresented groups to ensure they are well represented in all future consultations.

Within **Customer Services**, the Contact Centre provides and promotes a Sensory line, to help customers who may be deaf or hard of hearing to access services. This number is advertised online and within our 'Contact Us' promotional material.

For customers whose first language is neither Welsh nor English, an interpretation service can be offered by means of appointment at a One4All Centre using the Wales Interpretation and Translation Service (WITS).

One4All Centres have been designed to meet disability access standards with rooms available for wheelchair access and they offer a hearing loop function.

Records for Lifeline service users, customer records are populated with medical history, preferred languages, religion and any special requirements. Should they activate their Community Alarm and be unable to communicate with an advisor, help will always be called in the form of key contacts that are provided to us at the point of installation of equipment.

The Service has commissioned the Disabled Accessibility Centre to ensure the Council's website presence meets the needs of disabled users.

Within **Education** all 21st Century school buildings will be accessible, so fewer children with disabilities will need to be educated outside their own communities. Support and training on dealing with racism and discrimination is being provided to schools by 'Kick it out'.

Highway Maintenance and Management Services assess the impact on all residents and sections of the community. The Service works in a fair and equitable way, whilst seeking to meet individual needs where possible.

Human Resources always strive to promote service provision being inclusive, equal and fair in terms of service provision. All team members have completed various e-learning modules covering equality and diversity issues and provide advice to service areas on all aspects of equality and reasonable adjustments.

Our **Housing** team undertakes a Local Housing Market Assessment every two years which identifies housing needs in different areas. The survey includes questions about age, gender, sexual orientation, race and disability. Services are then tailored around the geographical areas of need or the needs of certain groups. In 2015, a Gypsy and Traveller Housing Needs Assessment was undertaken to ensure that the Council is compliant with new duties contained in the Housing (Wales) Act 2014.

Housing allocations made through the Common Housing Register are monitored to ensure that they are representative of the households waiting for housing on the register and also in relation to the population of the county borough. To date allocations have always been reflective of both. When people apply for housing we monitor protected characteristics in line with the Equality Act 2010. In 2015/16 we reviewed our process for approving local lettings policies to ensure that they are not discriminatory in relation to this Act and recent case law.

EIA's are always undertaken where there is a new service or change to an existing service.

Our **Legal and Democratic Services** provide an Electoral Registration Support service for residents with special requirements whereby they visit residents to assist with their registration. There is also a process to facilitate on line registration which can be adapted for residents with disabilities.

The **Library Service** introduced service changes in 2016. Prior to these changes an EIA was undertaken. Information was taken from a range of sources including feedback from customers. Lessons learnt from the previous change in 2014 meant that the 2016 EIA was more comprehensive, objective and meaningful.

Our **Parks and Countryside Service** ensure inclusive access is reviewed in all parks and countryside facilities, locations and Rights of Way. The ability to comply fully is sometimes dependent on constraints due to the physical environment and terrain.

All new and refurbished play areas endeavor to be fully accessible and wherever possible specific items of equipment are installed that are more suitable for disabled users.

Our **Tourism Service** organise a range of events which are held throughout the borough and are available to all residents. An example of this is our Armed Forces Day which we alternate the location annually to communicate the message in different locations and to allow residents from different communities to benefit from and get involved in. For those events that require specific logistics and infrastructure, we always look to select locations that are easily accessible by all RCT residents and visitors, i.e. those with good transport links and car parking facilities. Disabled access is always a consideration and any temporary marquees/structures for events have the recommended access requirements.

The **Transport** team provides Special Educational Needs (SEN) transport which reflects the physical make up of the community, with 936 of the 12,439 learners transported having additional learning needs. It is tailored to the individual needs of the learner by a specialist team within the service. Drivers and passenger assistants also receive special training in autism and epilepsy awareness, first aid and understanding and managing challenging behaviour.

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 2015/16 there were 182 bookings made through the service using 14 languages and BSL interpreters.

What We Have Done To Advance Equality Of Opportunity

The **Adult Education Service** offers Independent Living Skills courses for people with moderate or severe learning disabilities. Enrolment on these courses has been changed to enable learners to attend courses they have previously attended if there are no other suitable courses at that level available.

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 **Arts Service** provides access to discounted and/or free tickets for carers, seniors (60+), children, students and families.

RCT Theatres are signed up to the HYNT scheme and accept the Cinema Exhibitors Associate (CEA) card. Both of these are national schemes that enable eligible people to access free tickets for their carers to help them attend live events and cinema.

The service works in partnership with other services to engage with hard to reach groups and develop services with them. The Arts Council for Wales recognise that this is a strength of the Arts Service, “the real strengths of the organisation lie in its connection with its local communities, clearly understanding its demographics...and there is a clear link between the local authority’s Cultural Service and addressing issues of poverty and lack of opportunities in the area”.

RCT Theatres ensure that matinee performances are included as part of its programme. These matinee performances are aimed at enabling older adults to access the events programme at a time that is suitable to them.

The theatres run a programme of relaxed performances which are open to everyone, where the environment has been specifically adapted for families with children with an Autistic Spectrum disorders, individuals with sensory and communication disorders and anyone who would benefit from a more relaxed environment.

The arts and creative industries development officers deliver and oversee the delivery of arts provision for hard to reach groups. The arts officers often provide one

to one mentoring support for people within these hard to reach groups and have undertaken coaching and mentoring training.

The **Children and Young People** service has supported 872 pupils with English as an additional language. Pupils within the borough are supported to undertake GCSEs in their home languages and recent results were encouraging. In 2015/16, 12 secondary schools had 49 pupils who undertook 21 GCSEs, 16 AS Level; 6 A Level examinations in 15 home languages.

The service area continues to work collaboratively with Stonewall Cymru and other partners to complete the Education Equality Index self-evaluation, and as part of this equality targets have been incorporated into the Education and Lifelong learning and Wellbeing Strategy. The focus has been placed on creating identification tools for teaching staff and the development of a peer-led equality programme in three of our secondary schools. Frontline youth and school based staff will receive Stonewall training, as well as the strategic leads for Education and wellbeing and the impact of this work will be evaluated post implementation.

The creation of the **Communities and Prosperity Service** provides effective infrastructure support to co-ordinate and integrate the delivery and commissioning of these programmes to ensure provision is inclusive, equal and fair. For example, the commissioning of the Adult Education department to provide employability programmes across all Clusters has enabled the service to redistribute core resources to target areas outside of the Communities First Clusters so that all adults across RCT, regardless of where they live can access this provision

A number of Communities First staff are members of the newly launched Allies Network and actively promote the #NoBystanders campaign to colleagues and community members.

Within the **Community Safety Partnership** the DIVERT 18-25 programme is now established in Cwm Taf with officers employed by RCT leading on the project, in partnership with the Police and other stakeholders. The early evaluation from the first 6 months of the project shows the 61 individuals referred to the project have diverse needs (including substance misuse, unemployment, and disabilities) and these are being tackled in a range of ways by a partnership approach to prevent re-offending. It is too early to assess the impact of the project on reoffending rates however feedback from participants indicates very high levels of engagement and participation which is very encouraging.

The re-settlement of refugees has been a key focus for the Service during 2016. Five families, comprising 29 people have been successfully relocated with no adverse issues reported from neighbourhoods to date. This should be viewed as a significant

achievement and testament to the preparatory work done by multi agencies to plan for their arrival and integration.

Community Services have reviewed their assessment and prioritisation process in respect to applications for dedicated parking bays for disabled residents. As part of the newly agreed process the Traffic Management Team work closely with Community Services in order to implement 10-12 new dedicated parking bays each year.

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.

The Equality and Diversity team also inform forum members of items that may be of interest to them, this has led to members becoming involved in local issues.

In 2015 the Disability Forum contributed to a World Mental Health and Disability Information Event at Sobell's Leisure Centre, Aberdare. This was held to raise awareness of mental health and to reduce the associated stigma that surrounds it. It also provided disabled members of the public (including those who have a mental health condition) information on the services that are available to them.

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.

Highway Maintenance and Management have an ongoing programme of access improvements to highways which has been focused on improvements to town centres and other areas of social significance where they would benefit the most people. The majority of works required to improve town centres and main routes into them has been completed, and the focus of the programme is now shifting to make improvements to areas requested by members of the public. Such requests are still considered and prioritised on the basis of benefit to the wider community, but with more focus on the needs of individuals. The Council provides 242 designated parking spaces in its paid car parks for disabled users, this equates to over 7% of the total spaces, and exceeds the number recommended in guidance. Disabled users are not charged for parking in these designated bays when displaying their blue badge.

Staff have completed various training relating to equality including Welcoming Disabled People and Providing for Disabled Road Users. Utility company works are

monitored to ensure that they comply with the relevant traffic management requirements including any necessary provision for disabled highway users.

The Service has made significant improvement to the number of bus stops in the borough that have raised access points to facilitate inclusive access.

Any works to install new, or replace old, pedestrian crossing infrastructure include features such as tactile paving, rotating cones etc. to assist disabled road users.

Housing Services are in some cases targeted towards certain groups, for example older persons repair grants or disabled facilities grants. We also aim to provide at least one adapted bungalow on each new affordable housing development in order to increase the supply of this type of housing overall.

Information is also analysed quarterly via the Safer Lives Report in respect of the Independent Domestic Violence Advisor Service for referrals, demographic information including age, gender, ethnicity, sexual orientation and support needs.

The Registration and Bereavement Service provides a range of satellite facilities and ceremony opportunities in an attempt to engender community engagement.

The spread of **Leisure** facilities across the county borough ensures that there is access for residents wherever they live in the area. The physical environments have all been disability access audited, and relevant action plans put in place to improve the environment and access for customers. Elements of each fitness facility include equipment which is Inclusive Fitness Initiative (IFI) accredited, this means that the equipment is accessible to disabled customers and modifications have been made to cater for disabled customers.

The most recent facilities developed at Bronwydd Swimming Pool, Abercynon Leisure Centre and Rhondda Sports Centre have all been moved to ground floor locations where access is most suited, this has been coupled with disability compliant reception counters, newly refurbished changing facilities and toilets meeting current standards and gated access to facilities which are disability compliant. These changes have been positively received and is evidenced by the lack of any complaints regarding service provision. Unfortunately, in the majority of cases due to the age of the buildings there will always be work to be completed to improve physical access, which forms part of any facility development plan.

The centres have continued to work with a number of disability groups, and in addition to disability netball and wheelchair rugby, there are new clubs developing for badminton and rebounders disability trampolining.

Our Council is one of 3 Councils in Wales who will be delivering the GB Get Out, Get Active Initiative in partnership with Disability Sport Wales. The initiative aims to increase sustainable opportunities for people with a disability in two areas of deprivation in the borough.

The **Library Service** offer a housebound and specialist service for people who are unable to leave their homes or who have disabilities that require specific provision (such as Alternative reading group provision for people with sight difficulties).

A comprehensive range of services are offered to meet the diverse needs of users, many of whom are in hard to reach groups and staff have a good understanding of the role they play in supporting customers from all backgrounds and who have differing needs.

Library service provision is designed to meet the needs of all sectors of the population . An analysis of group use of library community rooms and facilities suggest that the service engages with a wide range of people from a variety of backgrounds. These include Alzheimer's Groups, MIND groups, Alternative Reading Groups, Welsh language meeting groups, those who use Travol Community transport, Learning Disabilities groups, Work Clubs as well as schools and pre-school Mother and Toddler Groups. E-teens provision at a number of libraries allows young people to experience the library in an environment suited to their needs while the Summer Reading Challenge and activities delivered for children and young people ensure there is a good range of ages attending libraries.

It is notable that the library service offers work experience to a range of people, regardless of age, gender and background. Seven people with learning disabilities undertook work placements in 2014-15, one of whom continues to work as a volunteer on a weekly basis.

Static and mobile libraries are accessible for people with disabilities. Computers at libraries are adapted to suit those with visual/sight difficulties and loop systems are available for those who are hard of hearing.

The **Performance Management Service** coordinates the publication of financial and performance information (for the Council as a whole) on its web-site each quarter, and as part of the annual revenue budget consultation process engagement events take place where officers go into communities to speak to residents and local groups e.g. Disability Forum, Older People's Advisory Group.

Improvements have been made to the way information is produced and published, whereby there has been streamlining of the suite of financial and performance information that is made publicly available and provides a more user friendly experience.

Procurement aim to ensure equality considerations are incorporated into the design of contracts and the delivery of services. In light of the Equality Act 2010 and the 'general duty' obligation placed on the Authority, the Unit recognises the importance of building equality considerations into all stages of the procurement process.

As such the service has developed an 'Ethical Procurement Policy Statement' which sets out the Council's equality principles and provides advice on how to put these into practice when performing procurement.

The **Regeneration and Planning Services** are wide ranging and reach diverse sections of the community, and the provision of services are inclusive.

Regeneration projects have included inclusive, equal and fair service provision through delivering specific activities, for example:

- Bilingual interpretation in the Lido visitor centre
- Audio listening posts in the Lido facility
- Engagement with local access groups
- Sharing experiences with organisations including the RNIB
- Design of flush services in Pontypridd public areas
- Inclusion on innovative access to the Lido pools through technology such as the Pool Pod
- Provision of exhibition materials in formats such as Braille.

The **Streetcare Service** deliver a range of services to all residents and sections of the community and work to provide services in a fair and equitable way whilst striving to go the extra mile to meet individual needs where appropriate.

Some activities in **Trading Standards** are specifically targeted at vulnerable groups, for example our enforcement work regarding scams and doorstep crime targets the protection of vulnerable persons and we have prosecuted many traders for defrauding vulnerable persons. Our doorstep crime work uses best practice such as making rapid responses, if possible with the police, when the traders are still present at the person's house.

The Council has supported employment opportunities in **Vision Products** which provide opportunities for work for people who are disabled and offers a number of apprenticeship roles. Through work-choice funding Vision Products supported 63 disabled people to continue in regular employment with a range of support including training, counselling services, personal support, one to one daily job support, work skills, job mentoring, coaching, safeguarding and health and safety training.

Their goals for their employees are outlined below and they seek to identify the barriers and put an action plan in place to help them achieve the following:

- effectively manage their condition on a daily basis whilst working
- improve and develop communication skills
- improve technological skills
- increase independence
- maintain professional development
- maintain safe working practices
- maintain productive performance levels at work
- increase productivity and quality of work.

The service works in partnership with a number of supported employment agencies such as Elite and Llamau and the following programmes have been offered:

- 8 people completed a 13 week programme and 3 were later employed on the apprenticeship programme
- 6 people completed a 26 week programme - supporting people together
- 2 people participated in the Step in the Right Direction programme
- 6 people were employed on an apprenticeship programme
- 3 people completed a work experience programme
- 3 people volunteered via ITEC and Learning Disabilities Wales.

Their Apprenticeship Scheme provides a number of opportunities for young people with disabilities. The outcomes of the scheme are:

- apprentices will learn a range of transferable skills
- they will gain qualifications in essential skills
- they will demonstrate that they are able to sustain employment
- they will develop social interaction skills
- apprentices will transition into permanent employment.

We have received a number of quotes from parents of young people who have worked on our 12 month apprenticeship scheme. These include:

“He has grown in confidence, doing things he was not able to do before, we have seen such a difference in him at home, he has improved so much”

“She has developed a good work ethic which has given her structure to her days. She has grown in confidence through being able to interact in a normal workplace setting, as opposed to teachers within the special school that she attended”

“He is loving every minute working at Vision Products, he is up at 6 am, showers and waits patiently for his taxi to work. He feels that his days are more focussed now that he has a routine, he used to be nervous out on his own, now when I say I will go with him he says mam I am okay, he wants to book for Magaluf this year, it’s the girls he likes”

“I have found a big difference in him, he is a lot happier and what he has learnt will help him gain further employment. He is 100% more confident and it has made a difference in his speech, as before his speech was rushed and unclear, whereas he now speaks more clearly and slower”

Waste Services provide additional assistance to residents who have difficulties complying with our policies such as assisted collections for residents who have mobility difficulties and extra black bag allowances for residents who are unable to sort their waste due to sight loss.

We have improved the way in which residents can obtain recycling bags. We now deliver to individual addresses where residents who have mobility difficulties or cannot get to an open distribution point can now fully participate in recycling.

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

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 Cwm Taf **Community Cohesion Group (CCG)** was formed to replace the disbanded Multi Agency Diversity Forum (MADF) and 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 and Education. The CCG meets quarterly and stop and search 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. Work is being done to look at ways to engage the public at these meetings.

Each year the Council marks **Holocaust Memorial Day (HMD)**. In January 2016 a public event was held at the Park and Dare Theatre which was organised in partnership with South Wales Police. A diverse range of people attended. 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 Treorchy Comprehensive School and Ton Pentre Primary School contributed to the event. The Library Service supported HMD by arranging book displays on the Holocaust.

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 **Sport RCT Team** has developed projects in partnership with many different agencies to tackle different community demographics e.g. 'Maerdy Fat Club' works with females to build confidence in using Rhondda Fach Sports Centre. This was developed in partnership with the leisure facility and Communities First.

The **Stonewall Diversity Champions** programme is Britain's good practice employers' forum on sexual orientation. The Council became Diversity Champions in 2013. The Equality and Diversity Team continue to work closely with Stonewall Cymru's workplace team to develop practices that support LGBT employees as well as having an impact on the community. The Council was ranked as a Top 100 employer in the 2016 index.

Streetcare and Waste Services are currently working 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 to tackle waste and recycling issues in the community. Enforcement Unit and the Community Green Team have carried out projects such as litter-picks, building of outdoor

classrooms including the provision of facilities for wheelchair access and sensory gardens.

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.

The Council has developed an ongoing face to face approach to engagement with residents in 2016, which aims to provide a conversation with our residents that allows us to “dig deeper” into their original responses. It will help the Council and its partners find out what residents think about where they live and the services they receive.

The Consultation Team attended various events/forums to undertake face to face engagement. A mapping exercise was used to help identify how satisfied people were living, working or studying in Rhondda Cynon Taf, we asked people where they lived and what it was like to live there (good and bad). The events included road shows in parks and town centres.

We also asked people to comment on a selection of Council Services and to describe their experience of the services. These services were based on current Council priorities or where we specifically needed to obtain the views of our residents.

The ongoing conversation with residents was further enhanced by the annual budget engagement approach, where we continued discussions with residents at town centre road shows, leisure centres and day centres. We used an online budget simulator to allow residents to have a go at setting the Council’s budget themselves and a number of Leader road shows were held.

We have continued to use online and social media engagement as one of our methods to obtain resident views.

We have continued to develop our links with residents who are 50 plus through engagement with the Older Person Forums, including a number of specific events in the summer.

We have introduced a new RCT wide Youth Forum that links with the Council’s District Youth Forums and representatives from school councils.

The Consultation Team have also supported a number of service area consultations including; tourism, events, transport, leisure, HR staff surveys, social care satisfaction, childcare sufficiency audits, Libraries, and Welsh Language surveys.

As part of the Council's commitment to continuously improve, the feedback received from engagement activities is being used to help evaluate the impact 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.

The focus for partnership working this year has been support provided to a partnership project called Understanding Our Communities. Public services across Cwm Taf, including Councils, the Health Board, the Police, the Fire Service and third sector organisations have been collecting information to gain a better understanding of the good things about communities, what matters to people and communities and what they feel is important to their health and wellbeing and their ideas to make things better. This information is being used to inform the assessments required as part of The Wellbeing of Future Generations Act and the Social Services and Wellbeing Act.

The Council's Performance

The Council's main strategic plan is its [Corporate Plan – The Way Ahead](#). This plan sets out the Council's priorities for the four years between 2016-2020. The detailed actions to deliver these priorities are set out in plans which are monitored and scrutinised by Councillors every quarter as part of the Council's [Performance Reports](#) to Cabinet. At the end of the year, the plans are also subject to more in

depth challenge, review and evaluation, the results of which are then included in the Council's annual [Corporate Performance Report \(pdf\)](#).

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 still improvement needed overall around the consistency of information collected. 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. Our equality objectives are:

- 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

We previously reported that a Hate Crime Strategy has been developed for Rhondda Cynon Taf. The strategy's action plan has been in place for over a year and has delivered on the following:

- South Wales Police (SWP) hate crime statistics are reported and scrutinised at the Cwm Taf Community Cohesion Group.
- A number of reassurance visits have been conducted by the 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 outcomes have been incorporated into the Council's Corporate Plan.
- We continue to raise awareness of the RCT hate crime logo and circulate hate crime leaflets.
- Hate crime awareness sessions have continued to be delivered to Council staff, Elected Members and foster carers.
- We have provided hate crime awareness training for staff in housing associations and community groups.
- We have worked in partnership with Education providers and delivered hate crime awareness sessions at the Council's Youth Conference, during freshers week and at events at the University of South Wales and at Coleg Morgannwg.
- Further discussions have taken place with schools regarding planned future awareness of school staff and pupils.
- We marked Holocaust Memorial Day with an event which linked to modern day hate crime and raised awareness of reporting.
- A week of activities was undertaken for Hate Crime Awareness Week. A hate crime vlog was available on the Council's Facebook and Twitter page. We arranged a poster awareness campaign on Stagecoach buses and local radio was used to raise awareness. Awareness raising stands were staffed in local supermarkets, hospitals and schools during the week.

Addressing Negative Attitudes and Behaviours

Challenging Attitudes

We offer Dignity and Respect training, which covers our responsibilities under the Equality Act, challenging stereotypes, inappropriate language and behaviour. It's an interactive session with many opportunities for participants to challenge their assumptions. Over 250 employees from Vision Products and Residential Care Services have attended Dignity and Respect training this year. Training feedback remains to be positive with most participants stating they will reflect on the session and alter their behaviour in the workplace. Participants are also encouraged to sign up to Stonewall's #Nobystanders Campaign which encourages colleagues to challenge inappropriate language and behaviour.

Throughout 2015/16 Negative Attitudes, Self Esteem, Stereotyping and Influencing Attitudes sessions were delivered to over 800 secondary pupils as part of the World of Work Programme.

Commitment to Stonewall's Diversity Champions Programme

The Council's commitment to Stonewall's Diversity Programme is apparent with the Council becoming a Top 100 employer in the UK in 2016. This improvement was down to a number of initiatives that were implemented and include the following:

- A sustained LGBT network
- The launch of an Allies Network
- A visible senior LGBT Champion
- Improvement to monitoring forms to collect data around sexual orientation
- Attendance and engagement with residents at Pride Cymru
- Regular sexual orientation information on Inform and the Council Website which includes blogs from staff network members
- Raising the Rainbow Flag for LGBT History Month, International Day Against Homophobia and Transphobia and Pride week
- Supporting Cultural Services in the preview of 'Pride' at Rhondda Heritage Park
- Promoting the Rainbow Laces campaign
- Encouraging support of the #NoBystanders campaign.

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.

Each month the Equality and Diversity team hold a 'time to talk' session at a Council location. Sessions have been held at all main Council venues as well as some depots. These are drop in sessions to encourage staff to discuss mental health. To compliment these each month a member of staff does a blog on Inform about how they live with a mental health condition. The Time to Change Wales campaign was built into all the mandatory manager briefing sessions regarding the re-launched Absence Management Policy. Briefing sessions were also held to raise awareness of mental ill health and support mechanisms were highlighted.

The time to talk sessions have been recognised by the GMB union with the initiative being awarded 'Highly Commended' for the Most Inspirational Project for Making A Difference At Work Category.

Developing More Robust Monitoring Arrangements

For some years it been a challenge for us to collect relevant service area data to produce this report and demonstrate the huge amount of positive equality practice happening across the Council and review areas for improvement. Last year the Equality and Diversity team devised a pro-forma to collect the information which resulted in 11 responses. This year, working with the Council's Performance Team

we were able to obtain relevant information from all service areas as part of the Council's Self Service Evaluation process. Whilst the information gathered from the exercise was encouraging a full evaluation will take place to assess its effectiveness.

Work will continue with Service Areas to review what service user information is collected and monitored.

During this year we undertook a staff profile audit to improve the amount of information we hold on our staff. We also improved monitoring forms to collect data around sexual orientation.

Gender Pay

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

To address the Gender Pay objective, the Council has been part of an innovative project - the WAVE project in partnership with Cardiff University. Workforce data has been robustly analysed and areas of gender pay disparity have been identified. An area of disparity is women employed on Grades 1 to 3. A graduate officer worked on this project for 6 months and undertook research into this group of staff. As part of this research two reports were presented to the Council's Senior Leadership Team recommending internal work experience and a suite of flexible working practices. Both initiatives were agreed and an action plan for implementation is in place.

As part of the gender pay objective, unconscious bias training has been held with the Senior Leadership Team and Human Resource colleagues. The training for Human Resources specifically looked at gender bias and stereotypes in recruitment practices. As a result of this training changes will be made to the recruitment process particularly job advertisements and job descriptions.

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 2015 to March 2016.

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

The table below includes some of the EIA's carried out in 2015/2016 and gives a brief summary of the results and action taken.

Equality Impact Assessments which have undergone an initial screening

Service Area	Policy/Procedure	Result
Council Wide	Capital Programme 2015/16 – 2017/18	Low impact – no EIA required
Human Resources	Absence Management Policy	Positive impact – no EIA required
Human Resources	Proposals for Flexible Working Arrangements	Positive impact - no EIA required
Housing Strategy	Homestep Scheme	Low impact – no EIA required
Arts Service	Hynt Scheme	Positive impact – no EIA required
Human Resources	Collaborative Working Arrangements Vacancy Management	Positive impact - no EIA required

Full Impact Assessments

Service Area	Policy/Procedure	Result
Community and Children's Services	Carers Strategy Development for the Cwm Taf Area	Full EIA undertaken – ongoing monitoring

Education and Lifelong Learning	Reorganisation of School Provision	Full EIAs undertaken – action plan developed
Corporate and Frontline Services	Home to School Transport Arrangements	Full EIA undertaken – proposals reviewed and amended

The following outlines the change proposals as part of the 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	Library Services
Education and Lifelong Learning	Youth Engagement and Participation Service
Corporate and Frontline Services	Day Nurseries
Corporate and Frontline Services	Supported Bus Routes

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/Committees.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 a 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.

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

We will continue to work 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 partners. We will roll out a hate crime e-learning package to all managers and we will continue to deliver hate crime awareness sessions. Victims of hate crime will continue to get support and reassurance visits.

We will continue to engage and consult with different sections of our community, including the LGBT community and disabled community, to ensure our services meet their specific needs.

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

We will continue our commitment to the Stonewall Equality Education Index to ensure that our schools build on the work they are doing to celebrate difference and tackle discrimination.

We will continue to deliver Dignity and Respect training to colleagues across the Council and inform them of their responsibilities under the Equality Act 2010 and to encourage them to challenge negative attitudes.

We will expand our Allies Network and provide training and support for this group to ensure they are able to support and signpost effectively.

The WAVE action plan will continue to be monitored and we will undertake consultation with women employed on grades 1 to 3.

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
Tonypandy
CF40 2XX

Telephone: 01443 424170

e mail: 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 over 80% of employees live in the Council area.

Gender

The table below shows the gender breakdown of employees:

Gender	Total	% of Workforce
Male	2852	25.9%
Female	8152	74.1%
Total	11004	100%

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	698	6.4%
25-34	2121	19.3%
35-44	2820	25.6%
45-54	3303	30%
55-64	1829	16.6%
65+	233	2.1%
Total	11004	100%

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.

Disability

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

Identification	Total	% of Workforce
Disabled	242	2.2%
Non Disabled	9040	82.2%
Prefer not to say	32	0.3%
Information not held	1690	15.3%
Total	11004	100%

Information is held on 85% 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.

National Identify and Ethnicity

The table below shows the breakdown of employees by ethnicity:

Ethnicity	Number
Asian	12
Asian British	1
Asian Chinese	1
Asian Cornish	1
Black	7
Black British	1
Chinese	4
Mixed Other	15
Mixed White & Black Caribbean	2
Other	25
Prefer not to say	11
White	6,980
White British	794
White Cornish	2
White English	21
White Irish	7
White Other	5
White Scottish	7
White Welsh	1,111
Not Known	1,997
Total	11004

Staff identifying themselves as an ethnic minority 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.

The table below shows the breakdown of employees by national identity:

National Identity	Number of Employees
African	6
Any Other Asian Background	3
Any Other Mixed Background	2
Any Other White Background	21
Bangladeshi	1
British	2,033
Caribbean	1
Chinese	5
English	284

European	29
Indian	7
Irish	26
Other	15
Scottish	33
Welsh	5,970
White and Asian	4
White and Black African	3
White and Black Caribbean	1
Not Known	2,560
Total	11004

Information is held on 77% of employees with the majority of employees identifying themselves as Welsh followed by British.

Religion or Belief

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

Religion	Total
Christian	2705
Muslim	3
Hindu	5
Jewish	1
Buddhist	7
Other	110
% of workforce identifying with a religion	25.7%
None	2155
Prefer not to say	282
Information not held	5736
Total	11004

Information is held on 48% 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	3608
Gay/Lesbian	59
Bisexual	13
% of workforce identifying a sexual orientation	33.4%
Prefer not to say	174
Information not held	7150

Total	11004
--------------	--------------

Information is held on 35% of employees. This is an increase of over 10% since reported last year. As part of the Stonewall Diversity Champion's Programme, work has and will continue to encourage more employees to complete this category on equality monitoring forms.

Pregnancy and Maternity

As at 31 March 2016 there were 159 employees on maternity leave none of which were involved in disciplinary or grievance cases. During the year 2015/16, 391 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 Gender Reassignment 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 2016 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	Male	Female	Grand Total
Administrator	256	968	1224
Ancillary	572	1484	2056
Assistant Headteacher	26	44	70

Community and Social Care	350	3480	3830
Deputy Headteacher	38	85	123
Frontline and Customer Care	156	237	393
Headteacher	55	74	129
Middle Manager	78	123	201
Skilled Manual Worker	117	39	156
Strategic Manager	39	29	68
Supervisor	186	180	366
Teacher	415	1332	1747
Technical, Specialist & Professional	288	341	629
Unqualified Teacher	4	8	12
Total	2580	8424	11004

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 2016.

- 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

Grade	Female	Male	Total
Chief Executive	0	1	1
Group Director	0	2	2
Director Level 1	0	3	3
Director Level 2	2	2	4
Service Director Level 1	1	2	3
Service Director Level 2	1	6	7
Head of Service Level 1	9	11	20
Head of Service Level 2	6	6	12
Total	19	33	52

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

Grade	Female	Male	Total
GR1	269	89	358
GR2	1013	41	1054
GR3	610	190	800
GR4	922	282	1204
GR5	810	472	1282
GR6	1152	322	1474
GR7	540	123	663
GR8	248	132	380
GR9	178	121	299
GR10	150	135	285
GR11	269	126	395
GR12	117	58	175
GR13	101	58	159
GR14	11	4	15
GR15	39	27	66
Total	6429	2180	8609

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

Grade	Female	Male	Total
Education Psychologists and Advisers	70	27	97
Apprenticeships	19	37	56
Leadership Group/Headteachers	72	55	127
Deputy Headteachers	130	64	194
Teachers	1362	432	1794
Total	1653	615	2268

The figures above indicate that females make up 73% of the education profession.

Individual salary grades of Education is complex to summarise but on analysis 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	2348	1902	4250
Permanent Part Time	1766	227	1993
Permanent Part Time Term Time	1978	80	2058
Permanent Term Time	142	20	162
Temporary Full Time	250	166	416
Temporary Part Time	138	63	201
Temporary Part Time Term Time	805	63	868
Temporary Term Time	27	13	40
Casuals	699	317	1016
Total	8153	2851	11004

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 331 vacancies advertised during the year 2015/2016. 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
Male	1144	514	148
Female	1950	899	260
Minority Ethnic	75	34	7
Disabled	127	65	12
LGB	103	43	17

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 a total of 556 equality monitoring forms returned in 2015/16.

Training by Gender

Group	Male	Female	Transgender	Prefer not to say	Not Known	Total
Chief Executives	13	20	0	0	0	33
Community & Children's Services	76	253	0	1	2	332
Corporate & Frontline Services	28	56	0	0	0	84
Education & Lifelong Learning	8	29	0	0	0	37
Not Specified	18	51	0	0	1	70
Total	143	409	0	1	3	556

Training by Age

Group	16-24	25-34	35-44	45-54	55-64	65+	Prefer not to say	Not Known	Total
Chief Executives	3	2	22	5	0	0	0	1	33
Community & Children's Services	18	52	64	107	86	4	0	1	332
Corporate & Frontline Services	7	12	25	31	8	0	0	1	84
Education & Lifelong Learning	4	5	12	11	5	0	0	0	37
Not specified	11	8	11	17	19	3	0	1	70
Total	43	79	134	171	118	7	0	4	556

Training by Ethnicity

Group	British	Chinese	Cornish	English	Irish	Scottish	Welsh	White and Black Caribbean	Prefer not to say	Total
Chief Executives	15	0	0	0	0	0	18	0	0	33
Community & Children's Services	92	0	1	4	1	1	233	0	0	332
Corporate & Frontline Services	37	0	0	4	0	0	43	0	0	84
Education & Lifelong Learning	12	1	0	0	0	0	23	1	0	37
Not specified	28	0	1	4	0	1	36	0	0	70
Total	184	1	2	12	1	2	353	1	0	556

Training by Religion or Belief

Group	Christian	Buddhist	No religion	Other	Prefer not to say	Not Known	Total
Chief Executives	22	0	11	0	0	0	33
Community & Children's Services	124	1	132	19	16	40	332
Corporate & Frontline Services	27	0	37	4	4	12	84
Education & Lifelong Learning	18	0	14	0	2	3	37
Not specified	30	1	21	3	2	13	70
Total	221	2	215	26	24	68	556

Training by Pregnancy and Maternity

Group	Are currently pregnant or have been pregnant during last 12 months	Not currently pregnant, nor have been during last 12 months	Prefer not to say	Not known	Total
Chief Executives	0	32	0	1	33
Community & Children's Services	7	290	1	34	332
Corporate & Frontline Services	2	75	0	7	84
Education & Lifelong Learning	1	33		3	37

Not specified	1	62		7	70
Total	11	492	1	52	556

Training by Sexual Orientation

Group	Heterosexual	Gay/Lesbian	Bisexual	Prefer not to say	Not Known	Total
Chief Executives	32	0	0	0	1	33
Community & Children's Services	283	3	1	16	29	332
Corporate & Frontline Services	72	1	0	3	8	84
Education & Lifelong Learning	31	2	0	2	2	37
Not specified	56	1	0	0	13	70
Total	474	7	1	21	53	556

Disciplinary & Grievance

Disciplinary and Grievance cases are recorded and monitored through the Vision System. There were a total of 183 cases covering disciplinary, grievance and dignity at work and disciplinary action resulting from sickness absence in 2015/2016. The tables below provide equality monitoring information for these cases:

Gender

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
Male	67	39	23	0	5
Female	116	55	29	2	30
Total	183	94	52	2	35

As can be seen from the table above there were more females involved, however when you break this down in to percentages, 59% of disciplinary cases involved females which is a smaller percentage than the number of females in the workforce as a whole and 41% involved males which is a significantly higher percentage than the number of males in the workforce as a whole.

Age

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
16 – 24	5	5	0	0	0
25 – 34	31	14	9	1	7
35 – 44	47	25	9	0	13
45 – 54	55	34	12	1	8
55 – 64	43	15	21	0	7
65+	2	1	1	0	0
Total	183	94	52	2	35

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

Disability

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
Disabled	11	3	7	0	0
Non Disabled	167	89	43	1	35
Information not held	5	2	2	1	0
Total	183	94	52	2	35

Ethnicity

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
Asian	0	0	0	0	0
Black	0	0	0	0	0
Chinese	0	0	0	0	0
Mixed	0	0	0	0	0
White	166	85	48	1	32
Other	1	0	0	0	1
Information not held	16	9	4	1	2
Total	183	94	52	2	35

Religion or Belief

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
No Religion	52	32	11	0	9
Christian	31	13	7	0	11
Other	3	1	1	0	1
Prefer not to say	2	0	2	0	0
Information not held	95	48	31	2	14
Totals	183	94	52	2	35

Sexual Orientation

	Total	Discipline	Sickness Absence	Grievance	Dignity at Work
Heterosexual	59	26	15	0	18
Gay/Lesbian	2	1	0	0	1
Prefer not to say	0	0	0	0	0
Information not held	122	67	37	2	16
Totals	183	94	52	2	35

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 1,451 employees left the employment of the Council in 2015/2016, which included 71 employees who were made redundant. It should be noted that these 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 during 2015/16:

Reasons for Leaving by Gender

Reason for Leaving	Female	Male	Total
Age Retirement	51	25	76
Death in Service	5	1	6
Dismissed	4	5	9
Early Retirement (Teachers)	8	0	8
End of Contract	197	81	278
Failed Probationary Period	5	1	6
Ill Health	12	3	15
Mutual Agreement	94	37	131
Redundant	49	22	71
Transfer to another Council	19	5	24
TUPE transfer	11	2	13
Voluntary	340	123	463
Voluntary early retirement and redundancy	156	50	206
Voluntary redundancy	109	36	145
Total	1060	391	1451

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	45	31	76
Death in Service	0	0	0	3	3	0	6
Dismissed	1	3	1	2	2	0	9
Early retirement (Teachers)	0	0	0	0	8	0	8
End of Contract	69	86	57	36	23	7	278
Failed probationary period	3	2	1	0	0	0	6
Ill health	0	0	0	3	11	1	15
Mutual agreement	0	16	26	32	44	13	131
Redundant	0	3	9	10	43	6	71
Transfer to another Council	1	7	8	6	2	0	24
TUPE Transfer	0	2	5	2	4	0	13
Voluntary	61	158	112	73	49	10	463
VER and redundancy	0	0	0	0	174	32	206
Voluntary redundancy	1	9	43	75	14	3	145

Totals	136	286	262	242	422	103	1451
--------	-----	-----	-----	-----	-----	-----	------

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	3
Death in service	1
End of contract	9
Failed probationary period	0
Ill Health	1
Mutual agreement	13
Redundant	3
Transfer to another Council	3
Voluntary	9
VER with redundancy	11
Voluntary redundancy	6
Total	59

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	68	0	8	76
Death in service	6	0	0	6
Dismissed	8	0	1	9
Early retirement (Teachers)	7	0	1	8
End of contract	171	2	105	278
Failed probationary period	5	0	1	6
Ill health	14	0	1	15
Mutual agreement	106	0	25	131
Redundant	58	0	13	71
Transfer to another Council	15	0	9	24
TUPE transfer	11	0	2	13
VER with redundancy	197	0	9	206
Voluntary	334	5	124	463
Voluntary redundancy	127	0	18	145
Total	1127	7	317	1451

Reason for Leaving by Religion or Belief

Reason	Christian	Buddhist	Other	None	Prefer not to say	Not Known	Total
Age Retirement	29	0	2	12	0	33	76
Death in Service	3	0	0	0	1	2	6
Dismissed	1	0	0	5	0	3	9
Early retirement (teachers)	3	0	0	0	0	5	8
End of contract	53	0	2	57	12	154	278
Failed probationary period	0	0	0	5	0	1	6
Ill health	2	0	0	1	0	12	15
Mutual agreement	37	1	2	9	3	79	131
Redundant	26	0	0	3	2	40	71
Transfer to another Council	7	0	0	2	0	15	24
TUPE Transfer	6	0	0	0	1	6	15
Voluntary	95	1	5	93	8	261	463
VER with redundancy	87	0	5	20	5	89	206
Voluntary redundancy	33	1	1	23	2	85	145
Total	382	3	17	230	34	785	1451

Reason for Leaving by Sexual Orientation

Reason	Hetero- sexual	Gay/ Lesbian	Bi- sexual	Prefer not to say	Not Known	Total
Age retirement	37	0	0	0	39	76
Death in service	4	0	0	0	2	6
Dismissed	5	0	0	0	4	9
Early retirement (Teachers)	3	0	0	0	5	8
End of contract	32	1	0	1	244	278
Failed probationary period	5	0	0	0	1	6
Ill health	1	0	0	0	14	25
Mutual agreement	39	0	0	2	90	131
Redundant	21	0	0	2	48	71
Transfer to another Council	5	1	0	0	18	24
TUPE transfer	4	0	0	0	9	13
VER with redundancy	97	0	0	4	105	206
Voluntary	114	1	0	4	344	463
Voluntary redundancy	44	0	1	2	98	145
Total	411	3	1	15	1021	1451