

Vale of Glamorgan Council's Annual Equality Monitoring Report 1 April 2011 – 31 March 2012

1. Introduction

This report tells you about our equality work between April 2011 and March 2012. We do this so that:

- you know what we are doing to help you; and
- to fulfil our legal duties (Equality Act 2010, the Public Sector Equality Duty (general duty) and the specific duties for Wales).

The specific duties in Wales were published in April 2011. We used them to guide our work during 2011 / 2012. During this time, we reviewed our work to see what we needed to do to meet the requirements of the specific duties. We also prepared our Strategic Equality Plan and equality objectives.

The information below gives you more details about our equality work. In particular, it shows how we have collected and used information to help us meet the three aims of the general duty to:

- eliminate unlawful discrimination;
- advance equality of opportunity; and
- foster good relations.

It also tells you about:

- how equality objectives were developed;
- specified employment information; and
- other matters relevant to meeting the general duty and specific duties.

2. Background

The equality work of the council is guided by its Strategic Equality Plan. This was being developed during the time that we are reporting on. Developing our Strategic Equality Plan involved:

- reviewing how much information there was on which protected groups were using our services;
- meeting with members of the Local Service Board to identify if there were any common areas that we could work on together;
- reviewing other plans, such as the Community Strategy, Corporate Plan and the Equality and Diversity Scheme to identify potential areas for including in the Strategic Equality Plan;
- arranging engagement events to which organisations were invited that have an interest in the needs of protected groups;
- arranging to attend meetings of organisations that have an interest in the needs of protected groups;

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- consultation with the public, staff and trades unions;
- talking to people about what our priorities should be.

The Council approved the Strategic Equality Plan on 14 March 2012.

The equality objectives will be put into the service plans using a computer system called Ffynnon. The actions from equality objectives will be in service plans from 1 April 2013. We will monitor progress every three months and report on this.

The leader of the council is our equality champion. Directors of each service will also take on a champion role. We will develop guidance on the role so that they know what is expected of them.

We belong to the Equality and Human Rights Commission and Welsh Local Government Association networks. This helps to keep us informed of equality issues and guidance.

3. Steps taken to identify and collect relevant information

We have collected equality information in many service departments for some time. Details of our employment monitoring information can be seen in appendix 1 to this report.

Monitoring information on our customers isn't always collected or analysed in the same way across the council. Also, data has not been collected on all protected groups. In 2012, we looked at the data that was being collected by some of our services. These services were:

- libraries
- housing
- public protection
- housing benefit
- social services

We looked at what systems were being used and at sample reports. This helped us to identify the gaps in the information. In discussing these gaps, it was helpful to understand why managers thought it would be difficult to ask extra questions about the protected characteristics of service users. We were then able to identify what needed to improve. This included asking questions on each of the protected characteristics.

This approach has helped us to develop guidance to help collect and analyse data on each of the protected characteristics. This includes:

- why this information needs to be collected (based on Stonewall guidance);
- a form for gathering information on each protected characteristic.

We will use this guidance with the next set of services that we work with in 2013. It can be found in an appendix 2.

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4. How this information has been used to meet the three aims of the general duty

Libraries

Library staff record information about new members on a computer system when they join the library. This information is used to choose library books and materials that meet the needs of library users.

The library service promotes books likely to be of interest to protected groups. We discussed the possibility of collecting data on protected characteristics such as sexuality and religion. Library staff felt that this might not be used and might alienate some users.

Housing

The housing service collects information on protected characteristics through some of its systems:

- homelessness applications
- Homes 4 U forms
- the tenant profiling survey

It will use the tenants profiling survey to see if protected groups are using the service. They will compare this level of use to census information for the Vale of Glamorgan to see if there are important differences. It will start using this equalities information from April 2013.

It will consider further how to involve younger tenants in the survey. This might be done by using social media such as Twitter and Facebook.

Public Protection

This service collects information on customers through a satisfaction survey. The service sends this survey to a random list of customers selected by a computer. Comments are reviewed and taken on board. Due to the nature of some of the services, for example premise inspections, customers may choose not to respond. The service plans to expand the current survey and review the complaints process.

Housing Benefit

The service sends out an equalities monitoring form with its application form. Customers do not always return the equalities monitoring form. This may be because the benefit application form is long.

We identified this as an area for improvement in the next year. We discussed possible improvements, such as:

- including a letter with the form to explain why we need the information;
- a customer survey;

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- an equality monitoring form to be handed out by benefits and revenue staff to service users.

Social Services

It is mandatory in certain services to collect specific information, for example, race, religion, and language. The information is collected on an electronic system. We agreed that it would be better to collect extra data at the same time. This could then be compared against census data.

Summary of Current Position

Service	Protected characteristics collected	How is data used	Future plans	System used
Libraries	Age, sex, race, disability, Welsh language	To ensure appropriate stock	Further discussion needed on how the extra strands can be collected and used	Library Management System
Housing	All	No analysis conducted	At present data is collected but not analysed within the IT systems.	Access database - Supporting People; OHMS system - waiting lists; Excel spreadsheets.
Public Protection	Age, sex, race, disability	To measure customer satisfaction. To find out if there are equalities issues.	The survey will be extended but the other protected characteristics will not be included at present.	Customer satisfaction survey in SNAP
Housing Benefit	Age, sex, race, disability, Welsh language	Information on age and disability are used to inform benefit decisions.	The system is likely to be run by the Department of Works and Pensions in the future under welfare reforms.	Academy System
Social Services	Age, sex, race, disability, religion, Welsh language	To assist in service delivery, assessment process and reported in statutory returns.	Procedures are being put into place to ensure that information is collected accurately at all times.	Swift social service information system

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We have used this information to improve services and to make sure we treat service users fairly. In some cases, data has been collected and has not been analysed. This has been because there were staffing issues or because we were waiting for reports to be compiled. These issues will be reviewed in 2013.

5. Reasons for not collecting relevant information

The services involved in this work highlighted some reasons for not collecting equality information. These included:

- gaps in staff knowledge;
- service users not wanting to provide personal information when being questioned face-to-face by a member of staff (libraries);
- service users not wanting to provide additional information when already completing long, detailed forms to apply for a service (housing benefit).

In the next few months these departments will be encouraged to look closely at the data they have, to analyse it on a regular basis and to ensure that the extra protected characteristics are collected where possible. In 2013 the data collection and analysis in other departments will be targeted with a similar approach to develop better data collection and analysis.

6. Statement on the effectiveness of the steps taken to fulfil each equality objective

Our equality objectives had not been agreed during the period of time that we are reporting on. This means that we cannot report on the effectiveness of steps taken to fulfil them in this report.

However, it is useful to provide a short outline of the work that we did to develop them. Full details of this can be found in our Strategic Equality Plan.

These were the main steps involved in developing our equality objectives:

- we used national research produced by the Equality and Human Rights Commission to understand the issues – How Fair is Wales, Not Just Another Statistic;
- we looked at whether we had any information in the Council to tell us more;
- we talked to groups representative of the interests of protected groups;
- we consulted more widely with our own staff and the public;
- we agreed the equality objectives that we would work on for the next 4 years.

The equality objectives are about:

- improving how we collect and use equality information to monitor access to services;
- writing documents in plain language so that they are easy to read and understand;

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- involving people from protected groups in developing, reviewing of changing services;
- raising awareness of equality legislation and the needs of protected groups;
- encouraging more people to report harassment and discrimination by using the hate crime helpline better reporting of hate crimes;
- encouraging better use of domestic abuse support services;
- developing an action plan to tackle the gender pay gap.

So far, we have done most work on improving our equality information. This has been explained in the sections above.

There is a summary of the Strategic Equality Plan in plain language. We have sent this to the organisations that helped us to develop the plan. We have also asked them for feedback on whether they find the summary plan easy to read.

We are working on producing guidance on writing plain language documents that will be published throughout the council.

We have carried out a training needs analysis to identify what training needs to be done. We worked with the Welsh Local Government Association to do this and are now developing a training programme to meet those needs.

We are working with the Community Cohesion Officer for Cardiff and the Vale of Glamorgan Councils on hate crime. We want to encourage more people to report hate crimes using the Hate Crime Help Line.

7. Other Matters Relevant to the General Duty and Specific Duties

We do a variety of work to help us meet the three aims of the general duty. These are outlined below.

'Show Racism the Red Card' Campaign

We have continued to work with "Show Racism the Red Card" – an anti-racism educational charity. It uses football players to educate against racism. It combines anti-racist education with football to involve young people in schools and youth clubs.

During 2011 / 2012, we organised:

- 53 workshops for 1,484 young people;
- a teachers' conference about dealing with racism in schools.

The workshops have been extremely successful as children see famous football players as credible role models. Funding for 2012/13 has been increased and plans

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are underway to implement a programme within all schools in the Vale of Glamorgan, along with youth organisations and the youth offending service.

Schools from the Vale of Glamorgan did well in the Show Racism the Red Card's recent annual prize giving ceremony where children submitted a range of art and mixed media work, including short films, reflecting positive approaches to dealing with racism.

Race Equality First

In 2011/12, we funded Race Equality First to help us with some elements of our equalities work. We organised an anti-racism calendar competition. The work of children from 7 schools in the Vale of Glamorgan was featured in the calendar. The children received certificates for their work and vouchers for themselves and their school.

Race Equality First also supported us by:

- promoting our "English for Speakers of Other Languages" courses;
- helping to develop a new group for Black and minority ethnic women – the Rainbow Group;
- working on the PREVENT agenda to raise awareness in young people of the dangers of radicalisation.

Anti-Discrimination Advice Service

This service was provided on the council's behalf by Race Equality First in 2011/12. It has recently been taken on by the Citizen's Advice Bureau on the council's behalf. The new service incorporates all equality strands.

The Rainbow Group

This group has been supported by the council to become independent. The members are women from Black and Minority Ethnic backgrounds who access leisure services such as women-only swimming sessions and yoga. We are working closely with the group to understand their needs.

Gypsy and Traveller Reporting Forum and Reporting System

We set up a group of officers from various services that have a role in working with gypsies and travellers:

- Legal Services
- Pupil Support Services
- Estates
- Environmental Health
- South Wales Police

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- Health Service

The purpose of the group is to:

- simplify the system for reporting new arrivals in the area;
- make sure we can meet the welfare needs of travellers.

We agreed a new reporting system. When an officer finds out there is a new gypsy or traveller site, he or she reports it to the council's contact centre and this information is shared with the other members of the group.

In the same period, we put in place a service level agreement with Cardiff Gypsy and Traveller Project. It was agreed that Cardiff Gypsy and Traveller Project would make first contact with traveller families when they arrive in the area. The project then tells our contact centre about matters like welfare needs and length of stay. We have used this system on many occasions and it is still in the process of being refined.

Work placement opportunities for people with disabilities

In 2011/12, the Council used the QUEST programme to support a young man with learning disabilities. QUEST is an agency that supports people with disabilities to find paid employment.

The young man was able to work one day a week in the Parks Department to develop workplace skills. We hope to continue with this initiative.

We also provided someone with work experience for six months through Remploy. Remploy is another agency that supports disabled people to find work. This person was successful in gaining a full-time permanent job.

The Two Ticks Scheme

The Council is recognised as complying with the requirements of the Two Ticks Scheme. This means that if someone has a disability and meets the essential criteria for the job, they will get an interview.

The scheme also means that we will help people with disabilities by:

- setting up accessible interviews by providing things like car parking, signers, Braille, wheelchair access, a loop system or interpreter;
- arranging for a visit to the interview location beforehand so they can identify adjustments or adaptations they need before the interview;
- making sure that there is an opportunity to develop and use their abilities through the Personal Development Review system;
- making every effort to support employees who become disabled to stay in employment;
- raising the awareness of employees generally about disability;

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- review the scheme each year, plan improvements and let the Employment Service know about progress and future plans.

Disability Sport

The Council's Play Development Team runs play schemes for 14 days in three places during the summer. The playschemes actively welcome disabled children. The Play Development Officer can arrange for one-to-one support, personal care and help with transport if it is needed. This has been funded through the Welsh Government's "Families First" programme. The playschemes have been well attended and feedback on them has been positive.

We also run an Active Young People Programme each school year:

- Dragon Sport scheme for 7-11 year olds
- '5 x 60' scheme for 12-16 year olds.

Both programmes have targeted key groups with success. This includes encouraging girls to get involved and supporting disabled children and young people to join in.

During the school summer term, the Active Young People Team works with Penarth schools to organise the Penarth Mini Olympics. More than 300 young people, including disabled children, are able to take part. They can try out different Olympic and paralympic activities.

We helped disabled children to participate by:

- involving the Disability Sports Officer;
- using young volunteers from comprehensive schools to help deliver activities;
- using young volunteers from comprehensive schools to help disabled children.

Training

Following the publication of the specific duties for Wales, we began to review the training needs of our staff and councillors. We offered councillors training on the Equality Act and Public Sector Equality Duty. We have continued to work on this area with help from the Welsh Local Government Association.

The council has developed an autism awareness e-learning module. This module has won an award and there has been a successful campaign to encourage staff to complete the module. Its purpose is to raise awareness of the range of conditions within the autism spectrum throughout the council.

We introduced a new course on disability called 'Challenging Disablism'. We received exceptionally positive feedback on this course. Those who attended told us that it challenged their views and helped them to think differently and positively about people with disabilities or impairments. We targeted this training at senior managers, Contact One Vale staff and social services staff.

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We ran a 'Women into Management' programme. It was designed to support women to develop the skills and confidence necessary to move into management roles in the future. The women taking part in the programme told us that it achieved its aim.

Job Evaluation

The Council finished evaluating jobs in 2011. Job evaluation makes sure that there is a fair and systematic way of deciding on pay for a job. This results in equal pay for work of equal value. Having done this, we were able to agree a new pay and grading system that became effective on 1 March 2012.

Achieving this helps us to pay people fairly. There are other factors that affect people's pay such as the type of jobs that they choose to do. It is common for men and women to choose to do jobs that have traditionally been done by men and women. This is called occupational segregation and often contributes to a gender pay gap. We will be thinking about how we can do something about occupational segregation and the gender pay gap as part of the council's Workforce Plan which comes into effect in 2013.

The Workforce Plan (2013 – 2017)

The council has developed a workforce plan to make sure that it has the right people with the right skills in the right place at the right time so that it can deliver its services well. Part of this is about making sure that our workforce reflects the wider local working population in terms of protected characteristics. Part of it is about making sure that the gender pay gap is closed. These sorts of actions will support some of the equality objectives in the Strategic Equality Plan.

Improving Housing Services for Lesbian, Gay, Bisexual and Transgender People

Housing Services used standards developed by the LGBT Excellence Centre to guide a review of its practices and to train its staff. The work of Housing Services is continuing in this area.

Forced Marriage and Honour Based Violence Conference

The council hosted its first conference on forced marriage and honour based violence on 17 May. We worked with the Henna Foundation to organise this conference. The programme included some excellent speakers who are very well regarded in this field. It was attended by over a hundred practitioners.

Equality Impact Assessments

The Council has a well-established system for carrying out equality impact assessments. We publish the results on our website. During this period, we began to carry out equality impact assessments on services or parts of services. We first tried this in the Lifelong Learning Department. We used what we had learned doing this to help us carry out one on part of the Chief Executive's Department.

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We participated in a meeting between senior finance and equality staff and the Equality and Human Rights Commission. The purpose was to review the experience of impact assessing annual budgets and to share good practice. Information shared at the meeting was used to produce guidance on carrying out equality impact assessments on budgets. Senior managers were supported to identify and complete equality impact assessments on budget proposals that affect services.

Vale Equality Scheme

This scheme encourages services to improve their equality practices. It involves choosing a number of standards and providing evidence that they have been achieved. Standards are about things like training staff, carrying out equality impact assessments, and writing information in plain language. We monitor progress with the scheme through service plans and report on it to scrutiny committees.

Equality and Diversity Scheme

We developed one scheme to bring together:

- our race, disability and gender equality schemes;
- information on age, gender reassignment, sexual orientation, religion and belief.

This meant our equality work was in one place whilst we were preparing our Strategic Equality Plan and this made it easier to manage. Outstanding actions from the original equality schemes were put into service plans to be completed.

8. Specified employment information, including information on training and pay (unless it has already been published elsewhere).

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

- gender
- race
- disability
- age

During the year that we are reporting on, we have developed new systems to collect information in the future on:

- sexual orientation
- gender reassignment
- gender identity
- national identity
- religion or belief
- marital status

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Our main task was to bring up to date the form that collects information when people apply for jobs. To help us, we used guidance from the Welsh Government: *Collecting Equality Data: Harmonised Standards and Best Practice*. The form now includes questions about all the protected characteristics. This will improve what we know about protected groups.

We have analysed the information that we have collected (see appendix 1). There is also an action plan to show what we will do to deal with concerns.

This work will be continuing. We want to make sure that we can report information on all protected characteristics at 31st March 2013, and in future years.

A group was set up in February 2012 to make these improvements. This involved:

- agreeing a project plan;
- considering guidance from the Welsh Government, Welsh Local Government Association and the Equality and Human Rights Commission;
- attending workshops run by the Welsh Local Authority Association;
- drafting a report for discussion;
- continuing discussions about improvements to be made.

We have not collected all the information needed to meet the general and specific duties. The reasons for this are:

- reporting systems need 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 these improvements are made, we think that some people will choose not to tell us about their protected characteristics. We are planning to 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 Equalities, Human Resources and Financial Services teams. This has meant 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 and to meet the requirements of the general duty.

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Appendix 1

The Public Sector Equality Duty Employment Information Annual Report (Workforce Data) March 2013

We have used information on the staff we employed on 31 March 2012, unless we tell you differently. The information comes from human resources and payroll systems. There is information on permanent, temporary and relief staff. People who work in schools are not included, unless there is a note to say that they have been. Schools will be producing their own annual equality reports with employment information.

Job numbers, rather than employee numbers, have been used to report information. This means that if individuals are employed in more than one job, their details will be captured for each job they do. This will provide a more complete and accurate record. For example, if someone has two jobs in different grades, their details will appear under each grade.

Where there are less than ten people in a group that we are reporting on, we do not include this information. We show this with an asterisk (*). We must do this under data protection law. Where we consider differences in pay, we show average total pay based on the pay of a full time worker.

People employed

Age

Age Group	Number of people	Percentage of people
16 - 24	251	7.68%
25 - 29	276	8.44%
30 - 34	276	8.44%
35 - 39	285	8.72%
40 - 44	435	13.3%
45- 49	506	15.47%
50 - 54	498	15.23%
55 - 59	406	12.42%
60 - 64	271	8.29%
65+	66	2.02%
Total	3,270	100%

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Over a third of people working for the council are between the ages of 45 and 54. This suggests that we need to recruit more young people so that the ages of people who work for the council are similar to the ages of people in the wider workforce.

Gender

Gender	Number	Percentage
Female	2,244	68.62%
Male	1,026	31.38%
Total	3,270	100%

Over two thirds of the workforce is female (68.62%). This is a typical gender profile within a local authority.

Race and Ethnicity

Ethnicity	Number	Percentage
White	2,641	80.76%
Mixed / multiple ethnic groups	22	0.67%
Asian / Asian British	19	0.58%
Black / African / Caribbean / Black British	10	0.31%
Not Disclosed / Recorded / Unknown	578	17.68%
Total	3,270	100%

Most people working in the council are White - over 80% of the workforce. There is a small proportion of people from other ethnic groups - 1.56% of the workforce. This is lower than the proportion of people from other ethnic groups living in the Vale of Glamorgan who make up 3.7% of the population.

Disability

Disabled	Number	Percentage
Yes	45	1.38%
No / Prefer not to say	3,225	98.62%
Total	3,270	100%

The number of jobs being done by people who say they are disabled is 45 (1.38% of the workforce). This is a lower proportion than the proportion of people of working age in the Vale of Glamorgan which is 16.2%.

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This could be because not everyone chooses to report that they have a disability when they are in work. We are planning to explain to employees why it is important that we have information about disability and what we will do with it. This may encourage more people to give us this information.

Pregnancy and Maternity

There were 79 people who received maternity pay.

Men and Women

Job Grade

Job Type	Job Grade	Female		Male		All Jobs	
		Number	%	Number	%	Number	%
Single Status	A	354	10.83	97	2.97	451	13.79
	B	47	1.44	47	1.44	94	2.87
	C	451	13.79	163	4.98	614	18.78
	D	334	10.21	106	3.24	440	13.46
	E	287	8.78	106	3.24	393	12.02
	F	170	5.20	122	3.73	292	8.93
	G	72	2.20	58	1.77	130	3.98
	H	73	2.23	84	2.57	157	4.80
	I	143	4.37	66	2.02	209	6.39
	J	43	1.31	35	1.07	78	2.39
	K	21	0.64	18	0.55	39	1.19
	Total	1,997	61.07	903	27.61	2,900	88.69
Chief Officer	Total	17	0.52	32	0.98	49	1.50
Craft	Total	*	*	*	*	15	0.46
Soulbury	Total	*	*	*	*	23	0.70
Teachers	Total	*	*	*	*	42	1.28
Youth and Community	Total	173	5.29	66	2.02	239	7.31
Total		2,244	68.62	1,026	31.38	3,270	100

Most jobs are in the same pay system (called 'single status'). Most of these jobs are in grade C (18.78%). The next largest group of jobs are 'Youth and Community' jobs (7.31%).

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In the last two years, a number of manager jobs have been cut. The managers left have taken on wider responsibilities. For example, there is nearly a third less chief officers and those left have had a significant increase in their responsibilities.

Pay

Pay Range (£)	Female		Male		All Jobs	
	Number	%	Number	%	Number	%
0 - 14,999	644	19.69	269	8.23	913	27.92
15,000 - 19,999	890	27.22	311	9.51	1,204	36.73
20,000 - 24,999	311	9.51	175	5.35	490	14.86
25,000 - 29,999	99	3.03	81	2.48	180	5.51
30,000 - 34,999	184	5.63	104	3.18	288	8.81
35,000 - 39,999	76	2.32	39	1.19	115	3.51
40,000 - 49,999	19	0.58	14	0.43	33	1.01
50,000+	21	0.64	33	1.01	54	1.65
Total	2,244	68.62	1,026	31.38	3,270	100

More than a third of people working for the council earn basic pay of between £15,000 and £19,999 (36.73%). This includes men and women.

Contract Type and Working Pattern

Contract Type or Working Pattern	Female		Male		All Jobs	
	Number	%	Number	%	Number	%
Casual	322	9.85	126	3.85	448	13.70
Full Time Permanent	634	19.39	676	20.67	1,310	40.06
Full Time Temporary	66	2.02	47	1.44	113	3.46
Part Time Permanent	967	29.57	144	4.40	1,111	33.97
Part Time Temporary	255	7.79	33	1.02	288	8.81
Total	2,244	68.62	1,026	31.38	3,270	100

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Nearly three quarters of employees are in permanent full time or part time work (40% full time, 34% part time). This is typical of most local authorities. In the last two years, more men and women are working on a part time basis in our council.

People who have applied for jobs

As the council deals with recruitment on behalf of schools, the information below includes information about school jobs. Next year, schools will report this information.

Age

Age Group	Number of Applicants	Percentage of Applicants
16 - 24	1,030	28.1%
25 - 29	629	17.16%
30 - 34	397	10.83%
35 - 39	320	8.73%
40 - 44	351	9.58%
45 - 49	314	8.57%
50 - 54	243	6.63%
55 - 59	157	4.28%
60 - 64	47	1.28%
65+	10	0.27%
Not recorded	167	4.56%
Total	3,665	100%

Nearly a third of people who apply for jobs with the council are aged between 16 and 24. As the council wants to increase the proportion of young people in the workforce, it is helpful that so many young people are interested in working for the council.

Gender

Gender	Number of Applicants	Percentage of Applicants
Female	2,238	61.06%
Male	1,374	37.49%
Not Disclosed	53	1.45%
Total	3,665	100%

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Nearly two thirds of people applying for jobs were women. This is a similar proportion to the number of women working for the council.

Race and Ethnicity

Ethnicity	Number of Applicants	Percentage of Applicants
White	3,050	83.22%
Mixed / multiple ethnic groups	75	2.05%
Asian / Asian British	88	2.4%
Black / African / Caribbean / Black British	30	0.82%
Not disclosed / recorded / unknown	422	11.51%
Total	3,665	100%

Most people who apply for jobs in the council are white (nearly 85%). This is a similar proportion to the number of white people working for the council.

Disability

Disabled	Number of Applicants	Percentage of applicants
No / Prefer not to say	3,574	97.52%
Yes	91	2.48%
Total	3,665	100%

More disabled people applied for jobs than were working for the council (2.48% compared to 1.38%).

Pregnancy and Maternity

We have decided that we will not collect information on this characteristic. We think that asking people about this when they are applying for jobs may discourage them from applying for jobs.

Employees who have applied to change position, including how many were successful and unsuccessful in their application

We have not been collecting information on this for each of the protected characteristics. We are developing systems to collect and publish this information in our next annual equality report.

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Employees who have applied for training, including employees who have been successful in their application

We have not been collecting information on this for each of the protected characteristics. We are developing systems to collect and publish this information in our next annual equality report.

Employees who completed training

There are a number of services in the council that provide training:

- Information and Communication Technology
- Corporate Training and Development
- Social Services
- Equalities

The information is based on training carried out by them all, unless we say differently.

Age

Age Group	Number	Percentage
16 - 24	56	4.51%
25 - 29	99	7.98%
30 - 34	119	9.59%
35 - 39	105	8.46%
40 - 44	163	13.13%
45 - 49	177	14.26%
50 - 54	172	13.86%
55 - 59	154	12.41%
60 - 64	110	8.86%
65+	13	1.05%
Not provided	73	5.89%
Total	1,241	100%

Those most likely to receive training are age 40 – 54. This accounts for over 40% of those who have received training. We will need to promote training to employees who are under 40 and over 55. These figures do not include staff who attended external training courses.

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Gender

Gender	Number	Percentage
Male	273	22%
Female	968	78%
Total	1241	100%

Nearly 80% of people who received training were female. This is a higher proportion of women than work for the council.

Race and Ethnicity

This information is about training that took place centrally and in Development Services.

Ethnicity	Number	Percentage
White	518	83.02%
Asian / Asian British / Black / African / Caribbean / Black British	12	1.92%
Not Disclosed / Recorded / Unknown	94	15.06%
Total	624	100%

The proportion of people from minority ethnic backgrounds who received training was in line with the proportion employed by the Council.

Disability

Disabled	Number	Percentage
Yes	13	1.05%
No/ Prefer not to say	1,228	98.95%
Total	1,241	100%

Most people receiving training either said that they were not disabled or that they would prefer not to say.

Pregnancy and Maternity

We have not been collecting information on this for each of the protected characteristics. We are developing systems to collect and publish this information in our next annual equality report.

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Employees involved in grievance procedures as a complainant

We can only publish information on people with disabilities who made a complaint. The number for other protected groups was too small to be reported under data protection law.

Disability

Disabled	Number	Percentage
Yes	0	0%
No / Prefer not to say	12	100%
Total	12	100%

People who made a complaint using the grievance procedure were not disabled or preferred not to say.

Employees involved in grievance procedures as a person against whom a complaint was made

We have not been collecting information on this for each of the protected characteristics so far. We are developing systems to collect and publish this information in our next annual equality report.

Employees subject to disciplinary procedures

We can only publish information on people with disabilities who made a complaint. The number for other protected groups was too small to be reported under data protection law.

Disability

Disabled	Number	Percentage
Yes	0	0%
No / Prefer not to say	19	100%
Total	19	100%

Only 19 people were subject to disciplinary procedures, all of these were not disabled or preferred not to say.

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Employees who have left the council's employment

All Jobs		
Reason for Leaving	Number	Percentage
Dismissal	66	13.89%
Retirement	38	8%
Resignation	245	51.58%
Redundancy	19	4%
Other	107	22.53%
Total	475	100%

Over half the people who left their jobs resigned.

Age

Reason for Leaving	Age Group Number (N) and Percentage (%)																			
	16 - 24		25 - 29		30 - 34		35 - 39		40 - 44		45 - 49		50 - 54		55 - 59		60 - 64		65 +	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Dismissal	19	4	12	2	*	*	*	*	*	*	10	2	*	*	*	*	*	*	*	*
Retirement	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	20	4	14	3
Resignation	69	15	49	10	22	5	16	3	26	5	21	4	16	3	14	3	*	*	*	*
Redundancy	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Other	16	3	*	*	*	*	*	*	*	*	*	*	12	2	*	*	*	*	*	*
Total	107	23	74	16	30	6	34	7	52	11	43	9	32	7	30	6	47	10	26	5

More young people left their jobs than people in other age groups (23%). Most of these young people resigned from their jobs (15%).

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Gender

Reason for Leaving	Female		Male	
	Number	Percentage	Number	Percentage
Dismissal	31	6.53%	35	7.37%
Retirement	25	5.26%	13	2.74%
Resignation	170	35.79%	75	15.79%
Other	81	17.05%	45	9.47%
Total	307	64.63%	168	35.37%

Most men and women resigned from their posts in proportion to the numbers of men and women employed in the workforce.

Race and Ethnicity

Reason for Leaving	Ethnic group			
	Not Disclosed	% Not Disclosed	White	% White
Dismissal	26	5.47%	38	0.8%
Retirement	*	*	*	*
Resignation	91	19.16%	154	32.42%
Redundancy	*	*	16	3.37%
Other	56	11.79%	53	11.16%
Total	182	38.32%	293	61.68%

Most people leaving their jobs were White (293 out of 425, about 62%). We would expect this when most people employed are also White.

Disability

Nobody who left their job said they were disabled.

Pregnancy and Maternity

Nobody left their job who was receiving maternity pay.

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Differences in salary

Age

Age Group	Total (£)
16 - 24	14,538.18
25 - 29	18,369.43
30 - 34	21,061.53
35 - 39	20,661.61
40 - 44	20,386.09
45- 49	20,742.73
50 - 54	20,372.67
55 - 59	21,786.61
60 - 64	20,829.76
65+	17,782.63

Gender

Gender	Total (£)
Female	19,403.46
Male	21,647.14

Race and Ethnicity

Ethnicity Category	Total (£)
Asian / Asian British	19,629.95
Black / African / Caribbean / Black British	23,873.20
Mixed / Multiple Ethnic Groups	18,830.32
Not Disclosed	18,278.78
Other Ethnic Group	21,455.00
White	20,500.25

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The average pay for a man is higher than the average pay for a woman (£21,647 compared to £19,403). We are developing plans to close this pay gap.

People who are Black, African, Caribbean, or Black British have the highest average pay of all minority ethnic groups (£23,873).

Disability

Disabled	Total (£)
Yes	21,068.40
No / Prefer not to Say	20,094.03

The average pay for people with a disability is £21,068.

Pregnancy and Maternity

At the moment, there is no way of reporting the average pay for women who are pregnant or receiving maternity pay. We will think about how this might be done for future reports.

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Action Plan

Action	By Whom	Timescale
Develop a workforce plan that contains actions to reduce the gender pay gap.	Head of Human Resources.	2 April 2012 - 31 December 2013.
Develop a strategy to respond to issues around occupational segregation with a view to implementing an action plan to reduce gender pay difference by March 2015 and report annually on progress.	Head of Human Resources.	1 January 2014 - 31 December 2015.
Analyse the training needs of elected members, managers and staff so that equality training can be targeted appropriately.	Corporate Equality Officer	2 April 2012 - 30 June 2014.
Design and implement a training programme that raises awareness of issues relating to each protected characteristic, and includes training on dealing with reports of harassment.	Corporate Equality Officer	2 April 2012 - 30 June 2014.
Design and implement a process to evaluate the effectiveness of equality training.	Corporate Equality Officer	2 April 2012 - 30 June 2014.
Update systems to develop reports, revise methods of data collection and renew the specific employment data held as part of the requirements of the specific duties for public authorities in Wales.	Head of Human Resources.	2 April 2012 - 31 March 2014.
Reframe employment related equalities actions on the basis of the analysis of the equalities data set.	Head of Human Resources.	2 April 2012 - 30 September 2013 (and then annually).
Explore ways to encourage diversity within the Council's workforce.	Head of Human Resources.	2 April 2012 – 31 December 2013.
Develop strategies to improve the employment of school, college and university leavers proportionate to the wider workforce/population.	Head of Human Resources.	2 April 2012 - 30 September 2014
Launch a Council-wide professional apprentice scheme	Head of Human Resources.	2 April 2012 - 30 September 2016