

Rhondda Cynon Taf Council

**Strong communities
respecting individuals**

Annual Equality Report

2013 – 2014

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 third '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 Geraint Hopkins
Cabinet Member for Children's, Social Services and Equalities

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 live within the Council boundaries.

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

Our shared vision for Rhondda Cynon Taf is:

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

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

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

The Council is governed by 75 elected Members and operates a Cabinet system. It has a 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. This report covers the period 1 April 2013 to 31 March 2014.

What the regulations require:

The annual report for 2013/14 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 origin
- Religion or Belief – includes any religion or lack of religion

- Sexual Orientation – how people feel as well as act in respect of people of same sex, opposite sex or either sex
- Pregnancy and Maternity – from the time the woman becomes pregnant.

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

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

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

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

5. 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 2013/2014 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:

- Annual Equality Information request from Service Areas (2013/2014)
- Service delivery / projects (2013/2014)
- Employment practices
- Consultation and engagement programme
- Delivering Change – A Single Integrated Plan for RCT (2013)
- EqIA results (2013/2014)
- Employment monitoring information (2013/2014)
- Monitoring and delivery of the SEP action plan (2013/2014).

Equality Information from Service Areas

Many service areas had examples of good practice which help meet the public sector equality duties. These include:

- The active promotion by Catering services to all their staff of the 'Getting It Right' booklet (which is around the appropriate use of language) and the development of a study booklet around this.
- Work with young people around bullying and 'Show Racism The Red Card' by Education and Lifelong Learning directorate.
- Bullying Data is analysed in Education to identify trends and these include monitoring of ethnicity and bullying.
- Accessible recreation equipment has been purchased in parks which have been designed to be accessible to all.
- The funding of venue costs met by Communities 1st to enable Mindfulness and Stress Management courses to be run, as well as the purchase of specialised accessible ICT equipment and specialised play equipment for persons with sensory loss.
- The employment of a Gypsy Traveller specialist Attendance and Wellbeing Officer by the Education and Lifelong Learning directorate.
- Streetcare Services work with translation services at the University of South Wales for international students to promote waste collection services.

Service Delivery / Project Examples

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

The Chilli Pepper Gardeners

Tenants at Maesyfelin Sheltered Housing Scheme in Rhydyfelin have been keen to improve and help maintain their gardens around the complex. Group members are keen to improve their environment, meet socially and maintain their mobility. This has had a positive effect on other tenants who are curious to see how the improvements to their space develop and how the gardening group evolves.

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.

Mental Health Day

The Council again celebrated World Mental Health day on 10 October with a week of events, launched with a Conference held in Rhondda Sports Centre.

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. During 2013/14 84 bookings were made through the service using 21 languages and BSL interpreters.

Feedback from service areas has been very positive and use of the service has increased year on year.

Creative Arts Special Theatre Academy (CAST)

More than 100 pupils with special educational needs and disabilities have engaged in exciting, creative and artistic learning opportunities, thanks to a pioneering project between 3 special schools and Rhondda Cynon Taf Council's Services for Young People.

CAST aims to develop public behaviour, confidence and learning ability.

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

More information is available on the following link:

<http://www.rctcbc.gov.uk/en/communityliving/communityinitiativesandprogrammes/armed-forces-community-covenant/armed-forces-community-covenant.aspx>

Domestic Abuse

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

The Domestic Abuse Policy has been reviewed and a Domestic Abuse and Sexual Violence Policy and Managers guidelines has been developed and circulated.

Inclusive Sport in RCT

There are a number of clubs and provisions offering a variety of sporting activities for disabled people within disability and inclusive settings ranging from football, and cycling to swimming and bowls.

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, more than one service can offer support.

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

Since its introduction over 200 families have signed up for TAF.

More information is available on
<http://www.fframwaith.org/taf.php>

Carers Measure

The Carers Measure Strategy was launched in Summer 2013, along with a new Carer Aware e-learning toolkit to accompany it. The toolkit has been produced by the Local Health Board, Merthyr County Borough Council and Rhondda Cynon Taf Council to raise awareness and recognise staff with caring responsibilities across the areas.

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 Independent Living Service Team, a Mental Health Carers Forum, in order to encourage, promote and reduce the stigma of mental illness
- actively seeks 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...

In June 2013 a number of activities were held to promote carers week.

Cwm Taf A-Z Guide

The Cwm Taf A-Z guide was launched and distributed in 2013. This guide is an amalgamation of RCT and Merthyr Tydfil Council'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.

Older People

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

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

Promoting Benefits

The Benefits section continue to promote schemes that encourage appropriate benefit take-up, this has included website promotion, One 4 All Centres, Call Centres, signposting on bills and correspondence about where and how to claim. Also held advice sessions on appropriate budgeting and benefit take-up.

The Discretionary Housing Payment Policy has been reviewed to ensure that disabled people, elderly and young people's needs are taken into account.

Learning and Support to Pupils

During this year the Education and Lifelong Learning section have developed an accessibility strategy and worked to promote inclusion and therefore greater equality for pupils with additional learning needs.

Communities 1st

Communities 1st have developed community involvement plans for each cluster area which are updated on an annual basis. Where possible, these link to the Council's Strategic Equality Plan and meet the requirements of the Welsh Government's grant funded programme.

Communities 1st are represented on the Multi Agency Diversity Forum which allows them to feed in any specific issues and also feedback any relevant information regarding policy updates.

Examples of projects run through communities first include:

Mental Health

- 6 of the 8 geographical cluster areas run Mental Health Peer Support groups.
- Funding venue costs to enable the 'Mindfulness' and 'Stress Management' courses to be run by the LHB across RCT.
- Links with partner organisations to promote and signpost community members to relevant services e.g. New Horizons, MIND.

- Upper Rhondda Fawr run two arts and craft groups for people experiencing mental health conditions.

Physical/Learning and Sensory Disabilities

- Mid Rhondda have purchased specialised ICT equipment for people attending their work clubs.
- Course materials are printed in large print.
- Lower Cynon have supported a voluntary organisation to get funding for sensory equipment for babies and toddlers with severe disabilities.
- Porth Cluster have bought equipment for children with disabilities to enable them to attend play schemes. They have also bought equipment to support young people with physical disabilities into volunteering.
- Upper Cynon one to one support given to individuals on the autistic spectrum.

Many activities are also run targeted just at young people which include regular weekly drop-in sessions for young people, jobs growth Wales and volunteering opportunities, work clubs, accreditation and learning, physical and healthy activities, sexual health advice and condom card schemes.

Many activities are attended by community members over the age of 50 but are open access to all adults. These include food co-ops, learning activities including ICT skills, cooking skills, self help groups and physical activities such as walking groups.

Electoral Services

The service has been developed to offer postal voting to those who have difficulty in voting at polling stations by using a portable device to assist with registration to an online registering service.

Catering Services

Historically the service has always addressed equality and promoted this area amongst its staff. Further work has gone into producing a catering specific study and answer book based on the Council's Getting it Right booklet. This is issued to all staff with the completed booklet being stored in their individual development portfolios for future reference. In addition the majority of the management team have completed the Respect for People and Serving Disabled Customers e-learning modules in the past with new staff being directed to RCT Source or corporate policies.

Stonewall Diversity Champions

The Diversity Champions programme is Britain's good practice employers' forum on sexual orientation. The Council became Diversity Champions in 2013. People perform better when they can be themselves in the workplace, so as part of the

programme, we are working to establish a staff LGBT network, raising awareness of sexual orientation equality and improve the equality monitoring information we hold. Throughout the year 2013 the Equality and Diversity Team has worked closely with Stonewall's workplace team to develop practices that support LGBT employees.

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.

Alternative Reading Groups

An Alternative Reading Group has been established in Rhydyfelin and work is taking place to roll out in Cynon and Rhondda.

Family Fun Day

A Family Fun day was held in Hawthorn Leisure Centre for families of children with 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. The scheme will be launched again in 2014.

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.

Graffiti Removal

There were 300 reports of graffiti, 295 were removed within 5 working days, with 176 of an offensive nature and 171 of these were removed within 1 working day.

Disability Officers Group

In 2013 an internal Disability Officers Group was established. The working group involved officers who either deliver services for disabled people directly or are involved in making services more accessible or have an element of dealing with disability issues as part of their role.

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

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.

Disability Information Day

The 'Reaching Out' Disability Information Day was held in October 2013, where over 40 exhibitors provided information on a wide range of services, support and opportunities. There were also information sessions on the Cwm Cycling Scheme, Welfare Benefits and the Cwm Taf University Health Board Patient Experience.

Gypsy/Traveller Project

The Attendance and Wellbeing Service have delivered a scheme involving 5/6 young people. The scheme is a continuing education project for gypsy and traveller children primarily covering literacy and numeracy. The children have also done ceramics. The work is accredited and also works with families.

Better Together Project: A Community Cohesion & Substance Misuse Project

The project ran during Summer 2013 in two communities within the Cwm Taf district. By pairing community-based interventions with research and the development of a new community mapping tool the aim was to provide a community profile that can indicate which community sub-groups are at risk of substance misuse and what needs to be done to remedy the situation.

Phase One focussed on consultation, Phase Two on programme intervention and Phase Three on the outcomes of the project.

The groups in the Rhondda produced a video about what they felt 'community' meant to them – both these will be launched within the communities when ready.

Multi Agency Diversity Forum (MADF)

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

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

Annually the MADF hosts a calendar competition with primary schools which helps promote good relations between people of different groups.

Community Cohesion

A regional Community Cohesion Co-ordinator was appointed in 2013. As a result Community Cohesion Objectives for 2013/14 were set which were an amalgamation of common denominators across both the Rhondda Cynon Taf's and Merthyr's existing action plans. The objectives are outlined below:

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

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

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

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

Proposals were drawn up to develop a Regional Community Cohesion Board for the Cwm Taf region which will oversee the work of the Community Cohesion Strategies and Actions Plans of both Councils. The regional board will be launched in Autumn 2014.

Holocaust Memorial Day (HMD)

In January 2014 the Council marked HMD with a staff event held in The Pavilions, Clydach Vale. The event remembered the people murdered in the Holocaust and subsequent genocides. It was a contemporary event which was linked to modern day hate crime and raised awareness of reporting Hate Crime in Rhondda Cynon Taf. Pupils from St John the Baptist Church in Wales High School contributed to the event with readings and emphasised their commitment to sharing the memory of Holocaust survivors.

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

Mind, Body and 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

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

The Council has endorsed the National Principles for Public Engagement in Wales.

Recent consultation and engagement has been focussed on a number of service change requirements. Large scale consultations were held with service users and residents on a number of service change proposals, including leisure services, libraries and meals on wheels. In addition to the service change consultations the Consultation Team have undertaken or supported consultations including; tourism, events, budget consultation, quality of life survey,

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

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

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

A joint approach to consultation and engagement has been developed through a joint Consultation and Engagement Strategy. The Council secured European Social Fund funding for a joint consultation and engagement project with Merthyr Tydfil, through Cwm Taf Regional Collaboration Board. The project aims to

provide an effective and efficient approach to consultation and engagement across the partners of Rhondda Cynon Taf and Merthyr Tydfil.

The project has delivered the following:

- The Hub launched at 2 events in October 2013. The launch was attended by representatives from joint LSB members, other partners (100+) and members of the public.
- A Young Persons version of the hub is being developed with young people. A development day was held for young people from across RCT and Merthyr Tydfil. The aim of the day was to look at the Hub and redesign the look and feel of the Hub to be young person friendly.
- Reviewing how to use the Hub with consultation and engagement with older people, through the 50+ Forums
- Public feedback mechanism is provided through the Consultation Hub, with reports and summaries of projects regularly updated.
- Evaluation form developed for partners in line with Principles of Engagement (Participation Cymru). The Hub will automatically send these out as consultations are completed.
- Regular contact with partners ensures all activity is included on the Hub.
- Joint Public Engagement Group (PEG) established to develop joint strategy.
- The Strategy will be launched at the community voice events in the Autumn.
- A Joint Citizens Panel has been recruited, 1607 people across Cwm Taf.
- The panel was launched in October 2013 and has been engaged regularly.

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.

The Council's Annual Delivery Report 2013/2014

The Annual Delivery Report sets out the progress and improvement made in 8 priorities agreed by the Council in June 2013 which were:

1. Medium Term Financial Planning – delivering within our means.
2. Education – a top quality education for all.
3. Children and family centred services – keeping all young people safe and improving the life chances of vulnerable children.
4. Public Health and Protection – protecting people from harm.
5. Maintaining people's independence – supporting adults and older people to live independently.
6. Physical regeneration of our communities.
7. Social regeneration of our communities.
8. Streetcare services and the natural environment – a cleaner greener County Borough.

The report is available at the link below:

<http://www.rctcbc.gov.uk/en/councildemocracy/councilperformance/improvement-priorities---delivery-reports/improvementpriorities-deliveryreports.aspx>

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 Council published its Strategic Equality Plan (SEP) in line with the legislative requirements in March 2012. The SEP set out how the Council had met its legal responsibilities in developing the SEP and included the Council's Equality Objectives, how they had been identified, the approach taken in respect of engagement and the results, together with a comprehensive Action Plan that set out how the Council would deliver its objectives.

The SEP included a commitment to regular monitoring of the delivery of the SEP Action Plan.

The commitment to regular monitoring was carried out through the use of the Council's Performance Management System, Ffynon, with regular quarterly reports being provided to Council Cabinet.

The ongoing monitoring process identified that minor changes needed to be made to some of our actions and by the end of the first year of monitoring and the production of the Annual Equality Report 2012/13 it was clear that due to changing circumstances and relevant information the Equality Objectives and accompanying action plan would need to be comprehensively reviewed in order to ensure that these changes could be reflected and to ensure that the action plan was up to date and deliverable.

When reviewing the Equality Objectives we looked at the quarterly monitoring results and our 2012/13 Annual Equality Monitoring Report to identify whether or not we were delivering what we promised, whether the objectives are still relevant and whether or not there was a need to amend current objectives or develop new objectives.

The end of year monitoring report identified that whilst a large part of the critical actions and key milestones had been delivered there were areas that had not moved forward as initially thought.

There were a number of reasons for this and a summary of the action plan delivery for each objective is set out below:

Disability Hate Crime Objective

The majority of targets had been delivered and work done in this area included regular reporting of hate crime statistics to the Multi Agency Diversity Forum, agencies working together to address specific incidents and awareness raising activities with the public during Council Open Days; however the delay in appointing a Regional Community Cohesion Officer for Rhondda Cynon Taf and Merthyr Councils' affected our ability to deliver all targets.

This post is now filled and the post holder has been involved as part of the review of the plan to identify whether these targets need to be changed.

The development of revised reporting procedures has been affected by ongoing work by the Welsh Government to develop an All Wales Strategy.

It was felt that any strategy developed by the Council would need to compliment that of the Welsh Government Strategy to avoid duplication and to ensure best use of resources. The Welsh Government Tackling Hate Crime and Incidents: A Framework for Action was launched in May 2014, and work complimenting this will be outlined in the 2014/15 Annual Equality Monitoring Report.

Engagement Objective

Work has been undertaken to develop a Public Engagement Strategy and delivery plan which has been incorporated as part of the Single Integrated Plan and will be delivered on a multi agency basis with full involvement of Council officers from the following areas:

- Corporate Policy & Consultation
- Communities 1st
- Equality & Diversity
- Fframwaith
- Older Persons Champion.

This strategy and delivery plan in effect improves upon the original equality objective and will now deliver the aims and principles of that objective. This means that the action plan for delivery has been removed from the SEP and is now being delivered on a multi agency basis via the Public Engagement Strategy delivery plan.

Addressing Negative Behaviours

This objective was developed as a result of the consultation process on the Strategic Equality Plan. The Council was told that people need to be more aware of how their attitude and behaviour can affect other people.

However, during the delivery of the Strategic Equality Plan it has been recognised that the work connected to this objective is closely linked to the Disability Hate Crime objective and again the ability to deliver this was affected by the length of time taken to appoint the Regional Community Cohesion Officer for RCT and Merthyr.

Some work has been undertaken through the use of statistics reported to the Multi Agency Diversity Forum and discussions with the now appointed Regional Community Cohesion Officer in respect of the availability of training and an online training programme has been sourced to be made available to staff.

Because of the close links to the Disability Hate Crime Objective and the development of a Welsh Government approach to dealing with Hate Crime the review of the Strategic Equality Plan has led to the two objectives being amalgamated and the awareness rising being linked to the delivery of the Council Strategy when it is developed.

Gender Pay Objective

The Public Sector Equality Duties requires public authorities to identify an objective on addressing gender pay differences. The Council objective is about identifying why pay differences exist and whether or not there are actions that can be taken to reduce the pay differences.

The Council had the opportunity to deliver this objective via a collaborative project with Cardiff University and as such the target dates have been extended to align with the project plan. The project is in 4 stages:

1. Data collection - initial collection completed
2. Analysis of data - initial analysis in progress
3. Further analysis depending on results identified at stage 2
4. Recommendations for change made and considered

The project will be completed in June 2015. Rhondda Cynon Taf is the only Council in Wales who is participating, the research expertise of Cardiff University will allow for thorough examination of the information available.

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, previous Annual Equality Reports highlighted that due to changing circumstances and information, the Equality Objectives and the action plan will need to be reviewed. This will ensure that these changes could be reflected and to ensure that the action plan is up to date and deliverable.

Review of SEP

Work already carried out in respect of the Disability Hate Crime Objective in respect of raising awareness with the public through the Council Open Days and working with partners through the Multi Agency Diversity Forum has identified that there needs to be a more holistic approach to addressing hate crime.

It has also become clear that the Addressing Negative Attitudes and Behaviours Objective cannot be delivered in isolation and that this objective should become part of the overall Hate Crime Strategy being developed by the Council and its partners.

Delivery dates in respect of the current objectives have been extended whilst awaiting the results of the work being carried out by the Welsh Government in developing an all Wales Strategy in order to ensure that any strategy developed by the Council and its partners is in line with the all Wales approach.

As a result of the review of the SEP action plan and the information contained within the previous Annual Equality Monitoring Report the Equality Objectives will now be amended to take into account the lessons learned from the initial delivery and the review.

The Equality Objectives will now be as follows:

- Hate Crime and Addressing Negative Attitudes and Behaviours
- Developing more robust Monitoring Arrangements
- Gender Pay Objective.

Developing more robust Monitoring Arrangements

As a new objective, we have sought to obtain information from Service Areas about their current monitoring arrangements. Information was gathered from 16 services areas and identified the following information:

- 62.5% of the service areas collect data on any or all of the protected characteristics of their service users.
- The data is collected for a mixture of administrative, legislative and equality purposes, as well as being used to target services.
- The majority of the 37.5% of service areas who confirmed that they do not collect any data on protected characteristics are not front line services.
- 70% of the service areas which collect data do something different as a result of the data collection.
- 25% of the service areas had carried out Equality Impact Assessments in the last year. These mainly relate to reductions in and changes to service provision.
- 75% of the service areas who had carried out Equality Impact Assessments had made amendments as a result of the assessment.

The above information is encouraging and demonstrates that Service Areas are using the Public Sector Equality Duties to support the services they are undertaking and are using Equality Impact Assessments to improve delivery. However, it is recognised that more work needs to be done to ensure that all Service Areas are collecting and monitoring data effectively. Communities 1st have already committed to this, in 2014-15 they are further developing the equal opportunity monitoring form, the collection, recording and reporting of data.

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 2013 to March 2014.

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

The table below includes EqIA's carried out in 2013/2014 and gives a brief summary of the results and action taken.

Equality Impact Assessments which have undergone an initial screening

Service Area	Policy/Procedure	Result
Human Resources	Budget Reduction Options - Employment Costs	Positive or low impact - no EqIA required
Corporate Services	Access to Pay Day Loan Websites via Council controlled establishments	Positive or low impact - no EqIA required
Adult Services	Service User Contribution to Staff Meals in a Supported Living Scheme	Full EqIA to be undertaken
Environmental Services	Residential Parking Policy and criteria	Low impact – no EqIA required
Human Resources	Model Whole School Pay Policy - Central South Consortium	Low impact – no EqIA required
Human Resources	Domestic Abuse/Sexual Violence Policy	Low impact – no EqIA required
Regeneration and Planning	Hiring of Town Centre Space	Low impact – no EqIA required
Community and Children's Services	Social Work Traineeship	Low impact – no EqIA required
Regeneration and Planning	Regulation of Street Furniture on the Highway	Low impact – no EqIA required

Full Impact Assessments

Service Area	Policy/Procedure	Result
ICT/Education	ICT Enabled Schools Transformation Programme across Rhondda Cynon Taf and Merthyr Council areas	Full EqIAs undertaken – no negative impacts
Adult Services	Service User Contribution to Staff Meals in	Action plan in

	a Supported Living Scheme	place to review changes
Environmental Services	Air Quality Action Plans Documents	Full EqlA undertaken – adjustment made to the initiative
Human Resources	Restructure of Services - Change Management Process as a result of change proposals (outlined below)	Full EqlAs undertaken – no negative impacts

The following outlines the change proposals as part of Council's Medium Term Service Planning arrangements, specifically in the context of the need to reduce spend and enable the Council to set a balanced budget into the medium term. During the year 2013/2014 there were Phase 1 and Phase 2 proposals. Both were part of a comprehensive consultation exercise and full Equality Impact Assessments for the proposals were undertaken. The proposals are outlined below:

Directorate	Policy/Procedure
	Phase 1
Education & Lifelong Learning	School Admission Arrangements
Community & Children's Services	Meals on Wheels
Education & Lifelong Learning	Library Service
Education & Lifelong Learning	Youth and E3 provision
Community & Children's Services	Day Centres
	Phase 2
Community & Children's Services	Adult Social Care Charges
Chief Executive's	Heritage Service
Environment Services	Arts and Culture Service
Environment Services	Paddling Pools
Environment Services	Leisure Services
Environment Services	Street Lighting

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

<http://www.rctcbc.gov.uk/en/councildemocracy/democracyelections/committees-minutesagendasreports/committees-minutes,agendasreports.aspx>

8. Employment Monitoring Data

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

- people employed by the authority on 31 March each year by protected characteristic
- men and women employed, broken down by:
 - job
 - grade (where grading system in place)
 - pay
 - contract type (including permanent and fixed term contracts)
 - working pattern (including full time, part time and other flexible working patterns)
- people who have applied for jobs with the authority over the last year
- employees who have applied to change position within the authority, identifying how many were successful in their application and how many were not
- employees who have applied for training and how many succeeded in their application
- employees who completed training
- employees involved in grievance procedures either as complainant or as a person against whom a complaint was made
- employees subject to disciplinary procedures
- employees who have left an authority's employment.

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

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

9. Procurement

The Council operates the SQuID which is part of the National Procurement Website, www.Sell2Wales.co.uk.

It contains a set of core questions commonly asked at the selection stage, and has a database of suppliers' answers stored for re-use, and a tool for buyers to generate a selection questionnaire using a risk-based wizard for each

procurement project. The idea is that working together these three things deliver a number of benefits:

- Increased efficiency for both suppliers and buyers, by allowing standard questions and answers to be stored for future use, by keeping the number of questions to a minimum, and also by encouraging buyers to only seek information from suppliers if they can be clear about exactly how the information will be used.
- Greater standardisation of the selection stage, whilst also allowing for tailoring of questions to meet the specific requirements of the procurement.
- Increased transparency of the selection process and how responses will be evaluated – so that suppliers are able to work out easily whether or not they wish to bid for a particular opportunity, how to optimise their proposal and how to present it in an effective way.
- Improved opportunities for small medium enterprises (SMEs) and local businesses to compete on a more equal footing as a result of a carefully considered question set that removes some of the barriers to entry for them.

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

10. Accessible Information

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

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

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

11. Future Work

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

A key focus will be on implementing the recommendations from the Welsh Government's Tackling Hate Crimes and Incidents: A Framework for Action. This

will include developing a Hate Crime Strategy for Rhondda Cynon Taf, and continuing to raise awareness to Council employees and the public. Negative attitudes and behaviours will continue to be challenged and efforts will be made to improve monitoring and data collection of bullying and hate crime incidents. Ongoing awareness raising, training and campaigns to promote equality for all protected characteristics will be looked at with an ongoing commitment to Stonewall Diversity Champions Programme, the Disability Forum, the Schools' Calendar Competition, and the WAVE project.

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

APPENDIX ONE

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	3283	25.8%
Female	9432	74.2%
Total	12715	100%

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

Age

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

Age Group	Total	% of Workforce
16-24	875	6.9%
25-34	2458	19.3%
35-44	3265	25.7%
45-54	3514	27.6%
55-64	2307	18.2%
65+	296	2.3%
Total	12715	100%

This table indicates, as the figures did last year, that over half of Council employees are within the age range of 35-54. This is reflected by 40% of the population of Rhondda Cynon Taf being in the age range 30-59. Despite a rise of '16-24 years olds' in 2012/13, this group has decreased by nearly 2% this year.

Disability

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

Identification	Total	% of Workforce
Disabled	336	2.6%
Non Disabled	10692	84.1%
Information not held	1687	13.3%
Total	12715	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 where their health status has changed during employment.

Ethnicity

The table below shows the breakdown of employees by ethnicity:

White	31st March 2013
British	1480
English	360
Scottish	37
Welsh	7086
Irish	39
European	23
Other White Background	39
Unidentified	1126
White % of Workforce	80.1%
Mixed	
White & Black Caribbean	2
White & Black African	4
White & Asian	4
Other Mixed Background	5
Asian	
Indian	9
Pakistani	1
Bangladeshi	2
Chinese	6
Other Asian Background	5
Black	
Caribbean	1
African	8
Other Black Background	1
Other Ethnic Group	
Gypsy/Romany/Traveller	0
Any Other Background	16
Minority Ethnic % of Workforce	0.5%
Information not held	2389
Total	12715

Information is held on nearly 81% of employees, which is slightly less than that in last year's report, with the majority of employees identifying themselves as white Welsh followed by white British. Staff identifying themselves as an ethnic minority have reduced from 0.75% to 0.50%. This is slightly less than 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	2645
Muslim	4
Hindu	4
Jewish	1
Buddhist	3
Sikh	1
Other	104
% of workforce identifying with a religion	21.7%
None	1715
Prefer not to say	176
Information not held	8062
Totals	12715

Information is held on 35.59% 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	2911
Gay/Lesbian	29
Bisexual	5
% of workforce identifying a sexual orientation	23.2%
Prefer not to say	112
Information not held	9658
Totals	12715

Information is held on 24% of employees. As part of the Stonewall Diversity Champion's Programme, work will take place to encourage more employees to complete this category on equality monitoring forms.

Pregnancy and Maternity

As at 31 March 2014 there were 154 employees on maternity leave none of which were involved in disciplinary or grievance cases. During the year 2012/13, 375 employees had been on maternity leave during this period of time.

Gender Reassignment

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

Regulation Nine - Gender Specific Information

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

The number of employees employed at 31 March 2013 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	435	1269	1704
Ancillary	587	1250	1837
Assistant Headteacher	37	40	77
Community and Social Care	551	4164	4715
Deputy Headteacher	43	91	134
Frontline and Customer Care	290	374	664
Headteacher	59	80	139
Middle Manager	68	85	153
Skilled Manual Worker	146	65	211
Strategic Manager	37	28	65
Supervisor	243	206	449
Teacher	483	1468	1951
Technical, Specialist & Professional	289	312	601
Unqualified Teacher	6	9	15

Total	3274	9441	12715

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 2014.

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

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

Employees by Gender & Grade – Chief Officers

Grade	Female	Male	Total
COS1	0	1	1
COS2	0	0	0
COS3	0	5	5
COS4	0	2	2
COS5	1	3	4
COS6	1	4	5
COS7	1	8	9
COS8	2	6	8
COS9	18	13	31
Total	23	42	65

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

Employees by Gender and Grade – National Joint Council

Grade	Female	Male	Total
GR1	196	61	257
GR2	1136	85	1221
GR3	882	230	1112
GR4	1001	284	1285
GR5	1186	491	1677
GR6	1282	433	1715
GR7	797	220	1017
GR8	276	165	441
GR9	218	113	331
GR10	166	136	302

GR11	301	148	449
GR12	133	69	202
GR13	115	62	177
GR14	4	5	9
GR15	35	34	69
Total	7728	2536	10264

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

Employees by Gender and Grade – Teachers/Education

Grade	Female	Male	Total
AT01	27	24	51
J001 - J053	25	8	33
MW0	7	19	26
T001 - T003	1512	519	2031
T006 - T036	85	60	145
T038 - T057	138	86	224
YP01 - YP09	21	11	32
YW01 - YW15	66	57	123
T001 - T003	1512	519	2031
Total	3393	1303	4696

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	Female	Male	Total
AT01	1	3	4	7
	2	5	6	11
	3	2	1	3
	4	4	9	13
	5	6	1	7
	6	5	0	5
	7	2	3	5

Total		27	24	51
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J0 - Education Head of Service and Senior Managers

Grade	Salary Point	Female	Male	Total
J001	4	1	0	1
J002	12	1	0	1
J004	16	1	0	1
J005	19	1	1	2
J028	113	2	1	3
J033	6	1	0	1
J036	17	1	0	1
J040	124	0	1	1
	127	1	0	1
	128	1	0	1
	129	2	0	2
	130	6	2	8
J041	139	1	0	1
J046	176	1	0	1
J048	19	0	1	1
J049	26	1	0	1
	27	1	1	2
	28	0	1	1
J052	184	1	0	1
J053	161	2	0	2
Total		25	8	33

MW - Apprentices

Grade	Salary Point	Female	Male	Total
MW0	6	3	6	9
	7	4	13	17
Total		7	19	26

T001 - T003 Teachers

Grade	Salary Point	Female	Male	Total
T001	1	34	12	46
	2	68	13	81
	3	65	17	82
	4	52	16	68
	5	56	23	79
	6	146	46	192
Total		421	127	548

Grade	Salary Point	Female	Male	Total
T002	7	166	48	230

	8	145	42	196
	9	750	270	992
Total		1061	360	1421

Grade		Female	Male	Total
T003	12	6	6	12
	13	4	4	8
	14	2	3	5
	15	3	3	6
	16	5	0	5
	17	10	16	26
Total		30	32	62

T005 - T036 - Headteachers

Grade	Salary Point	Female	Male	Total
T006	28	0	1	1
T007	35	0	1	1
T008	33	1	1	2
	34	1	1	2
T009	31	3	3	6
	34	1	1	2
	35	1	1	2
	37	1	1	2
T010	32	1	1	2
	37	1	1	2
	38	4	4	8
Total		14	16	30

Grade	Salary Point	Female	Male	Total
T011	33	4	0	4
	34	0	1	1
	36	5	0	5
	37	1	2	3
	39	8	7	15
Total		18	10	28

Grade	Salary Point	Female	Male	Total
T012	34	1	0	1
	36	1	0	1
	37	1	0	1
	38	2	1	3
	39	2	0	2
	40	5	3	8
Total		12	4	16

Grade	Salary Point	Female	Male	Total
T013	35	1	2	3
	36	0	2	2
	37	1	0	1
	38	1	1	2
	39	1	0	1
	41	3	3	6
	42	1	2	3
Total		8	10	18

Grade	Salary Point	Female	Male	Total
T014	36	3	0	3
	37	1	0	1
	38	2	2	4
	39	0	2	2
	40	3	1	4
	41	1	0	1
	42	3	9	12
Total		13	14	27

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

Grade	Salary Point	Female	Male	Total
T016	38	1	0	1
	41	1	1	2
	42	0	1	1
	44	0	1	1
T017	39	0	1	1
	41	1	0	1
	45	2	1	3
T019	47	0	1	1
Total		5	6	11

Grade	Salary Point	Female	Male	Total
T020	48	1	0	1
T021	49	1	0	1
T022	48	0	1	1
T024	46	0	1	1
	47	1	0	1
	49	1	0	1
	51	0	1	1

T026	53	0	1	1
	54	2	1	3
T026	51	1	0	1
	52	1	0	1
	53	0	1	1
	54	0	1	1
T028	53	1	0	1
	54	1	0	1
T029	56	0	1	1
T030	55	0	1	1
	58	1	0	1
T032	59	0	1	1
T036	61	1	0	1
Total		12	10	22

T037 - T057 - Assistant & Deputy Headteachers

Grade	Salary Point	Female	Male	Total
T039	28	5	1	6
Total		5	1	6

Grade	Salary Point	Female	Male	Total
T040	25	7	3	10
	26	0	1	1
	27	2	0	2
	28	3	1	4
Total		12	5	17

Grade	Salary Point	Female	Male	Total
T041	26	5	2	7
	27	0	1	1
	28	2	1	3
	29	4	1	5
	30	6	0	6
Total		17	5	22

Grade	Salary Point	Female	Male	Total
T042	27	12	5	17
	29	2	2	4
	30	3	2	5
	31	8	3	11
Total		25	12	37

Grade	Salary Point	Female	Male	Total
T043	28	3	1	4
	29	2	1	3

	30	4	2	6
	31	1	0	1
	32	5	1	6
Total		15	5	20

Grade	Salary Point	Female	Male	Total
T044	29	4	2	6
	31	1	0	1
	32	1	0	1
	33	1	2	3
		7	4	11

Grade	Salary Point	Female	Male	Total
T045	30	1	0	1
	31	1	1	2
	32	1	0	1
	34	3	0	3
Total		6	1	7

Grade	Salary Point	Female	Male	Total
T046	31	6	3	9
	32	3	2	5
	33	3	3	6
	34	2	3	5
	35	7	3	10
Total		21	14	35

Grade	Salary Point	Female	Male	Total
T047	32	3	2	5
	34	2	1	3
	35	0	1	1
	36	2	5	7
Total		7	9	16

Grade	Salary Point	Female	Male	Total
T048	35	1	0	1
	36	0	1	1
	37	1	3	4
Total		2	4	6

Grade	Salary Point	Male	Female	Total
T049	34	1	2	3
	36	1	0	1
	38	1	0	1
Total		3	2	5

Grade	Salary Point	Female	Male	Total
T050	36	1	0	1
	37	1	0	1
	39	1	1	2
Total		3	1	4

Grade	Salary Point	Female	Male	Total
T051	36	0	1	1
	37	0	2	2
	38	0	1	1
	39	0	1	1
Total		0	5	5

Grade	Salary Point	Female	Male	Total
T052	37	1	1	2
	38	1	2	3
	39	0	1	1
	40	1	0	1
	41	0	3	3
Total		3	7	10

Grade	Salary Point	Female	Male	Total
T053	40	1	0	1
	41	1	1	2
	42	0	1	1
Total		2	2	4

Grade	Salary Point	Female	Male	Total
T054	39	0	1	1
	43	2	0	2
Total		2	1	3

Grade	Salary Point	Female	Male	Total
T055	44	0	1	1
Total		0	1	1

Grade	Salary Point	Female	Male	Total
T056	41	0	2	2

	42	1	0	1
	45	3	0	3
Total		4	2	6

Grade	Salary Point	Female	Male	Total
T057	44	0	1	1
	46	0	1	1
Total		0	2	2

Grade	Salary Point	Female	Male	Total
T058	43	1	0	1
Total		1	1	1

Grade	Salary Point	Female	Male	Total
T059	46	1	0	1
Total		1	0	1

Grade	Salary Point	Female	Male	Total
T061	46	0	1	1
Total		0	1	1

YP - Youth & Community Workers

Grade	Salary Point	Female	Male	Total
YP01	25	3	0	3
YP02	28	3	0	3
YP03	14	1	3	4
	15	1	1	2
	16	2	1	3
	17	8	6	14
YP04	6	1	0	1
YP09	22	2	0	2
Total		21	11	32

YW - Senior Youth & Community Workers

Grade	Salary Point	Female	Male	Total
YW01	10	1	0	1
YW02	14	1	0	1
YW03	6	4	0	4
YW11	20	0	4	0
	21	8	11	19
YW12	22	0	2	2

	23	1	1	2
	25	12	11	23
YW13	26	3	2	5
	27	4	2	6
	28	4	4	8
	29	28	19	47
YW15	34	0	1	1
Total		66	57	123

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

Employees by Contract Type / Working Pattern

Contract Type	Female	Male	Total
Permanent Full Time	2643	2114	4757
Permanent Part Time	2029	246	2275
Permanent Part Time Term Time	1809	107	1916
Permanent Term Time	168	17	185
Temporary Full Time	369	186	555
Temporary Part Time	226	77	303
Temporary Part Time Term Time	1368	85	1453
Temporary Term Time	39	11	50
Casual	781	440	1221
Total	9432	3283	12715

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

Applicants for Employment and Promotion

There were a total of 311 vacancies advertised during the year 2013/2014. The following table indicates the results of the recruitment monitoring for the same period.

Applicants for Employment and Promotion by Protected Characteristic

	Applicants	Shortlisted	Appointed
Male	1063	796	231
Female	1839	468	140
Minority Ethnic	67	29	6

Disabled	86	39	9
LGB	100	39	10

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 309 equality monitoring forms returned in 2013/2014.

The table below shows the equality monitoring results for internal training during 2013/2014:

Group	Minority Ethnic	Disabled	Male	Female	16-24	25-34	35-44	45-54	55-64	65+
Chief Exec	0	1	6	34	7	13	16	4	0	0
Environmental	2	0	16	14	4	11	6	7	2	0
Education	1	2	19	22	4	16	6	11	4	0
Corporate	1	3	16	32	1	15	13	14	5	0
Community	0	13	24	126	12	23	37	60	18	0
Total	4	19	81	228	28	78	78	96	29	0

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 179 cases covering disciplinary, grievance and disciplinary action resulting from sickness absence in 2013/2014, involving 1.4% of the workforce. The tables below provide equality monitoring information for these cases:

Gender

	Total	Discipline	Sickness Absence	Grievance
Male	77	47	20	10
Female	102	54	41	7
Total	179	101	61	17

As can be seen from the table above there were more females involved, however when you break this down in to percentages 57% of cases involved females which is a smaller percentage than the number of females in the workforce as a whole and 43 % involved males which is a significantly higher percentage than the number of males in the workforce as a whole.

Age

	Total	Discipline	Sickness Absence	Grievance
16 – 24	5	3	2	0
25 – 34	24	15	8	1
35 – 44	52	25	23	4
45 – 54	64	35	20	9
55 – 64	30	20	7	3
65+	4	3	1	0
Total	179	101	61	17

The table above identifies that more discipline, sickness absence and grievance cases occur within the age ranges of 35-54. This is again relative to the workforce, as 53% of the Council's employees fall in this age range.

Disability

	Total	Discipline	Sickness Absence	Grievance
Disabled	12	3	7	2
Non Disabled	162	94	53	15
Information not held	5	4	1	0
Total	179	101	61	17

Ethnicity

	Total	Discipline	Sickness Absence	Grievance
Asian	0	0	0	0
Black	1	1	0	0
Chinese	0	0	0	0
Mixed	0	0	0	0
White	158	87	55	16
Other	1	1	0	0
Information not held	19	12	6	1
Totals	179	101	61	17

Religion or Belief

	Total	Discipline	Sickness Absence	Grievance
No Religion	34	21	11	2
Christian	30	16	13	1
Other	1	0	0	0
Prefer not to say	3	2	0	1
Information not held	111	62	37	13
Totals	179	101	61	17

Sexual Orientation

	Total	Discipline	Sickness Absence	Grievance
Heterosexual	36	20	13	3
Gay/Lesbian	0	0	0	0
Prefer not to say	2	1	1	0
Information not held	141	80	47	6
Totals	179	101	61	17

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 1769 employees left the employ of the Council in 2013/2014. The tables below indicate the number of leavers and reasons for leaving 2013/2014:

Reasons for Leaving by Gender

Reason for Leaving	Female	Male	Total
Age retirement	88	28	116
Death in service	11	6	17
Dismissed	4	15	19
Early retirement (Teachers)	23	2	25
End of contract	307	95	402
Failed probationary period	1	2	3
Ill health	9	2	11
Mutual agreement	98	28	126
Redundant	15	4	19
Transfer to another Council	4	2	6
TUPE transfer	1	0	1
Voluntary early retirement with redundancy	44	41	85
Voluntary early retirement	2	1	3
Voluntary	687	195	882
Voluntary redundancy	31	23	54
Total	1325	444	1769

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

Reason for Leaving by Age

Reason for Leaving	18-24	25-34	35-44	45-54	55-64	65+	Total
Age retirement	0	0	0	0	46	70	116
Death in service	0	0	3	4	8	2	17
Dismissed	1	3	9	5	1	0	19
Early retirement	0	0	0	0	25	0	25
End of contract	99	139	77	58	25	4	402
Failed probationary period	3	0	0	0	0	0	3
Ill health	0	0	0	0	10	1	11
Mutual agreement	1	8	20	35	51	11	126
Redundant	1	5	7	2	4	0	19
Transfer to another Council	1	1	3	1	0	0	6
TUPE transfer	0	0	0	0	1	0	1
VER	0	0	0	0	3	0	3
VER with redundancy	0	0	0	0	80	5	85
Voluntary	144	265	208	186	73	6	882
Voluntary redundancy	3	7	9	31	3	1	54
Totals	253	428	336	322	330	100	1769

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	10
Death in Service	1
End of contract	8
Ill Health	2
Mutual agreement	5
Transfer to another Council	1
Voluntary redundancy	1
VER	1
VER with redundancy	5
Voluntary	23
Total	57

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

Reason for Leaving by Ethnicity

Reason	White	Ethnic Minority	Not Known	Total
Age retirement	107	0	9	116
Death in service	16	0	1	17
Dismissed	7	0	12	19
Early retirement	24	0	1	25
End of contract	253	2	147	402
Failed probationary period	2	0	1	3
Ill health	11	0	0	11
Mutual agreement	106	0	20	126
Redundant	12	0	7	19
Transfer to another Council	2	0	4	6
TUPE transfer	1	0	0	1
VER	3	0	0	3
VER with redundancy	79	0	6	85
Voluntary	612	3	267	880
Voluntary redundancy	43	0	11	54
Total	1278	5	486	1769

Reason for Leaving by Religion or Belief

Reason	Christian	Other	None	Prefer not to say	Not Known	Total
Age retirement	40	0	5	2	69	116
Death in service	8	0	2	0	7	17
Dismissed	2	0	2	0	15	19
Early retirement	4	0	2	0	19	25
End of contract	40	10	37	9	306	402
Failed probationary period	0	0	0	0	3	3
Ill health	5	1	0	0	5	11
Mutual agreement	29	1	8	2	86	126
Redundant	5	0	1	0	13	19
Transfer to another Council	2	0	0	0	4	6
TUPE transfer	1	0	0	0	0	1
VER	2	0	1	0	0	3
VER with redundancy	27	0	5	1	52	85

Voluntary	157	10	141	19	555	882
Voluntary redundancy	7	0	4	0	43	54
Total	329	22	208	35	1175	1769

Reason for Leaving by Sexual Orientation

Reason	Heterosexual	Gay/Lesbian	Bisexual	Prefer not to say	Not Known	Total
Age retirement	42	0	0	0	74	116
Death in service	4	0	0	0	13	17
Dismissed	2	0	0	0	17	19
Early retirement	5	0	0	0	20	25
End of contract	40	0	1	7	354	402
Failed probationary period	0	0	0	0	3	3
Ill health	6	0	0	0	5	11
Mutual agreement	28	0	1	1	96	126
Redundant	4	0	0	1	14	19
Transfer to another Council	2	0	0	1	4	6
TUPE transfer	0	0	0	0	1	1
VER	3	0	0	0	0	3
VER with redundancy	30	1	0	0	54	85
Voluntary	133	1	0	12	736	882
Voluntary redundancy	7	0	0	0	47	54
Total	306	2	2	23	1436	1769

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