

Rhondda Cynon Taf Council

**Strong communities, respecting
individuals**

Annual Equality Report

2012 – 2013

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 second 'Strong communities, respecting individuals' equality 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 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 over 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. This report covers the period 1 April 2012 to 31 March 2013.

What the regulations require:

The annual report for 2012/13 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. 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

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 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 2012/2013 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 (2012/2013)
- Employment practices
- Consultation and engagement programme
- Delivering Change – A Single Integrated Plan for RCT (2013)
- EqIA results (2012/2013)
- Employment monitoring information (2012/2013)
- 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.

Providing Support to Schools

The Equality & Diversity Team continue to work with the Local Education Authority to provide support and information to schools on their responsibilities under the Public Sector Equality Duties.

Use of the Wales Interpretation and Translation Service

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 2012/2013 a total of 35 WITS codes (covering all Council Group Services) had been allocated and 84 bookings were made through the service using 14 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 maintained 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 the 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 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.

Rhondda Cynon Taf Community Covenant

The Council committed to the Armed Forces Community Covenant in 2012. 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/communityliving/communityinitiativesandprogrammes/armed-forces-community-covenant/armed-forces-community-covenant.aspx>

Faith Radio Station

In 2012, the Faith Radio Station was launched with pre-recorded and live services from St Lleurwigs Church, Hirwaun and Aberdare Muslim Centre. As well as offering vital access to prayers and services for residents who may not be able to physically attend venues, Faith Radio also aims to break down barriers and offer different religions to all.

In addition to this, 2012 also saw the launch of the Street Pastors Scheme in Pontypridd in partnership with local churches, offering friendly support to the vulnerable on the town's streets, especially on evenings and weekends.

Domestic Abuse

The Oasis Centre in Pontypridd was opened in 2012. This offers a one-stop, drop-in service for those affected by domestic abuse.

An additional 30 staff have been trained to deliver the essential Building Safe Relationships programme to help young people make better choices about relationships, to help reduce domestic abuse.

Team Around the Family (TAF)

TAF was developed in 2012. It is a multi-disciplinary approach, where local partners work with each other and with children, young people and families to intervene where there are emerging difficulties and problems. TAF offers a means of ensuring that where family difficulties become both multiple and broader than one service can address.

TAF is voluntary with consent from the family. It's a way of identifying need and builds on the strengths of the family.

The benefits of TAF include:

- it provides a co-ordinated holistic approach
- provides the knowledge regarding available services and interventions at a local level
- makes best use of resources by identifying gaps and overlaps in service provision.

An extensive programme of TAF training has been provided to all local partners.

Family Fun Day

A family fun day was held for families with disabled children in March 2013. There were a range of activities provided including craft, sport, games and story telling.

Carers Project

The Carers Project seeks to promote equal opportunities for Carers living in Rhondda Cynon Taf. This has included:

- access to further education by teaming up with the Open University, thus providing free courses to Carers, which helps to build skills, confidence and self-esteem
- access to discounted leisure facilities through the Carers More max and More value card, thus breaking down financial barriers which often arise as a result of taking on a caring role
- promoting opportunities to learn new skills through a variety of workshops e.g. first aid, manual handling, stress busting, etc... The Project seeks to support Carers where possible in attending events, for example, by providing respite and transport
- hosting a variety of legal and welfare reform events in order to inform Carers of their rights and entitlements
- facilitating jointly with the Councils ILS Team, a Mental Health Carers Forum, in order to encourage, promote and reduce the stigma of mental illness
- actively seek to promote and raise awareness of Carers through attendance at the Council and third sector events and through publicity; specifically during Carers Week and Carers Rights Day
- CSUIT (Carers & Service Users Involvement in Training) courses provided to Carers to encourage them to become involved in the recruitment of staff and the shaping of future services
- all of the Carers Projects literature can be provided in a variety of formats e.g. Welsh, Braille, etc...

New Cwm Taf A-Z Guide

After the success of both Rhondda Cynon Taf and Merthyr Tydfil's Carers Guides, it was decided that a new Cwm Taf A-Z Guide would be developed. This guide is an amalgamation of RCT and Merthyr Tydfil's A-Z, with the addition of Cwm Taf Health Board Information. The aim of the A-Z is to ensure that all information needed by Carers and residents of Cwm Taf is in one place and is easily accessible. This guide will be available from early April 2013.

Older People

A 50+ Day was held in March 2013. This was a free event providing health advice, workshops and financial advice.

There was an opportunity to take part in a 'Health Check' from Tenovus and beauty treatments from the college.

Numerous information stands were available along with question and answer sessions with Councillors from the Cabinet Office and colleagues from Cwm Taf Health Board.

Life for Living Groups

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 and 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 Incredible Years programmes

Young children are learning how to make friends and do their best in class through an innovative scheme now being introduced in primary schools in Rhondda Cynon Taf.

The Incredible Years is a training programme for parents and teachers designed to increase children's social skills and reduce challenging behaviours. The programmes are well-established in Rhondda Cynon Taf's pre-school settings, but this year it is being introduced in primary schools by the Council's Behaviour Support Service.

A number of staff have received training in the programme which is being piloted for the next 12 months in three primary schools - Cefn Primary, Cwm Clydach Primary and Penywaun Primary School.

Due to Welsh Government funding, two behaviour support teachers, an educational and child psychologist and three classroom teachers have attended training so that they can deliver the programme in primary schools.

Emotion Behind the Commotion Project

This project was initially run with members of the Glyn Taf Residents Association who participated in a fun and engaging Emotion Behind the Commotion Workshop to learn about how anti-social behaviour towards people with a disability affects local residents.

The project was developed in partnership with Pontypridd Adult Disability Team, Community Police Officers and Newydd Housing as a result of problems being experienced within the community. The workshop has led to a better understanding between community members, greater tolerance and improved social interaction.

Inspecting Safeguarding & Child Protection Self Assessment

The Council carried out a robust self evaluation process in respect of the above that involved all service areas. The Estyn Self Evaluation form was used which covered ten distinct areas. This process allowed the Council to put in place improvements if needed and to identify areas of good practice that could be disseminated.

Framework for Action on Independent Living Consultation

The Welsh Government developed the Framework as a response to a petition calling for a strategy for independent living and put in place a consultation process between September and December 2012. The consultation covered the following areas:

- Information, advice, advocacy and peer support
- Accessible and supported housing
- Personalised care and support
- Person centred technology
- A barrier free transport system with accessible and inclusive places
- Employment including self employment
- The way forward (including local delivery and the role of local disabled people's organisations).

The Council put together a group of officers working in the areas covered by the Framework to respond to the consultation document to ensure that a comprehensive response would be provided.

The Council also worked with Merthyr Tydfil Council and the Welsh Government to ensure that local disabled people would be able to participate in the consultation process by working with members of local disability groups and facilitating their attendance at a Cwm Taf consultation event held in Merthyr.

Arts and Culture Programme

A number of programmes have been introduced to ensure older people are involved with arts and culture. The daytime programme supported by Live Music Now (LMN) has been rolled out to incorporate all 3 of the RCT Theatres on a monthly basis and is also working with the RCT Carers project. An additional performance at the Coliseum in Aberdare targeting local care homes was also offered due to customer demand and the limited capacity for each performance. Our continuing partnership with LMN also ensures that a programme of performances is delivered within the residential and care homes across RCT.

A co production with the Siren Sisters singing trio has also created further opportunities for those aged 50 plus to engage with the arts.

As part of the annual arts programme, which we commission them to deliver, RCT Community Arts has continued to provide the COFIO reminiscence performance art project with older adults and the True Colours dance and drama project with Skills for Independent Living Services.

Learning Steps Programme

692 adults enrolled in the Learning Steps programme, offering education and employment skills for those with learning disabilities.

The Macmillan Information Service

The partnership between Macmillan Cancer Support and Rhondda Cynon Taf Library service goes from strength to strength with the introduction of a flagship project. There are cancer information points in all Rhondda Cynon Taf Libraries, with a dedicated co-ordinator within RCT who offers free confidential one to one support and ensures people have access to up to date cancer information.

Cycle to Work Scheme

The second run of the RCT employees Cycle to Work Scheme closed in November 2012. This scheme built upon the success of the first Cycle to Work Scheme with over 200 staff getting a bicycle through the scheme. Overall nearly 400 staff members have enjoyed the benefit of the scheme since its introduction in 2011.

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

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

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

Development of Re-ablement Services

The development of re-ablement services to return people to health and independence following accident or illness. This includes use of Leisure Services staff, the percentage of people who go on to need no further health or social care as a result of intervention is 67%.

Highways Improvement Programme

Pavements and footpaths have been improved across Rhondda Cynon Taf to make them more accessible, safer and easier to use for all residents.

Graffiti Removal

218 incidents of graffiti were removed, all within a 5 day target, with 122 of an offensive nature and removed within 1 working day.

Transport

In 2012/2013 through the procurement process local bus services when re-tendering were encouraged to introduce low floor, easy access vehicles.

The ongoing circulation of an information booklet for bus drivers which provides information on how they should assist passengers with mobility and/or sensory disabilities.

The Home to School Transport section has introduced a Wheelchair Passport System for all pupils who access home to school transport. This ensures that the contract has relevant information to assist and support the pupil where necessary.

Disability Forum

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 the monitoring of the delivery of the Strategic Equality Plan Action Plan and regularly contributes to a wide range of consultations such as the Council Budget Setting Process and Welsh Government initiatives such as the Framework for Independent Living.

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

Employment Practices

Mind & Body Balance Programme

The Council continues to operate 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

On behalf of the Local Service Board, Interlink RCT, Rhondda Cynon Taf Council, Cwm Taf Health Board and South Wales Police have worked together to research the public engagement needs in Rhondda Cynon Taf. The findings of the research provided recommendations for actions which will be delivered in partnership through the RCT Public Engagement Strategy.

A Public Engagement Working Group was established with key officers from Cwm Taf Health Board, the Council's Consultation Team, Interlink's See Change and Making the Connections officers, Communities First, Fframwaith, Services for Young People, Community Safety Partnership and VALREC. The group decided to initially consult using 2 strands – one to research public experience of public service engagement including perceptions of impact and secondly to research the service providers experience, thus to establish inconsistencies and areas of need which can be acted on to make public engagement more meaningful and effective for both sides. The group took on a citizen focussed approach and considered the recommendations made in the recent Public Engagement Audit by the Welsh Audit Office in 2011.

During May to August 2012 a public consultation programme took place which involved:

- 409 of RCT's residents and service users
- 64 service providers
- 12 specific interest and community groups
- a range of focus groups and public events.

As a result a Public Engagement Strategy was developed which identified the following 4 priority areas:

- Develop a consistent partnership approach to public engagement
- Ensure public engagement becomes core business
- Promote and publicise public engagement in Rhondda Cynon Taf
- Develop better ways of communicating.

During 2013/2014 a delivery plan will be developed to take the 4 priorities forward.

Delivery of Council Strategies

Delivering Change – The Single Integrated Plan for Rhondda Cynon Taf

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

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

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

- -Community Safety Plan
- -Local Housing Strategy.

The Local Service Board for Rhondda Cynon Taf represents the partner organisations of the area. The Council is the lead body of this Plan, with responsibility for ensuring the delivery of the actions through partner organisations. The Board members are: the Chief Executive and Leader of Rhondda Cynon Taf Council; the Chair and Chief Executive of Cwm Taf Health Board; the Chief Superintendent of the Northern Division in South Wales Police; the Chair of Interlink (County Voluntary Council); and a representative from Welsh Government.

Our vision is that:

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

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

<http://www.rctcbc.gov.uk/en/relateddocuments/publications/publicrelationsstrategy/single-integrated-plan-march-2013/delivering-change-full-version.pdf>.

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

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

Much of what is reported in this section will be a duplicate of the previous year, as the last Annual Equality Monitoring report provided information on the first 9 months of progress of the equality objectives contained in the SEP.

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 newly established Strategic Equality Group through regular meetings and to the Corporate Management Team and Cabinet via the Ffynon Performance Management System reporting procedures.

The Strategic Equality Group was instigated to monitor and deliver the SEP's action plan, along with helping to embed and mainstream the equalities agenda throughout the Council.

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 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).

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 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.

Some work has been done in this area by regular reporting of hate crime statistics to the Multi Agency Diversity Forum and agencies working together to address specific incidents; however the delay in appointing a Regional Community Cohesion Officer for RCT and Merthyr affected our ability to deliver all targets.

There has been some delay in delivering awareness raising training to staff. This has been for a number of reasons including changes to services areas such as Communities First and identification of lead officers.

Engagement

Progress on this target has been good, with the majority of actions met on time. However, this objective had evolved in a way that wasn't initially thought. Due to the development of the Single Integrated Plan a multi agency approach has been developed to deliver a Public Engagement Strategy. This will help to avoid duplication of effort and ensure the right people are engaged. The Cwm Taf Collaboration Board had been formed, and is developing an engagement toolkit for all partner organisations to benefit from.

Each Community 1st Cluster has produced and involvement strategy.

Through work by partners of the Multi Agency Diversity Forum, coffee mornings have been established in Aberdare, for Polish families to meet and socialise, and discuss ongoing issues they may have.

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. There were 2 Corporate Welcome sessions held in year 2012-2013 which covered 112 staff. In addition 29 new apprentices and graduates received induction.

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 Tydfil 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 in the Calendar and a presentation event held to recognise the work of the children.

Training has been delivered to a number of Council staff. Equality awareness including challenging attitudes training has been delivered to over 100 staff working within the Park and Countryside Service area. Another 100 staff have had awareness raising in Human Trafficking. This was particularly targeted to Education staff. Staff from Environmental Services and Regeneration and Planning have received training on 'Access and the Built Environment'.

During 2012, Glyn Taf residents participated in a fun and engaging Emotion Behind the Commotion Workshop to learn about how anti-social behaviour towards people with a disability affects local residents. These workshops were facilitated by housing, youth workers and PCSOs. It is hoped that this programme will be rolled-out to other communities in Rhondda Cynon Taf in the future.

Gender Pay Project

This objective is being delivered via a joint initiative with Cardiff University. As a result of participation in this project the initial target dates were reviewed and amended to reflect the timetable of the project.

The first stage in respect of identification of data requirements and collection of data has been completed and the data is in the process of being analysed to enable the next steps to be identified.

The objective is now being delivered on target.

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 on the Council's Performance Management System, Ffynon.

The ongoing monitoring process identified that minor changes needed to be made to some of our actions. In addition to this, the end of the first year of monitoring report and the production of last year's Annual Equality Report 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 (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.

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 EqIA is required. This report includes details of the EqIA screening carried out since April 2012 to March 2013.

However the Council automatically carries out a full EqIA on its budget setting process.

The table below lists the EqIA's carried out in 2012/2013 and gives a brief summary of the results and action taken.

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.
	Alternative Weekly Refuse Collections Charging for Bulking Goods Collection	Full EqIAs undertaken.

	Air Pollution	
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.
Corporate Services	Capital Programme 2013/2014	Low impacts – no EqIA required.

The results of the EqIA on the 2012/2013 budget setting are set out below:

Corporate Services	Result	Action
Budget Strategy 2012/2013 - affects employees and public	<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>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>

	Additional indirect positive impacts arising from additional funding for Home Tuition and School Support Assistants;	
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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 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 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. Emerging information relating to an All Wales Hate Crime Framework identified that the Council may be better placed in delivery on a hate crime objective which covers all protected characteristics and not specifically focussing on disability. It has been identified that the current equality objective 'addressing negative attitudes and behaviours' has many overlaps with hate

crime, therefore, it is likely to be recommended that they merge the areas of delivery.

As a result of this report, recommendations will be presented to the Strategic Equality Group recommending the following:

- an additional objective around data collection and monitoring
- the objective on Disability Hate Crime become a generic Hate Crime objective
- the Hate Crime and Addressing Negative Attitudes and Behaviour merge.

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 2XX

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	3418	26.1%
Female	9682	73.9%
Total	13100	100%

This table clearly indicates that women make up almost 74% 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	1132	8.64%
25-34	2593	19.79%
35-44	3364	25.70%
45-54	3592	27.41%
55-64	2179	16.63%
65+	240	1.83%
Total	13100	100%

This table indicates, as last year that over half of Council employees are within the age range of 35-54. This is reflected by 40% of the population of Rhondda Cynon Taf being in the age range 30-59. The greatest increase since last year, with rise in the number of nearly 2% in the number of 16-24 olds, this is likely to be due to the apprenticeship scheme that has been offered by the Council.

Disability

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

Identification	Total	% of Workforce
Disabled	346	2.64%
Non Disabled	11035	84.24%
Information not held	1719	13.12%
Totals	13100	100%

Information is held on 87% 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 continue to work with 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 2013
British	1795
English	367
Scottish	40
Welsh	7361
Irish	40
European	23
Other White Background	44
Unidentified	1174
White % of Workforce	82.77%
Mixed	
White & Black Caribbean	2
White & Black African	4
White & Asian	4
Other Mixed Background	11
Asian	
Indian	10
Pakistani	1
Bangladeshi	2
Chinese	8
Other Asian Background	8
Black	
Caribbean	1
African	7
Other Black Background	5
Other Ethnic Group	
Gypsy/Romany/Traveller	0
Any Other Background	36
Minority Ethnic % of Workforce	0.75%
Information not held	2157
Total	13100

Information is held on nearly 83.5% 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	2686
Muslim	4
Hindu	5
Jewish	1
Buddhist	3
Sikh	1
Other	106
% of workforce identifying with a religion	21.42%
None	1707
Prefer not to say	170
Information not held	8417
Totals	13100

Information is held on 35.74% 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	2939
Gay/Lesbian	29
Bisexual	4
% of workforce identifying a sexual orientation	22.69%
Prefer not to say	116
Information not held	10012
Totals	13100

Information is held on 23.57% 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 2013 there were 180 employees on maternity leave none of which 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 families within the competency framework.

Job Family	Male	Female	Total
Administrator	456	1324	1780
Ancillary	601	1655	2256
Assistant Headteacher	35	32	67
Community and Social Care	452	4281	4733
Deputy Headteacher	40	92	132
Frontline and Customer Care	195	338	533
Graduate Teacher	1	1	2
Headteacher	58	84	142
Middle Manager	60	76	136
Skilled Manual Worker	154	76	230
Strategic Manager	39	29	68
Supervisor	234	215	449
Teacher	480	1456	1936
Technical, Specialist & Professional	303	316	619
Unqualified Teacher	8	9	17
Total	3116	9984	13100

This year this data has been reported in a different format as the 'Job Type' reported on last year has been amended to show the Job Family as outlined in the Council's Competency Framework. 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 2013.

- 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	5	1	6
COS7	8	1	9
COS8	5	1	6
COS9	12	19	31
Total	40	23	63

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	124	442	566
GR2	137	1793	1930
GR3	235	946	1181
GR4	383	1144	1527
GR5	507	1232	1739
GR6	401	1343	1744
GR7	225	789	1014
GR8	165	273	438
GR9	100	186	286
GR10	149	174	323
GR11	139	294	433
GR12	68	132	200
GR13	63	107	170
GR14	5	4	9
GR15	34	35	69
Total	2735	8894	11629

This information indicates that while 74% 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	39	39	78
J01 – J54	30	68	98
MW0	40	17	57
T001 - T003	537	1573	2110
T006 - T036	59	81	140
T038 - T057	79	129	208
YP01 - YP09	32	41	73
YW01 - YW15	83	84	167
Total	899	2032	2931

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	8	2	10
	2	8	7	15
	3	3	7	10
	4	11	8	19
	5	4	8	12
	6	4	5	9
	7	1	2	3
Total		39	39	78

J0 - Education Head of Service and Senior Managers

Grade	Salary Point	Male	Female	Total
J001	3	1	0	1
	5	1	0	1
J002	12	0	1	1
J004	16	0	1	1
J005	19	1	1	2
J006	18	2	9	11
	19	2	3	5
	21	3	2	5
	22	2	6	8
	23	1	1	2
	24	5	7	12
J010	42	1	0	1
J020	77	1	0	1
J028	113	1	2	3
J033	4	0	1	1
	5	0	1	1
	6	0	1	1
	7	0	5	5
	10	0	1	1
J036	16	0	1	1
J040	123	1	0	1
	125	0	1	1
	126	0	1	1
	128	0	1	1
	129	0	1	1
	130	2	6	8
J041	139	0	1	1
J046	176	0	1	1
J048	19	1	0	1
J049	23	1	0	1
	25	1	2	3
	26	2	3	5
	27	1	1	2
	28	1	0	1
J050	41	0	1	1
J051	15	1	0	1
J052	184	0	1	1
J053	160	0	2	2
J054	8	0	1	1
Total		30	68	98

MW - Apprentices

Grade	Salary Point	Male	Female	Total
MW0	1	0	2	0
	2	0	0	0
	3	0	0	0
	4	0	0	0
	5	1	1	2
	6	14	6	20
	7	25	8	33
Total		40	17	57

T001 - T003 Teachers

Grade	Salary Point	Male	Female	Total
T001	1	14	81	95
	2	19	67	86
	3	16	58	74
	4	27	62	89
	5	18	51	69
	6	44	137	181
Total		138	456	594

Grade	Salary Point	Male	Female	Total
T002	7	57	173	230
	8	35	161	196
	9	264	728	992
	10	0	0	0
	11	0	0	0
Total		356	1062	1418

Grade	Salary Point	Male	Female	Total
T003	12	8	7	15
	13	6	5	11
	14	3	1	4
	15	3	3	6
	16	0	5	5
	17	15	11	26
	18	0	0	0
	19	0	0	0
	20	0	0	0
	21	0	0	0
Total		35	32	67

T005 - T036 - Headteachers

Grade	Salary Point	Male	Female	Total
T005	33	0	0	0
T006	28	0	1	1
T007	35	1	0	1
T008	32	0	1	1
	33	0	1	1
T009	31	1	0	1
	35	0	1	1
	37	0	2	2
T010	32	0	1	1
	36	1	0	1
	37	0	1	1
	38	0	3	3
Total		3	11	14

Grade	Salary Point	Male	Female	Total
T011	33	0	3	3
	34	1	3	4
	35	1	2	3
	36	0	0	0
	37	0	2	2
	38	0	0	0
	39	7	6	13
Total		9	16	25

Grade	Salary Point	Male	Female	Total
T012	34	0	2	2
	35	0	1	1
	36	1	2	3
	37	0	2	2
	38	1	1	2
	39	1	1	2
	40	2	4	6
Total		5	13	18

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

Grade	Salary Point	Male	Female	Total
T014	36	1	4	5
	37	0	0	0
	38	3	0	3
	39	1	2	3
	40	0	2	2
	41	2	1	3
	42	8	3	11
Total		15	12	27

Grade	Salary Point	Male	Female	Total
T015	37	1	1	2
	38	0	0	0
	39	1	0	2
	40	0	0	0
	41	1	0	2
	42	0	1	0
	43	2	1	4
Total		5	3	8

Grade	Salary Point	Male	Female	Total
T016	38	0	1	1
	40	0	1	1
	41	1	1	2
	44	1	0	1
T017	39	1	0	1
	41	0	1	1
	45	1	2	3
T019	47	1	0	1
T020	48	0	1	1
T021	49	0	1	1
T022	46	1	0	1
T024	46	1	1	2
	51	1	0	1
T026	53	1	0	1
	54	1	2	3
T027	51	0	1	1
	52	2	1	3
	54	0	1	1
	55	1	0	1
T028	52	0	1	1
	54	0	1	1
T029	54	1	0	1
T030	55	1	0	1

	58	0	1	1
T032	59	1	0	1
T036	60	0	1	1
Total		16	18	34

T037 - T057 - Assistant & Deputy Headteachers

Grade	Salary Point	Male	Female	Total
T038	25	1	0	1
T039	26	1	1	2
	28	1	5	6
Total		3	6	9

Grade	Salary Point	Male	Female	Total
T040	25	2	9	11
	26	0	1	1
	27	0	4	4
	28	1	0	1
	29	2	2	4
Total		5	16	21

Grade	Salary Point	Male	Female	Total
T041	26	2	6	8
	27	2	3	5
	28	0	2	2
	29	0	2	2
	30	0	6	6
Total		4	19	23

Grade	Salary Point	Male	Female	Total
T042	27	3	7	10
	28	1	1	2
	29	1	1	2
	30	2	3	5
	31	3	8	11
Total		10	20	30

Grade	Salary Point	Male	Female	Total
T043 (28-32)	28	4	8	12
	29	0	2	2
	30	1	1	2
	32	1	5	6
Total		6	16	22

Grade	Salary Point	Male	Female	Total
T044 (29-33)	29	1	1	2

	30	0	1	1
	31	0	1	1
	32	0	1	1
	33	1	0	1
T045 (30-34)	30	0	2	2
	34	0	3	3
Total		2	9	11

Grade	Salary Point	Male	Female	Total
T046 (31-35)	31	4	5	9
	32	0	1	1
	33	3	5	8
	34	1	1	2
	35	8	5	13
Total		16	17	33

Grade	Salary Point	Male	Female	Total
T047 (32-36)	32	0	2	2
	33	1	0	1
	34	2	1	3
	35	1	1	2
	36	7	4	11
Total		11	8	19

Grade	Salary Point	Male	Female	Total
T048 (33-37)	35	0	1	1
	37	2	1	3
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	2	0	2
	40	0	1	1
T052 (37-41)	37	2	0	2
	38	2	1	3
	40	0	1	1
	41	3	0	3
T053 (38-42)	39	1	1	2
	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)	42	0	1	1
	45	0	3	3
		0	0	0
T057 (42-46)	44	1	0	1
	46	1	0	1
Total		17	13	30

YP - Youth & Community Workers

Grade	Salary Point	Male	Female	Total
YP01 (22-25)	25	1	3	4
YP02 (25-28)	28	0	6	6
YP03 (14-17)	14	5	2	7
	15	3	3	6
	16	4	2	6
	17	14	16	30
YP04 (3-6)	6	0	1	1
YP06 (15-18)	18	1	0	1
YP07 (19)	19	1	2	3
YP08 (30-33)	33	1	2	3
YP09 (22)	22	2	4	6
Total		32	41	73

YW - Senior Youth & Community Workers

Grade	Salary Point	Male	Female	Total
YW01 (7-10)	10	0	0	1
YW02 (11-14)	14	0	0	1
YW03 (3-6)	6	0	0	5
YW11 (18-21)	18	1	1	2
	19	3	3	3
	21	13	13	22
YW12 (22-25)	22	2	2	4
	23	0	0	1
	24	1	1	1
	25	10	10	23
YW13 (26-29)	26	3	3	9
	27	7	7	12
	28	5	5	7
	29	23	23	50
YW15 (34)	34	2	2	4
Total		70	70	145

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	2493	6602	9095
Temporary	408	2155	2563
Casual	509	924	1433
Total	3410	9681	13091

Employees by Working Pattern

Working Pattern	Male	Female	Total
Full Time	2378	3159	5537
Part Time	810	3141	3951
Term Time	222	3381	3603
Total	3410	9681	13091

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 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 2013. This system was implemented from 1 October 2012. Unfortunately, data from April to September 2012 is unavailable from the previous e-recruitment system.

There were a total of 114 vacancies advertised during from 1 October 2012 to 31 March 2013. The following table indicates the results of the recruitment monitoring for the same period.

Applicants for Employment and Promotion by Protected Characteristic

	Applicants	Short listed	Appointed
Male	848	118	40
Female	517	274	77

Minority Ethnic	22	7	1
Disabled	47	9	2
LGB	27	8	1

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 379 equality monitoring forms returned in 2012/2013.

The table below shows the equality monitoring results for internal training during 2012/2013:

Group	Minority Ethnic	Disabled	Male	Female	16 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+
Chief Exec	0	5	22	33	11	18	12	6	2	6
Environmental	0	9	86	34	10	24	37	27	22	0
Education	0	0	4	42	2	6	7	29	2	0
Corporate	0	1	12	24	10	11	5	8	2	0
Community	0	12	30	92	6	23	40	45	8	0
Total	0	27	154	225	39	82	101	115	36	6

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. Data for sexual orientation will be collected from April 2014.

Disciplinary & Grievance

Disciplinary and Grievance cases are recorded and monitored through the Vision System. There were a total of 258 cases covering disciplinary, grievance and sickness absence cases in 2012/2013. The tables below provide equality monitoring information for these cases:

Gender

	Total	Discipline	Sickness Absence	Grievance
Male	122	94	25	3
Female	136	78	54	4
Totals	258	172	79	7

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	10	7	3	0
25 – 34	43	29	14	0
35 – 44	64	45	18	1
45 – 54	91	59	27	5
55 – 64	48	30	17	1
65+	2	2	0	0
Totals	258	172	79	7

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	13	5	7	1
Non Disabled	225	149	70	6
Information not held	20	18	2	0
Totals	258	172	79	7

Ethnicity

	Total	Discipline	Sickness Absence	Grievance
Asian	0	0	0	0
Black	1	1	0	0
Chinese	0	0	0	0
Mixed	1	1	0	0
White	217	142	68	7
Other	1	1	0	0
Information not held	38	27	11	0
Totals	258	172	158	7

Religion or Belief

	Total	Discipline	Sickness Absence	Grievance
No Religion	43	26	17	0
Christian	30	18	11	1
Other	4	3	1	0
Prefer not to say	1	1	0	0
Information not held	180	124	50	6
Totals	258	172	79	7

Sexual Orientation

	Total	Discipline	Sickness Absence	Grievance
Heterosexual	42	19	22	1
Gay/Lesbian	2	2	0	0
Prefer not to say	0	0	0	0
Information not held	214	151	57	6
Totals	258	172	79	7

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 1207 employees left the employ of the Council in 2012/2013. The tables below indicate the number of leavers and reasons for leaving 2012/2013:

Reasons for Leaving by Gender

Reason for Leaving	Male	Female	Total
Age retirement	41	81	122
Death in service	3	4	7
Dismissed	6	2	8
Early retirement	7	38	45
End of contract	50	181	231
Failed probationary period	3	3	6
Ill health	7	14	21
Inability to attend work	2	1	3
Mutual agreement	31	68	99
Not required	6	23	29
Promotion outside of Council	1	2	3
Redundant	1	8	9
Transfer to another Council	9	15	24
TUPE transfer	0	1	1
VER with redundancy	18	17	35
Voluntary	117	418	535
Voluntary redundancy	4	25	29
Totals	306	901	1207

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

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	18-24	25-34	35-44	45-54	55-64	65+	Total
Age retirement	0	0	0	0	59	63	122
Death in service	0	1	0	2	3	1	7
Dismissed	1	2	3	1	1	0	8
Early retirement	0	0	0	0	44	1	45
End of contract	48	84	47	36	14	2	231
Failed probationary period	2	4	0	0	0	0	2
Ill health	0	0	2	3	16	0	21
Inability to attend work	0	0	1	1	1	0	3
Mutual agreement	0	6	15	21	41	16	99
Not required	6	15	4	2	2	0	29
Promotion outside of Council	0	0	1	2	0	0	3
Redundant	0	2	2	3	2	0	9
Transfer to another Council	1	8	11	2	2	0	24
TUPE transfer	0	0	1	0	0	0	1
VER with redundancy	0	0	3	3	28	1	35
Voluntary	48	177	132	109	58	11	535
Voluntary redundancy	1	6	3	14	5	0	29
Totals	107	307	228	200	273	92	1207

Reason for Leaving by Disability

Reason for Leaving	Total
Age retirement	6
What does this Death in Service	1
Dismissed	1
Early retirement	2
End of contract	4
Ill Health	4
Mutual agreement	7
Not required	1
Promotion outside of Council	1
Redundant	2
VER with redundancy	1
Voluntary	15
Totals	45

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	6	122
Death in service	7	0	0	7
Dismissed	6	0	2	8
Early retirement	41	0	4	45
End of contract	94	5	132	231
Failed probationary period	2	0	6	2
Ill health	21	0	0	33
Inability to attend work	2	0	1	3
Mutual agreement	88	1	10	99
Not required	12	2	15	29
Promotion outside of Council	3	0	0	3
Redundant	6	1	2	9
Transfer to another Council	16	0	8	24
TUPE transfer	1	0	1	1
VER with redundancy	31	0	4	35
Voluntary	378	2	155	535
Voluntary redundancy	16	1	12	29
Totals	838	12	357	1207

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	30	0	11	1	80	122
Death in service	1	0	3	0	3	7
Dismissed	0	0	2	0	6	8
Early retirement	10	0	0	0	35	45
End of contract	22	0	18	0	191	231
Failed probationary period	1	1	0	0	4	6
Ill health	3	1	2	1	14	21
Inability to attend work	0	0	0	0	3	3
Mutual agreement	25	0	5	1	68	99

Not required	3	0	6	0	20	29
Promotion outside of Council	0	0	2	0	1	2
Redundant	2	0	1	0	6	9
Transfer to another Council	7	0	1	1	15	24
TUPE transfer	0	0	1	0	0	1
VER with redundancy	7	0	4	1	23	35
Voluntary	110	2	74	8	341	535
Voluntary redundancy	3	1	6	1	18	29
Totals	225	5	136	14	827	1207

Reason for Leaving by Sexual Orientation

Reason	Heterosexual	Gay/Lesbian	Bisexual	Prefer not to say	Not Known	Totals
Age retirement	37	0	0	2	83	122
Death in service	3	0	0	0	4	7
Dismissed	0	1	0	0	7	8
Early retirement	9	0	0	1	35	45
End of contract	19	2	0	0	210	231
Failed probationary period	0	0	0	0	6	6
Ill health	6	0	0	0	15	21
Inability to attend work	0	0	0	0	3	3
Mutual agreement	26	0	0	1	72	99
Not required	3	0	0	0	26	29
Promotion outside of Council	2	0	0	0	1	3
Redundant	2	1	0	0	6	9
Transfer to another Council	7	0	0	1	16	24
TUPE transfer	1	0	0	0	0	1
VER with	9	0	0	1	25	35

redundancy						
Voluntary	110	1	1	3	420	535
Voluntary redundancy	11	0	0	0	18	29
Totals	246	5	1	9	946	1207

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