The Vale of Glamorgan Council's

Annual Equality Monitoring Report

2014 - 2015

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Vale of Glamorgan Council's Annual Equality Monitoring Report
1 April 2014 – 31 March 2015

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Introduction

This report tells you about our equality work between April 2014 and March 2015. We do this to meet our duties under:

- the Equality Act 2010;

- the Public Sector Equality Duty (known as the 'general duty'); and

- the specific duties for Wales.

We tell you how we have collected and used information to:

- eliminate unlawful discrimination;

- advance equality of opportunity; and

- foster good relations.

We also tell you about:

- how we are getting on with our equality objectives;

- the people we employ; and

- other equality work.

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Background

We have described our main equality work in Strategic Equality Plan.

http://www.valeofglamorgan.gov.uk/en/our_council/equalities_strategic_equality_plan.aspx

We agreed this plan in March 2012. There were a number of things we had to do to develop our plan. We list the main steps below.

- We looked at how much information we had on the people using our services. We especially wanted to know which **protected groups** were using our services.

- We met with local organisations to see if there were areas that we could work on together.

- We looked at other plans to see if they had actions that needed to be in the Strategic Equality Plan. These plans included the Community Strategy, Corporate Plan and the Equality and Diversity Scheme.

- We arranged events for us to meet with other organisations that have an interest in the needs of protected groups. We went to their meetings if they could not come to ours.

- We consulted with the public, staff and trades unions.

- We talked to people about what our priorities should be.

This helped us to decide on our equality objectives. These are an important part of the Strategic Equality Plan.

To make sure we achieve the equality objectives, we put actions in service plans. These plans guide the work of each service area (such as Housing, Visible and Social Services). Each service has to monitor progress with these actions. They report on this to management and Councillors every three months.

The Leader of the Council leads on equality issues. Directors take the lead in their own service area.

We belong to equality networks so that we know about the latest issues and guidance. For example, we belong to the networks of the Equality and Human Rights Commission and the Equality Group (South East Wales).

Steps taken to identify and collect relevant information

We have been collecting information about who uses our services for some time. We have not always done this in the same way across the Council. Also, we have not collected data on all protected groups. For this reason, we devised a new form and spoke to managers to explain the importance of using it.

In 2011, we looked at information from key services:

- libraries;

- housing;

- public protection;

- housing benefit; and

- social services.

In 2012, we added some new service areas:

- registration;

- council tax; and

- youth service.

In 2013, we provided more detail about the information we collected, particularly Development services. We have also included a first analysis of complaints. We will develop this further for the next report.

When we looked at the information gathered, we considered:

- the comparison between 2011,2012, and 2013 data;

- the systems used to gather the data; and

- sample reports.

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This helped us to identify gaps in the information. We talked about these gaps with managers. They explained why they thought it would be difficult to ask extra questions about the protected characteristics of service users.

This meant that we were able to clarify for managers why they need to collect the information. We used the guidance from Stonewall to do this. You can see the guidance in Appendix 1. The form we used to gather information is in Appendix 2.

For 2014 – 15, we took a similar approach and we have compared information for 2011, 2012, 2013 and 2014. You will see this below.

The following pages outline how the information has been used to meet the three aims of the general duty.

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Service Area: Libraries

Protected characteristics collected			
2011 - 2012	**2012 - 2013**	**2013 - 2014**	**2014 - 2015**
Age Race Disability Welsh Language	Age Race Disability Welsh Language	Age Race Disability Welsh Language	Age Sex Race Disability Welsh Language

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How the data was collected and used

On the 31 March each year, we produce a report from our database. This provides a snapshot of the customer database on that day. Data changes daily as people join, renew or cancel membership. We put the data on the system in real time so updates are instant.

Every three years, we carry out a survey of our users. This is called the CIPFA Public Library User Survey. We survey adults, young people and children. We survey people who use the library, not just library members.

Our last survey was in 2012. We had responses from 2196 adults who use our libraries. We asked all the equalities questions that we normally ask when someone enrols. We added a question about sexual orientation. We planned to run the survey in autumn 2014. We postponed this to autumn 2015 as we have been consulting with people about the future of libraries. Our next survey will be a children's library service that will be held in February 2016.

We collect the data to support and develop library services. Here are some examples of how we use it.

- We manage age related policies and services. For example, the lending of age restricted DVDs and computer games to people over 12, 15, and 18 years of age.

- We manage concessions such as free talking books for people who have a visual impairment.

- We assess how well we deliver services to specific groups of people. For example, we investigated how to put in place the home borrower service.

- We used information to inform us about book choices in other languages.

- We use data about age to help us assess services to children in particular.

- We use data to help us target services to Welsh speakers.

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Current situation

We focus on collecting data that we can use to plan and develop services.   Age, gender, disability and language choice have been the key areas to date.

Comments

The borrower database remains fairly consistent from year to year and there are no significant trends between 2014 and 2015. We focus on monitoring the protected characteristics that are relevant to our service as the enrolment system is fairly long.

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Service Area: Housing Benefit and Council Tax Reduction

Protected characteristics collected			
2011 - 2012	**2012 - 2013**	**2013 - 2014**	**2014 - 2015**
Age Sex Disability	Age Sex Disability	Age Sex Disability	Age Sex Disability

How we collected and used the data

We collect the data to work out entitlement to Housing Benefit and Council Tax Reduction. A person's age affects what they are entitled to. If someone receives some kinds of disability benefits, this may affect what they are entitled to as well.

We are able to look at age data for types of tenants, that is, council, housing association or private tenants. This allows us to plan for the impact of other welfare reforms. These may impact on the Discretionary Housing Payments budget.

We monitor cases regularly to look for trends in who is claiming or change of circumstances. We use this information to help us to plan for Council Tax Reduction. We do this as there is no longer a Department for Works and Pensions Benefit to do it for us. We regularly monitor Council Tax Reduction so that we can plan our budgets.

A small difference of 361 cases has been identified with a higher number of

pensioners claiming Council tax reduction only. Therefore, if Welsh Government funding is reduced any impact would disproportionately affect pension age tenants.

2275 (20%) of cases relate to households receiving a disability benefit. This data will help us to anticipate the effects of the implementation of welfare reforms.

We update data on age and disability as we know about it. This happens when we get an application or someone tells us about a change of circumstances. The data we looked at for this report is at the 31 March 2015.

Current situation

We collect data from claim application forms. We store this on Academy. This is a system to keep data on housing benefit and council tax reduction.

Comments

We ask for lots of information and documents when people make a claim. Some of this can seem intrusive and is of a sensitive nature. For this reason, we do not intend to ask for information on other protected characteristics at this time.

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Service Area: Social Services - Adult Services

Protected characteristics collected			
2011 - 2012	**2012 - 2013**	**2013 - 2014**	**2014 - 2015**
Age	Age	Age	Age
Sex	Sex	Sex	Sex
Race	Race	Race	Race
Disability	Disability	Disability	Disability
Religion	Religion	Religion	Religion
Welsh Language	Welsh Language	Welsh Language	Welsh Language

How we collected and used the data

We usually collect data from people when they first use social services. In some cases, we do this later during the assessment process. We update data as and when we need to. We collect much of the data, such as age, to assist in service delivery. We report on this data in the annual returns. We need information from other categories, such as language, to help the assessment process.

We use this information to help us understand demand for services. We also use it to commission services. It helps us develop plans like the Older People's Strategy and the Learning Disability Strategy. This in turn affects the model of service provision.

We have analysed the data we have on age. We have particularly looked at demand levels within the age groups. Work is ongoing. We have compared the

quality of the data for all years. We monitor data on age and category of the service user in the case management process.

Current situation

There has been an improvement in the recording of both nationality and speech-impairment data, however, we intend to improve data collection in the other characteristics that we monitor. The gender split remains consistent with previous years: 61% to 39% female to male.

Currently, we do not collect data on the following protected characteristics:

- sexual orientation (we could collect this in the current system);

- gender reassignment (we cannot collect this in the current system); and

- pregnancy (we cannot collect this in the current system).

There are no plans to collect this data in future. We consider these characteristics in the case management process, where appropriate.

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Comments

We could improve the quality of some of the data. We do not always record or update it. There are procedures to check that we record this information. We check this on a regular basis.

Strengths:

- The team monitors records regularly.

Areas for improvement:

- The quality of the data.

- Recording and updating data.

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Service Area: Social Services - Children and Young People Services

Protected characteristics collected			
2011 - 2012	**2012 - 2013**	**2013 - 2014**	**2014 - 2015**
Age	Age	Age	Age
Sex	Sex	Sex	Sex
Race	Race	Race	Race
Disability	Disability	Disability	Disability
Religion	Religion	Religion	Religion
Welsh Language	Welsh Language	Welsh Language	Welsh Language

How we collected and used the data

We usually collect data from people when they first use social services. In some cases, we do this later during the assessment process. We update data as and when we need to. We collect much of the data, such as age, to assist in service delivery.   We report on this data in the annual returns. We need information from other categories, such as language, to help the assessment process.

It is important that we know the age of the young person. This helps us to recruit foster carers. It also helps us to commission residential services.

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There has been an improvement in recording data on ethnicity. However, we intend to seek improvements in the recording of other characteristics. During 2014 - 2015 there has been a 1% increase in referrals relating to male children, and a corresponding 1% decrease in female children.

At the moment, we do not collect data on all protected characteristics. Here are some of the reasons for this.

- Sexual orientation - we do not need to know this when we consider whether a young person is eligible for services.

- Gender reassignment - we do not need to know this when we consider whether a young person is eligible for services.

- Pregnancy – there are no plans to collect data on this at the moment, though we consider it as part of the case management process.

Comments

We will continue to improve the quality of the data we record. We will put procedures in place to monitor recording.

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Service Area: Development Services (formerly Public Protection)

Protected characteristics collected			
2011 - 2012	**2012 - 2013**	**2013 - 2014**	**2014 - 2015**
Age Sex Race Disability	Age Sex Race Disability Welsh Language	Age Sex Race Disability Welsh Language	Age Sex Race Disability Welsh Language

How we collected and used the data

Development Services covers a wide range of service areas, including:

- food safety;

- dog warden;

- health and safety;

- licensing;

- noise pollution;

- pest control;

- pollution control;

- planning;

- country parks;

- private sector housing; and

- trading standards.

We survey our customers in March every year to see how satisfied they are with our services.   After we have collected the data, we look at the comments people have made. Our managers discuss this feedback and identify how we can improve services.

Current situation

At present, we do not ask about sexual orientation, religion, gender reassignment, pregnancy or maternity. We send the survey to customers after they have used a service. We feel that if we ask for this information, people may not want to give us feedback.

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Comments

We have extended our customer survey to include both our country parks and planning services. Due to software issues, we have experienced difficulties in monitoring the concessionary bus pass travel scheme at this time.

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Service Area: Youth Service

Protected characteristics collected			
2011 - 2012	**2012 - 2013**	**2013 - 2014**	**2014 - 2015**
Age	Age	Age	Age
Sex	Sex	Sex	Sex
Race	Race	Race	Race
Disability	Disability	Disability	Disability
Welsh Language	Welsh Language	Welsh Language	Welsh Language

How we collected and used the data

We collect data on each new member as they join the Youth service. We use it to monitor what we do and improve services.

Here are some examples of the services we provide.

- We have special services for young people who have disabilities.

- We run youth club activities for Welsh speakers.

- We offer youth work training to Welsh speaking young people.

- We offer opportunities to volunteer to Welsh speaking young people.

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Current situation

The data gives us some information about the young people who use our services.

- There has been a slight increase in the number of members (from 21% last year to 23%) who have some knowledge of Welsh or are fluent Welsh speakers

- There has been a slight decrease in male membership from 56% last year to 54% with a corresponding increase in female members from 44% to 46%.

- The data on both ethnicity and disability has not been accurately recorded for this period and therefore we are unable to provide an accurate comparison.

- The majority are between 15 and 19 years of age.

Comments

We will ensure that future data is collected correctly following difficulties experienced this year.

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Service Area: Housing

Protected characteristics collected			
2011 - 2012	**2012 - 2013**	**2013 - 2014**	**2014 - 2015**
Age Sex Race Disability Sexual Orientation Religion or Belief Gender Reassignment Pregnancy and Maternity Welsh Language	Age Sex Race Disability Sexual Orientation Religion or Belief Gender Reassignment Pregnancy and Maternity Welsh Language	Age Sex Race Disability Sexual Orientation Religion or Belief Gender Reassignment Pregnancy and Maternity Welsh Language	Age Sex Race Disability Sexual Orientation Religion or Belief Gender Reassignment Pregnancy and Maternity Welsh Language

How we collected and used the data

We collect data in the following areas:

- Homes4U applications

- Housing Management

- Homelessness

- Supporting People

We use the information we collect for Supporting People to inform the Local Commissioning Plan. This plan forms part of the commissioning and procurement cycle.

Every year, we submit a Local and Regional Commissioning Plan. This recommends what we should commission in the following financial year. We plan what we need to spend and how we will manage this.

It is important that we make good decisions about the services we commission and buy. This allows us to provide good quality services which meet the needs of our service users. It also helps us to provide the best value for public money.

We have to make judgements in our planning process for Supporting People. We make these judgements by analysing the information we have. We think about how people use our services and what they need. We also think about the most appropriate approaches to how we obtain and provide services in the local area.

It is important that we make good decisions about the services we commission and buy. This allows us to provide good quality services which meet the needs of our service users. It also helps us to provide the best value for public money.

We have to make judgements in our planning process for Supporting People. We make these judgements by analysing the information we have. We think about how people use our services and what they need. We also think about the most appropriate approaches to how we obtain and provide services in the local area.

Current situation

We ask our service users about each of protected characteristic of our service users. The new Housing Act in April 2016 will mean that we place more emphasis on the prevention of homelessness.

Comments

We will have a new on-line form for Homes 4U applications. This will help service users who wish to apply from home.

We will ensure that information on our systems is correct and use this data to make service improvements.

We do not analyse all the data for supporting people. We do not include people in need of or in receipt of an accommodation-based housing related support service. The service provider for this aspect of the service must do this analysis. We ask them to do this in our contract with them for providing these services.

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Service Area: Registration

Protected characteristics collected			
2011 - 2012	**2012 - 2013**	**2013 - 2014**	**2014 - 2015**
No information	Age Sex Race Religion Disability Pregnancy and maternity Welsh language	Age Sex Race: ethnic group Race: national identity Disability Sexual Orientation Religion and belief Pregnancy and maternity Welsh Language	Age Sex Race: ethnic group Race: national identity Disability Sexual Orientation Religion and belief Gender Reassignment Pregnancy and maternity Welsh Language

How we collected and used the data

People register marriages, civil partnerships, births, deaths, citizenship and historic certificates with us. Between 1 October 2014 and 31 March 2015 we undertook a customer satisfaction survey. As part of this, we asked people about their protected characteristics.

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Current situation

Due to resource issues, we have not analysed customer satisfaction levels by protected characteristic. However, we have noted that there has been an increase in the percentage of forms returned. In 2013 – 2014, people returned 19% of the forms that we sent out. In 2014 – 2015, people returned just over 27% of the forms that we sent out.

Comments

In the future, we will focus on looking at the data from marriages and civil partnerships. These are areas where people can make choices. This will help us identify whether people from all sections of the community are using the service. We will do this by comparing our data with local and national data.

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Service Area: Complaints

Protected characteristics collected			
2011 - 2012	**2012 - 2013**	**2013 - 2014**	**2014 - 2015**
Not applicable	Age Sex Race: ethnic group Race: national identity Disability Sexual Orientation Religion / belief Gender Reassignment Pregnancy / maternity Welsh Language (from 1 January 2013)	Age Sex Race: ethnic group Race: national identity Disability Sexual Orientation Religion / belief Gender Reassignment Pregnancy / maternity Welsh Language (to 31 December 2013)	No information collected

How we collected and used the data
No information collected.

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Current situation

No information collected.

Comments

There has been a delay in collecting equalities monitoring information for complainants due to resource issues and changes to customer survey schedules. We will collect this information and analyse it between January and March 2016

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Reasons for not collecting relevant information

Some of the reasons for not collecting information include:

- staff asking users for personal information face-to-face;

- users not wanting to complete another form on top of a long application form;

- concern that limited surveys do not reflect a true picture.

We encourage managers to explain how important this information is. It can be used to help improve services.

Statement on effectiveness of steps taken to fulfil each of our equality objectives

Here is a short outline of how we developed our objectives. You can find full details of this in our Strategic Equality Plan.

- We used national research to help us understand the issues. For example, we looked at 'How Fair is Wales', and 'Not Just Another Statistic' reports. The Equality and Human Rights Commission produced these reports.

- We looked at whether we had any information in the Council to tell us more.

- We talked to groups who know about the interests of protected groups.

- We consulted with our own staff and the public.

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- We agreed the equality objectives that we would work on for the next 4 years.

Following this, we agreed our equality objectives. Here is a summary of them.

- We want to improve how we collect and use equality information. This will help us to monitor who is using, and not using, our services. We can see if we need to make any improvements.

- We want to write documents in plain language so that they are easy to read and understand.

- We want to involve people from protected groups in developing, reviewing or changing services.

- We want to raise awareness of equality legislation and the needs of protected groups.

- We want to encourage more people to report harassment and discrimination by using the hate crime helpline.

- We want to encourage better use of domestic abuse support services.

- We want to develop an action plan to tackle the gender pay gap.

We show our progress in the table below.

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Summary of Progress with Equality Objectives	
Council's objectives	**Progress**
Collect data and monitor access to services	• We developed a form to collect data. We based our form on the one that the Welsh Government had developed. • We surveyed staff in the summer of 2013 (computer survey and paper forms). • We have worked with a number of services to gather information on service users. We started with libraries, housing, public protection, housing benefit, and social services. We added the youth service, council tax, registration service development services and complaints. • We have provided data analysis training to help services understand and use information better.
Improve access to public documents	• We reviewed the guidance we have. We looked for ways to improve it. • We carried out some research to see what we should include in the guidance. • We have used this to updated our guidance.
Raise awareness of	• We found out about our training needs with a

equality responsibilities and needs of protected groups	survey.
	• We planned what we needed to do to meet those needs.
	• We arranged short training sessions and e-learning.
	• We held training sessions in the places where teams work if they cannot attend central sessions.
	• We arranged training on the needs of specific protected groups. Examples include awareness sessions on the needs of lesbian, gay and bisexual people, transgender people and deaf awareness training.
	• We continue to provide Show Racism the Red Card workshops in schools and youth clubs. This helps children and young people understand why it is important to treat each other with respect , particularly with regard to race.
	• We support the annual schools calendar competition with Race Equality First. This also helps to raise awareness of race and equality.
	• We use a notice board in the civic office reception

	area and social media to raise public awareness of the needs of protected groups.
Involve different groups of people when developing, reviewing or changing policy or services	• We have produced new guidance on how to engage. • We engage with people to help us understand the impact of our work.
Encourage more reporting of harassment and discrimination (hate crime)	• We have reviewed our system for reporting hate crime. We have worked with staff in community cohesion, Safer Vale and our contact centre to help us do this. • We have delivered hate crime training.
Increase awareness and confidence in use of domestic abuse support services	• We have a strong relationship with Atal y Fro. It is the only domestic abuse service in the Vale of Glamorgan. • We tell people about this service when we go out in the community. We tell them about where they can go for help. • We produce and circulate posters on domestic abuse. • We have a domestic abuse workplace policy. We have trained managers on this policy.

Develop an action plan to reduce the gender pay gap	• We have a job evaluation scheme in place.
	• We have put actions in the workforce plan to help us reduce the pay gap.
	• We have agreed with the trade unions to look at this issue in more detail.

Other matters relevant to the general duty and specific duties

Engagement

We have a Communications Team. This team supports us to inform people about our work and find out their views about how it affects them. We do this in a number of ways.

- **Events**

    We make sure people can take part in engagement events. We print surveys in an easy to read format. This includes using larger font sizes. We tell people that they can ask for documents in other languages and formats. We publish our online surveys with a link to a plain text version.

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- **Who we involve**

  We try to target the residents who will be most affected by changes in the work that we do. We include people from protected groups. This year we have worked with more protected groups than ever before. This includes young people, people with disabilities and people from the Trans community.

- **Other organisations**

  We set up a shared Local Service Board citizen's panel (Vale Viewpoint). This helps us to coordinate our consultation work with our partners. We have a list of other organisations who we invite to share their views with us on new or updated policies. We do this so we understand more about who uses our services.

- **Internal groups**

  There are a small number of service user groups. For example, there is a disability sport user group. There is also an older person's group who we consult with regularly. We consult with these groups when it is appropriate. The Youth Cabinet have been more involved in our work this year. They ran their own engagement project on School Transport. They also gave us feedback on other areas.

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- **Principles of engagement activity**

  In 2012, we agreed to use the 'National Principles for Public Engagement in Wales'. We try to make sure that any work carried out by our Council is in line with these principles. There are guidelines for managers to follow when they engage with people in the community.

- **Recent engagement**

  We have consulted with a number of young and older residents on recent projects. Most of their feedback has been positive. In 2013, we asked more protected groups for feedback on our work than we have before. We are pleased that there is an improvement in the number of protected groups that we are involving. This has continued in 2014-15. We have worked with the same groups again. We have also connected with new groups.

- **Areas to improve**

  We would like to involve an even wider range of protected groups in our work, for example, gypsies and travellers. We have not yet succeeded in engaging with this particular group. We would also like to try new ways of engaging with people, for example using digital platforms.

- **What we are doing to improve**

  We are using many different formats and methods of engaging with people. We try to keep in touch with people we have worked with. We send regular updates on our work in the form of a newsletter. We also

attend regular meetings with protected groups to keep them informed. We want people to see how we have listened to their feedback. We hope this will encourage them to continue to work with us.

Equality Impact Assessments

We have had a system for assessing the impact of our work on protected groups for many years. We review and improve it from time to time. We publish the results of our assessments on our website.

We continue to support managers to think about their work in this way. We provide training on how to carry out assessments. There is an e-learning module for people to learn on-line how to do it. We ask them to show their thinking in a formal record that we can publish.

During the last few years, it has been important for us to think about how budget cuts might affect our services. As we prepare budgets, we think about how changes might affect protected groups. We also think about how we can minimise adverse impacts on them. We publish on our website the assessment of how the budget impacts on protected groups.

More recently, we have also had to think about providing services in a very different way. This is because we know that each year, for the next few years, there will be less money to spend on services. As we do this, we think about how this will affect protected groups and we talk to them about it.

If you would like to view our published equality impact assessments, please use this link:

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http://www.valeofglamorgan.gov.uk/en/our_council/equalities/Equality-Impact-Assessments.aspx

Training

In 2012, we asked our managers to think about their training needs and those of the people in their team. We used a survey to do this. This helped us to plan training that would meet their needs.

As a result of this, in 2013, we launched a programme of short training sessions to make sure that staff knew about new equality law. We have made good progress with this so far, but need to continue holding sessions so that more of our staff can attend.

We continue to offer e-learning modules.   One of these tells staff the basic things they need to know about equality. The other tells staff how to assess the impact of their work on protected groups (equality impact assessments).

People can look at these on the computer at their desks. This can make it easier for some people to do the training. We are monitoring who has completed this type of training.

There are some staff who are unable to attend the training sessions and do not have access to e-learning modules. For these staff, we provide a booklet that explains the key things they need to know. We monitor who has done the training in this way. We included this information in our report to our senior management team.

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We arranged other types of training during 2013 - 14. This included deaf awareness training, transgender awareness training and lesbian, gay and bisexual awareness training. We funded a member of staff to complete the first stage of British Sign Language training.

In 2014 – 15, we continued with our programme of equality awareness training.   We also provided British Sign Language and deaf awareness training.

Show Racism the Red Card Campaign

We continue to work with Show Racism the Red Card. This is a charity that works with young people to raise awareness of racism and homophobia. It uses footballers and other sports stars as role models to do this. They talk to children and young people about racism and provide football training sessions.

In 2014 -2015, there were 83 workshops in 46 places of education, including:

- primary schools;

- secondary schools;

- youth clubs

They met with 2937 children and young people in 40 schools and 6 youth clubs.

After the workshops, 44% of young people said that they had changed the way they treat others, and less than 3% said that they would not take any action if they witnessed racism. It also helped them to recognise and to stop using and accepting racist remarks.

Vale schools attended Show Racism the Red Card Wales workshop events held at both Cardiff Blues Rugby Club and Cardiff City Football Club. Both events ended in press conferences with current and former players. They gave the young people who asked the best questions goodie bags and match tickets.

Race Equality First

We funded Race Equality First to help us with some equalities work. It helped us to:

- continue to provide a group for lesbian, gay, bi-sexual and trans-gender people;

- continue to support the Rainbow Group and enable it to become independent;

- set up a Taxi Drivers' Forum in the Vale to address and advise on discrimination issues; and

- organise the annual anti- racism calendar competition for schools with an award ceremony for successful entrants (12 schools entered with six successful entries).

Anti-Discrimination Advice Service

Since September 2012, we have funded the Citizen's Advice Bureau (CAB) to provide this service for us. The service supports each of the protected groups. It is available one day a week in the office in Barry.

The confidential service offers:

- free and fair advice;

- casework handled by experienced workers who have had training on discrimination;

- a drop-in service on Thursday mornings;

- advice at other times.

The Rainbow Group

Following our support through Race Equality First, the Rainbow Group became independent. Its members are women from Black and minority ethnic backgrounds. The group has helped women to use and arrange leisure services.

We are able to consult them about council services from to time.

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Gypsy and Traveller Reporting Forum and Reporting System

For the last few years, we have had a Gypsy and Traveller Forum. We continued to support this in 2014 - 2015. It included people from services that work with Gypsies and Travellers. These included:

• Cardiff and Vale University Health Board;

• Community Safety;

• Environmental Health;

• Estates;

• Legal Services;

• Pupil Support services;

• South Wales Police Minority Support Unit.

The group made sure there were systems in place to support gypsies and travellers when they arrived in the area. There were systems to report new arrivals, assess welfare needs, and share information.

We monitored our site reporting system. When officers found out there was a new Gypsy or Traveller site, they reported it to our Contact One Vale contact centre. We shared this information with the other members of the group.

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We continued to have a service level agreement with the Cardiff Gypsy and Traveller Project. This organisation made the first contact with Traveller families when they arrived in the area. It found out about matters such as welfare needs and length of stay. It gave this information to our contact centre to pass on to members of the forum.

During 2014 – 15, we kept membership under review to make sure we knew which people to contact in each organisation. This allowed us to continue working effectively where issues arose.

The Two Ticks Scheme

We meet the requirements of the Two Ticks Scheme. This is a scheme which helps disabled job applicants. Where a disabled applicant meets the essential criteria for the job, we interview that person.

Under the scheme, we help people with disabilities in a number of ways.

- **Accessible interviews**

  We remove barriers to interviews by providing things like: car parking; signers; Braille; wheelchair access; a loop system; or interpreter.

- **Interview location**

  We arrange for a visit to the interview location before the interview. We can then make adjustments or adaptations before the interview if people need them.

- **Developing abilities**

  We make sure that there is an opportunity for people to develop and use their abilities. We do this through our Personal Development Review system.

- **Supporting employees**

  We support employees to stay in employment if they become disabled.

- **Raising awareness**

  We arrange training to help staff know more about disability.

- **Reviewing the scheme**

  We check regularly how the scheme is running and plan improvements. We tell the Employment Service about our progress and plans when required.

Adult Autism Advice

We have a team of three part time staff who provide low level support to adults on the autism spectrum. We do this because they do not meet the criteria for support from social services or mental health.

The service offers short-term support to adults with high functioning autism and Asperger's syndrome. We want to help them live independently. We do this in a number or ways.

- We provide them with a clear point of contact for information and advice.

- If they are eligible for support from social services, we direct them to those services.

- If they are not eligible for support, we signpost them to other services in their communities.

- We encourage them to join social groups and get involved in local events and activities. This helps to reducing the risk of crisis and mental health problems.

Our support is short term case work. This is because we encourage people to be independent and do not want them to become dependent on the team.

We run training workshops for people to develop social skills. We help run a monthly discussion group for adults. We have set up a group for couples where one or both of the partners are on the autistic spectrum.

Autism Employment Project

We know that adults on the autistic spectrum find it very difficult to get and keep a job. To help with this issue, we have created materials for job skills seminars.   Job Centre Plus has commissioned council staff to provide these workshops. We have developed the materials so that people can also use them on-line.

Vale 50+ Strategy Forum Strategy Forum

The Forum supports the needs of people aged fifty and over in the Vale of Glamorgan. It works locally and nationally.

It has six forum task group meetings: age discrimination; arts, crafts and leisure; health; housing; media and publicity; and transport. It responds to consultations. It supports campaigns. It runs lots of events during the year.

We support the Forum in a variety of ways. One of the ways we support the Forum is to give a small amount of money to cover expenses. The Forum uses this to run activities and events, to develop resources, and give advice.

We are committed to proactive engagement when we plan our services. We consult with residents in a number of ways. This includes supporting the Vale 50+ Strategy Forum.

- **Events**

  The Vale 50+ Strategy Forum organises events to let people know about its work and how it can help them.

  In May 2014, the Forum held an event called 'The Gwanwyn Arts Festival'. It offered a range of art and craft taster sessions such as dancing, singing, Nordic walking and Tai Chi. There was also training on how to use laptops and tablets to encourage more people to use them.

In June 2014, it held an event to raise awareness of World Elder Abuse Day. The event took place in one of our sheltered housing buildings. Many of the Vale Safer Vale partners took part to offer advice and information. This included Atal- Y- Fro and the Fire Service.

In September 2014, there was an event to celebrate International Older People's Day. There was a fashion show and a tea dance to celebrate the ten year anniversary of the Forum. People were able to take part in a whole range of fun activities. They could also get advice and information from a range of different organisations.

- **Publicity**

    The Forum edited and published its bi - annual magazine. The magazine tells people about its work and includes information of interest to people over 50 years of age. There are items on services and leisure activities.

    The Forum also manages its own website. This website gives access to a number of social media sites.

- **Supporting other projects**

    Members of the Forum have trained to become digital champions. They teach people about on-line safety and how to use laptops, tablets and smart phones, including e-mail and the internet.

    Some members have trained to become Dementia Friends Champions. They volunteer to do this. They encourage others to help

people with dementia who are living in the community. They give them information about the personal impact of dementia and what they can do to help.

Two members are Age Cymru LIFT core exercise facilitators. They offer exercise sessions and tell people how to prevent falls.

Two members are trained advisors for Llandough Hospital Information Centre.

Housing

We commissioned two new services to support vulnerable clients.

- In August 2014, we opened Ty Newydd. We run this with Llamau – a homelessness charity. It is accommodation for young people who need support. Six young and vulnerable clients live there, including those who have previously been in care. Llamau provides support 24 hours each day. The service helps the young people to access training and work. It also helps them to learn the life skills they need. This support helps them to move on to live independently in the community.

  In February 2015, we opened the second scheme. It is a floating support scheme for 12 people with mental health issues. Solas Cymru provides the support. Solas Cymru is an organisation that provides services for people who are vulnerable, homeless or at risk of homelessness. It provides accommodation, support, advice, volunteering, education, training and employment. Solas supports

people in their own homes. It works closely with our Community Mental Health Teams to monitor the client's mental health and help them to remain stable. This means they can continue to live independently and as part of the community. It also helps them to avoid going back into hospital.

Arts Development

We promote equality and ease of access in all our work. Sometimes, we need to focus on certain areas. We do this to make sure we include people who do not have access to art normally.   We show you some examples of this below.

Holocaust Memorial Day 2015

We had an exhibition to mark two events: the 70th anniversary of the liberation of Auscwitz-Birkenau; and the 20th anniversary of the Srebrenica genocide in Bosnia. We invited Nicola Tucker, a conflict and war artist, to work with children in our schools. They created artwork in response to the work done by children from the Teresin Ghetto in Prague during World War 2. The result was a beautiful and moving installation of white butterflies.

Women's Arts Association Exhibition

To mark International Women's Day, we held an exhibition called 'Make It Happen'. There was a mix of artwork created by women from across Wales. The exhibition celebrated their individual achievements and promoted the advancement of women's rights.

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Leisure Services

We offer a number of schemes through our Sports and Play Development Team.

Play

In school holidays, we run quality play schemes. We use money from an initiative called Families First – a Welsh Government scheme.

A range of children can take part:

- disabled children;

- non-disabled children;

- children with complex medical needs;

- children who require one to one support; and

- children who require personal care.

In 2015, 42 disabled children took part in 413 sessions and other school holiday schemes.

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Sports

We run a number of programmes to appeal to everyone. We also target groups who are under-represented to encourage them to get involved more. Here is some information about these projects:

- **Dragon Sport Scheme**

  This scheme is to get more primary school children involves in sport after school and in the community. We design the activities so that all children can join in.

  The scheme is open to special schools and Ysgol Y Deri has adopted it.

  In mainstream schools, we encourage children to join in whatever their level of ability. As part of the scheme, we organise events. At some of these events, we try to get groups of children involved that do not normally join in as much. These groups might be girls, disabled pupils (including those in mainstream schools) and different racial groups.

- **'5 x 60' Scheme**

  This scheme is to encourage children in secondary schools to join in sport in school and the community. We design the activities so that all children can join in.

  We think about how to get more female and disabled young people to join in when we plan activities.

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- **Disability**

In 2015, we reached the Bronze standard of the Insport programme. This is a national programme. It aims to get organisations to think about how disabled people can join in sports. It shows our commitment to planning sports that anyone can join, including disabled people. We are working towards the Silver standard.

We now only have funds for a part-time officer to work in this area. We work with schools and community clubs to help them become more inclusive. We give them advice and develop their skills to do this. This includes running training courses and sharing knowledge with local clubs and groups.

We have found 47 disability and inclusive sport clubs in the Vale. A number of these clubs have achieved Insport club accreditation: 3 clubs have reached Ribbon standard; 7 clubs have reached achieved Bronze standard, and 1 club has reached Silver standard. This shows that there are many clubs able to give disabled people the chance to join in sports.

We have swimming lessons for disabled people. We call them Swimability lessons. As part of the Vale Aquatics Plan, Legacy Leisure runs these sessions.

When there is a demand for them, we provide training on how to include disabled people in sport.

We work with others to develop talented disabled people. We do this through the Disability Swimming Academy and the Welsh Federation of Disability Sports Academy.

- **Women & Girls**

As part of our sports plan, we have a women and girls plan to get them more involved in sport. This is a priority for our funders, Sport Wales, and for our own sports plan. We have projects such as Glowminton, March on Girls, Girls' Pupil Voice project, girls' football, and dance.

- **BME Community**

Anyone can join in our sports activities. However, we have helped some organisations to apply for Community Chest funds to run projects for Black, Asian and minority ethnic groups.

- **Tackling Inequality Funding**

We manage the Community Chest fund. We get this from Sport Wales. Community organisations can apply for money to increase sports opportunities in the community. We use some of this money to deal with inequality. We have a 'Tackling Inequalities' plan that shows how we use this money to help four groups: Black, Asian and minority ethnic people; women and girls; deprived areas; and disabled people.

- **Additional work**

  We use pictures of under-represented groups when we promote our sports. We hope this encourages a diverse range of people to join in sports.

  We run an exercise referral scheme. This is where doctors refer people to us to help them recover from illness and injury.

Job Evaluation

We have a job evaluation scheme in place. This scheme is for staff paid under the Single Status collective agreement. It makes sure that there is a systematic way of deciding on pay for a job. This results in equal pay for work of equal value. The results of job evaluation are linked to our pay and grading system. We put in place a pay and grading system in March 2012. It has helped us to pay people fairly and in a consistent way.

There are other factors that affect people's pay such as the type of jobs that they choose to do. Men and women often choose to do jobs that men and women have traditionally done. We call this occupational segregation. It often plays a part in there being a gap between the pay of men and women – a gender pay gap.

As part of our Workforce Plan, we continue to look for ways to reduce the gender pay gap. Since 2013, we assess new and changing jobs through our job evaluation system. As part of this, we think about the knowledge, skills and experience people need to do the job. There are many changes like this as we reorganise our departments. Using this approach keeps pay and grading fair and consistent.

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The Workforce Plan (2013 – 2017)

We have put in place a workforce plan. This plan makes sure that we have:

- the right people;

- with the right skills;

- in the right place;

- at the right time.

This helps us to continue to provide our services at a time when there are great financial challenges. We plan to make sure that the make-up of our workforce is similar to the make-up of the local community in terms of protected groups. As part of this, we will also think about how we can deal with the gender pay gap.

We have put in place a way of recording the protected characteristics of our staff. This means we are able to compare our statistics with local and national statistics to see what progress we are making. We can then plan how to make improvements. We are pleased that the gender pay gap is smaller than it was for staff paid under the Single Status pay and grade structure.   There was a 9.5% pay gap compared to a 10.94% pay gap in 2011.

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Specified employment information, including information on training and pay

We have been collecting employment data for a number of years. We have collected information on the following protected characteristics:

- gender;

- race;

- disability; and

- age.

We have continue to develop new systems. This will let us report on more protected characteristics in the future. We will be able to collect and record information on:

- sexual orientation;

- gender reassignment;

- gender identity;

- national identity;

- religion or belief; and

- marital status.

We wanted to focus on some key actions. To help us, we used guidance from the Welsh Government. The name of the guidance is 'Collecting Equality Data: Harmonised Standards and Best Practice'.

We changed the form we use to collect information about people when they apply for jobs. We now ask about all protected characteristics on the form. You can see the form in Appendix 3.

We developed a staff survey. We used this to ask staff about their protected characteristics. We improved the way we record this information. Doing this helps to improve what we know about protected groups within our workforce.

We have looked at the information that we have collected. You can see what we have found out in Appendix 4 of this report. There is also an action plan (Appendix 5). It shows what we have done since last year and what we will do to deal with concerns in the future.

We will continue with this work. We want to be able to report on all protected characteristics. In February 2012, we set up a group to make these improvements. To do this, we:

- agreed a plan;

- looked at guidance from the Welsh Government, Welsh Local Government Association and the Equality and Human Rights Commission;

- attended workshops run by the Welsh Local Authority Association;

- discussed improvements and how to report on these.

We do not have all the information that we need to collect to meet the general and specific duties. The reasons for this are:

- reporting systems need further updating;

- extra and up-to-date data on protected characteristics needs to be collected;

- limited guidance meant we had to clarify what we had to report on.

Even when we make these improvements, we may not get the information we need. We think some people will choose not to tell us about some of their protected characteristics.   We encourage people to do so by explaining:

- why we are asking for this information; and

- how we can use it to better meet their needs.

The information for this report comes from systems in Human Resources and Financial Services. This means that the information is as correct and complete as possible. We know that we will need to continue to work on this information for future reports. This will help us meet the requirements of the general duty.

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How to contact us

If you would like to give us feedback on this report, here are our contact details:

Linda Brown or Nicola Hinton

Corporate Equality Officer

Corporate and Customer Services

Civic Offices

Holton Road

Barry

CF63 4RU

Telephone number: 01446 709362

Email: ljbrown@valeofglamorgan.gov.uk or nhinton@valeofglamorgan.gov.uk

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Appendix 1

Equalities Monitoring in Service Delivery

So what's this all about?

The Equality Act 2010 brought together and replaced the previous anti-discrimination laws with a single Act.

The Act requires the Council to have **due regard** to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;

- advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and

- foster good relations between people who share a protected characteristic and those who do not.

We call these three requirements the general duty.

Having **due regard** means:

- being aware of our responsibilities under the duty;

- making sure we have adequate evidence (including from consultation, if appropriate) to enable us to understand the potential effects of our decisions on different people covered by the duty;

- consciously and actively considering the relevant matters, in such a way that it influences decision-making;

- doing this before and at the time a decision is taken, not after the event ;

- being aware that the duty can't be delegated to third parties who are carrying out functions on our behalf.

The general duty covers the following protected characteristics:

- age;
- pregnancy and maternity;

- disability;
- race – including ethnic or national origin, colour or nationality;

- gender;
- religion or belief – including lack of belief;

- gender reassignment;
- sexual orientation.

It applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

So that public authorities may meet the requirements of the general duty, the Welsh Government has put in place specific duties that Welsh listed bodies must

undertake. The Equalities and Human Rights Commission has published guidance on these specific duties. It includes guidance on relevant equality information.

The specific duties require us to have due regard to relevant information at certain points, namely:

- when assessing policies and practices for their impact on protected groups (equality impact assessments);

- when assessing our work and activities in relation to fulfilling the three aims of the general duty;

- when preparing and publishing equality objectives (refer to the Strategic Equality Plan); and

- when making or revising our Strategic Equality Plan.

The desired outcome is that we have the best information to enable us to:

- produce evidence-based policies;

- set meaningful objectives; and

- carry out fully informed impact assessments.

Publishing this information helps to make policy development more transparent and to explain how and why decisions are made. This will be particularly useful when making difficult decisions about resources.

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Those consulted on our Strategic Equality Plan felt that gathering effective monitoring data was essential to identifying discrimination. They emphasised that it must be clear from the outset why we are collecting data, what it will be used for, and that the same process and categories must be used across all services.

This guidance does not apply to employment, pay, and training data, which is subject to separate guidance.

So what do I have to do?

You need to identify relevant equality information in your service area. As part of this process you will need to assess how your work and activities may help in fulfilling the three aims of the general duty. You are also required to publish your reasons for not collecting relevant information that you have identified but do not hold, that is, gaps in data.

Useful evidence may include quantitative research and statistics. For example:

- the Census and surveys;

- qualitative research such as feedback from focus groups;

- administrative data;

- service user monitoring information;

- workforce monitoring information;

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- service user feedback and complaints such as satisfaction surveys;

- information on those who are not using services as well as those who are.

Whatever sources and methods are deemed suitable for collecting equalities data, it is important that there is a consistent approach throughout the Council.

The attached data monitoring form is a template for gathering equalities data when surveys are undertaken. This is modelled on the 2011 National Census categories, good practice guidelines and advice from the Welsh Local Government Association and the Equality and Human Rights Commission. This will enable comparisons to be made between those who are using our services and the local population. It will help to identify where there are gaps in service uptake.

When you send out questionnaires or surveys, provide information about how the data will be stored, how it will be used and who can access it. If information can be linked to an individual, it may only be stored with their written permission, which may be given on a monitoring form.

Further information on data protection can be found on the Information Commissioner's Office's website:

http://www.ico.gov.uk/for_organisations/data_protection.aspx

The Data Protection Act will override the Equality Act 2010 if issues arise in terms of collecting and processing equality data. The Data Protection Act defines certain data as "sensitive personal data" which is subject to further regulation and which

can only be processed under certain circumstances. Personal data becomes sensitive if it includes any of the following types of information about an identifiable, living individual:

- racial or ethnic origin;

- political opinions;

- religious beliefs;

- trade union membership;

- physical or mental health;

- sexual life; or

- commission of offences or alleged offences.

Clearly, much of the protected characteristic data will be classed as sensitive personal data. Confidentiality is critical so that personal information will not be unnecessarily disclosed under any circumstances and will only be processed on a need-to-know basis. You will need to ensure that safeguards are in place to prevent the inadvertent disclosure of personal information, for example, by publishing data from a small group of subjects.

Relevant national reports may also be useful. Sources include:

- the Office for National Statistics, including the Census and the Labour Force Survey;

- Welsh Government statistics and data;

- Equality and Human Rights Commission, including the Triennial Review: How fair is Britain, 'How fair is Wales?' and 'An Anatomy of Economic inequality in Wales';

- and third sector organisations, many of which hold useful information on protected groups.

You may also find it useful to pool information with other public authorities by sector or area (for example, within Local Service Boards).

Is this just more paperwork?

The public should only be asked for data where it is useful to the Council, and this should not interfere with their desire to simply use the service. For example, someone who visits a leisure centre during their lunch period would not want to spend ten minutes completing an equality monitoring form. However, they may be happy to take a user satisfaction survey (with monitoring categories included) away with them and return it at a later stage.

Relating the survey to protected characteristics is useful. It will help you know who is using the service and whether it caters for their specific needs. For example, you may find out that disable people are not using your service. You could then think about how you find out why and what improvements you could make.

Always respect the individual's right to privacy and their right not to disclose information. The individual should also be able to provide their details in private so only offer to assist when requested.

It is important that when you ask people to provide monitoring details, you explain why. For example, you might want it to improve services, make them more accessible, or deliver them more fairly to all sections of the community.

Some people may feel uncomfortable in disclosing certain details such as their sexuality or religious beliefs. It is essential that supporting advice is readily at hand for all employees who have the responsibility of requesting data. We recommend providing copies of Stonewall's 'What's it got to do with me?' leaflet with monitoring forms. You can get these from the Equalities Team or order direct from Stonewall. Managers provide relevant training to staff with this responsibility. Monitoring forms should include the option of 'prefer not to say'. Relevant employees must be aware that people cannot be compelled to disclose their personal information.

What do I do with all the data?

Data will be used to:

- understand the effect of policies, practices and decisions on people with different protected characteristics;

- plan more effectively;

- identify where there is a risk of discrimination and identify action to remedy this;

- identify key equality issues;

- identify whether services are reaching all sections of the community;

- develop equality objectives and measure progress;

- make practices more transparent and help to explain how and why decisions are taken;

- demonstrate to the public our equality achievements;

- demonstrate to public sector regulators and inspectorates that the Council is monitoring its performance;

- benchmark performance against similar organisations nationally or locally.

You will need to provide your data and analysis to the Equalities Team on the attached form, with details of gaps in data and what you intend to do to address those gaps.

The specific duties require us to publish relevant information we hold and which we consider appropriate to publish. When publishing the assessments of impact on protected groups (equality impact assessments), there is a requirement to publish a summary of the information used.

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We intend to publish all the equality information on the Council's website, where it is easily accessible for both internal and external use.

Plan for the future

There are a number of things you need to think about.

1. You will need to think of the data you currently collect and how you can gather it in a way that complies with the corporate standards. The attached monitoring form is the corporate standard for collecting information on protected characteristic categories.

2. Think about what information you are trying to obtain. For example, do you want to compare people who are using a service against those who are not using the service?

3. Consider how you are going to get the information. For example, will you use a questionnaire to survey service users?

4. When do you require the information?

5. Who will analyse the information and report on it? Your Managers will want the information to develop your service. The Equalities Team will need it for the Annual Equality Monitoring Report.

Appendix 2

Equalities Monitoring Data and Analysis 2013-2014

1.	**Department and service area**

2.	**Function**

3.	**What is the source of your equality monitoring information for 2012 – 2013?**

4.   Which protected characteristics did you monitor in 2013-2014?

Age	☐	Sexual orientation	☐
Sex	☐	Religion or belief	☐
Race: ethnic group	☐	Gender reassignment	☐
Race: national identity	☐	Pregnancy or maternity	☐
Disability	☐	Welsh language	☐

5.	**What is the response rate?**

6.	**What do you use the data for?**

7.   **Have you analysed the data? For instance, have you compared it to census information or to the data you collected in 2012-2013?**

8.   **What does this analysis of the data tell you?**

9.   **Give examples of how this data has informed or will inform service provision**

10.   **If you have not collected information on every protected characteristic, will you do this in future? If not, explain why?**

11.   **Please give details of any improvements that could be made in relation to the collection of equalities monitoring data within your service area.**

Please attach a copy of your data from 1 April 2013 – 31 March 2014 and return it with this form to:

- ljbrown@valeofglamorgan.gov.uk; or

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- Equalities Team, Resources, Civic Offices, Barry, CF63 4RU

Thank you for taking the time to complete this form.

Give examples of how this data has informed or will inform service provision.

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Appendix 3

Equality Monitoring Form – Employment

Gender and Gender Identity	
What is your gender?	☐ Female
	☐ Male
At birth were you described as?	☐ Female
	☐ Male
	☐ Intersex
	☐ Prefer not to say

Disability	
Are your day-to-day activities limited because of a physical or mental health condition, illness or disability which has lasted, or is expected to last 12 months or more?	☐ Yes – limited a lot
	☐ Yes – limited a little
	☐ No
	☐ Prefer not to say

Age

What is your date of birth?:

National Identity

National Identity – how would you describe your national identity?

☐ Welsh	☐ English	☐ Scottish	☐ Northern Irish	☐ British
☐ Other (please specify)		☐ Prefer not to say		

Ethnic Group

Ethnicity – how would you describe your ethnic group?

White

☐ Welsh/English/Scottish/Northern Irish/British	☐ Irish
☐ Gypsy or Irish Traveller	☐ Any other white background (please specify):

Mixed/multiple ethnic groups

☐ White and Black Caribbean	☐ White and Black African	☐ White and Asian
☐ Any other Mixed/multiple ethnic background (please specify):		

Asian/Asian British

☐ Indian	☐ Pakistani	☐ Bangladeshi	☐ Chinese
☐ Any other Asian background (please specify):			

Black/African/Caribbean/Black British

☐ African	☐ Caribbean
☐ Any other Black/African/Caribbean background (please specify):	

Other ethnic group

☐ Arab

☐ Any other ethnic group (please specify):

☐ Prefer not to say

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Welsh Language

Please describe your Welsh language ability by ticking the relevant box(es) below.

	Understand	Speak	Read	Write
None	☐	☐	☐	☐
Basic	☐	☐	☐	☐
Competent	☐	☐	☐	☐
Good	☐	☐	☐	☐
Fluent	☐	☐	☐	☐

Sexual Identity

Which of the following options best describes how you think of yourself?

☐ Heterosexual/straight ☐ Gay or lesbian ☐ Bisexual
☐ Other ☐ Prefer not to say

Religion

What is your religion?

☐ No religion ☐ Christian (all denominations) ☐ Buddhist
☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh
☐ Any other religion (please specify): ☐ Prefer not to say

Pregnancy and Maternity

Are you currently pregnant or have you been pregnant within the last year?	☐ Yes ☐ No ☐ Prefer not to say
Have you taken maternity leave within the past year?	☐ Yes ☐ No ☐ Prefer not to say

Marriage and Civil Partnership

What is your legal marital or same sex civil partnership status?	☐ Single, that is never married and never registered in a same sex civil partnership
	☐ Married and living with husband/wife
	☐ Separated but still legally married
	☐ Divorced
	☐ Widowed
	☐ In a registered same-sex civil partnership and living with your partner
	☐ Separated, but still legally in a same-sex civil partnership
	☐ Formerly in a same-sex civil partnership which is now legally dissolved
	☐ Surviving partner from a same-sex civil partnership
	☐ Prefer not to say

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Appendix 4

VALE of GLAMORGAN

BRO MORGANNWG

Employment Information

We have used information from April 2014 to March 2015 except in sections 1 and 2. These sections are about employees who were in jobs on 31 March 2015.

This information:

• comes from human resources and payroll systems;

• is about permanent, temporary and relief staff;

• does not include staff employed in any schools (schools are responsible for the production of their own reports).

If people have more than one job, we have included details for each job. This gives a more complete and accurate record. For example, if someone has two jobs, each in a different grade, their will details appear under each grade.

Where there are less than ten people in a group, we have not included this information. Instead, we show this with an asterisk (*). We do this to comply with data protection regulations and to protect individuals from being identified.

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Where we have looked at pay, we have used average total pay based on the pay of a full time employee.

We have separated this report to look at the information we have on employment under the following sections:

1. People employed

2. Men and women employed

3. People who have applied for jobs between 1 April 2014 and 31 March 2015

4. Employees who have applied to change jobs between 1 April 2014 and 31 March 2015

5. Employees who have applied for training between 1 April 2014 and 31 March 2015

6. Employees who attended training between 1 April 2014 and 31 March 2015

7. Employees involved in grievance procedures as a complainant/against whom a complaint was made/subject to disciplinary procedures between 1 April 2014 and 31 March 2015

8. Employees who left our employment between 1 April 2014 and 31 March 2015

9. Differences in salary

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1. People employed

Age

Age band in years	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
16-24	119	4.00	117	4.28
25-29	219	7.37	189	6.92
30-34	260	8.75	244	8.93
35-39	282	9.49	256	9.37
40-44	399	13.42	337	12.33
45-49	433	14.56	394	14.42
50-54	487	16.38	441	16.14
55-59	433	14.56	431	15.77
60-64	244	8.21	224	8.20
65+	97	3.26	100	3.66
Total	**2973**	**100**	**2733**	**100**

The age ranges of people who work for the Council is similar to previous years, even though the total number of people who work for the Council has reduced. The majority (over half) of people who work for the Council are aged between 40 and 59, but the percentage of employees aged between 40 and 49 has fallen slightly.

The percentage of people we employ aged between 16 and 29 has fallen and is not representative of the wider population in the Vale of Glamorgan. We are currently looking at ways of encouraging more young people to work for us. We have been looking at how we can do this with other local authorities and

external partners. We have looked at initiatives such as an apprentice scheme. We would like to do this so that we can reflect the range of ages across the local community.

Gender

Gender	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
Female	2038	68.55	1852	67.76
Male	935	31.45	881	32.24
Total	**2973**	**100**	**2733**	**100**

Just over two thirds of the people we employ are female. This is similar to most local authorities. They usually employ more females than males. This has stayed about the same over the last two years although we employ less women and men now. In 2014 / 2015, we employed a slightly higher proportion of males compared to previous years.

Gender reassignment

Gender at Birth	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
Female	1029	34.61	1004	36.74
Male	512	17.22	504	18.44
Not recorded	1421	47.80	1215	44.46
Prefer not to say	11	0.37	10	0.37
Total	**2973**	**100**	**2733**	**100**

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We began reporting on gender reassignment in 2013 / 2014. The number of employees who have chosen not to have their gender at birth recorded has fallen from 2013 / 2014. This is encouraging but nearly half (44.46%) our employees have still chosen not to have their gender at birth recorded.

National Identity

To comply with the Data Protection Act, we have removed some information (*).

National Identity	2013 / 2014		2014 / 2015	
	Number	%	Number	%
British	1412	47.49	1260	46.10
English	74	2.49	70	2.56
Northern Irish	*	*	*	*
Scottish	*	*	*	*
Welsh	702	23.61	724	26.49
Other	27	0.91	21	0.77
Prefer not to say	13	0.44	11	0.40
Not recorded	735	24.72	637	23.31
Total	**2973**	**100**	**2733**	**100**

We began reporting on national identity in 2013 / 2014. Just under half of our employees identify themselves as British (46.10%). This is consistent with figures reported in 2013 / 2014. The percentage of employees who identify themselves as Welsh has increased slightly from 2013 / 2014. The number of staff who identify with an 'Other' nationality has fallen from 0.91% to 0.77%. The number of employees who have chosen not to record their national identity has fallen since 2013 / 2014.

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Race and Ethnicity

To comply with the Data Protection Act, we have removed some information (*).

Ethnic Background	2013 / 2014		2014 / 2015	
	Number	%	Number	%
White and British	1594	53.62	1542	56.42
White and English	52	1.75	44	1.61
White and Scottish	47	1.58	33	1.21
White and Welsh	744	25.03	645	23.60
White and Irish	12	0.4	13	0.48
White Other	89	2.99	75	2.74
White and Black Caribbean	14	0.47	13	0.48
White and Black African	*	*	*	*
White and Asian	*	*	*	*
Mixed Other	*	*	*	*
Indian	*	*	*	*
Pakistani	*	*	*	*
Asian/ Asian British	*	*	*	*
Caribbean	*	*	*	*
Black Other	*	*	*	*
Chinese	*	*	*	*
Other	*	*	*	*
Not disclosed	15	0.5	*	*
Not recorded	278	9.35	260	9.51
Prefer not to say	24	0.81	21	0.77

Unknown	44	1.48	35	1.28
Total	**2973**	**100.00**	**2733**	**100**

The majority of people we employ (over 85%) are White. This is a higher percentage of our workforce than in previous years. The number of employees from other ethnic groups has decreased slightly to 2.12%. This is in comparison with the 2011 census, where 96% of the population in Wales were White.[1] The number of employees who have chosen not to disclose or record their race and ethnicity has also fallen from 2013 / 2014.

Disability

	2013 / 2014		2014 / 2015	
Disabled	**Number**	**%**	**Number**	**%**
Yes	17	0.57	13	0.48
Yes - limited a little	80	2.69	73	2.67
Yes - limited a lot	11	0.37	11	0.40
No	2333	78.47	2235	81.78
Prefer not to say	40	1.35	37	1.35
Not recorded	492	16.55	364	13.32
Total	**2973**	**100**	**2733**	**100**

In 2014 / 15, 3.55% of employees told us they have a disability which is less than the number reported in previous years. It is still lower than the proportion

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[1] http://www.ons.gov.uk/ons/dcp171778_290982.pdf

of people of working age in the Vale of Glamorgan with a disability (22.7%[2]). The number of employees who have chosen not to tell us if they have a disability has also fallen from 2013 / 2014.

In May 2015, the Deputy Leader signed the Time to Change Wales Organisational Pledge on behalf of the Council. The pledge encourages openness and conversations about mental health and intends to support those with mental health issues in the workplace.

The Wales Council for the Deaf have provided taster sessions on British Sign Language to promote awareness, understanding and the use of sign language.

Sexual Orientation

To comply with the Data Protection Act, we have removed some information (*).

Sexual Orientation	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Bisexual	*	*	*	*
Gay or lesbian	32	1.08	34	1.24
Heterosexual	1469	49.41	1435	52.51
Not recorded	1391	46.79	1188	43.47
Other	*	*	*	*
Prefer not to say	74	2.49	70	2.56
Total	**2973**	**100**	**2733**	**100**

[2] https://statswales.wales.gov.uk/Catalogue/Equality-and-Diversity/Disability/PeopleOfWorkingAgeWithDisabilities-by-Area-DisabilityType

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We began reporting on sexual orientation in 2013 / 2014. Just over half of our employees identified themselves as heterosexual. This has increased slightly from 2013 / 14. The number of employees that are 'gay or lesbian' has increased slightly from 32 to 34. 43.47% of employees still choose not to say what their sexual orientation is. This makes it difficult for us to use this information. However, the number of employees who have chosen not to record their sexual orientation or prefer not to tell us has fallen from 2013 / 14.

Religious Belief

To comply with the Data Protection Act, we have removed some information (*).

Religious Belief	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Muslim	12	0.4	*	*
Prefer not to say	65	2.19	57	2.09
Buddhist	*	*	*	*
No religion	631	21.22	649	23.75
Other	22	0.74	21	0.77
Hindu	*	*	*	*
Not recorded	1393	46.86	1189	43.51
Jewish	*	*	*	*
Christian (all denominations)	841	28.29	800	29.27
Total	**2973**	**100**	**2733**	**100**

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We began reporting on religious belief in 2013 / 2014. In 2014 / 2015, most employees said they are Christian (29.27%), while 23.75% said they have no religion. In the Vale of Glamorgan, 58.09% residents said they were Christian and 32.89% said they had no religion.[3] The number of employees who told us they were Muslim, Buddhist, Hindu and Jewish were too few to disclose. However, the number of employees who have chosen not to record their religious belief or prefer not to tell us has fallen from 2013 / 14.

Marital Status

To comply with the Data Protection Act, we have removed some information (*).

Marital Status	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Civil Partnership	*	*	*	*
Divorced	239	8.04	221	8.09
Formerly in a same-sex civil partnership which is now legally dissolved	*	*	*	*
In a registered same-sex civil partnership and living with your partner	*	*	*	*
Legally separated	*	*	*	*
Living together	20	0.67	15	0.55
Married	1481	49.82	1354	49.54
Not recorded	129	4.34	118	4.32
Partner	20	0.67	15	0.55
Prefer not to say	65	2.19	63	2.31

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[3] https://statswales.wales.gov.uk/Catalogue/Census/2011/Welsh-Residents-by-Religion-LocalAuthority

Separated but still legally married	36	1.21	31	1.13
Single	931	31.32	876	32.05
Unspecified	11	0.37	*	*
Widowed	23	0.77	17	0.62
Total	**2973**	**100**	**2733**	**100**

Just under half of our employees are married (49.54%) whilst just under a third of our employees are single (32.05%). Overall, the figures for each category have remained consistent from last year. In the Vale of Glamorgan, 43.45% of residents said they were married and 41.37% said they were single.[4]

Maternity, Paternity and Adoption

	2013 / 2014		2014 / 2015	
Leave Category	**Number**	**%**	**Number**	**%**
Maternity	76	79.17	72	88.88
Paternity	20	20.83	*	*
Total	**96**	**100**	**81**	**100**

In 2014 / 15, we paid 81 employees maternity, paternity or adoption leave. This is fewer than the number of employees that we paid maternity, paternity or adoption leave to last year.

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[4] https://statswales.wales.gov.uk/Catalogue/Census/2001/Population-by-LocalAuthority-MaritalStatus

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Welsh Language

2013 / 2014	Understand		Speak		Read		Write	
	Number	**%**	**Number**	**%**	**Number**	**%**	**Number**	**%**
None	1043	35.08	1145	38.51	1195	40.2	1296	43.59
Basic	629	21.16	493	16.58	424	14.26	338	11.37
Competent	42	1.41	25	0.84	37	1.24	24	0.81
Good	19	0.64	15	0.5	15	0.5	11	0.37
Fluent	64	2.15	60	2.02	60	2.02	53	1.78
Not recorded	1176	39.56	1235	41.54	1242	41.78	1251	42.08
Total	**2973**	**100**	**2973**	**100**	**2973**	**100**	**2973**	**100**

2014 / 2015	Understand		Speak		Read		Write	
	Number	**%**	**Number**	**%**	**Number**	**%**	**Number**	**%**
None	1002	36.66	1097	40.14	1139	41.68	1238	45.30
Basic	604	22.10	473	17.31	409	14.97	321	11.75
Competent	35	1.28	22	0.80	33	1.21	25	0.91
Good	14	0.51	10	0.37	14	0.51	10	0.37
Fluent	67	2.45	64	2.34	62	2.27	55	2.01
Not recorded	1011	36.99	1067	39.04	1076	39.37	1084	39.66
Total	**2733**	**100**	**2733**	**100**	**2733**	**100**	**2733**	**100**

Just over a fifth of our employees said they have a basic understanding of Welsh. Of those who said that they were fluent in Welsh, most were fluent in understanding (2.45%), then in speaking (2.34%), reading (2.27%) and writing (2.01%). There has been an improvement in the number of employees who say they are good or fluent in understanding, speaking, reading or writing in the medium of Welsh compared to last year.

This is important as the Council looks to comply with the Welsh Language Standards in the coming year. To support the development of the Welsh language amongst our employees, we offer a Welsh for adults education programme and encourage employees to take part. We also run a pilot mentoring scheme for employees to support their learning. This involves fluent Welsh speakers or experienced learners supporting new learners. Cardiff University's Welsh for Adults team has provided external support.

2. Men and women employed

Job and grade

To comply with the Data Protection Act, we have removed some information (*).

Employee Category	Job Grade	2013 / 2014						2014 / 2015					
		Female		Male		All Jobs		Female		Male		All Jobs	
		Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
Single Status	A	317	15.55	85	9.09	402	13.52	300	16.20	79	8.97	379	13.87
	B	33	1.62	52	5.56	85	2.86	26	1.40	50	5.68	76	2.78
	C	309	15.16	91	9.74	400	13.45	298	16.09	79	8.97	377	13.79
	D	351	17.22	114	12.19	465	15.64	240	12.96	108	12.26	348	12.73
	E	271	13.3	122	13.05	393	13.22	251	13.55	116	13.17	367	13.43

	F	147	7.21	97	10.37	244	8.21	152	8.21	97	11.01	249	9.11
	G	94	4.61	54	5.78	148	4.97	89	4.81	54	6.13	143	5.23
	H	77	3.78	86	9.2	163	5.49	80	4.32	90	10.22	170	6.22
	I	129	6.33	70	7.49	199	6.69	125	6.75	60	6.81	185	6.77
	J	48	2.36	37	3.96	85	2.86	48	2.59	32	3.63	80	2.93
	K	28	1.37	17	1.82	45	1.51	28	1.51	17	1.93	45	1.65
	Total	1804	88.52	825	88.24	2629	88.41	1637	88.39	782	88.76	2419	88.51
Chief Officer	Total	18	0.89	24	2.57	42	1.42	17	0.92	27	3.06	44	1.61
Craft	Total	0	0	14	1.5	14	0.47	0	0.00	*	0.34	*	*
Soulbury	Total	*	*	*	*	14	0.47	11	0.59	*	0.45	15	0.55
Teachers	Total	*	*	*	*	43	1.45	30	1.62	*	0.79	37	1.35
Youth and Commun-ity	Total	169	8.29	62	6.63	231	7.77	157	8.48	58	6.58	215	7.87
Total		**2038**	**100**	**935**	**100**	**2973**	**100**	**1852**	**100**	**881**	**100**	**2733**	**100**

We employ the majority of our employees on 'Single Status' terms and conditions (88.51%). This has remained at a similar level to the previous year. The proportion of employees in Grade D has reduced from last year when the largest proportion were paid on Grade D. This means that there is an even spread of the number of employees paid on Grade A, C, D and E in 2014/15.

The next largest group is 'Youth and Community' with 7.87% employed in this category. This is a slightly higher percentage than last year (although the actual number of employees in this category has reduced).

The number of Chief Officers employed has increased from 42 to 44. This is due to several changes in the structure of the Council over the reporting period.

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There is a greater proportion of women employed on Grade A and Grade C than men. Whereas in Grade F, G and H, there is a greater proportion of men employed than women. We have developed an action plan to address the gender pay gap and occupational segregation.

Pay

To comply with the Data Protection Act, we have removed some information (*).

Salary Band (£)	2013 / 2014						2014 / 2015					
	Female		Male		All Jobs		Female		Male		All Jobs	
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
0 – 14,999	495	24.29	200	6.73	695	23.38	425	22.95	155	17.59	580	21.22
15,000- 19,999	839	41.17	313	10.53	1152	38.75	719	38.82	293	33.26	1012	37.03
20,000- 24,999	292	14.33	161	5.42	453	15.24	289	15.60	154	17.48	443	16.21
25,000- 29,999	113	5.54	85	2.86	198	6.66	124	6.70	98	11.12	222	8.12
30,000- 34,999	176	8.64	97	3.26	273	9.18	117	6.32	67	7.60	184	6.73
35,000- 39,999	74	3.63	40	1.35	114	3.83	125	6.75	68	7.72	193	7.06
40,000- 44,999	22	1.08	14	0.47	36	1.21	26	1.40	17	1.93	43	1.57
45,000- 49,999	*	*	*	*	15	0.50	10	0.54	*	0.23	12	0.44
50,000+	18	0.88	19	0.64	37	1.24	17	0.92	27	3.06	44	1.61
Total	2038	100	935	31.45	2973	100	1852	100	881	100	2733	100

The salary bands show basic pay for a year, for a full-time equivalent and do not include other allowances. Pay for most of our employees was between £15,000 and £19,999 a year (37.03%). This was similar to last year.

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In 2014 / 15, there was one less female and eight more males earning over £50,000 per year than in 2013 / 2014. The increase in the number of males earning over £50,000 is largely due to the Chief Officer cost of living award (effective from 1 January 2015). Due to this, 6 males moved into the "50,000+" band as they were paid at the highest point of their Operational Manager grade.

Contract Type and Working Pattern

To comply with the Data Protection Act, we have removed some information (*).

| | 2013 / 2014 | | | | | | 2014 / 2015 | | | | | |
| | Female | | Male | | All Jobs | | Female | | Male | | All Jobs | |
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
Full time - permanent	601	29.49	600	64.17	1201	40.40	565	30.51	570	64.70	1135	41.53
Full time - temporary	101	4.96	69	7.38	170	5.72	107	5.78	63	7.15	170	6.22
Part time - permanent	854	41.90	139	14.87	993	33.40	840	45.36	134	15.21	974	35.64
Part time - temporary	239	11.73	28	2.99	267	8.98	121	6.53	18	2.04	139	5.09
Term time only	*	*	*	*	13	0.44	13	0.70	*	0.45	17	0.62
Relief	233	11.43	96	10.27	329	11.07	206	11.12	92	10.44	298	10.90
Total	2038	100	935	100	2973	100	1852	100	881	100	2733	100

Although the number of people we employ on a permanent basis continues to fall, 77.17% of our employees had a permanent contract. This is an increase from the previous year (73.80%).

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The proportion of employees who worked on a part-time basis has also fallen again from the previous year to 40.73%. In particular, the number of females in part time roles that are permanent has increased from 41.90% to 45.36%.

The number of relief staff has decreased from 11.07% to 10.90%.

We have a range of family-friendly policies. We encourage employees to achieve a reasonable work / life balance. Wherever possible, we consider and support employees' applications for flexible working to suit their individual circumstances. In May 2015, we introduced a trial annual leave purchase scheme and voluntary reduction in working hours scheme.

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3. People who have applied for jobs

We advertised 269 jobs over the period between 1 April 2014 and 31 March 2015. We advertise within the Council, externally online, in the newspaper, in specialist publications, in the job centre, at jobs fairs, with local community groups and external partners to reach all areas of our local community.

We received just over 68% of our applications online and we have been developing our online application form to simplify it and make it easier for applicants to complete.

Age

Age band in years	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
16-19	111	3.47	109	3.81
20-24	685	21.44	543	18.98
25-29	485	15.18	434	15.17
30-34	372	11.64	372	13.00
35-39	289	9.05	257	8.98
40-44	348	10.89	324	11.32
45 - 49	324	10.14	273	9.54
50 - 54	253	7.92	235	8.21
55-59	164	5.13	136	4.75
60-64	63	1.97	63	2.20
65+	15	0.47	*	*
Not recorded	86	2.69	106	3.70
Total	**3195**	**100**	**2861**	**100**

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Less people applied for jobs with us in 2014 / 2015 than in the previous year. The highest percentage of applications came from those aged between 20 and 24 years old, though the number was less than the previous year. We are working towards increasing the number of young people who work for us. We are doing this by looking at how we can develop our apprenticeship and trainee schemes.

Gender

	2013 / 2014		2014 / 2015	
Gender	**Number**	**%**	**Number**	**%**
Female	2145	67.14	1849	64.63
Male	1018	31.86	981	34.29
Not disclosed	32	1	31	1.08
Total	**3195**	**100**	**2861**	**100**

Almost two thirds of people applying for jobs were female. This is similar to the percentages of males and females we employ.

Gender Reassignment

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014		2014 / 2015	
Gender at Birth	**Number**	**%**	**Number**	**%**
Female	1826	57.15	1597	55.82
Male	885	27.70	864	30.20
Not recorded	481	15.05	396	13.84
Prefer not to say	*	*	*	*
Total	**3195**	**100**	**2861**	**100**

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National Identity

To comply with the Data Protection Act, we have removed some information (*).

National Identity	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
British	1927	60.31	1356	47.40
English	117	3.66	137	4.79
Northern Irish	*	*	*	*
Not recorded	166	5.2	59	2.06
Other	65	2.03	79	2.76
Prefer not to say	*	*	*	*
Scottish	*	*	*	*
Welsh	907	28.39	1211	42.33
Total	**3195**	**100**	**2861**	**100**

47.40% of people applying for jobs said they were British which is fewer than last year. 42.33% of people applying for jobs identified themselves as Welsh which is a significant increase from 2013 / 14.

Race and Ethnicity

To comply with the Data Protection Act, we have removed some information (*).

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Ethnic Background	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
White and British	2255	70.58	2175	76.02
White and English	19	0.59	*	*
White and Scottish	52	1.63	13	0.45
White and Welsh	398	12.46	158	5.52
White and Irish	*	*	15	0.52
White Other	87	2.72	86	3.01
White and Black Caribbean	21	0.66	14	0.49
White and Black African	*	*	*	*
White and Asian	*	*	0	0.00
Mixed Other	*	*	*	*
Indian	16	0.5	*	*
Pakistani	13	0.41	*	*
Bangladeshi	*	*	*	*
Asian Other	22	0.69	23	0.80
Caribbean	*	*	*	*
African	*	*	*	*
Black Other	16	0.5	10	0.35
Chinese	*	*	*	*
Other	19	0.59	*	*
Not disclosed	*	*	*	*
Not recorded	192	6.01	299	10.45
Prefer not to say	*	*	11	0.38

Unknown	17	0.53	*	*
Total	**3195**	**100**	**2861**	**100**

Just over 85.5% of people applying for jobs were White. This is lower than the percentage of White people applying for jobs in the previous reporting year (just over 88%). Under 5% of applicants were from other ethnic groups. This is more than the proportion that we currently employ.

Disability

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014		2014 / 2015	
Disabled	**Number**	**%**	**Number**	**%**
Yes	19	0.59	*	*
Yes - limited a lot	*	*	*	*
Yes - limited a little	114	3.57	110	3.84
Prefer not to say	26	0.81	31	1.08
No	2811	87.98	2412	84.31
Not recorded	221	6.92	305	10.66
Total	**3195**	**100**	**2861**	**100**

Just under 4% of people who applied for jobs said they had a disability. This is lower than last year. This is broadly similar to the proportion of employees who have told us they have a disability.

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Sexual Orientation

To comply with the Data Protection Act, we have removed some information (*).

Sexual Orientation	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
Bisexual	21	0.66	*	*
Gay or lesbian	64	2.00	67	2.34
Heterosexual	2553	73.91	2336	81.65
Not recorded	479	14.99	366	12.79
Other	*	*	*	*
Prefer not to say	71	2.22	82	2.87
Total	**3195**	**100**	**2861**	**100**

The percentage of heterosexual applicants increased. Over 2% of people applying for jobs said they were Gay or Lesbian. This is an increase from 2013 / 2014 and is nearly twice as many the number who work for us.

Religious Belief

To comply with the Data Protection Act, we have removed some information (*).

Religious Belief	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
Buddhist	12	0.38	*	*
Christian (all denominations)	1148	35.93	1001	34.99

Religion	Number	%	Number	%
Hindu	15	0.47	*	*
Jewish	*	*	*	*
Muslim	22	0.69	25	0.87
No religion	1401	43.85	1341	46.87
Not recorded	495	15.49	382	13.35
Other	18	0.56	18	0.63
Prefer not to say	81	2.54	79	2.76
Sikh	*	*	0	0
Total	**3195**	**100**	**2861**	**100**

Nearly half of all applicants said they had no religion and nearly 35% said that they were Christian. This is higher than the same categories for our staff.

Marital Status

To comply with the Data Protection Act, we have removed some information (*).

Marital Status	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Civil partnership	*	*	0	0
Divorced	207	6.48	192	6.71
Formerly in a same-sex civil partnership which is now legally dissolved	*	*	0	0
In a registered same-sex civil partnership and living with your partner	*	*	*	*
Legally separated	*	*	*	*
Living together	26	0.81	16	0.56

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Married	1033	32.33	825	28.84
Not recorded	160	5.01	299	10.45
Partner	28	0.88	*	*
Prefer not to say	62	1.94	86	3.01
Separated but still legally married	57	1.78	58	2.03
Separated, but still legally in a same-sex civil partnership	0	0	*	*
Single	1588	49.7	1359	47.50
Unspecified	*	*	*	*
Widowed	14	0.44	16	0.56
Total	**3195**	**100**	**2861**	100

Nearly half of people applying for jobs said that they were single and nearly one third of them said that they were married. These are the opposite proportions to our staff. Almost twice as many applicants did not record their marital status compared to last year.

Maternity, Paternity and Adoption

We do not intend to report on this as we feel that we may discourage people from applying for jobs.

Welsh Language

2013 / 2014	Understand		Speak		Read		Write	
	Number	%	Number	%	Number	%	Number	%
None	1427	44.66	1582	49.51	1706	53.4	1865	58.37

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Basic	1158	36.24	965	30.2	804	25.16	673	21.06
Competent	75	2.35	73	2.28	80	2.5	60	1.88
Good	54	1.69	36	1.13	59	1.85	48	1.5
Fluent	151	4.73	142	4.44	143	4.48	134	4.19
Not recorded	330	10.33	397	12.43	403	12.61	415	12.99
Total	**3195**	**100**	**3195**	**100**	**3195**	**100**	**3195**	**100**

2014/2015	Understand		Speak		Read		Write	
	Number	**%**	**Number**	**%**	**Number**	**%**	**Number**	**%**
None	1276	44.60	1425	49.81	1533	53.58	1665	58.20
Basic	962	33.62	797	27.86	671	23.45	566	19.78
Competent	52	1.82	68	2.38	58	2.03	44	1.54
Good	65	2.27	35	1.22	62	2.17	64	2.24
Fluent	145	5.07	140	4.89	136	4.75	116	4.05
Not recorded	361	12.62	396	13.84	401	14.02	406	14.19
Total	**2861**	**100**	**2861**	**100**	**2861**	**100**	**2861**	**100**

5.07% of people applying for jobs said that they were fluent in understanding Welsh. This is more than twice the proportion of our staff who are fluent in understanding Welsh.

4. **Employees who have applied to change jobs**

We are working towards gathering information on employees who have applied to change positions. We would like to be able to see how many were successful and how many were not successful in their applications. We hope to be in a position to report on it in future years. We will not report on posts that are ring fenced or those subject to redeployment.

5. **Employees who have applied for training**

We are working towards being able to gather this information. We hope to be able to report on it in future years.

6. **Employees who attended training**

Our training information comes from the following areas of the Council:

• Corporate Training and Development;

• Social Services; and

• Equalities.

When employees apply for training, they provide their employee number, which we link to the information held on our human resource and payroll systems. We are then able to report on numbers of employees by protected characteristic. This only covers training that employees apply for through our staff intranet.

Age

To comply with the Data Protection Act, we have removed some information (*).

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Age Band in Years	2013 / 2014		2014 / 2015	
	Number	%	Number	%
16-19	*	*	*	*
20-24	27	3.08	45	5.43
25-29	61	6.95	51	6.15
30-34	93	10.59	70	8.44
35-39	92	10.48	85	10.25
40-44	122	13.9	96	11.58
45-49	135	15.38	112	13.51
50-54	135	15.38	139	16.77
55-59	130	14.81	144	17.37
60-64	69	7.86	66	7.96
65+	12	1.37	19	2.29
Total	**878**	**100**	**829**	**100**

The age profile of employees who have applied for training, in general, mirrors the overall age profile of our employees.

Gender

Gender	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Female	688	78.36	648	78.17
Male	190	21.64	181	21.83
Total	**878**	**100**	**829**	**100**

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Over three quarters of the people who attended training were female. This is a similar percentage to last year and is higher than the proportion of females we employ.

Gender Reassignment

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014		2014 / 2015	
Gender at Birth	**Number**	**%**	**Number**	**%**
Female	399	45.44	400	48.25
Male	136	15.49	137	16.53
Not recorded	341	38.84	288	34.74
Prefer not to say	*	*	*	*
Total	**878**	**100**	**829**	**100**

National Identity

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014		2014 / 2015	
National Identity	**Number**	**%**	**Number**	**%**
British	394	44.87	368	44.39
English	22	2.51	21	2.53

Northern Irish	*	*	*	*
Not recorded	184	20.96	167	20.14
Other	*	*	*	*
Prefer not to say	*	*	*	*
Scottish	*	*	*	*
Welsh	263	29.95	260	31.36
Total	**878**	**100**	**829**	**100**

Just under 45% of people who attended training identified themselves as British. This mirrors the amount of employees who identify themselves as British. Nearly a third said they were Welsh, which is higher than the proportion of employees who identify themselves as being Welsh.

Race and Ethnicity

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014		2014 / 2015	
Ethnic Background	**Number**	**%**	**Number**	**%**
White and British	523	59.57	539	65.02
White and English	10	1.14	*	*
White and Scottish	*	*	*	*
White and Welsh	212	24.15	173	20.87
White and Irish	*	*	*	*

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White Other	14	*	14	1.69
White and Black Caribbean	*	*	*	*
White and Black African	0	0	0	0.00
White and Asian	0	0	0	0.00
Mixed Other	*	*	*	*
Indian	*	*	*	*
Pakistani	*	*	*	*
Asian Other	*	*	*	*
Caribbean	*	*	*	*
Black Other	*	*	*	*
Chinese	*	*	*	*
Other	0	0	*	*
Not disclosed	*	*	*	*
Not recorded	73	8.31	48	5.79
Prefer not to say			*	*
Unknown	*	*	*	*
Total	**878**	**100.00**	**829**	**100**

Over 65% of employees who attended training were White and British. This is higher than the proportion of our employees who identified as being White and British. The low levels of disclosure and the amount of people not recording their race or ethnicity is high. This makes it difficult for us to use this information.

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Disability

To comply with the Data Protection Act, we have removed some information (*).

Disabled	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
No	770	87.7	742	89.51
Not recorded	58	6.61	44	5.31
Prefer not to say	13	1.48	11	1.33
Yes	*	*	*	*
Yes - limited a little	30	3.42	24	2.90
Yes - limited a lot	*	*	*	*
Total	**878**	**100**	**829**	**100**

Just under 4% of employees who attended training courses said they had a disability. This is higher than the proportion of our employees who say they have a disability.

A number of approaches have been put in place to ensure that training is accessible for employees with a disability. People can access the training rooms in the Civic Offices via a lift and the rooms have movable furniture to accommodate mobility equipment. The room set up allows trainees to lip-read the trainer. Trainees who are deaf can use an interpreter. People can ask to use toilet facilities adapted for those with disabilities. We can provide training materials printed in appropriate colours for people with colour blindness and people with dyslexia – based on their dyslexia assessment. These approaches are just some of the methods that we have used to ensure that training is accessible to all employees.

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Sexual Orientation

To comply with the Data Protection Act, we have removed some information (*).

Sexual Orientation	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
Bisexual	*	*	*	*
Gay or lesbian	11	1.25	18	2.17
Heterosexual	497	56.61	508	61.28
Not recorded	335	38.15	278	33.53
Other	*	*	*	*
Prefer not to say	29	3.3	23	2.77
Total	**878**	**100**	**829**	**100**

Over 60% of the employees who attended training said they were heterosexual. This is higher than the proportion of our employees who say they are heterosexual (52.51%). 2.17% of those who attended training said they were gay or lesbian. This is higher than last year and also higher than the proportion of our employees who say they are gay or lesbian (1.24%).

Religious Belief

To comply with the Data Protection Act, we have removed some information (*).

Religious Belief	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
Muslim	*	*	*	*
Prefer not to say	25	2.85	18	2.17

Buddhist	*	*	*	*
No religion	218	24.83	223	26.90
Other	*	*	10	1.21
Hindu	0	0	0	0.00
Not recorded	335	38.15	276	33.29
Jewish	0	0	*	*
Christian (all denominations)	288	32.8	298	35.95
Total	**878**	**100**	**829**	**100**

Most employees who attended training said they were Christian. This is an increase from last year and is more than the proportion of our employees who say they are Christian. The training department is able to provide a private space for prayer if known in advance.

Marital Status

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014		2014 / 2015	
Marital Status	**Number**	**%**	**Number**	**%**
Civil partnership	0	0	*	*
Divorced	82	9.34	83	10.01
Formerly in a same-sex civil partnership which is now legally dissolved	*	*	0	0.00

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In a registered same-sex civil partnership and living with your partner	*	*	*	*
Legally separated	*	*	0	0.00
Living together	*	*	*	*
Married	428	48.75	397	47.89
Not recorded	29	3.30	27	3.26
Partner	*	*	*	*
Prefer not to say	25	2.85	20	2.41
Separated but still legally married	*	*	*	*
Single	283	32.23	283	34.14
Unspecified	0	0	*	*
Widowed	*	*	*	*
Total	**878**	**100**	**829**	**100**

Just under half of those who attended training said they were married and just over half said they were single. This is similar to the proportions reported last year and overall of our employees.

Maternity, Paternity and Adoption

To comply with the Data Protection Act, we have removed some information (*).

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Leave Category	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Maternity	20	68.97	16	69.57
Paternity	*	*	*	*
Total	**29**	**100.00**	**23**	**100**

23 people had training in the same year as they had maternity, paternity or adoption leave. This is a decrease from last year.

Welsh Language

To comply with the Data Protection Act, we have removed some information (*).

2013 / 2014	Understand		Speak		Read		Write	
	Number	%	Number	%	Number	%	Number	%
None	349	39.75	398	45.33	410	46.7	446	50.8
Basic	211	24.03	163	18.56	145	16.51	115	13.1
Competent	17	1.94	10	1.139	16	1.82	*	*
Good	*	*	*	*	*	*	*	*
Fluent	23	2.62	23	2.62	21	2.39	21	2.39
Not recorded	272	30.98	280	31.89	282	32.12	286	32.57
Total	**878**	**100**	**878**	**100**	**878**	**100**	**878**	**100**

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2014 / 2015	Understand		Speak		Read		Write	
	Number	%	Number	%	Number	%	Number	%
None	348	41.98	385	46.44	395	47.65	438	52.83
Basic	205	24.73	162	19.54	148	17.85	105	12.67
Competent	10	1.21	*	*	*	*	*	*
Good	*	*	*	*	*	*	*	*
Fluent	21	2.53	21	2.53	21	2.53	20	2.41
Not recorded	237	28.59	249	30.04	253	30.52	259	31.24
Total	**829**	**100**	**829**	**100**	**829**	**100**	**829**	**100**

Of those who attended training, there was a similar proportion of fluent Welsh speakers as there is amongst our staff. Just under a quarter of those who attended training had a basic understanding of Welsh. This is higher than the proportion of our staff who have a basic understanding of Welsh. We continue to consider options to promote Welsh language training. We await revised "Standards" from the Commission regarding the provision of training in the Welsh language to assist our consideration.

7. Employees involved in grievance and disciplinary procedures

This includes employees involved in grievance procedures as a complainant, against whom a complaint was made or subject to a disciplinary procedure.

To comply with the Data Protection Act, we are unable to disclose this information. In each category, the number of employees and the amount of data is too small for us to interpret in a meaningful way.

8. Employees who left our employment

The following information does not include school staff but does include those who work for us on a casual or relief basis.

All Jobs

To comply with the Data Protection Act, we have removed some information (*).

Reason for Leaving	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Dismissal	36	11.25	30	9.77
Other	74	23.13	54	17.59
Redundancy	*	*	24	7.82
Resignation	165	51.56	165	53.75
Retirement	36	11.25	34	11.07
Total	**320**	**100**	**307**	**100**

In 2014/15, fewer employees left than in 2013/14. Over half of these were resignations and there were more redundancies than in the previous year. We aim to have a positive approach to managing change, to help mitigate, avoid and reduce the incidents of compulsory redundancy. The reduction in public service finances means that it is inevitable that there will be a consequential increase in the number of early retirements and redundancies.

Age

To comply with the Data Protection Act, we have removed some information (*).

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Age band in years	2013 / 2014		2014 / 2015	
	Number	%	Number	%
16-19	*	*	*	*
20-24	26	8.13	23	7.49
25-29	37	11.56	36	11.73
30-34	30	9.38	34	11.07
35-39	26	8.13	34	11.07
40-44	27	8.44	29	9.45
45-49	38	11.88	29	9.45
50-54	29	9.06	33	10.75
55-59	35	10.95	30	9.77
60-64	39	12.19	36	11.73
65+	31	9.69	22	7.17
Total	**320**	**100**	**307**	**100**

The spread of the age of employees who leave is fairly even across the age bands.

Gender

To comply with the Data Protection Act, we have removed some information (*).

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	2013 / 2014		2014 / 2015	
Gender	**Number**	**%**	**Number**	**%**
Female	193	60.31	200	65.14
Male	127	39.69	107	34.85
Total	**320**	**100**	**307**	**100**

More women than men left their jobs with the Council. This is a similar ratio to last year. The main reason for leaving for both men and women was voluntary resignation.

Gender Reassignment

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014		2014 / 2015	
Gender at Birth	**Number**	**%**	**Number**	**%**
Female	46	14.38	105	34.20
Male	30	9.38	68	22.15
Not recorded	243	75.94	133	43.32
Prefer not to say	*	*	*	*
Total	**320**	**100**	**307**	**100**

National Identity

To comply with the Data Protection Act, we have removed some information (*).

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National Identity	2013 / 2014		2014 / 2015	
	Number	%	Number	%
British	213	66.56	130	42.35
English	*	*	*	*
Northern Irish	*	*	0	0.00
Not recorded	*	*	55	17.92
Other	0	0	42	13.68
Prefer not to say	98	30.63	*	*
Scottish	0	0	0	0.00
Welsh	*	*	72	23.45
Total	**320**	**100**	**307**	**100**

Only 42% of leavers identified themselves as British, in comparison with 67% last year. A far greater proportion of leavers identified themselves as Welsh than last year.

Race and Ethnicity

To comply with the Data Protection Act, we have removed some information (*).

Ethnic Background	2013 / 2014		2014 / 2015	
	Number	%	Number	%
White and British	100	31.25	160	52.12
White and English	11	3.44	*	*
White and Scottish	13	4.06	*	*
White and Welsh	122	38.13	69	22.48

White and Irish	*	*	*	*
White Other	*	*	*	*
White and Black Caribbean	*	*	*	*
White and Black African	0	0	*	*
White and Asian	0	0	0	0.00
Mixed Other	*	*	*	*
Indian	0	0	*	*
Pakistani	*	*	*	*
Asian Other	*	*	*	*
Caribbean	0	0	0	0.00
Black Other	0	0	0	0.00
Chinese	0	0	0	0.00
Other	0	0	*	*
Not disclosed	*	*	*	*
Not recorded	53	16.56	41	13.36
Prefer not to say	*	*	*	*
Unknown	*	*	*	*
Total	**320**	**100**	**307**	**100**

Over 80% of leavers were white, which is reflective of the race and ethnicity of the workforce. This is higher than the number of white leavers last year.

Disability

To comply with the Data Protection Act, we have removed some information (*).

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Disabled	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Yes	*	*	*	*
Yes - limited a little	0	0	*	*
Yes - limited a lot	0	0	0	0.00
No	216	67.5	239	77.85
Prefer not to say	*	*	*	*
Not recorded	91	28.44	50	16.29
Total	**320**	**100**	**307**	**100**

Too few people who leave their jobs say they are disabled for us to report on.

Sexual Orientation

To comply with the Data Protection Act, we have removed some information (*).

Sexual Orientation	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Bisexual	*	*	*	*
Gay or lesbian	*	*	*	*
Heterosexual	69	21.56	166	54.07
Not recorded	244	76.25	131	42.67
Other	0	0	0	0.00
Prefer not to say	*	*	*	*
Total	**320**	**100**	**307**	**100**

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Over half the people who have registered their sexual orientation and left employment were heterosexual. The number of people who told us they were gay, lesbian or bisexual is too small to report on. A large number of people have chosen not to tell us their sexual orientation. This means that we do not have much information to analyse.

Religious Belief

To comply with the Data Protection Act, we have removed some information (*).

Religious Belief	2013 / 2014		2014 / 2015	
	Number	**%**	**Number**	**%**
Muslim	0	0	*	*
Prefer not to say	*	*	*	*
Buddhist	0	0	*	*
No religion	33	10.31	64	20.85
Other	*	*	*	*
Hindu	0	0	0	0.00
Not recorded	244	76.25	131	42.67
Jewish	0	0	*	*
Christian (all denominations)	39	12.19	98	31.92
Total	**320**	**100**	**307**	**100**

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Most people who left their jobs did not wish us to record their religious belief. The proportions of people who have left who said they were Christian and had no religion mirror the employees in the Council as a whole.

Marital Status

To comply with the Data Protection Act, we have removed some information (*).

Marital Status	2013 / 2014		2014 / 2015	
	Number	%	Number	%
Civil Partnership	*	*	0	0
Divorced	12	3.75	25	8.14
Formerly in a same-sex civil partnership which is now legally dissolved	*	*	0	0
In a registered same-sex civil partnership and living with your partner	*	*	0	0
Legally separated	*	*	0	0
Living together	*	*	*	*
Married	144	45	120	39.09
Not recorded	34	10.63	22	7.17
Partner	*	*	*	*
Prefer not to say	*	*	*	*
Separated but still legally married	*	*	*	*

Single	114	35.63	118	38.44
Unspecified	*	*	*	*
Widowed	*	*	*	*
Total	**320**	**100**	**307**	**100**

Most people who left jobs said they were married or single. We expect this, as most people who work for us say they are married or single.

Maternity, Paternity and Adoption

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014		2014 / 2015	
Leave Category	**Number**	**%**	**Number**	**%**
Maternity	20	68.97	*	*
Paternity	*	*	*	*
Total	**29**	**100.00**	*	*

The number of employees that had been on maternity, paternity and adoption leave that left the Council is too small to disclose for 2014 / 15.

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Welsh Language

To comply with the Data Protection Act, we have removed some information (*).

2013 / 2014	Understand		Speak		Read		Write	
	Number	%	Number	%	Number	%	Number	%
None	75	23.44	81	25.31	78	24.38	84	26.25
Basic	43	13.44	33	10.31	37	11.56	33	10.31
Competent	*	*	*	*	*	*	*	*
Good	*	*	*	*	*	*	*	*
Fluent	12	3.75	11	3.44	10	3.13	*	*
Not recorded	182	56.88	187	58.44	187	58.44	187	58.44
Total	**320**	**100**	**320**	**100**	**320**	**100**	**320**	**100**

2014 / 2015	Understand		Speak		Read		Write	
	Number	%	Number	%	Number	%	Number	%
None	111	36.16	114	37.13	122	39.74	137	44.63
Basic	65	21.17	60	19.54	51	16.61	40	13.03
Competent	*	*	*	*	*	*	*	*
Good	*	*	*	*	*	*	*	*
Fluent	*	*	*	*	*	*	*	*
Not recorded	113	36.81	118	38.44	119	38.76	118	38.44
Total	**307**	**100**	**307**	**100**	**307**	**100**	**307**	**100**

Of the people who left the Council, a small proportion (between 5% and 6%) had Welsh language skills. These were people who could understand, speak, read or write Welsh to a competent level or above.

9. Differences in salary

The salary information in the report for 2013 / 14 was subsequently found to be incorrect. This has caused an impact on the average salaries reported for each of the protected characteristics below. The average salary for each protected characteristic for 2013 / 14 has been corrected for comparison purposes. The average salary (£) is based on full time equivalent salaries and number of employees (headcount).

Age

	2013 / 2014	2014 / 2015
Age Range (years)	**Average Salary (£)**	**Average Salary (£)**
16-19	14,537	17,442
20-24	16,737	16,594
25-29	18,724	19,071
30-34	21,997	22,763
35-39	21,981	23,385
40-44	21,393	21,872
45-49	21,568	22,861
50-54	21,509	22,112
55-59	23,265	23,622

| 60-64 | 21,020 | 21,250 |
| 65+ | 19,116 | 19,505 |

The average salary for each age group is similar to last year and reflects the pay award from 1st January 2015 (for Single Status and Chief Officer employees). Similar to last year, the age group that earn the highest average pay are 55 – 59 years old. The group that has seen the largest increase is 35 – 39 year olds.

Gender

	2013 / 2014	2014 / 2015
Gender	Average salary (£)	Average salary (£)
Female	£20,651	£21,321
Male	£22,707	£23,419

In 2014 / 15, the difference in average salary by headcount has reduced to 9.80% for both males and females since last year. The actual difference in average pay for males and females was 9.95% for 2013/14 (the Annual Equality Monitoring report 2013/14 previously reported a 9.50% difference in pay between men and women in the council). The overall increase in salaries is mainly due to the pay award from 1st January 2015.

Gender Reassignment

	2013 / 2014	2014 / 2015
Gender at Birth	Average Salary (£)	Average Salary (£)
Female	21,408	21,896

Male	25,179	25,604
Not recorded	19,761	20,551
Prefer not to say	24,907	26,258

The average salary in relation to 'gender at birth' has remained consistent, with only "prefer not to say" having an increase in average salary. The changes in the above may be due to the changes in the number of staff reported in each category.

National Identity

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014	2014 / 2015
National Identity	**Average Salary (£)**	**Average Salary (£)**
British	20,142	20,863
English	23,631	25,120
Northern Irish	*	*
Not Recorded	20,613	21,389
Other	22,190	21,638
Prefer not to say	21,728	22,997
Scottish	*	*
Welsh	23,922	24,166

Employees who said they were English or Welsh had a higher average salary than those who said they were British. "Other" national identity saw a decrease in average salary between 2013/14 and 2014/15. This was due to

leavers during that period. The other salaries have remained consistent with figures previously reported.

Race and Ethnicity

To comply with the Data Protection Act, we have removed some information (*).

	2013 / 2014	2014 / 2015
Ethnic Background	**Average Salary (£)**	**Average Salary (£)**
White and British	22,671	23,297
White and English	18,970	19,309
White and Scottish	18,016	19,589
White and Welsh	19,526	20,058
White and Irish	19,756	21,501
White Other	22,221	22,840
White and Black Caribbean	20,230	19,456
White and Black African	*	*
White and Asian	*	*
Mixed Other	*	*
Indian	*	*
Pakistani	*	*
Asian Other	*	*
Caribbean	*	*
Black Other	*	*
Chinese	*	*
Other	*	*

Not disclosed	20,087	*
Not recorded	19,348	19,631
Prefer not to say	21,218	22,469
Unknown	20,185	21,681

Employees who said they were White and British had the highest average pay in 2014/15. This has remained similar to the previous year as most people who work for us are White and British. There has been a decrease in average salary of White and Black Caribbean employees between the two periods. This can be seen in the employee section where the actual number of staff employed in this category has also reduced. All other ethnicities had an increase in average salary which can be attributed to some degree to the pay award from 1st January 2015.

Disability

	2013 / 2014	2014 / 2015
Disabled	**Average Salary (£)**	**Average Salary (£)**
No	21,495	22,177
Not recorded	19,989	20,424
Prefer not to say	20,603	20,948
Yes	22,569	21,260
Yes - limited a little	23,568	24,892
Yes - limited a lot	21,943	22,754

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In 2014 / 15, employees who said that they had a disability ("limited a little" and "limited a lot") had a higher average salary than all other categories and an increase from 2013 / 14. Employees who said they had a disability ("yes") had a lower average salary. This can be explained by the reduced number of employees in 2014 / 15 in this category. There was a consistent increase compared to last year due to the pay award from 1st January 2015.

Sexual Orientation

To comply with the Data Protection Act, we have removed some information (*).

Sexual Orientation	2013 / 2014 Average Salary (£)	2014 / 2015 Average Salary (£)
Bisexual	*	*
Gay or Lesbian	27,025	27,648
Heterosexual	22,397	22,823
Not recorded	19,879	20,645
Other	*	*
Prefer not to say	23,464	25,057

The average pay for employees who said they were gay or lesbian was higher than any other group.

Religious Belief

To comply with the Data Protection Act, we have removed some information (*).

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Religious Belief	2013 / 2014 Average Salary (£)	2014 / 2015 Average Salary (£)
Muslim	19,412	*
Prefer not to say	21,824	22,876
Buddhist	*	*
No religion	22,325	22,614
Other	20,243	21,131
Hindu	*	*
Not Recorded	19,899	20,669
Jewish	*	*
Christian (all denominations)	22,811	23,396

The average pay for employees who said they were Christian was higher than any other group. The next highest average pay was for those who said they had no religion.

Marital Status

To comply with the Data Protection Act, we have removed some information (*).

Marital Status	2013 / 2014 Average Salary (£)	2014 / 2015 Average Salary (£)
Civil partnership	*	*
Divorced	21,849	21,934

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Formerly in a same-sex civil partnership which is now legally dissolved	*	*
In a registered same-sex civil partnership and living with your partner	*	*
Legally separated	*	*
Living together	17,015	17,794
Married	22,046	22,816
Not recorded	18,710	19,595
Partner	17,953	17,975
Prefer not to say	23,129	23,771
Separated but still legally married	18,921	19,232
Single	20,496	21,048
Unspecified	19,818	*
Widowed	20,810	21,710

Employees who told us they were married had a higher average pay than those who told us they were divorced, singled or widowed. Those who chose not to tell us their marital status had the highest average salary overall.

Maternity, paternity and adoption

We believe we have provided enough information on this in the section on gender.

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Welsh Language

Average Salary (£)	Understand		Speak		Read		Write	
	2013 / 2014	2014 / 2015	2013 / 2014	2014 / 2015	2013 / 2014	2014 / 2015	2013 / 2014	2014 / 2015
None	21,540	21,946	21,933	22,359	21,814	22,358	22,047	22,556
Basic	22,210	22,988	22,423	23,293	22,994	23,539	22,542	23,277
Competent	25,388	27,034	25,108	25,850	25,083	26,539	23,573	24,791
Good	25,281	29,486	23,684	27,945	21,811	24,643	29,451	31,308
Fluent	25,096	24,823	25,782	25,289	25,147	24,935	24,761	24,505
Not recorded	20,177	20,991	19,935	20,719	19,916	20,687	19,922	20,692

Employees with Welsh language skills have a higher average salary than those with no Welsh language skills.

Appendix 5

Employment Action Plan

(Updated November 2015)

Action	By whom and timescale	Comments
Plan how to deal with occupational segregation and the gender pay gap by March 2015. Report on progress every year.	Head of Human Resources 1 April 2015 - 31 March 2016	Ongoing. We continue to monitor the gender pay difference. Unfortunately, we identified errors in the data for 2013 / 2014 and we have now corrected them. The gender pay gap has reduced from last year. Work is on-going on how to deal with occupational segregation.
Provide training to help staff understand the needs of protected groups. This should include training on dealing with reports of	Corporate Equality Officer 2 April 2012 - 30 June 2014	Ongoing. We continue to provide equality training.

harassment.		
Put in place a process to assess the success of training.	Corporate Equality Officer 2 April 2012 - 30 June 2014	Ongoing. We continue to assess the training as it takes place and keep it under review.
Launch a Council wide apprentice scheme.	Head of Human Resources 2 April 2012 - 30 September 2016	Ongoing. We have been exploring with other local authorities and external partners, options to support the development of the Council's apprenticeship scheme. Unfortunately, we cannot progress our original plans as funding has been withdrawn. We are exploring other options.
Develop reporting systems to make sure that, in future years, we can report information on employees who have applied to change position, identifying how	Head of Human Resources 1 April 2015 - 31 March 2016	Ongoing. We are continuing to consider options about how to identify employees who apply to change position within the Council.

many were successful and how many were not successful in their application.		
Develop reporting systems to make sure that, in future years, we can report information on employees who have applied for training.	Head of Human Resources 1 April 2015- 31 March 2016	Ongoing. A training system is being implemented so that we will be able to identify those who have applied for training in future years.
Develop reporting systems to review incidence of overtime over Services and support annual equality impact assessment.	Head of Human Resources 1 January 2015 - 31 March 2016	Complete. We review the incidence of overtime on a quarterly basis with Services. An Equality Impact Assessment was carried out with the annual review of overtime, and will be repeated on an annual basis.