



Vale of Glamorgan Council's Annual Equality Monitoring Report

2015-2016



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Introduction

This report tells you about our equality work between April 2015 and March 2016. 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 in 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 aims to show how we will make further progress.

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

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.

We have since added some new service areas:

- registration;
- council tax; and
- youth service;
- communications; and
- complaints.

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When we looked at the information gathered, we considered:

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

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

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

We continue to take a similar approach.

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.

We have reported on the same service areas as we did for 2014 – 2015. The only exception is Public Protection. There has been a restructure of this service area. It has become the Shared Regulatory Service. It provides a service to three different councils now, including our own. Given this major change, we have not been able to produce data for this reporting year.

A new form was introduced this year to gather the information needed for the report. It encourages services to show how they have used the information to make improvements to services.

The Library Service has used the information to improve its service for those who want books in languages other than English. It has also used it to think about how to set up community libraries.

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Adult and Children Services have found that the information on age, gender and disability is particularly useful in planning services.

Housing uses equality information for equality impact assessments. These are carried out when Housing is providing new services and when it stops providing or changes services. These assessments help Housing Services to think about and the needs of protected groups when there are change to services.

For Housing Benefit and Council Tax, age and disability are important for working out benefits. It helps to monitor caseload and trends. This assists with planning for Council Tax Reduction as this is now a local scheme, and no longer fully funded by central government. This information also helps to plan for the impact of other welfare reforms which, in turn, may impact on the discretionary housing payments budget.

The Youth Service has used the trend of equality data from a number of years to identify a need for disabled young people. It has put in place a disability youth club at Ysgol Y Deri for young people with disabilities.

The Registration Service carries out a customer survey and asks people to complete an equality form at the same time. Unfortunately, the equality information has not been used with the survey comments. This means that it could not analyse the results by protected characteristic. However, this will be sorted out so they can do this in the future.

The Corporate Complaints Service has carried out a customer survey. It has looked at the outcome by protected characteristic. The information is being used to make improvements to the service. For example, it was noted that most people returning the equality form were older women. To encourage more young people to use the complaints process, the Service will promote the mobile app and the on-line complaint form. It is doing this because it is likely that younger people are more likely to make a complaint in this way.

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The Communication Team collects equality data when they carry out surveys. They often do this on behalf of other Services and so it is the Services that will use the data to make the improvements. During 2015 / 16, it carried out 25 surveys. They have regular engagement with protected groups, such as the Vale 50+ Forum, Vale youth Forum and the LGBT Coffee Group. They make sure that people can easily read the surveys and they ask them for equality information at the same time. They work out who is has an interest in the service and then contact them, including protected groups.

Reasons for not collecting relevant information

Some of the reasons for not collecting information include:

- staff asking users for personal information face-to-face;
- users not wanting to complete another form on top of a long application form;
- concern that limited surveys do not reflect a true picture.

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

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

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

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

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- 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.

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

1. Collect and publish data to see which people from protected groups are using, or are not using, our services. Use this information to improve how people can use services.

We introduced a corporate form for collecting data so that there is a consistent approach across our services.

We have worked with a group of core services to collect and analyse information about protected characteristics each year. We have increased the number of services that report in this way in the last four years.

We provided data analysis training to help services use this information more effectively.

Every year, we report on data that shows which protected groups are using our services. We put this report on our website. We have improved this information each year.

2. Improve advice on how to write for the public so that people can understand the information we give them.

We have improved our guidance and put it on a web page for staff to use.

We have told staff about it through various briefings.

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We are updating a training course on using plain language. The course will tell people about this guidance.

3. Help staff understand the public sector equality duties. Help staff and the public to understand the needs of people with protected characteristics.

We carried out an equality training needs analysis and put in place a training programme to meet the needs of staff.

We developed training courses, e-learning modules and written guidance so staff can find out what they need to know about equality law.

We tell the public about matters that affect people from protected groups. We do this in a number of ways including by using posters in our Reception area, promoting campaigns on social media, using TREV (The Reassurance and Engagement Vehicle) in communities, and attending events.

4. Put in place advice on how to engage and consult with people from protected groups about changes to services.

We put in place new guidelines for engaging with people. We agreed to use the National Principles of Public Engagement in Wales.

We talk to people and ask them what they think when we are making changes to services. In particular, we engage often with Vale 50+ forum (our older people's forum) and the Youth Cabinet.

5. Increase use of the hate crime helpline and the complaints system to report harassment and discrimination.

We have put up posters, told people about hate crime at meetings and events, and on our website. We check how many reports of hate crime there are.

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We promote the Victim Support Helpline since the Welsh Government funded it to run a national service for Wales.

We have started to look at how many complaints we get from people with protected characteristics. We report on this.

6. Increase awareness and confidence in use of domestic abuse support services.

We work in partnership with Atal y Fro and others. We have put in place a plan to prevent domestic abuse, support victims and increase awareness and reporting.

We have run campaigns like 'Behind closed doors' and White Ribbon' campaigns.

We have put in place a workplace policy to support managers and staff to deal with domestic abuse.

We are working on improving data.

7. Develop a workforce plan with actions to reduce the gender pay gap and check on progress.

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 in the last two years from 9.95% to 9.80%.

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.

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Strategic Plan 2016 – 2017

Towards the end of 2015, we reviewed our equality objectives and updated our [Strategic Equality Plan 2016 - 2020](#). People told us that they wanted us to continue working on the areas that we had been working on in the 2015 – 2016. 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.

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.

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

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

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

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

Training

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

As a result of this, in 2013, we launched a programme of short training sessions to make sure that staff knew about new equality law. We continue holding sessions regularly so that more of our staff can attend.

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

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

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

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

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

Between January and April 2016, we ran a programme of equality impact assessment training. A total of 121 officers attended these sessions. We ran this training again in

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January 2017 for people who had not attended the earlier sessions. An additional 20 officers attended the training.

Show Racism the Red Card Campaign

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

In 2015 - 2016, there were 77 workshops in 33 places of education, including:

- 27 primary schools;
- 4 secondary schools;
- 2 pupil referral units / special schools.

They met with 2,347 children and young people. After the workshops, 62% of young people said that they had changed the way they treat others. Here are some of the comments they made:

“I now have more respect for them”

“I am more calm”

“Nice and treat them the same”

“Nice, respectful, kind”

“Kind and harmless”

“Nice like I want to be treated”

“Think before I speak.”

“I treat my friends the way I would like to be treated”

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Following the workshop, 5% of the children had seen racism and all of them told an adult.

We asked the other 95% what they would do if they saw racism. Here is what they said:

“Tell my teacher”

“Report it.”

“I would ring the police”

“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:

- 72% said they were more comfortable to deliver anti-racism activities and workshops (Show Racism the Red Card gives them resources to do this);
- 81% of teachers either thought that the workshops encouraged good discussion about racism between pupils.

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

Race Equality First

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

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- continue to provide a group for lesbian, gay, bi-sexual and trans-gender people;
- continue to support the Rainbow Group and enable it to become independent;
- set up a Taxi Drivers' Forum in the Vale to address and advise on discrimination issues; and
- organise the annual anti- racism calendar competition for schools with an award ceremony for successful entrants (12 schools entered with six successful entries).

Anti-Discrimination Advice Service

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

The confidential service offers:

- free and fair advice;
- casework handled by experienced workers who have had training on discrimination;
- a drop-in service on Thursday mornings;
- advice at other times.

The Rainbow Group

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

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

Unfortunately, this group no longer meets.

Gypsy and Traveller Reporting Forum and Reporting System

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

- Cardiff and Vale University Health Board;
- Community Safety;
- Environmental Health;
- Estates;
- Legal Services;
- Pupil Support services;
- South Wales Police Minority Support Unit.

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

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

We continued to have a service level agreement with the Cardiff Gypsy and Traveller Project. This organisation made the first contact with Traveller families when they arrived in

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the area. It found out about matters such as welfare needs and length of stay. It gave this information to our contact centre to pass on to members of the forum.

During 2015 – 16, we kept membership under review to make sure we knew which people to contact in each organisation. This allowed us to continue working effectively where issues arose.

The Two Ticks Scheme

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

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

- **Accessible interviews**

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

- **Interview location**

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

- **Developing abilities**

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

- **Supporting employees**

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

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- **Raising awareness**

We arrange training to help staff know more about disability.

- **Reviewing the scheme**

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

This scheme has changed and has been replaced by the Disability Confident Scheme. The scheme has different levels. We are at the 'Disability Confident Employer' level.

Adult Autism Advice

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

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

- We provide them with a clear point of contact for information and advice.
- If they are eligible for support from social services, we direct them to those services.
- If they are not eligible for support, we signpost them to other services in their communities.
- We encourage them to join social groups and get involved in local events and activities. This helps to reducing the risk of crisis and mental health problems.

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

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

Short term projects

We carried out short term projects to improve independence and well-being. For one of these projects, we worked with Pedal Power to help adults get access to cycling. For another project, we worked with musicians from the Welsh National Opera. They helped us to put on a special "accessible" chamber music concert.

Vale 50+ Strategy Forum Strategy Forum

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.

There are five 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 board about the services provided. 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;

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- a website;
- to buy equipment like printers and tablets; and
- to teach people how to use computers and smart phones.

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 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 - the 'The Gwanwyn Arts Festival'. It put on this event with 'Golau Caredig' – the extra care home. Extra care is housing that supports people with extra needs. They may have a disability or dementia.

The Gwanwyn festival gave people a chance to try arts, crafts and other activities. There were sessions on dancing, singing, Nordic walking, cycling for all despite disability, and Tai Chi.

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 2015, the Forum put up a display on World Elder Abuse Day in Barry Library. It was there for seven days. 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 2015, there was an event to celebrate International Older People's Day. The Forum used it to celebrate its ten year anniversary. There was a fashion show and a tea

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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.

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 gives access to a number of social media sites.

Supporting other projects

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

- teach people about on-line safety; and
- 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 this for the community.

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-

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being advisors. They work to 'to make every contact count' (MECC). They promote healthy living, screening and vaccination services.

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

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.

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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.

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.

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

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Telephone: 01446 733762.

Here is the latest [Adult Learning Prospectus for 2016 - 2017](#).

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.

Holocaust Memorial Day 2015

Each year, we hold an exhibition at Art Central to mark Holocaust Memorial Day. We usually hold it on 27 January. This is the day when troops freed prisoners from Auschwitz-Birkenau in 1945. In the United Kingdom, we have been marking this day since 2001. It helps us to remember the Holocaust and other genocides.

The theme of the Holocaust Memorial Day Trust for 2016 was 'Don't Stand By'. We worked with conflict and war artist Nicola Tucker to hold workshops in our primary schools. The outcome was an art installation of flames with quotes by the children. These quotes were inspiring and made people think about what had happened.

We showed a film created for the National Holocaust Memorial Day Trust. It was for their project called 'Flames for Humanity's Heroes'.

We put on a show of work by respected artist George Little. His paintings capture life in Swansea during the horrors of the World War 2 blitz.

We put up the posters that children in Vale schools created for the Race Equality First calendar. The theme for 2016 was 'we are one human race'.

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Women's Arts Association Exhibition

Each year, we celebrate International Women's Day on 8 March. To mark this event, we work with the Women's Arts Association. We hold an open exhibition for women from across Wales. We show multi-media art works and celebrate their individual achievements. It celebrates diversity and equality and promotes the advancement of women's rights.

The Women's Arts Association celebrated its first annual International Women's Day festival thirty years ago in 1987. This vibrant organisation addresses the isolation and exclusion experienced by women in the arts and the wider community.

Night Out Theatre

The Arts Council of Wales (ACW) has a 'Night Out' scheme. It works with the local authorities in the Vale of Glamorgan. The arts development service promotes the performing arts to communities across the Vale. It also helps groups of volunteers bring high quality arts opportunities to their local area.

Community groups (known as Promoters) can choose from a huge range of great professional performers. They can deliver music, drama, dance, poetry and many live arts productions. They are suitable for small community venues, village halls and other non-traditional venues. Working with the Arts Development Service and the Night Out team guarantees against loss for events. We pay the performer fee and the community promoter pays back ticket income made at the door. We support productions so that economically and socially challenged communities can engage in the arts.

The promoters are free to book a wide range of professional artists. We support the performer costs so there is less of a risk for promoters. The more money promoters make, the more funds become available for further opportunities.

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Leisure Services

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

Play

In school holidays, we run play schemes. To help us do this, we get funds from our Council, and town and community councils. We also get funds from a government scheme called Families First.

We use the Families First money for disabled children and young people. We provide them with opportunities to play and support them in a number of ways. We help them by providing things like:

- one to one support;
- personal care;
- a nurse to meet medical needs;
- transport;
- specialist equipment.

We also run other play schemes that all children can take part in.

During the school holidays, disabled children and young people took part in the disability play scheme and a scheme for teenagers on 1593 occasions.

Sports

We run a number of programmes to appeal to everyone. We also target groups who do not get involved in sport as much as others. Here is some information about these projects.

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Dragon Sports Scheme

This scheme is to get more primary school children to join in sport after school and in the community. We make sure that everybody can join in.

The scheme is open to special schools, including Ysgol Y Deri.

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

'5 x 60' Scheme

This scheme is for children in secondary schools. It encourages them to join in sport in after-school clubs and community clubs. Again, we target those who do not normally take part in sports, although everyone is welcome to attend.

When we plan activities, we think about how to get more girls and disabled young people to join in.

Disability

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

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

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There are 47 groups and clubs that offer sports that disabled people can join in or which are especially for disabled people. A number of these clubs achieved Insport accreditation:

- 4 clubs achieved Ribbon standard;
- 7 clubs achieved Bronze standard;
- 1 club achieved Silver standard.

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

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

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

Women 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 2015 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;

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- 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 one 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.

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.

Tacking 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.

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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.

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.

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.

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We call this occupational segregation. It often plays a part in there being a gap between the pay of men and women – a gender pay gap.

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

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.

In 2015 / 16, 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 1st 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:

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