

**Vale of Glamorgan Council's Annual Equality Monitoring Report  
1 April 2016– 31 March 2017**



**Appendix A**

**The Vale of Glamorgan Council's  
Annual Equality Monitoring Report  
2016 - 2017**

**You can ask for this document in other formats.  
For example: larger font; on different colour paper.**

**You can ask for this document in Welsh.  
You will find a Welsh version on our website.**

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## Introduction

This report tells you about our equality work between April 2016 and March 2017. 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.

## Background

We have described our main equality work in our [Strategic Equality Plan](#).

We agreed this plan in March 2016. It is based on our original plan from 2012. There were a number of things we had to do to develop the first plan. We list the main steps below.

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- 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.

We consulted people again towards the end of 2015 to help us decide how to update the plan. The main message was to keep working on the areas we are already working on. We have developed these using more recent research such as 'Is Wales Fairer' by the Equality and Human Rights Commission. We have also made links with our Corporate 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 and report on this.

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

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We find out about the latest issues and guidance in a number of ways, including through the Equality and Human Rights Commission network.

## **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, in 2011, we devised a new form and spoke to managers to explain the importance of using it. We encouraged services to improve how they use this information to help them plan their work to better meet people's needs.

When we started, we looked at information from key services:

- libraries;
- housing;
- public protection;
- housing benefit; and
- social services.

In this year's report, we reported on more services than we have before:

- Library and Information Service
- Housing Solutions
- Supporting People
- Housing Benefits and Council Tax Reduction
- Children and Young People Services

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- Adult Services
- Revenue and Benefits
- Youth Service
- Children and Young People Partnership Team
- Regulation and Planning
- Corporate Complaints
- Shared Regulatory Services (previously public protection)
- Communications
- Achievement for All – Learning and Skills
- Registration

When we look at the information gathered, we consider:

- the data gathered over the last few years;
- the systems used to gather the data; and
- sample reports.

This helps us to identify gaps in the information. We talked about these gaps with managers.

We are able to clarify for managers why they need to collect the information. We use 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](#).

You can find the equality information that services have collected in [Appendix 4](#). Each service says how it has used the information to meet the three aims of the general duty.

The form we use to gather information for this report, encourages services to show how they have used the information to make improvements to services.

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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;
- not having systems to collect the information.

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 original objectives. You can find full details of this in our first [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.
- We agreed the equality objectives that we would work on for the next 4 years.



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To review our objectives, we looked at more recent research such as 'Is Wales Fairer' by the Equality and Human Rights Commission. We also carried out engagement and consultation.

Following this, we agreed our equality objectives. We show what work we have done on these below.

## **Equality Objective 1: Collect and analyse service data by protected characteristic so services meet the diverse needs of the public**

We have increased the number of services collecting and analysing data by protected characteristic. Services look at this information to see how they can improve services for people in protected groups. Services are also able to use this information when they are thinking about the equality impact of changes to their services.

You can see more about this in [Appendix 4](#).

## **Equality Objective 2: Close attainment gaps of children in protected groups**

We have looked at how to close attainment gaps in a number of ways.

### **Wellbeing**

#### **i) Attendance**

We monitor attendance data of vulnerable groups closely and officers from the Education Welfare Service use this data to target schools for support.

We monitor the attendance of groups of children that we think are vulnerable learners. This includes children who are eligible for free school meals (eFSM), who are looked after by the local authority (LAC), who have English as an additional language (EAL), or who have special educational needs (SEN).

Secondary eFSM attendance has increased by 1.5% over the last 3 years although it still lags behind the overall attendance for secondary pupils. Overall secondary attendance increased by 0.8% over the same period so the gap is closing but further improvements are needed.

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Primary FSM attendance is more concerning as it has decreased by 0.3% over the last 3 years. As overall attendance remained the same over this period, the gap between FSM and overall attendance is increasing.

This year, the Educational Welfare Service has focused its school improvement work in the primary sector. We meet with Head Teachers, lead officers for attendance, and administrative staff.

In these meetings, we consider how school systems are working, how we can improve them, and scrutinise the use of attendance codes. We also identify pupils for whom a request for a Fixed Penalty Notice or referral to the Education Welfare Service could be appropriate.

We have changed the Attendance Audits so that they now include a section that highlights the attendance of FSM pupils and checks how the Pupil Deprivation Grant is used to increase the engagement of this group of children.

LAC attendance in secondary schools shows a sustained increase over the last 2 years. The attendance of EAL pupils is particularly good in secondary schools. SEN pupils had consistently lower attendance than EAL and LAC pupils although SEN attendance has improved by 1.2% over the last 3 years.

In primary schools, LAC pupils have attended consistently well. EAL attendance has fluctuated a little but is generally satisfactory. Primary SEN attendance has remained at a consistently lower level.

In addition to the Educational Welfare Service, the Vale LAC and EAL team work to ensure the inclusion of these groups of pupils through awareness raising, training and challenging schools to improve attendance. Teams in the Inclusion Service continue to work to provide appropriate interventions and provision that promote the engagement of children with a wide range of SEN needs. This is done on an individual and group level depending on need.

### **ii) Outcomes of Vulnerable Groups**

In all main performance indicators in all phases, the performance of pupils entitled to free school meals (eFSM) has improved since 2012. Where the gap has widened it is because the outcomes for those not entitled to free school meals (nFSM) have improved at a greater rate. At level 2+, the gap in performance between eFSM pupils and nFSM pupils is reducing more quickly in the Vale than the Wales average.

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Vale pupils with Special Educational Needs (SEN) achieved higher outcomes than for Wales in almost all performance indicators and at all key stages in 2015. In the Foundation Phase and at Key Stage 2, outcomes for pupils with SEN were higher than the all-Wales means for all performance indicators. Also, in 2015 the outcomes for Key Stage 3 were higher than the all-Wales means for all performance indicators except Welsh. At Key Stage 4, SEN performance improved at level 2+ and outcomes were higher than all-Wales means in Level 2 English, Welsh and Maths.

The performance of pupils with English as an additional language (EAL) in Vale schools is good and in line with pupils' level of language acquisition. Most pupils were successful in achieving qualifications in their home language in 2016.

The performance of Looked After Children (LAC) in the Vale of Glamorgan in the Foundation Phase and key Stage 2 is good and many perform well compared to their peers across Wales.

The difference in CSI performance between eFSM and non FSM has decreased from 14.8% from 14%. While this improvement is positive, it remains an area of focus.

For the level 2+ threshold, the difference in performance between eFSM and non FSM is narrowing. It was 37.4% last academic year and 28.4% this year. While this is a significant improvement, it remains an area of focus.

We have worked closely with the Central South Consortium to improve the outcomes of vulnerable groups.

In all the main performance indicators across all phases, the performance of pupils entitled to free school meals has improved since 2012, albeit not always at the same rate as their peers. This has narrowed the difference in performance between pupils entitled to free school meals when compared with their peers. However, over the same period in the Foundation Phase, key stage 2 and key stage 4, the improvement trend for this group of pupils is less consistent than for their peers.

In general, girls continue to outperform boys in most areas. Whilst in many cases the difference in performance is comparatively small, there are a number of significant differences that need to be reduced. Challenge advisors are working with individual schools to identify specific strategies to further reduce this gender gap.

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## **Equality Objective 3: Make public documents easier for people to read and understand**

From time to time, we raise awareness of plain language guides.

We are thinking about how we can provide training on plain language.

We will look to put in place blended learning on plain language. We intend to offer this to all staff when we launch it. We will offer it to new staff when they join the Council as part of their induction. We will also make people aware of the guidance when they are doing other training such as report writing and minute taking.

## **Equality Objective 4: Help staff know more about equality law, and staff and the public to understand the needs of protected groups**

We continue to offer equality awareness training and from time to time training on the needs of specific groups such as deaf awareness training. We have e-learning training modules. These cover equality awareness, equality impact assessments, and transgender awareness.

We run equality impact assessment training every three years and as this was held at the beginning of 2016, we have not run another programme in this reporting period.

We continue to raise public awareness of public through:

- reception board, electronic boards, social media;
- working with other organisations.

## **Equality Objective 5: Seek the views of protected groups on proposed changes to policy, budgets and services**

We have an equality impact assessment process in place. This was reviewed and relaunched, with links to guidance, examples, and research to help officers carry out effective assessments.

We have a Communications Team that provides advice on engagement to services. The Communication Team keeps a list of organisations that we can talk to about the needs of protected groups to assist in this process. This helps services to find out about the views and needs of protected groups so that these shape policies, decisions and services.

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## **Equality Objective 6: Encourage people with protected characteristics to report hate crimes, harassment and discrimination**

We have put back in place our Community Cohesion Group. It has a renewed focus on community membership. We have established links with the Police Youth Volunteers to promote a youth voice in the Group's work. This helps to ensure that we can keep a check on tensions in the Vale and that we can respond effectively if they arise.

We created a Community Cohesion Group development plan to widen membership. We also wanted to better use online and social media platforms to generate community intelligence.

We present quarterly reports on hate crime by protected characteristic to the Community Cohesion Group. We hold regular tension monitoring meetings between the Community Cohesion Co-Ordinator and the Hate Crime Officer.

The Community Cohesion Group has supported new partnership working across the public and voluntary sectors. We deliver presentations at each quarterly meeting on different services and organisations to support knowledge exchange.

The Community Cohesion Co-Ordinator provided a data workshop detailing statistics on protected characteristics in the Vale at the December Community Cohesion Group meeting, raising awareness of 'hidden' communities.

The Hate Crime Officer has delivered outreach sessions in schools and prisons to promote awareness of hate crime and how to report incidents.

The Community Cohesion Co-Ordinator, Hate Crime Officer, and Community Engagement Officer attended a workshop in Barry on Islamophobia in November.

Vale of Glamorgan has merged with the Cardiff CONTEST (Counter Terrorism) Board to promote key officers' understanding of potential community tensions and trends concerning extremism.

The Community Cohesion Co-Ordinator will work closely with the Community Safety Managers to embed PREVENT into the Council's safeguarding agenda in 2018.

## **Anti-bullying in Schools**

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We work with schools to reduce bullying with a focus on vulnerable groups who are more likely to be victims of bullying. We have achieved this by:

- the monitoring of bullying incidents school by school;
- sharing this information with Challenge Advisers;
- the monitoring of bullying incidents by protected characteristics;
- the development of model bullying policies;
- support and challenge visits to schools as a result of data analysis followed up by review visits if necessary;
- the provision of model anti-bullying policies;
- suggestions for activities for anti-bullying week.

In addition:

- 7 secondary schools accepted the invitation to receive a drama presentation funded by the Children and Young People's Partnership [CYP]. The presentation involved a question and answer session with digital scenarios. The focus was verbal and emotional bullying as this has the highest reported incidence.
- We have mapped all the provision available for pupils who perceive that they have been bullied. This involves local authority and third sector interventions and strategies.
- A Stonewall representative has delivered training through the Safeguarding forum and has worked with the local authority on developing guidance for schools when dealing with transgender issues.
- We gave all schools suggestions for activities to be carried out during Anti Bullying Week.
- We visited schools where there were higher levels of bullying. As a result of the visit, these schools introduced new procedures and demonstrated a reduction in the number of reported incidents.

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Outcomes:

- The number of incidents of bullying has decreased by 43%; the number of pupils responsible has reduced by 8%; and the number of victims has reduced by 23%. These are considerable decreases since academic year 2014 to 2015.
- The number of incidents related to disability has reduced from 35 to 6.
- Schools are reporting that the numbers of verbal and emotional bullying have decreased considerably. The numbers of reported homophobic bullying incidents are very low. The numbers of incidents of racial bullying are low and have also decreased this academic year.

## **Equality Objective 7: Find new ways of reaching victims of domestic abuse and raise awareness of domestic abuse services in the community.**

We work closely with Specialist Domestic Services and Supporting People to ensure that victims of domestic abuse have access to help support and protection. This includes Refuge, Second stage and dispersed housing.

We also sign post to specialist services such as BAWSO, DYN Project, Rainbow Bridge and Live Fear Free.

We arrange training and awareness raising days and activities. These are widely advertised across the Vale of Glamorgan.

Atal y Fro advertise their services through social media, press, and awareness training events. It works with statutory and third sector to ensure their services are advertised to as many people as possible including the rural Vale.

We run campaigns and raise awareness throughout the year. We target certain events in the calendar such as the White Ribbon campaign, International Women's Day, 16 days of action, PRIDE.

We work across Cardiff and the Vale to ensure campaigns and awareness raising are ongoing. These will be face to face, engaging service users, social media, radio, television and the press. Information will also be on leaflets, letter heads and emails.

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During 2017, we held two conferences in respect of domestic violence and abuse, to understand what works well. As a result of these events, we have developed training in respect of domestic violence and substance misuse. We are in the process of recruiting someone to look at domestic incidents in the Vale. This will help to make sure that the right people access the right services and support at the right time. This will be needs led.

We reports quarterly and yearly to Welsh Government on our delivery plan and progress report on domestic and sexual violence. This report will include protected characteristics. We also report to the Community safety Partnership.

We work with the Older Person's Co-ordinator and the Vale 50+ Forum to increase visibility and services across the Western Vale. We are also working with the Community Safety Partnership to hold events in the Western Vale. Recently, we spoke at an event held by the Neighbourhood Watch co-ordinators in Llantwit Major. Atal y Fro has a good relationship with RAF St Athan and regularly hold awareness raising events in the Camp.

## **Equality Objective 8: Reduce the gender pay gap and improve employment opportunities for protected groups**

We have a workforce plan to help ensure the Council's employees reflect that of the community. This includes actions to reduce the gender pay gap. We look at data to check on progress.

The gender pay gap has reduced. On 1 April 2016, the gender pay gap was 8.88%. On 1 April 2017, the gender pay gap was 8.81%.

We are working to attract more young people to work with us as the proportion of young staff that we employ does not reflect the proportion of young people in our community. We have been using apprenticeships to do this.

We have offered and continue to offer a number of foundation apprentices to 16-24 years old, and have 20 apprentices currently in the Council. Apprentices from April 2016 to March 2017 were employed on an agency basis, rather than directly employed. We had 14 in this time period, all under 24 years of age.



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In our annual equality reports, we have reported on a range of employment information: pay for men and women; different age groups, gender reassignment, national identity, race and ethnicity, disability, sexual orientation, religious belief, marital status and Welsh language ability.

## **Other matters relevant to the general duty and specific duties**

You will see in [Appendix 4](#) that there are a number of ways in which services have collected data and promoted equality.

## **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.

In January 2017, we introduced a new process for carrying out equality impact assessments. It links to guidance, research and data. It only allows officers to start the process and they then have to contact the Equality Team for advice. We hope that this will improve the quality of the assessments.

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

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spend on services. As we do this, we think about how this will affect protected groups and we talk to them about it.

You can see our published [equality impact assessments](#) on our website.

## Training

We continue to provide a programme of short training sessions to make sure that staff knew about new equality law. We continue to offer e-learning modules. One of these tells staff the basic things they need to know about equality. Another tells staff how to assess the impact of their work on protected groups (equality impact assessments). A third gives people information about transgender issues.

People can look at these on the computer at their desks. They can also access them from home. This can make it easier for some people to do the training. We can monitor 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 also provide other types of training from time to time such as deaf awareness training, transgender awareness training, and lesbian, gay and bisexual awareness training.

## Show Racism the Red Card Campaign 2016 – 2017

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 deliver workshops to young people about racism and provide fun fitness sessions.

In 2016 - 2017, there were **65** workshops in **3** places of education, including:

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- 23 primary schools;
- 8 secondary schools;
- 1 pupil referral units / special schools.

They met with **2652** children and young people. After the workshops, **57%** of young people said that they had changed the way they treat others. Here are some of the comments they made:

“I am more careful about what I say.”

“I respect who they are and think about my actions.”

“I show them respect for their religion and the colour of their skin and when I see them mistreated I stand up for them.”

“Before you speak or think something about someone, think why? How will this affect them?”

“You can't tell the religion or culture of someone by the way they look.”

“How much words can affect people.”

“Think before I speak.”

“I said stop it.”

Following the workshop, **29%** of the children had seen racism and all of them told an adult.

We asked the other **71%** what they would do if they saw racism. Here is what they said:

“Tell my teacher”

“Report it.”

“I would ring the police”

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"I would instantly do my best to stop it or tell someone"

"I would tell someone"

We asked teachers how they felt after the workshops:

- **50%** said they were more comfortable to deliver anti-racism activities and workshops following the SRtRC workshops.
- **100%** of teachers either strongly agreed or agreed that the workshops encouraged positive discussion about racism between pupils.

Vale schools attended a Show Racism the Red Card Wales workshop event. This was held at Cardiff City Stadium. The event ended with a press conference with current and former professional players. They gave the young people who asked the best questions goody 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;
- advise on discrimination issues; and
- organise the annual anti- racism calendar competition for schools with an award ceremony for successful entrants.

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## **Anti-Discrimination Advice Service**

Between September 2012 and March 2017, we funded Citizen's Advice to provide this service for us. The service supported each of the protected groups. It was available one day a week in the office in Barry.

The confidential service offered:

- 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.

## **Gypsy and Traveller Reporting Forum and Reporting System 2016 – 2017**

For the last few years, we have had a Gypsy and Traveller Forum. We continued to support this. 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.

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

We monitored our site reporting system. When officers found out that 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.

Our Civil Protection Unit made first contact with Gypsy or Traveller families when they arrived in the area. They 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. If we needed to do a fuller welfare assessment, someone from our Housing Department did this.

During 2016 – 17, 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.

## **Disability Confident Scheme**

We are proud to be a member of this scheme which recognises employers who help disabled candidates into work and support employees if they suffer ill health during their working lives.

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**

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We are able to 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. We provide an Occupational Health service and a Counselling Service.

- **Raising awareness**

We arrange training to help staff know more about disability. We also advertise our commitment on our Staffnet and on posters in the building.

- **Reviewing the scheme**

We check regularly how the scheme is running and plan improvements. We recently met with the team from the Department for Work and Pensions and we are hoping to pilot a work experience scheme to help disabled job seekers to gain experience.

We are currently at the level of 'Disability Confident Employer' and hope to progress to 'Disability Confident Leader' in the future.

## **Adult Autism Advice (2016 – 2017)**

Over the past five years, the Adult Autism Advice Service Team has gathered information about available services. These services come from local authorities and external service providers. We can then signpost clients to these services and support them to access these services if there are barriers.

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By doing this work, we aim to help clients to access support or opportunities that are available to them, with or without a diagnosis. Without this low-level support, they may not have known about the service or felt able to access the service.

This work helps us to deliver preventative services that meet the requirements of the Social Services and Well-being (Wales) Act 2014.

The Adult Autism Advice service offers short-term, targeted intervention. This promotes the independence and autonomy of adults with Autism and Asperger's syndrome in a number of ways. It:

- provides a clear point of contact for information and advice;
- signposts to support from social services if they are eligible;
- signposts to other services in their communities if they are not eligible for support from social services;
- encourages adults to join social groups and get involved in local events and activities to reduce 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.

There are other ways in which we provide support.

- 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.



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- We support adults before, during and after the diagnostic process.

## **Vale 50+ Strategy Forum Strategy Forum 2016 – 2017**

The Forum speaks up for the needs of people aged fifty and over in the Vale of Glamorgan. Its members are in contact with many local and national working groups. The Forum has an elected group of members called an executive. They decide how the Forum works.

The executive meetings have now been opened for all forum members to attend. By attending, members can benefit from a range of interesting presentations on available services. Members can also have the opportunity to express their opinions on service developments and planning.

There are five task groups working to make sure that people over fifty are able to have good health, transport, housing and care. They try to make sure that people can learn new skills and do fun things to suit their needs. The Forum talks to the Council and Health Boards about the services they provide. The Forum also holds events every year.

The Council works closely with the Forum. It provides it with the support of an officer called the Older People's Co-ordinator. The Older People's Co-ordinator offers regular advice and support to the Forum, including written work.

The Council gives a small grant to the Forum for member's expenses and to pay for activities and events. The Forum uses the grant for:

- a magazine that has useful information for older people;
- a website;
- to buy equipment like printers and tablets for forum business and to teach older people how to use computers, tablets and smart phones; and
- out of pocket expenses.

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From time to time, the Council wants to know what people think about its plans. When it does, it plans different activities to find out what people need. This includes talking to the Forum.

## Forum Events

Age Cymru is a charity for older people. It set up an annual national arts festival called Gwanwyn. Gwanwyn is Welsh for the season of spring. It is held in May each year for older people to enjoy the arts.

The Forum held its own event on the 15 May 2016 called the 'The Vale Gwanwyn Arts Festival 2017'. It put on this event at the Old School House Sully. There were fun activities in and around the Old School including singing, guitar workshops, poetry, needle craft, jewelry making, calligraphy and shared reading. Shared reading is when a group of residents get together and take turns to read short pieces from books and poems. Everyone then discusses what was read and what they thought and felt about the piece. Those who cannot read can join in by listening and making observations on the written piece.

There was also training on the use of laptops, tablets and smart phones. This helps a wider range of people to use this kind of technology and to do so safely.

In June 2016, the Forum held an event for World Elder Abuse Day in one of the Vale's sheltered homes in Barry. It told people about organisations that work to keep people safe in the community. This included a domestic abuse service (Atal- Y- Fro); Police Community Support Officers (PCSOs); and the Fire Service. There were also guides on safety in the street and home, and the risks from rogue traders and on-line crime.

In September 2016, there was an event to celebrate International Older People's Day. There was a fashion show and a tea dance. People were able to take part in a whole range of fun activities. There were more than thirty stalls where people could get information and advice.

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## Publicity

Twice a year, the Forum publishes a magazine called 'The Herald'. It tells people about the Forum's work and things of interest to people over 50 years of age. There are also items on services and leisure activities.

The Forum also has its own website. This [website](https://www.vale50plus.org/) gives access to a number of social media sites. <https://www.vale50plus.org/>

## Supporting other projects

Members of the Forum have trained to be 'digital champions'. This means that they:

- teach people about on-line safety;
- how to use laptops, tablets and smart phones, including e-mail and the internet.

Some Forum members have trained to be Dementia Friends Champions. They volunteer to do this. They encourage others to help people with dementia live in the community. They give them information about what dementia is, what it is like to have dementia, and what they can do to help.

Two members of the Forum have been on the Age Cymru LIFT course. LIFT is the name of an activity programme. Its aim is to get older people active in their local community. The two Forum members can now offer weekly exercise sessions. A range of community groups can attend, including people with dementia. One of these Forum members has created a toolkit to help people avoid falling. He runs sessions on preventing falls to groups throughout the Vale. This member has also qualified to offer the Age Cymru Tai Chi sessions to older people.

Two Forum members have trained to be advisors for Llandough Hospital Information Centre. Forum members who are on the executive group have had training to be health and well-being advisors. They work to 'to make every contact count' (MECC). They promote healthy living, screening and vaccination services, and also work as high school mentors.

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You can join the Forum if you are over fifty and live, work or volunteer in the Vale of Glamorgan. If you would like to join, please contact:

John Porter,  
Older Peoples Strategy Coordinator  
Vale of Glamorgan Council.  
Telephone: 01446 709779  
E-mail: [jporter@valeofglamorgan.gov.uk](mailto:jporter@valeofglamorgan.gov.uk)

## **Dementia friendly communities**

Barry is working to become a dementia friendly community. This is to help people with dementia and their carers live happily in the community.

A group of workers and volunteers are helping people to better understand dementia. They want people to be able to give simple help to someone with dementia if they need it.

What is simple help? It can be:

- being patient, helpful and kind if someone who is confused at a till and holding up a shopping queue;
- asking someone who is confused if they need some help; or
- contacting the police if someone is lost.

We are asking agencies, services and businesses to become dementia friendly. We have started work in Barry. Other places that would like to become dementia friendly are Cowbridge, Dinas Powys and Penarth.

You can become a dementia friend by attending free training that lasts no more than an hour. You can also become a dementia champion and learn how to train new friends in free one day training.

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If you become a friend or champion you will get a badge to show this. More than this, you will have the pleasure of helping others.

If you run a business, agency, or activity group, you could work to be dementia friendly. You would do this by following a simple check list. You would get a certificate and window sticker to show this.

If you would like to help, please contact:

John Porter  
Older People's Strategy Coordinator  
Vale of Glamorgan Council

Telephone: 01446 709779

E-mail: [jporter@valeofglamorgan.gov.uk](mailto:jporter@valeofglamorgan.gov.uk).

## Vale Adult Learners Network

Training and education services for people in the Vale belong to this network. Every year, there is an event that offers people a chance to try out lots of fun activities. The network hosts an event for learners and trainers called the Inspire Awards. As part of the awards, people can put forward the names of good learners or trainers. These learners and trainers then get a certificate of merit. There are also additional awards for special merit.

If you know a learner or trainer who you think deserves an award, let us know. Please contact:

Debbie Lewis - Adult Education Development Officer

Email: [DJLewis@valeofglamorgan.gov.uk](mailto:DJLewis@valeofglamorgan.gov.uk)

Telephone: 01446 733762.

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For information on Vale adult learning 2017 – 2018 please use link below:

[Adult Community Learning](#)

## Arts Development

We ensure that all our arts work is accessible and promotes equality. We have a variety of arts events and activities so that a range of people can take part. Here are some examples of this.

### Art Central Gallery's 'Open Exhibition

The Art Central Gallery celebrated its tenth anniversary year in November. We held an exhibition called '10'. We showed over 200 different types of work by 91 artists. We accepted submissions from people of all ages, abilities, and backgrounds, enabling anyone who had an interest in creating art works to exhibit alongside arts professionals. These professionals were highly experienced and well known in their arts field. The exhibition embraced works by people with mental health and gender specific issues, older people, and young upcoming creative. It was a highly successful exhibition, attracting visitors from far and wide.

### Holocaust Memorial Day Exhibition - How can life go on!

In Britain, we have held Holocaust Memorial Day on 27 January each year since 2001. We have commemorated this event in the Vale since 2008. The Holocaust and genocides that followed still make us ask difficult questions. By embracing the national Holocaust Memorial Day Trust's theme we ask **How can life go on!** We asked visitors to think about what happens after such events and what we need to do today to avoid repeating and learn from past atrocities. Art Central Gallery exhibited quotations by those who had taken part in past Holocaust exhibitions. These powerful quotations, from different cultures and in their native languages including Welsh, English, French, Polish, and Romani. Others raised questions and made the audience think about the past,

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present and the future of humanity, how 'life goes on' despite the impact of past and current personal and world challenges.

## **Women's Arts Association Exhibition**

People across the world celebrate International Women's Day every year on 8 March since, 1911. The exhibition enables women at all stages of creativity, whether as a hobbyist or a professional, to show their work in a professional gallery and to mark this important occasion. In partnership with the Women's Arts Association, we bring women artists together from across Wales to combat isolation, address diversity and equality and promote women artists and their achievements for this occasion.

## **Cardiff & the Vale College End of year show**

We put on an event to show the art work of young people studying in Cardiff and Vale College. There was an impressive collection of art and design work. It showed their challenges and development over the course of their study.

The exhibition enables young upcoming artists to be able to show their work in a professional space. From all backgrounds it also provides an opportunity for them to develop personally professionally and attract sales and opportunities for future exhibitions.

## **Leisure Services 2016 – 2017**

We provide a number of schemes through our Sports and Play Development team.

### **Play**

#### **Families First Holiday Club**

In school holidays, we provide a number of play projects for children, young people and families. These include the Families First Holiday Club, which is a programme run for children and young people with a disability, complex needs or challenging behaviour.

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The Welsh Government Families First Grant is the main funding for this project which takes place in Ysgol Y Deri. The children and young people who attend the Holiday Club are aged between 4-19 years.

It can require a number of specialist services including one to one support, personal care, a nurse to administer medication, transport and specialist equipment. Where possible, the Play Team will support children, young people and families to access the appropriate support to ensure we meet their individual needs whilst attending the project. In total, children and young people used this on 1593 occasions.

## **Playschemes and Play Rangers**

During the summer holidays, we run Playschemes and Play Rangers in local communities in community centres, church halls, sports halls, schools, parks and open spaces. We run the Playschemes and Play Rangers on an open access basis for children and young people aged 5 -14 years. To run the Playschemes and Play Rangers, we mostly use funds from Town and Community Councils, United Welsh Housing, section 106 funding and Council funding. The Play Ranger project is delivered in partnership with the Parks Department to increase access to various parks across the Vale by children and young people.

## **Special Events and Family Fun Days**

The Play team supports a number of partners and organisations to deliver special events and family fun days across the Vale. These include the Vale of Glamorgan Show, Eats Beats and Treats, Kids Day Out, the Rotary Club, and the Barry Weekender alongside the Vale Events Team, as well as Family Information Service, the Foster and Adoption Team, Communities First, Safer Vale Partnership and local communities.

## **Sports Development**

The Sports Development Team run a number of inclusive programmes that target groups of people with protected characteristics as well as groups of people where there is evidence of low participation rates. We are proud of the equitable environment provided



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through a number of partnerships and joint working. Here is some further information about each project.

## **Dragon Sports Scheme**

The aim of Dragon Sport is to improve primary school children's ability levels in sport. This includes balance, co-ordination, agility and spatial awareness as well as increasing the number of primary school children taking part in sport or physical activity. The scheme promotes after school sport and physical activities where pupils can attend a fun sport session. These after school clubs are then linked to local community opportunities so that pupils can take part outside school hours.

The scheme is aimed to include pupils of all abilities to take part in the activities; this is made possible by the knowledge of the Sports Development Team.

Every school in the Vale has the opportunity to take part in Dragon Sport Activities with the support of the Sports Development Team. This includes Special Educational Needs schools or specific sessions for children with special educational needs.

There is a primary school sport festival calendar that runs alongside the Dragon Sport Programme where we invite schools to bring teams to compete in tournaments or non-competitive festivals. At certain festivals, we aim to involve inactive groups or groups of people who do not usually get an opportunity to represent their school. Below is a list of some of the opportunities that took place in the Vale last year.

- Girls' Primary School Football Festival
- Cross Country Championships
- Primary Schools' Hockey Festival
- Vale Wide Primary Schools' Netball Festival
- Vale Quad Kids' Festival (Athletics)
- Year 3 and 4 Multiskills Festivals
- Year 5 and 6 Multiskills Festivals

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## **'5 x 60' Scheme**

The '5 x 60' Scheme is for secondary school pupils. It offers sport or physical activity opportunities during lunchtimes and after school. The aim of the scheme is to increase participation rates for pupils who are inactive or hard to reach.

We provide a large range of activities in each secondary school throughout the Vale. We choose activities that lots of children have attended in the past. We also consult with pupils to find out which activities they want us to run.

Each secondary school in the Vale will have sessions specifically targeting one or more of the following groups: Girls, Disability, certain year groups etc.

As well as specific sessions, the '5 x 60' scheme in the Vale prides itself on creating inclusive environments where anyone can attend, this includes girls, disabled pupils and Black and minority ethnic pupils. They feel at ease to take part in physical activity due to working with the '5 x 60' officer in that school.

The '5 x 60' Scheme also provides a range of festivals and competitive opportunities which include Girls' Football, Girls' Rugby, Dodgeball, Badminton and many more.

## **Leadership**

### **Young Ambassador Scheme**

To go alongside the Dragon Sport and '5 x 60' Scheme, the Sports Development Team has created a strong leadership programme for people in the Vale of Glamorgan.

We recognised that pupils in primary and secondary schools could take on a large amount of responsibility in shaping how sport and physical activity looks in each of their schools. Through these findings, the Young Ambassador Scheme has flourished.

Young Ambassadors aim to:

- increase participation and healthy lifestyles;
- promote the positive values of sport;
- be an ambassador, role model and young people's voice for PE and school sport.

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In primary schools, we have identified Bronze Young Ambassadors and helped them to develop appropriate skills to do the job. They must meet standards by the end of the school year. This includes options that will improve physical activity levels in the school. The Ambassadors can act as a pupils' voice so that the school listens to their ideas and acts on them.

Pupils in secondary schools can apply to be Silver Ambassadors (Year 9) and Gold Ambassadors (Year 10 upwards). They have more complex standards to meet. They also take on more responsibility.

The standards for each level of Young Ambassador include actions on how the school can become more inclusive. The standards target specific groups and provide more opportunities for them.

The Young Ambassador Scheme prides itself on being fully inclusive and offering all pupils the opportunity to apply for the scheme. Each school can nominate one boy and one girl to promote equality. Numerous disabled and Black or minority ethnic pupils have been successful in representing their school as a Young Ambassador.

## **Coaches of the Future Scheme**

'Coaches of the Future' is part of the Vale of Glamorgan's Olympic legacy programme to help inspire a generation of participants and coaches.

Open to 16 – 19 year olds in the Vale of Glamorgan, the programme aims to provide an introduction to coaching and volunteering in sport, dance and other physical activities. It provides training and hands on experience of coaching in schools and the community.

The Scheme has been running for a number of years and has seen a number of coaches with protected characteristics completing the scheme.

## **Leaders' Courses**

The Vale Sports Development Team offers a range of leadership courses for potential coaches. These can be modified to suit the learner's needs. Many people have attended these courses over the past year, with a wide variety of learners attending.

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## Disability Sport

In 2015, the Vale of Glamorgan Sports and Play Development Department presented detailed information to Insport. It demonstrated commitment to inclusion, embedded inclusive principles into planning, provision and policy. As a result, we received the Insport Development Bronze standard award. Insport is a National Programme aimed at all Sport Development Departments in every local authority.

The Disability Sport Wales Development Officer post is a part time role. We receive grant funding to support this role. The aim of the role is to work with a number of partners and organisations to increase the amount of disabled people taking part in Sport and Physical Activity. A number of partners and organisations work with the Disability Sport Wales Development Officer. These include schools and community clubs. The Disability Sport Wales Development Officer can offer advice on ways to be inclusive. The officer can also help people to develop skills to lead disability sport activities.

We have run a number of Disability Awareness courses. These range from Disability Inclusion Training, Active Kids for All (school staff), and Autism Awareness Training for Sport Leaders.

There are 50 different types of sport clubs and groups that offer disability specific or inclusive sport opportunities in the Vale of Glamorgan. A number of these clubs have achieved Insport Clubs Accreditation:

- 1 Club has achieved Silver Standard
- 6 Clubs have achieved Bronze Standard
- 7 Clubs have achieved Ribbon Standard

We run Swimability Lessons in Barry Leisure Centre, Penarth Leisure Centre and Llantwit Major Leisure Centre. These lessons teach swimming to children aged 5 upwards.

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Through partnership working with the Disability Sport Wales Talent ID Programme, we have identified talented athletes and passed on this information to the Talent ID Officer. The scheme offers these athletes high class training, mentoring and additional advice.

The Vale of Glamorgan Sports and Play Development department prides itself on creating equitable opportunities for disabled people to take part in sport. We make sure this happens in an environment that suits a range of individual needs.

## **Women and girls**

As part of our sports plan, we have a plan called 'Girls on the Move' to get more girls involved in sport. This is a priority for one of our funders, Sports Wales, and for our own sports plan. We worked on projects such as cheerleading, tennis, fitness, girls' football, rugby, and dance. We also ran the March on Girls campaign. This was to encourage girls to take part in activities. There were 13 clubs that took part. As a result, 91 new women and girls took part in 43 sessions in the local clubs during March.

The School Sport Survey showed the following:

- 48% of girls in the Vale took part in sport at least three times a week;
- 69% of girls compared to 71% for boys in primary schools took part in any club sport at least once a week;
- 62% of girls compared to 72% of boys in secondary schools took part in any club sport at least once a week.

The difference in the percentage of girls and boys of primary school age taking part in sport once a week is quite small. The difference in the percentage of girls and boys of secondary school age taking part in sport one a week has grown. However, compared to national figures, the number of girls of secondary school age who took part in sport is good. We will continue to work on projects for girls in this age group to close the gender gap.

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## **BME community**

Anyone can join in our sports activities. However, we have helped some groups apply for Community Chest funds to run projects for Black Asian and minority ethnic groups. For example, the Sports Development Team assisted the Rainbow Women's Group to get funds for Bollywood dance sessions for females from an ethnic minority background. We also had weekly women only swimming sessions in Barry Leisure Centre.

## **Tackling inequality**

We manage the Community Chest fund. We get this from Sport Wales. Clubs can apply for money to increase sports opportunities in the community. The clubs can use some of this money to deal with inequality. This helps to improve opportunities for different groups including:

- people who are Black, Asian or from ethnic minorities;
- women and girls;
- disabled people; and
- people from deprived areas.

At least 9 projects were targeted inequality. This included projects that gave more opportunities to disabled people, females, and females from an ethnic minority group.

## **Promoting sports**

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.

## **Exercise Referral**

We run an exercise referral scheme. This is where doctors refer people to us to help them recover from illness or injury. The scheme is open to everyone and attracts significant use from protected groups.

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## **Parks**

We are proud that we have seven 'green flag' parks. We have to show a commitment to equality as part of the assessment to get a green flag for a park. We have done different things in different parks to achieve this. Things we have done include:

- improving access for disabled people;
- providing specialist play equipment;
- providing work experience opportunities for protected groups, such as those with learning difficulties.

## **Working as a Stonewall Diversity Champion**

We continued to be a member of Stonewall's Diversity Champions Programme in 2017. With Stonewall's help, we developed an action plan to improve the workplace for lesbian, gay, bisexual, and trans people. This helps us to make sure that we treat them fairly when they are employees or applying for jobs.

## **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.

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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.

## **The Workforce Plan (2016 – 2020)**

A new workforce plan has been put in place in 2016 (previously Workforce Plan 2013-2017). 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.

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.

As part of the workforce plan, a strategy has been approved to look at increasing the number of employees aged 16 – 24. The focus will be on the development of an apprenticeship scheme in partnership with Cardiff and Vale College.



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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 continued 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](#).

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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 5](#) of this report. There is also an action plan ([Appendix 6](#)). It shows what we have done since the previous 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.

We have improved our data on Welsh language. We surveyed all our staff to get up to date information on Welsh language skills. This was to meet the Welsh Language Standards set out from 1 April 2016.

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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. 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.

## How to contact us

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

Equality Team  
Performance and Development  
Resources  
Civic Offices  
Holton Road  
Barry  
CF63 4RU

Email: [nhinton@valeofglamorgan.gov.uk](mailto:nhinton@valeofglamorgan.gov.uk) or  
[ljbrown@valeofglamorgan.gov.uk](mailto:ljbrown@valeofglamorgan.gov.uk)

Telephone number: 01446 709362.