

Rhondda Cynon Taf Council

**Strong communities, respecting
individuals**

Annual Equality Report

2011 – 2012

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

To make a request please telephone 01443 424075 or e mail

equality@rctcbc.gov.uk

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1. Introduction

It gives me great pleasure to introduce the 'Strong communities, respecting individuals' equality report that represents the Councils 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 a 'Strong communities, respecting individuals' report on an annual basis 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 Craig Middle
Cabinet Member Social Justice

2. About Rhondda Cynon Taf Council

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, 83% of employees also 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 seventy-five elected Members and operates a Cabinet system. It has a Corporate Management Team headed by the Chief Executive and attended by Senior Directors, and employs just under 13,000 employees in a variety of service areas and roles based within the following groups:

- Community & Children's Services
- Education & Lifelong Learning
- Environmental Services
- Corporate Services
- Chief Executive

3. Context for Reporting on Equality

The main purpose of this 'Strong communities, respecting individuals' 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. The first reporting period runs from 6 April 2011 to 31 March 2012. As this is the first such report it covers the period 2011/12, (subsequent reporting periods will run from 1 April to 31 March.)

What the regulations require:

The annual report for 2011/12 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*

However future reports will also require information on the following:

- *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*

This makes the first year of reporting unique in that, following the introduction of the new duties, equality objectives were not required to be published until 2 April 2012 which is outside of the required reporting period.

Whilst there is no requirement to report on progress in respect of the Council's equality objectives, in this first report the Council has the discretion to include 'any other matter it feels relevant to meeting the general duties and the specific duties'. Given this discretion, information on the Council's equality objectives and its progress towards achieving them is included in this report. The Council's Strategic Equality Plan (SEP) sets out its equality objectives, a copy can be accessed here:

<http://www.rctcbc.gov.uk/en/councildemocracy/equalitydiversity/strategiequalityplan/strategiequalityplan.aspx>

If you want more information on the SEP please contact the Equality & Diversity Team on 01443 424075 or e mail equality@rctcbc.gov.uk

4. General Equality Duty

The Equality Act 2010 introduced a new 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

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 origins
- 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. Relevant Information

Relevant information in this context is information considered, collected and used by the Council to show how it has met the General and Specific Duties.

The type of information that should be considered may include data from local and/or internal sources such as customer surveys, community forums or Equality Impact Assessments, 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 considered when developing 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.

A comprehensive mapping and research exercise was carried out when developing the SEP, it included both internal and external information, strategies and external information with a national context.

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

<http://www.rctcbc.gov.uk/en/councildemocracy/equalitydiversity/strategiequalityplan/strategiequalityplan.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 is meeting the General and Specific Duties.

A Strategic Equality Group was set up to deliver the Council's commitments and responsibilities under the Specific Equality Duties. The group is made up of officers who 'can deliver' from across all service areas.

The members of the Strategic Equality Group were involved in identifying the relevant information used when developing the SEP and were asked to provide

examples from their service areas that could demonstrate how the Council is meeting the General and Specific Duties.

The Council has an Equality Impact Assessment 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 in operation in 2011/2012 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.

The final source of information is through the use of the Council's Performance Management System - Ffynnon to measure the delivery of the SEP action plan.

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:

- Service delivery / projects (2011/2012)
- Employment practices
- Consultation and engagement programme
- Delivery of Council strategies (2011/2012)
- EqIA results (2011/2012)
- Employment monitoring information (2011/2012)
- Monitoring and delivery of the SEP action plan (from April 2012)

Service Delivery / Projects Examples

The following information provides a 'snapshot' of the work carried out across the Council.

Development of SEP's in Schools

The Equality & Diversity Team worked with the LEA to provide workshops to Head Teacher Cluster Groups on the requirements of the Equality Duties and the need to develop equality objectives and an SEP.

As part of this process the following documents were provided on CD and uploaded to the schools intranet site Moodle:

Document	Published by
Common Equality Risks in Education	Welsh Local Government Association
Schools Public Sector Duties	Governors Wales & Equality & Human Rights Commission
Briefing on the Public Sector Equality Duties in Wales – Education and Schools	Welsh Local Government Association
Strategic Equality Plan Template for Schools and Guidance Document	Rhondda Cynon Taf Equality & Diversity Team
Rhondda Cynon Taf Draft Strategic Equality Plan and Draft Action Plans	Rhondda Cynon Taf Equality & Diversity Team

The work with Head Teachers has led to a more effective working relationship with schools and the provision of equality awareness training to school employees.

Development of Accessibility Guidelines and Increased Sign Up and Use of the Wales Interpretation and Translation Service

The Council signed up to the Wales Interpretation and Translation Service as a result of monitoring of the EqIA results. A common issue identified was the lack of understanding of how information could be provided in alternative formats and languages.

The Equality & Diversity Team developed and published on the Council’s Intranet site Accessibility Guidelines that provide employees and managers with information on what needs to be considered in order to increase accessibility of services, information and events. The guidelines provide a wide range of information from how things such as text phone, palantypist or lipspeakers work, or making presentations accessible, to access arrangements for meetings and events and also includes a list of providers of alternative formats. The guidelines are regularly reviewed and updated where necessary.

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. In order to access WITS, Council service areas have to register with the Equality & Diversity Team and are allocated a WITS code, in 2011/2012 a total of 30 WITS codes (covering all Council Group Services) had been allocated and 33 bookings were made through the service using 8 languages and BSL interpreters.

Feedback from service areas has been very positive and use of the service has increased the use of interpreters across the Council thus improving access for service users.

Customer Services Improvements

For customers who prefer to telephone, the Council has introduced a dedicated Sensory Support Line (01443 425015) using text phone technology. This enables customers with audible problems to communicate with an advisor in the main contact centre using a 'type talk' service to respond to a wide range of enquiries.

The Council's website prides itself on customer accessibility and is reviewed monthly by an independent body (SiteMorse). Results are positive with www.rctcbc.gov.uk being ranked 2nd in Wales, and 12th in UK from accessibility testing. To further improve the site so it is more accessible by all groups, the Council is working towards the WCAG 2:0 standard in 2013, which is endorsed by the RNIB and Shaw Trust.

The Council's One 4 All Centres continue to ensure that access is as wide as possible and customers can benefit from disabled friendly centre design including hearing loops, and DDA accessible premises with local parking at most sites. The service has provided RADAR keys for several years and is also the main access point for transport related enquiries i.e. 'Blue badge' applications since March 2012 and Concessionary Bus Passes for disabled people. Customers who require language support for advice are provided for by appointment for a range of languages including British Sign Language.

BSL Training in Homecare

Home Care Supervisors attended a short course of Basic British Sign Language training in the latter part of 2011. Attendees felt that the course had been beneficial in giving them some basic understanding of BSL and that this could be beneficial for other employees within the service and raised this with the Home Care Manager.

Following this further training was arranged with Sarah Lawrence from deaf-friendly that focussed on signing tasks that would need to be undertaken with service users whilst assisting with their daily living, meeting their hygiene and personal care needs, meal preparations etc.

It was agreed that a service user who uses BSL as her main communication, with whom employees were experiencing difficulty conversing, would be approached and asked if she would like to be part of the training. By including her she was able to share with care staff the most important aspects of signing that resulted in both her and the employees having a positive experience, learning to understand each other.

The course ran once a week over a 6 week period and has resulted in employees now being able to communicate more effectively with her and other BSL users. She felt it was a very positive experience and is very happy that employees are now able to communicate with her in her own language.

Memory Project

In 2011, the Intermediate Care and Rehabilitation Service identified in partnership with Cwm Taf Health Board that people with dementia/memory problems needed specialist rehabilitation support on discharge from hospital.

When in hospital people with cognitive problems lose their daily skills. This affects their ability to live safely and independently.

However the service delivery employees lacked the specialist skills to rehabilitate people with dementia/memory problems. This was addressed by initially providing a limited number of support employees with comprehensive training that included rehabilitative techniques for people with a significant cognitive impairment.

In November 2011 The Memory Project pilot was launched in the Rhondda and Taf areas. As the referrals to the project increased the number of staff receiving rehabilitative, person centred training increased incrementally. This specialist innovative training was delivered by the Council and additional training by Cwm Taf Health Board.

As trained staff increased the project was able to provide a speedy flexible response to all discharges. Hospital ward staff could see the excellent response to discharges as they became more skilled at identifying individuals who would benefit from the project.

This innovative partnership provided a unique opportunity for the two organisations to share their skills to provide a seamless service. In addition, the residents of Rhondda and Taf who live with dementia/memory problems for the first time had access to a specialist rehabilitative service that could help them regain their skills on discharge from hospital.

Access & Inclusion / V.I. Service

This service supports children from birth until they leave school. It is a team of qualified Braille Support Assistants and specialist teachers, who modify work into various formats such as Braille, large print, tactile diagrams, audio etc. for all pupils who cannot access standard print.

The team also provides awareness training for schools on request, and provide ongoing support to schools where high category pupils attend.

Letters and information in large print or Braille are supplied where parents / carers also have a visual impairment.

Learning Support Service

The service provides a wide range of training to school staff to enable them to include children with special educational needs in mainstream classes alongside their peers. Access and Inclusion has delegated additional funding to school clusters to provide learning support assistants to support pupils with significant needs including severe physical and medical difficulties and ensure they have access to equality of opportunity within a mainstream school setting and access to the full curriculum.

The service trains and works with schools with LA funded Learning Support Classes for children and young people with a range of SEN at both primary and secondary stages to enable children to be educated within mainstream schools. The needs of these pupils would include social, emotional and behavioural difficulties, ASD, learning difficulties etc.

The Learning Support Service also provides peripatetic outreach teaching support into schools for visually and hearing impaired pupils, pupils learning English as an additional language, ASD, speech and language difficulties as well as providing teaching support for pupils with complex learning difficulties in Welsh medium schools. This enables children with a range of difficulties to be educated successfully in their local mainstream schools.

Older Person's Mental Health Operational Policy

The Council has an Older Persons Mental Health operational policy in conjunction with Health. The policy in the main assesses the needs of people over 65 years of age, although the Community Mental Health Teams (CMHTs) usually deal with people under the age of 65 as well as older people who have a functional mental health problem (suffer depression, anxiety etc not dementia).

If the CMHTs have people they are working with who reach the age of 65 they do not automatically transfer over to the Older Persons Mental Health Team, they stay with the CMHT unless their needs are best met with another team.

Whilst this particular policy deals with older people the Council has and continues to assess the needs of younger people with dementia regardless of age as we have the skills to do this.

Access and Inclusion

In partnership with other agencies and parents - a regional post diagnosis pack was produced to aid parents following their child's diagnosis of autism. Awareness training for school staff on Autism is ongoing. Professionals from core services have been trained to provide both Earlybird and Earlybird Plus for parents of children on the autistic spectrum.

Bus Stop Raised Kerbs

The Council has an ongoing programme (subject to the availability of funding) of providing raised kerbs at bus stops and by the end of 2011/2012, 294 bus stops in Rhondda Cynon Taf had raised kerbs. These raised kerbs assist mobility impaired bus passengers with boarding and alighting the vehicles.

Disability Forum and Conference

The Disability Forum was set up as a direct result of feedback from the Reaching Out Disability Conference in 2003. The Forum meets six monthly and has set up sub groups that meet quarterly to review the delivery of the Strategic Equality Plan Action Plan.

The Council holds a conference that looks at disability issues every two years, the conference held in October 2011 formed part of the engagement process in developing the Council's Equality Objectives and all attendees were involved in workshops that helped to identify the objectives for inclusion in the Strategic Equality Plan.

Issues brought to the Disability Forum by service users have led to the provision of RADAR keys free to disabled people in Rhondda Cynon Taf (subject to meeting the RADAR criteria) through the One 4 All Centres, and the introduction of an Individual Disabled Parking Bay Scheme with resources allocated for the provision of a set number of bays every year.

Employment Practices

Introduction of Surrogacy Leave

Surrogacy leave based on adoption leave rights and pay has been introduced as a result of a review of the adoption leave policy following an enquiry from an employee in respect of entitlements.

Research showed that there are no legal entitlements to time off or pay if having a baby through a surrogacy arrangement. Introduction of this leave will enable employees to have paid time off to bond with their baby.

Mind & Body Balance Programme

This is a unique physio-led intervention 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.

Care2Work

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.

Traineeship Programme

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.

Consultation and Engagement Programme

The Council has a consultation team led by the Corporate Consultation & Policy Officer, they work with service areas and partners to develop appropriate consultation and engagement activities to ensure that a wide range of people are involved in the decision making processes of the Council.

In 2011/2012 they were involved in nearly one hundred activities that ranged from town centre surveys using electronic tablets to record customer responses, customer satisfaction surveys in respect of specific events or services, to the full consultation and engagement programme on the Council budget setting process that included online surveys, meeting forums such as the older persons and disability forums and paper based surveys that were directly mailed to various groups and their representatives.

Delivery of Council Strategies

Live, Grow, Aspire, Achieve - Community Strategy

The Community Strategy was developed through the Local Service Board via comprehensive consultation and engagement process in 2010 and identified the following key themes:

- Safer Communities
- Children and Young People
- Healthier Adults and Communities
- Economic Regeneration and Transport
- Environment and Housing

An example of how the Safer Communities theme is being delivered is set out below:

Partners are working in new and innovative ways to change the perceptions and behaviours of a generation. Priorities include substance misuse and domestic violence which are often, but not always, connected. Measures introduced include improved support and information services for domestic violence victims and an increased focus on tackling offenders and a campaign 'Alcohol is no Excuse' which delivered awareness raising campaigns and a website that explores domestic violence so it is never tolerated..

Another area of work in this category is addressing alcohol abuse with parents and children, to generate responsible, effective communication between parents and children around alcohol consumption.

The Friday Night Projects delivered across Rhondda Cynon Taf operate on weekends and target areas where community concerns have been identified. The project involves police, anti social behaviour experts, youth workers and health representatives and deals with underage drinking and associated behaviours. Whilst action taken includes dispersing of groups and seizing of alcohol the project also works with young people to educate them about the health and personal safety risks associated with alcohol.

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 Strategic Equality 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

The Public Sector Equality Duties in Wales which came in to force on 6 April 2011 included a requirement for public authorities (including Local Authorities) to develop and publish a SEP by 2 April 2012 that contained Equality Objectives and included information on the engagement process carried out in order to identify these.

A comprehensive engagement process took place to involve/consult as many people as possible on the Draft Equality Objectives and to give an opportunity for suggestions for additional or alternative objectives. Full details of the process are contained within section three of the SEP.

Feedback on the engagement and consultation process was very positive and as a result the Equality Objectives included in the SEP are:

- **Disability Hate Crime** - People live in communities where difference is accepted and there is no harassment
- **Engagement** - Everyone has the chance to give their views on issues that can affect their quality of life
- **Addressing Negative Behaviours and Attitudes** - People in Rhondda Cynon Taf are able to live their lives with tolerance and respect

- **Research Project to identify pay equity patterns and causes**

The Council is legally required to consider the pay differences that exist across the organisation and to identify an objective that will address any difference identified. The project will look at a number of areas that may contribute to the causes of gender pay differences

An action plan was developed in line with the Council's Performance Management Arrangements. Monitoring of the delivery of the action plan is carried out through reporting to the Strategic Equality Group through regular meetings and to the Corporate Management Team and Cabinet via the Ffynon Performance Management System reporting procedures.

SEP Action Plan Delivery

Within the action plan the development of SMART (specific, measurable, achievable, realistic and time-bound) targets were set. It has since been recognised that some of these target dates may have been a little over ambitious taking into account the work involved. There have also been a number of external and internal factors that have meant that the milestones needed adjusting, examples include:

- Development of the Single Integrated Plan
- Development of a Local Service Board Participation Strategy
- Development of an all Wales Disability Hate Crime Framework

Progress is reported on a quarterly basis to Corporate Management Team and Cabinet via the Council's Performance Management system Ffynnon, using a 'traffic light' reporting system that identifies where actions are being delivered on time or ahead of time (green), where actions are behind or targets need to be changed (amber), or where targets have not been met (red), a summary of the third quarter report (as at 31 December 2012) is below:

Disability Hate Crime

The majority of actions within this objective are identified as green - being delivered on time, although it should be noted that some target dates have been amended to take into account the development of an all Wales Disability Hate Crime Framework, as it was felt that it would be more effective to work within this framework rather than develop something that may not be in line.

One area (training of front line staff) has been identified as red- not on target; this has been affected by the change of target dates whilst awaiting the all Wales Framework, although some internal actions have been taken through inclusion of disability hate crime in generic equality training being provided to employees.

Engagement

This objective has been identified as amber - some targets are behind or not reached. The main reason for this is that the Council is working with the LSB partners

to develop a Participation Strategy that will form part of the Single Integrated Plan and will develop a multi agency approach to participation to avoid duplication of effort and ensure the right people are engaged.

Completed activities include the development of a consultation database, review of the Equality Impact Assessment process to take into account engagement requirements, inclusion of the public sector equality duties and engagement procedures in the Corporate Welcome which is an induction for all new or promoted employees and public sector equality duties being included as a mandatory element of the Council's People Performance Management Toolkit.

Addressing Negative Behaviours and Attitudes

The majority of target dates in this objective have been extended, mainly because of changes to the way Community Cohesion Officers were funded and the introduction of a new joint post to be shared with Merthyr Council. The delivery of much of the objective depends on the provision of data and identification of community tensions which were reliant on the post of Community Cohesion Officer. This post has now been appointed to and work has started on identifying how the post holder can assist on the delivery of this objective.

Some work has been completed including a primary school based calendar competition organised by the Multi Agency Diversity Forum with the theme of 'difference within the community' where children were asked to draw pictures on what this meant to them, the winning entries were included on the Calendar and a presentation event held to recognise the work of the children.

Gender Pay Project

This objective is identified as red - not on target, however this is because the Council has signed up to the Women Adding Value to the Economy (WAVE) Project with Cardiff University.

The project is part funded by the European Social Fund through the Welsh Government and is intended to assist employers with the methodologies, processes and tools to collect and collate certain workforce data which will be analysed to create knowledge about gender pay disparities, which will, in turn allow the employer to put processes in place to address these if possible.

Cardiff University will assist the Council with the methodologies, processes and tools to collect and collate their workforce and pay data, and to then apply interdisciplinary social science analysis techniques to identify and explain what the data means; revealing the creation of pay disparities within otherwise regarded as 'normal' or 'natural' processes of gendering within employment.

As a result of participation in this project the target dates will be completely reviewed to reflect the timetable of the project.

Overall Progress

As can be seen from above, whilst there have been some delays, the actions are progressing and are robustly monitored on a quarterly basis. What is evident over and above the actions is a far more integrated approach to equality from Service Areas and a recognition of ongoing collaborative work between internal and external partners.

7. Impact Assessments

The Council has had an Equality Impact Assessment (EqIA) 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.

As a result of a pilot project which involved managers from the Environmental Services Projects section the Council introduced a two step approach in January 2012. This involves a screening process which is used to decide whether there is a high or medium negative impact on any of the protected groups, if so then a full EqIA must be carried out.

The screening form 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 EqIA is required.

The table below lists the EqIA's carried out in 2011/2012 and gives a brief summary of the results and action taken. It should be noted that prior to January 2012 all were full EqIA's. The results of EqIA screening are shown separately.

EqIA's prior to January 2012

Social Care	Result	Action
All Wales Local Authorities Looked After Children Foster Care Framework - affects public N.B. SEWIC Partnership assessment	Positive impact as framework is designed to provide improved outcomes for looked after children and young people with disabilities.	Annual review of performance of providers to ensure quality criteria are met.

Education & Lifelong Learning	Result	Action
<p>Extending age range of YG School Llanhari to 3-18 - affects employees and public</p>	<p>Mainly positive as will provide improved learning opportunities, improved access for disabled pupils and employees and improved availability of Welsh language provision within the catchment area.</p> <p>Consultation/engagement results raised queries in respect of catchment area, management arrangements and concerns around age range of children all of which were responded to during the EqlA process. Main area of concern was the access and transportation issues raised by local people.</p>	<p>Access and transportation issues to be reviewed and reassessed before planning requested.</p>
<p>Aberdare Secondary Schools Reorganisation - affects employees and public</p>	<p>Mainly positive as will provide better learning facilities, new and improved facilities accessible to the community of all ages, improved access for disabled employees and pupils.</p> <p>Consultation/engagement results raised queries in respect of impact on current schools, employees and management of speech and language special educational needs provision.</p>	<p>Transfer and improvement of speech and language special educational needs provision to new school, management of transfer to keep disruption to a minimum.</p>

Environmental Services	Result	Action
<p>Public footpath diversion and change - affects public</p> <p>Llantrisant Conservation Area Appraisal and Management Plan and Pontypridd Town Centre Conservation Area Appraisal and Management Plan - affects public</p>	<p>Positive impact as improves accessibility</p> <p>Management plan is an analysis and evaluation of physical historic environment with the long term purpose of conserving the historic built environment taking into account disability regulations.</p>	<p>Ensure disability and access is taken into account within the plan in line with conservation requirements.</p>

Corporate Services	Result	Action
Budget Strategy 2011/2012 - affects employees and public	<p>Positive impacts in respect of:</p> <p>Additional investment opportunities across a range of services for young and old, most notably:</p> <ul style="list-style-type: none"> ▪ Schools – funding level above WAG minimum ▪ LAC – additional £3M investment <p>Older Persons – investment to cover a range of issues including demographics (£359k) and mainstreaming Independence Grant (£354k), 250k additional allocation for Learning Disabilities.</p> <p>Additional investment opportunities across a range of social care areas including for example additional £100k into foster care fee model (indirect positive impacts also cross referenced with wider Social Care Investment opportunities – total proposed budget uplift £5.4M).</p>	<p>Ongoing review of strategy impact through Performance Reporting (Quarterly) in 2011/12 – assessing both Financial and Operational (Service User / Customer) Impacts.</p> <p>Assessment of Efficiency Proposals, from service user impact analysis as part of finalising budget strategy.</p>

Human Resources	Result	Action
Recruitment & Selection Policy & Procedure - affects employees and public	<p>Mainly a positive impact as the procedures clearly set out requirements in respect of ensuring equality during the recruitment process including advice to managers on use of appropriate interviewing techniques, use of the Two Tick Symbol and a bilingual e recruitment site.</p> <p>During consultation on the e recruitment site some comments were made in respect of accessibility for visually impaired users.</p>	<p>Use of e recruitment site monitored to identify if any problems experienced by users.</p>

Human Resources	Result	Action
Standby/Callout Framework - affects employees and public	Positive impact on service users as a result of a clear Call Out and Standby process in place ensuring that emergency situations are dealt with in a timely manner, this could particularly affect Children's and Adult Services dealing with care issues. Standardisation of payments to employees could have positive or negative impacts depending on previous payments received.	Six monthly reviews of payments made to identify if there are any negative impacts on particular groups of employees, with action to be taken to address any negative impacts identified. (No negative impact identified during reviews)
Review of Annual Leave and Time off in Lieu Policy - affects employees only	No impacts identified as the policy provides advice to all employees of their entitlement to time off based on the working pattern they have determined to work. It is in line with national and local agreements and the provisions of the Working Time Regulations.	Annual review of policy to ensure complies with legislation and agreements.
Changes to employees terms and conditions – affects employees only	No equality bias found affecting any particular protected group.	Monitoring of implementation.

EqIA Screening from January 2012

Service Area	Policy/Procedure	Result
Environmental Services	Llantrisant Community Route Treforest Community Route Rhydyfelyn Safe Routes Sale of Spare Seats – Home to School Transport Variation of Speed Limit as part of the NCN 46 Scheme Re-designation of Car Parks Conversion of Rock Grounds Car Park	Positive or low impacts - no EqIA required.
Social Care - South East Wales Improvement Collaborative	SEWIC Adults Brokerage Service	Positive or low impacts - no EqIA required.
Schools - Alaw Primary	Curriculum Policies Non Curriculum Policies Continued Professional Development School Development Planning	Positive or low impacts - no EqIA required.

EqIA's January - March 2013

The Council automatically carries out a full EqIA on its budget setting process. The results of the EqIA on the 2012/2013 budget setting are set out below:

Corporate Services	Result	Action
<p>Budget Strategy 2012/2013 - affects employees and public</p>	<p>Positive impacts in respect of:</p> <p>young and old, most notably:</p> <p>Schools – funding level at WAG minimum and favourable treatment as compared to other council services</p> <p>LAC – Additional £2.7M investment</p> <p>Older Persons – investment to cover a range of issues including inflationary, demand led and direct payment</p> <p>Additional Highways infrastructure investment will include an element of footpath enhancement;</p> <p>Additional funding identified for first time buyers to access mortgage support and resources set aside for a council run apprenticeship scheme;</p> <p>Additional investment for accommodation / transition and continuing health care (£500k);</p> <p>Fully Supported grant transfers into RSG (Deprivation of Liberty Safeguards and Mental Health Improvement Act Grant)</p> <p>Additional investment across a range of social care areas totalling over £5.6M, significantly above the level of protection which WG expected, positive impact examples include additional funding for foster care fees, increases for demand led and residential care;</p> <p>Additional indirect positive impacts arising from additional funding for Home Tuition and School Support Assistants;</p>	<p>Ongoing review of strategy impact through Performance Reporting (Quarterly) in 2012/13– assessing both Financial and Operational (Service User / Customer) Impacts.</p> <p>Assessment of Efficiency Proposals, from service user impact analysis as part of finalising budget strategy.</p>

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 the 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.

It contains a set of the core questions commonly asked at the selection stage, is databases 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 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

The analysis of the results contained within this report has identified that the Council needs to improve its means of data collection in the following areas:

Service Data Collection – identify and implement appropriate collection, recording and monitoring systems to capture good practice from service areas.

Increase information held on employees – identify suitable collection opportunities such as internal promotion, referral to Occupational Health and exit questionnaires.

Monitoring of Promotions – monitor the number of females applying for and obtaining senior posts within the Council. Alongside this monitor attendance on middle management training courses such as Mercury and ILM Management and Leadership programmes.

Training – ensure that training information is collected on all protected groups.
Establish a mechanism to identify and record requests and authorisation for training, and monitoring of training undertaken.

As a result of this report, the identification of a gap in data collection will be presented to the Strategic Equality Group, with the intention that it is adopted as an additional Equality Objective of the Council.

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 on 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:

Dilys Jouvenat
Team Manager Equality & Diversity
Rhondda Cynon Taf Council
The Pavilions
Cambrian Park
Clydach
Rhondda
Mid Glam
CF40 2 XX

Telephone: 01443 424075

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 83% of employees live in the Council area.

Gender

The table below shows the gender breakdown of employees:

Gender	Total	% of Workforce
Male	3336	25.66%
Female	9661	74.34%
Total	12997	100%

This table clearly indicates that women make up almost 75% of the total Council workforce. This is 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	894	6.88%
25-34	2450	18.85%
35-44	3381	26.02%
45-54	3617	27.83%
55-64	2365	18.19%
65+	290	2.23%
Total	12997	100%

This table indicates 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. A minority of employees are working past the age of 65 which is encouraging as this data refers to the period prior to the removal of the default retirement age.

Disability

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

Identification	Total	% of Workforce
Disabled	394	3.03%
Non Disabled	11190	86.10%
Information not held	1413	10.87%
Totals	12997	100%

Information is held on 89% of employees. A small percentage of employees have indicated that they are disabled but this may not 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 work towards capturing data from employees that have been referred to Occupational Health or their health status has changed during employment.

Ethnicity

The table below shows the breakdown of employees by ethnicity:

White	31st March 2012
British	1131
English	405
Scottish	38
Welsh	8421
Irish	46
European	29
Other White Background	201
White % of Workforce	79.02%
Mixed	
White & Black Caribbean	2
White & Black African	3
White & Asian	4
Other Mixed Background	12
Asian	
Indian	3
Pakistani	3
Bangladeshi	1
Chinese	4
Other Asian Background	7
Black	
Caribbean	1
African	4
Other Black Background	3
Other Ethnic Group	
Gypsy/Romany/Traveller	0
Any Other Background	0
Minority Ethnic % of Workforce	0.36%
Information not held	2679
Total	12997

Information is held on nearly 80% of employees, the majority of employees identifying themselves as white Welsh followed by white British. This is representative against 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	2798
Muslim	5
Hindu	5
Jewish	1
Buddhist	2
Sikh	1
Other	114
% of workforce identifying with a religion	22.51%
None	1552
Prefer not to say	137
Information not held	8362
Totals	12997

Information is held on 35.5% of employees with the predominant faith being Christian, 50% of the local population identify themselves as Christian, with 40% identifying with no religion.

Sexual Orientation

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

Sexual Orientation	Total
Heterosexual	3225
Gay/Lesbian	29
Bisexual	6
% of workforce identifying a sexual orientation	25.08%
Prefer not to say	73
Information not held	9664
Totals	12997

Information is held on 25.64% of employees. It is clear some work needs to take place to encourage more employees to complete this category on equality monitoring forms to enable the Council to capture more information on sexual orientation.

Pregnancy and Maternity

As at 31 March 2011 there were 161 employees on maternity leave, no pregnant employee left the employ of the Council during this time and none were involved in disciplinary or grievance cases.

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 2012 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 types.

Job Type	Male	Female	Total
Accountancy/Finance	91	192	283
Admin/Clerical	172	640	812
Adult Tutors	70	130	200
Apprentices	29	12	41
Care	217	1336	1553
Catering	9	807	816
Chief Officer	42	19	61
Cleaning	28	265	293
Customer Care	23	73	96
Deputy/Assistant Head Teachers	71	124	195
Education HOS & Senior Managers	24	59	83
Externally Funded	136	708	844
Head Teachers	62	87	149
ICT	90	42	132
Managerial/Specialists	212	414	626
Teachers	554	1712	2266
Technical/Engineering	270	130	400
School Support	199	2743	2942
Streetcare/Transport/Road Safety	504	89	593
Supervisory	65	75	140
Support/Ancillary	406	233	639
Youth Workers	130	129	259
Total	3404	10019	13423

The information provides very little surprises with the majority of women working in 'traditional' female areas; 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 2012.

- 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	Male	Female	Total
COS1	1	0	1
COS2	1	0	1
COS3	3	0	3
COS4	3	0	3
COS5	2	1	3
COS6	6	1	7
COS7	10	0	10
COS8	4	2	6
COS9	12	15	27
Total	42	19	61

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	Male	Female	Total
GR1	39	322	361
GR2	97	1664	1761
GR3	210	813	1023
GR4	245	861	1106
GR5	570	1150	1720
GR6	339	1121	1460
GR7	135	662	797
GR8	184	241	425
GR9	109	185	294
GR10	172	165	337
GR11	140	271	411
GR12	66	138	204
GR13	64	100	164
GR14	6	3	9
GR15	35	36	71
Total	2411	7732	10143

This information indicates that while 75% of the total Council workforce is female, it is females that dominate the lower pay grades.

Employees by Gender and Grade – Teachers/Education

Grade	Male	Female	Total
AT01	70	130	200
HM0	3	4	7
J02 - J100	24	59	83
MW0	29	12	41
RHA	1	4	5
T001 - T003	554	1712	2266
T005 - T036	62	87	149
T037 - T057	78	131	209
YP01 - YP09	36	44	80
YW01 - YW15	94	85	179
Total	951	2268	3219

The figures above indicate that females make up the majority 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	Male	Female	Total
AT01	1	9	19	28
	2	27	12	39
	3	17	20	37
	4	6	25	31
	5	7	12	19
	6	3	10	13
	7	1	32	33
Total		70	130	200

HM - Community Homes

Grade	Salary Point	Male	Female	Total
HM0	1	1	2	3
	2	1	2	3
	3	1	0	1
Total		3	4	7

J0 - Education Head of Service and Senior Managers

Grade	Salary Point	Male	Female	Total
J002 (9-12)	12	0	2	2
J004 (14-16)	16	0	1	1
J005 (16-19)	19	1	2	3
J006 (18-24)	18	2	2	4
	20	1	1	2
	21	3	10	13
	22	1	0	1
	23	3	4	7
	24	2	3	5
J020 (71-84)	77	1	0	1
J028 (110-113)	111	0	1	1
	112	0	1	1
	113	1	1	2
J033 (4-10)	5	0	1	1
	7	0	4	4
	10	0	1	1
J040 (122-130)	124	0	2	2
	126	0	1	1
	128	0	1	1
	129	0	1	1
	130	2	8	10
J041 (131-139)	139	0	1	1
J046 (176)	176	0	1	1
J047 (177)	177	0	1	1
J048 (16-22)	19	1	0	1
J049 (22-28)	22	1	0	1
	24	1	1	2
	25	1	3	4
	27	0	1	1
	28	1	1	2
J050 (41)	41	1	1	2
J051 (15)	15	1	0	1
J100 (18-24)	21	0	2	2
Total		24	59	83

MW - Apprentices

Grade	Salary Point	Male	Female	Total
MW0	1	4	4	8
	2	0	0	0
	3	0	0	0
	4	0	0	0
	5	4	0	4
	6	8	4	12
	7	13	4	17
Total		29	12	41

RHA - Community Health Workers

Grade	Salary Point	Male	Female	Total
RHA1 (1)	1	0	1	1
RHA2 (13-16)	14	0	1	1
RHA3 (25-28)	26	0	1	1
RHA4 (26-28)	28	1	0	1
RHA5 (29)	29	0	1	1
Total		1	4	5

T001 - T003 Teachers

Grade	Salary Point	Male	Female	Total
T001	1	33	109	142
	2	21	73	94
	3	22	72	94
	4	24	58	82
	5	10	54	64
	6	52	197	249
Total		162	563	725

Grade	Salary Point	Male	Female	Total
T002	7	53	179	232
	8	40	168	208
	9	269	763	1032
	10	0	0	0
	11	0	0	0
Total		362	1110	1472

Grade	Salary Point	Male	Female	Total
T003 (12-21)	12	12	15	27
	13	2	1	3
	14	1	5	6
	15	0	8	8
	16	4	2	6
	17	11	8	19
	18	0	0	0
	19	0	0	0
	20	0	0	0
	21	0	0	0
Total		30	39	69

T005 - T036 - Headteachers

Grade	Salary Point	Male	Female	Total
T005 (27-33)	33	1	0	1
T006 (28-34)	28	0	1	1
	30	0	1	1
T007 (29-35)	35	1	0	1
T008 (30-36)	32	0	1	1
	33	0	1	1
T009 (31-37)	31	1	0	1
	33	0	1	1
	37	0	5	5
T010 (32-38)	32	0	1	1
	34	1	0	1
	37	0	1	1
	38	0	4	4
Total		4	16	20

Grade	Salary Point	Male	Female	Total
T011 (33-39)	33	0	3	3
	34	0	3	3
	35	1	2	3
	36	0	0	0
	37	0	1	1
	38	0	0	0
	39	8	11	19
Total		9	20	29

Grade	Salary Point	Male	Female	Total
T012 (34-40)	34	1	2	3
	35	0	1	1
	36	1	2	3
	37	1	2	3
	38	0	2	2
	39	0	1	1
	40	2	2	4
Total		5	12	17

Grade	Salary Point	Male	Female	Total
T013 (35-41)	35	1	1	2
	36	0	0	0
	37	2	1	3
	38	0	1	1
	39	1	0	1
	40	1	1	2
	41	3	2	5
Total		8	6	14

Grade	Salary Point	Male	Female	Total
T014 (36-42)	36	3	6	9
	37	0	0	0
	38	2	1	3
	39	1	1	2
	40	0	1	1
	41	2	2	4
	42	7	0	7
Total		15	11	26

Grade	Salary Point	Male	Female	Total
T015 (37-43)	37	1	1	2
	38	0	0	0
	39	1	1	2
	40	0	0	0
	41	1	0	1
	42	0	1	1
	43	1	1	2
Total		4	4	8

Grade	Salary Point	Male	Female	Total
T016 (38-44)	38	1	3	4
	43	1	0	1
	44	1	0	1
T017 (39-45)	39	0	1	1
	45	2	2	4
T019 (41-47)	47	1	0	1
T020 (42-48)	48	0	1	1
T021 (43-49)	49	0	1	1
T022 (44-50)	46	1	0	1
T024 (46-52)	46	0	1	1
	51	1	0	1
	52	1	0	1
T026 (48-54)	52	1	0	1
	54	1	2	3
T027 (49-55)	49	0	1	1
	52	2	1	3
	54	0	1	1
	55	1	0	1
T028 (50-56)	52	0	1	1
	53	0	1	1
	56	0	1	1
T029 (51-57)	54	1	0	1
T030 (52-58)	55	1	0	1
T032 (54-60)	57	1	0	1
T036 (58-64)	60	0	1	1
Total		17	18	35

T037 - T057 - Assistant & Deputy Headteachers

Grade	Salary Point	Male	Female	Total
T037 (22-26)	22	0	1	1
	24	0	1	1
T039 (24-28)	24	0	1	1
	26	0	1	1
	28	1	7	8
Total		1	11	12

Grade	Salary Point	Male	Female	Total
T040 (25-29)	25	3	8	11
	26	0	2	2
	27	0	2	2
	28	1	0	1
	29	2	3	5
Total		6	15	21

Grade	Salary Point	Male	Female	Total
T041 (26-30)	26	1	7	8
	27	2	2	4
	28	0	3	3
	29	0	3	3
	30	0	3	3
Total		3	18	21

Grade	Salary Point	Male	Female	Total
T042 (27-31)	27	3	5	8
	28	2	1	3
	29	3	4	7
	30	0	1	1
	31	3	7	10
Total		11	18	29

Grade	Salary Point	Male	Female	Total
T043 (28-32)	28	4	7	11
	29	0	2	2
	30	0	1	1
	32	2	7	9
Total		6	17	23

Grade	Salary Point	Male	Female	Total
T044 (29-33)	29	0	3	3
	32	0	1	1
	33	1	0	1
T045 (30-34)	34	0	3	3
Total		1	7	8

Grade	Salary Point	Male	Female	Total
T046 (31-35)	31	4	8	12
	32	1	1	2
	33	1	3	4
	34	2	0	2
	35	8	8	16
Total		16	20	36

Grade	Salary Point	Male	Female	Total
T047 (32-36)	32	3	2	5
	33	1	0	1
	34	2	1	3
	35	1	1	2
	36	5	5	10
Total		12	9	21

Grade	Salary Point	Male	Female	Total
T048 (33-37)	37	2	2	4
T049 (34-38)	36	0	1	1
T050 (35-39)	35	0	1	1
	39	3	1	4
Total		5	5	10

Grade	Salary Point	Male	Female	Total
T051 (36-40)	36	2	0	2
	38	1	0	1
	39	1	0	1
	40	1	1	2
T052 (37-41)	37	3	1	4
	39	1	0	1
	41	3	0	3
T053 (38-42)	38	1	0	1
	41	0	1	1
T054 (39-43)	39	1	0	1
	42	0	1	1
	43	0	1	1
T055 (40-44)	43	0	1	1
	44	1	1	2
T056 (41-45)	41	0	1	1
	44	0	2	2
	45	0	1	1
T057 (42-46)	42	1	0	1
	46	1	0	1
Total		17	11	28

YP - Youth & Community Workers

Grade	Salary Point	Male	Female	Total
YP01 (22-25)	25	1	3	4
YP02 (25-28)	27	0	3	3
	28	0	3	3
YP03 (14-17)	14	2	3	5
	15	9	3	12
	16	8	2	10
	17	8	15	23
YP04 (3-6)	6	0	1	1
YP06 (15-18)	18	1	1	2
YP07 (19)	19	4	2	6
YP08 (30-33)	33	1	2	3
YP09 (22)	22	2	6	8
Total		36	44	80

YW - Senior Youth & Community Workers

Grade	Salary Point	Male	Female	Total
YW01 (7-10)	10	0	1	1
YW02 (11-14)	14	0	1	1
YW03 (3-6)	6	0	5	5
YW11 (18-21)	18	4	0	4
	20	3	1	4
	21	11	9	20
YW12 (22-25)	22	1	1	2
	23	1	1	2
	24	1	0	1
	25	12	14	26
YW13 (26-29)	26	7	5	12
	27	11	6	17
	28	8	4	12
	29	32	32	64
YW15 (34)	34	3	5	8
Total		94	85	179

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

Contract Type	Male	Female	Total
Permanent	3014	7430	10444
Temporary	390	2589	2979
Total	3404	10019	13423

Casual Employees

Male	Female	Total
755	1912	2667

Employees by Working Pattern

Working Pattern	Male	Female	Total
Full Time	2518	3282	5800
Part Time	641	2502	3143
Term Time	245	4235	4480
Total	3404	10019	13423

For permanent members of staff the breakdown of female/male is comparable to the overall workforce. Although 75% of the overall workforce is female, a higher percentage of those females compared to males are working on part-time or term-time only basis.

Applicants for Employment and Promotion

The statistics shown in this part of the report have been drawn from the information contained on the e recruitment system in operation as at 31 March 2012. This system did not monitor applicants in respect of sexuality and religion or belief so the information provided does not include these protected characteristics.

The e recruitment system was replaced in 2012 and now monitors in respect of all protected characteristics (except pregnancy).

There were a total of 350 vacancies advertised during 2011/2012. The following table indicates the results of the recruitment monitoring for 2011/2012:

Applicants for Employment and Promotion, Gender, Ethnicity & Disabled

	Applicants	Short listed	Appointed
	3742	1688	1034
Male	1512	651	285
Female	2230	1037	749
Minority Ethnic	75	27	8
Disabled	132	33	23

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 currently monitor gender, age, disability and race.

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 monitor whether training requests are refused as the process used to identify training does not lend itself to this type of monitoring, this, together with the extension of equality monitoring to include other protected characteristics will be looked at in the Future Action section of this report.

There were a total of 100 training events and 257 equality monitoring forms returned in 2011/2012.

The table below shows the equality monitoring results for internal training during 2011/2012:

Group	Minority Ethnic	Disabled	Male	Female	16	25	35	45	55
					-	-	-	-	-
					24	34	44	54	64
Chief Exec	0	0	7	15	7	8	2	2	0
Environmental	0	4	50	59	13	26	30	28	15
Education	1	0	5	28	7	10	6	10	0
Corporate	0	1	8	3	1	9	17	10	0
Community	0	3	20	36	5	14	10	15	9
Total	1	8	90	141	33	67	65	65	24

Whilst the above data provides some basic information on who in the Council has received training, and it establishes that it is relative to the workforce with regard to gender, ethnicity and disability, it does not go far enough to identify all protected characteristics and requests for training.

The Council has undergone some change during this year in respect of its performance appraisal process. In the next financial year it is likely that a new Management Performance toolkit will be rolled out. Within this there will be opportunities to explore the collection of equality data.

Disciplinary & Grievance

Disciplinary and Grievance cases are recorded and monitored through the Vision System. There were a total of 150 cases covering disciplinary, grievance and sickness absence cases in 2011/2012. The tables below provide equality monitoring information for these cases:

Gender

	Total	Discipline	Sickness Absence	Grievance
Male	55	34	15	6
Female	95	55	33	7
Totals	150	89	48	13

As can be seen from the table there were more females involved, however when you break this down in to percentages 63% of cases involved females which is a smaller percentage than the number of females in the workforce as a whole and 37% involved males which is a slightly higher percentage than the number of males in the workforce as a whole. The figures therefore are reflective of the overall workforce figures.

Age

	Total	Discipline	Sickness Absence	Grievance
16 – 24	5	3	2	0
25 – 34	30	17	9	4
35 – 44	39	21	15	3
45 – 54	53	33	17	3
55 – 64	21	13	5	3
65+	2	2	0	0
Totals	150	89	48	13

The table identifies that more discipline and sickness absence cases occur within the age ranges of 35-54. This is again relative to the workforce, as 40% of the Council's employees fall in this age range.

Disability

	Total	Discipline	Sickness Absence	Grievance
Disabled	10	3	7	0
Non Disabled	132	78	41	13
Information not held	8	8	0	0
Totals	150	89	48	13

There were no disabled employees involved in the grievance process, however a notable proportion of disabled employees were involved in sickness absence cases.

Ethnicity

	Total	Discipline	Sickness Absence	Grievance
White	134	77	46	11
Asian	1	1	0	0
Chinese	1	0	0	1
Information not held	14	11	2	1
Totals	150	89	48	13

Religion or Belief

	Total	Discipline	Sickness Absence	Grievance
No Religion	24	15	9	0
Christian	27	18	3	6
Other	2	2	0	0
Prefer not to say	5	5	0	0
Information not held	92	49	36	7
Totals	150	89	48	13

Sexual Orientation

	Total	Discipline	Sickness Absence	Grievance
Heterosexual	37	26	7	4
Gay/Lesbian	1	1	0	0
Prefer not to say	1	1	0	0
Information not held	111	61	41	9
Totals	150	89	48	13

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 1386 employees left the employ of the Council in 2011/2012. The tables below indicate the number of leavers and reasons for leaving 2011/2012:

Reasons for Leaving by Gender

Reason for Leaving	Male	Female	Total
Age retirement	42	71	113
Death in service	0	11	11
Dismissed	9	2	11
Early retirement	11	37	48
End of contract	137	279	416
Failed probationary period	2	0	2
Ill health	11	22	33
Inability to attend work	0	1	1
Mutual agreement	22	35	57
Not required	12	36	48
Promotion outside of Council	2	0	2
Statutory redundancy	0	2	2
Redundant	2	10	12
Transfer to another Council	6	5	11
TUPE transfer	0	11	11
VER with redundancy	11	22	33
Voluntary	99	430	529
Voluntary redundancy	6	40	46
Totals	372	1014	1386

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

Reason for Leaving	16-24	25-34	35-44	45-54	55-64	65+	Total
Age retirement	0	0	0	0	43	70	113
Death in service	0	0	2	5	3	1	11
Dismissed	0	0	4	6	1	0	11
Early retirement	0	0	0	0	47	1	48
End of contract	143	114	70	59	27	3	416
Failed probationary period	1	1	0	0	0	0	2
Ill health	0	0	0	9	18	6	33
Inability to attend work	0	0	0	0	1	0	1
Mutual agreement	1	4	14	7	27	4	57
Not required	16	13	7	10	2	0	48
Promotion outside of Council	0	2	0	0	0	0	2
Statutory redundancy	0	0	1	0	1	0	2
Redundant	0	2	1	3	6	0	12
Transfer to another Council	0	3	5	3	0	0	11
TUPE transfer	0	1	3	6	1	0	11
VER with redundancy	0	0	0	1	32	0	33
Voluntary	62	152	119	115	70	11	529
Voluntary redundancy	0	6	8	13	16	3	46
Totals	223	298	234	237	295	99	1386

Reason for Leaving by Age

The majority of employees across the majority of age groups left due to end of contract or voluntarily, unsurprisingly the majority of employees over the age of 65 left due to age retirement.

Reason for Leaving by Disability

Reason for Leaving	Total
Age retirement	12
Early retirement	2
End of contract	8
Failed probationary period	1
Mutual agreement	2
VER with redundancy	2
Voluntary	8
Voluntary redundancy	7
Totals	42

Almost 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	106	0	7	113
Death in service	11	0	0	11
Dismissed	9	0	2	11
Early retirement	48	0	0	48
End of contract	108	0	308	416
Failed probationary period	2	0	0	2
Ill health	29	0	4	33
Inability to attend work	1	0	0	1
Mutual agreement	42	0	15	57
Not required	19	0	29	48
Promotion outside of Council	2	0	0	2
Statutory redundancy	0	0	2	2
Redundant	7	0	5	12
Transfer to another Council	6	0	5	11
TUPE transfer	10	0	1	11
VER with redundancy	27	0	6	33
Voluntary	294	5	230	529
Voluntary redundancy	37	0	9	46
Totals	758	5	623	1386

The percentage of minority ethnic employees who left the employ of the Council reflects that of the Council as whole.

Reason for Leaving by Religion or Belief

Reason	Christian	Other	None	Prefer not to say	Not Known	Totals
Age retirement	16	2	8	0	87	113
Death in service	5	0	0	0	6	11
Dismissed	1	0	4	0	6	11
Early retirement	6	0	0	0	42	48
End of contract	40	0	22	1	353	416
Failed probationary period	1	0	0	0	1	2
Ill health	4	0	1	0	28	33
Inability to attend work	0	0	0	0	1	1
Mutual agreement	10	0	4	1	42	57
Not required	6	1	5	0	37	48
Promotion outside of Council	0	0	0	0	2	2
Statutory redundancy	0	0	0	0	2	2
Redundant	2	0	0	0	10	12
Transfer to another Council	1	0	1	0	9	11
TUPE transfer	1	1	0	0	9	11
VER with redundancy	6	0	1	0	26	33
Voluntary	73	9	46	3	398	529
Voluntary redundancy	7	0	5	0	34	46
Totals	179	13	96	5	1093	1386

Reason for Leaving by Sexual Orientation

Reason	Heterosexual	Gay/Lesbian	Prefer not to say	Not Known	Totals
Age retirement	18	0	0	95	113
Death in service	2	0	2	7	11
Dismissed	1	0	0	10	11
Early retirement	7	0	0	41	48
End of contract	33	1	0	382	416
Failed probationary period	0	0	0	2	2
Ill health	5	0	0	28	33
Inability to attend work	0	0	0	1	1
Mutual agreement	4	0	0	53	57
Not required	3	0	0	45	48
Promotion outside of Council	0	0	0	2	2
Statutory redundancy	0	0	0	2	2
Redundant	2	0	0	10	12
Transfer to another Council	0	0	0	11	11
TUPE transfer	2	0	0	9	11
VER with redundancy	4	0	0	29	33
Voluntary	59	0	3	467	529
Voluntary redundancy	6	0	0	40	46
Totals	146	1	5	1234	1386

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