The Vale of Glamorgan Council's

Annual Equality Monitoring Report

2013 - 2014

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Introduction

This report tells you about our equality work between April 2013 and March 2014. 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 Strategic Equality Plan.
http://www.valeofglamorgan.gov.uk/en/our_council/equalities_strategic_equality_plan.aspx

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

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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.

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

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

We belong to equality networks so that we know about the latest issues and guidance. For example, we belong to the networks of the Equality and Human Rights Commission and Welsh Local Government Association.

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Steps taken to identify and collect relevant information

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

In 2011, we looked at information from key services:

- libraries;

- housing;

- public protection;

- housing benefit; and

- social services.

In 2012, we added some new service areas:

- registration;

- council tax; and

- youth service.

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

When we looked at the information gathered, we considered:

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

- the systems used to gather the data; and

- sample reports.

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.

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

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Service Area: Libraries

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

How the data was collected and used

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

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

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

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

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

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

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

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

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

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

Current situation

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

Comments

We have plans to use the data more meaningfully in the next year. At the moment, we are asking people about library services. This will give us information to shape library services in the future. This may affect the profile of library users.

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Service Area: Housing Benefit and Council Tax Reduction

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

How we collected and used the data

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

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

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

We update data on age and disability as we know about it. This happens when we get an application or someone tells us about a change of circumstances. The data we looked at for this report is at the 31 March 2014.

Current situation

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

Comments

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

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Service Area: Social Services- Adult Services

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

How we collected and used the data

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

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

We have analysed the data we have on age. We have particularly looked at demand levels within the age groups. Work is ongoing. We have compared the quality of the data for both years. We monitor data on age and category of the service user in the case management process. We are making plans to improve data collection.

Current situation

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

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

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

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

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

Comments

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

Strengths:

- The team monitors records regularly.

Areas for improvement:

- The quality of the data.

- Recording and updating data.

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Service Area: Social Services - Children and Young People Services

Protected characteristics collected

2011 - 2012	2012 - 2013	2013 - 2014
Age Sex Race Disability Religion Welsh Language	Age Sex Race Disability Religion Welsh Language	Age Sex Race Disability Religion Welsh Language

How we collected and used the data

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

We have compared the quality of data recorded for this reporting year and the last. The number of open cases has reduced due to changes in procedure. We monitor the age and gender of children, and where relevant, their disability. We do this as part of the case management process. We can see that we are not recording equalities data in a consistent way.

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

Current situation

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

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

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

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

Comments

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

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Service Area: Development Services (formerly Public Protection)

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

How we collected and used the data

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

- food safety;

- dog warden;

- health and safety;

- licensing;

- noise pollution;

- pest control;

- pollution control;

- private sector housing; and

- trading standards.

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

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Current situation

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

Comments

We plan to extend the customer survey. We want to ask more customers what they think to see if we get a more varied response.

In next year's report, we plan to include information on other services. We will include information on the Country Parks Service. We will also report on the Concessionary Bus Pass Service at it has moved to our service area.

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Service Area: Youth Service

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

How we collected and used the data

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

Here are some examples of the services we provide.

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

- We run youth club activities for Welsh speakers.

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

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

Current situation

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

- 21.4% of members have some knowledge of Welsh or are fluent Welsh speakers

- 56.3% are male

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- 43.7% are female

- 72.4% are white

- 12.8% have indicated that they have an inclusion or disability characteristic

- The majority are between 15 and 19 years of age

Comments

Next year, we will analyse the data in more detail.

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Service Area: Housing

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

How we collected and used the data

We collect data in the following areas:

- Homes4U applications

- Housing Management

- Homelessness

- Supporting People

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

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

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

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

Current situation

We ask our service users about each of protected characteristic of our service users. We have made improvements to our database so we can report on this for new tenancies from April 2014.

Comments

We want to begin to analyse the data we collect for Homes4U and Housing Management.

We could look at the characteristics of people who use the Housing Advice or Homelessness services.

We could use this information to make service improvements.

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

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Service Area: Registration

Protected characteristics collected		
2011 - 2012	**2012 - 2013**	**2013 - 2014**
Not applicable	Age Sex Race Religion Disability Pregnancy and maternity Welsh language	Age Sex Race: ethnic group Race: national identity Disability Sexual Orientation Religion/belief Pregnancy/maternity Welsh Language

How we collected and used the data

People register marriages, civil partnerships, births, deaths, citizenship and historic certificates with us. When they do, we ask them to complete a satisfaction survey. As part of this, we ask them about their protected characteristics.

Current situation

We have not yet analysed the data we have collected so far.

Comments

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

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Service Area: Complaints

Protected characteristics collected		
2011 - 2012	**2012 - 2013**	**2013 - 2014**
Not applicable	Age Sex Race: ethnic group Race: national identity Disability Sexual Orientation Religion/belief Gender Reassignment Pregnancy/maternity Welsh Language (from 1 January 2013)	Age Sex Race: ethnic group Race: national identity Disability Sexual Orientation Religion/belief Gender Reassignment Pregnancy/maternity Welsh Language (to 31 December 2013)

How we collected and used the data

In February 2014, we sent a survey to people who had made a complaint in 2013. We wanted to know how satisfied they were with our service. As part of this, we asked people about their protected characteristics.

There was a 27% response rate for the data. Of those that complained, 37% said their activities were limited a lot or a little through disability. 5% described their Welsh language abilities as good or fluent.

Current situation

We ask our service users about each of their protected characteristics. In the future, we will monitor the data as we go along. This will mean that we can report on the financial year as well as the calendar year.

Comments

In future, we will analyse data by comparing it to census data. If we find other data that is relevant, we will use this too. We will think about whether the people making complaints are representative of the local community. We will then think about how we can address gaps that we identify.

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Reasons for not collecting relevant information

Some of the reasons for not collecting information include:

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

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

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

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

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

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

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

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

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

- We consulted with our own staff and the public.

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

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

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

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

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

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

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

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

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

We show our progress in the table below.

Summary of Progress with Equality Objectives	
Council's objectives	**Progress**
Collect data and monitor access to services	• We developed a form to collect data. We based our form on the one that the Welsh Government had developed. • We surveyed staff in the summer of 2013 (computer survey and paper forms). • We worked with a number of services to gather information on service users. These services were libraries, housing, public protection, housing benefit, and social services.

	• We are now working with the Youth Service, Council Tax and Registration Service as well. • We also intend to monitor our complaints system and extra areas in Development Services. • We must be careful to store information safely and in confidence, with data protection processes and training in place.
Improve access to public documents	• We reviewed the guidance we have. We looked for ways to improve it. • We carried out some research to see what we should include in the guidance. • We began to redraft our guidance.
Raise awareness of equality responsibilities and needs of protected groups	• We found out about our training needs with a survey. • We planned what we needed to do to meet those needs. • We arranged short training sessions and e-learning. • We held training sessions in the places where teams work if they cannot attend central sessions. • We arranged training on the needs of specific protected groups. Examples include awareness sessions on the needs of lesbian, gay and bisexual people, transgender people and deaf awareness training. • We continue to provide Show Racism the Red Card workshops in schools and youth clubs.

	• We support the annual schools calendar competition with Race Equality First.
Involve different groups of people when developing, reviewing or changing policy or services	• We have produced new guidance on how to engage. • We engage with people to help us understand the impact of our work.
Encouraging more reporting of harassment and discrimination (hate crime)	• We have reviewed our system for reporting hate crime. We have worked with staff in community cohesion, Safer Vale and our contact centre to help us do this. • We have delivered hate crime training.
Increase awareness and confidence in use of domestic abuse support services	• We have a strong relationship with Atal y Fro. It is the only domestic abuse service in the Vale of Glamorgan. • We tell people about this service when we go out in the community. We tell them about where they can go for help. • We produce and circulate posters on domestic abuse. • We have a domestic abuse workplace policy. We have trained managers on this policy.
Develop an action plan to reduce the gender pay gap	• We have a job evaluation scheme in place. • We have put actions in the workforce plan to help us reduce the pay gap. • We have agreed with the trade unions to look at this issue in more detail.

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Other matters relevant to the general duty and specific duties

Engagement

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

Events

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

Who we involve

We try to target the residents who will be most affected by changes in the work that we do. We include people from protected groups. We find these people by using a directory of local groups. This gives us a varied response.

Other organisations

We shared feedback with Local Service Board partners. We did this to help inform the work of other organisations in the Vale. We also set up a shared Local Service Board citizen's panel (Vale Viewpoint). This helps us to coordinate our consultation work with our partners. It also means that we ask groups and individuals to take part in fewer surveys and meetings.

Internal groups

There are a small number of service user groups. For example, there is a disability sport user group. There is also an older person's group who we consult with regularly. We consult with these groups when it is appropriate.

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Principles of engagement activity

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

Recent engagement

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

Areas to improve

We would like to involve an even wider range of protected groups in our work, for example, gypsies and travellers. We have not yet succeeded in engaging with this particular group.

What are we doing to improve

We put in place a new public engagement strategy. Our Local Service Board supports this strategy. This will help us to coordinate our engagement work. It will also help to make our engagement activity consistent across the Vale. We are trying to make our online surveys more accessible. We are using more images to help people who are less confident reading. We publish our surveys in lots of formats to try to reach as many people as possible.

Equality Impact Assessments

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

We continue to support managers to think about their work in this way. We provide training on how to carry out assessments. There is an e-

learning module for people to learn on-line how to do it. We ask them to show their thinking in a formal record that we can publish.

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

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

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

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

Training

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

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

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

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

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

We have arranged other types of training this year. This includes deaf awareness training, transgender awareness training and lesbian, gay and bisexual awareness training. We are funding a member of staff to complete the first stage of British Sign Language training.

Show Racism the Red Card Campaign

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

In 2013 -2014, there were 79 workshops in 39 places of education, including:

- primary schools;

- secondary schools;

- youth clubs;

- pupil referral units; and

- secure units.

They met with 3343 children and young people in 33 schools and 6 youth clubs.

After the workshop, 100% of young people said that they knew more about racism. It helped them to recognise and to stop using and accepting racist remarks. When asked three months later, 61% of young people said that the workshops had helped them to treat people better, and only 3% indicated that they would not take any action if they witnessed racism.

Show Racism the Red Card run an annual competition. Pupils from 12 schools in the Vale registered and 9 schools entered a range of art and mixed media work.

There were two winners from the Vale at the prize giving ceremony. Prizes included vouchers, tablet computers, match tickets and the opportunity to meet the Welsh rugby team. As a result, this competition is extremely popular with children and young people.

Race Equality First

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

- set up a group for Lesbian, Gay, Bi-sexual and trans-gender people;

- publicise the Hate Crime helpline by production and distribution of posters;

- conduct outreach work and set up a group for Eastern European immigrants.

It also produced an anti-racism calendar. Fifteen schools from the Vale of Glamorgan took part. There were seven winners. Race Equality First put the artwork of the winners in the calendar. It also gave the children and their schools certificates and vouchers for their work.

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Anti-Discrimination Advice Service

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

- free and fair advice;

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

- a drop-in service on Thursday mornings;

- advice at other times.

The Rainbow Group

We continue to support the Rainbow Group to become independent. Its members are women from Black and minority ethnic backgrounds.

The group has helped women to use and arrange leisure services. They are now able to attend women-only swimming sessions and yoga. They also began Zumba classes and now meet regularly.

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

Gypsy and Traveller Reporting Forum and Reporting System

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

- Cardiff and Vale University Health Board;

- Community Safety;

- Environmental Health;

- Estates;

- Legal Services;

- Pupil Support services;

- South Wales Police Minority Support Unit.

The group makes sure there are systems in place to support gypsies and travellers when they arrive in the area. There are systems to report new arrivals; assess welfare needs; and share information.

We monitor our site reporting system. When officers find out there is a new Gypsy or Traveller site, they report it to our Contact One Vale contact centre. We share this information with the other members of the group.

We continue to have a service level agreement with the Cardiff Gypsy and Traveller Project. This organisation makes the first contact with Traveller families when they arrive in the area. It finds out about matters such as welfare needs and length of stay. It gives this information to our contact centre to pass on to members of the forum. We have used the system on a few occasions. We continue to check and improve it.

During 2013 – 14, we reviewed membership to make sure we know which people to contact in each organisation. This allowed us to continue working effectively where issues arose.

The Two Ticks Scheme

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

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

- **Accessible interviews**

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

- **Interview location**

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

- **Developing abilities**

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

- **Supporting employees**

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

- **Raising awareness**

  We arrange training to help staff know more about disability.

- **Reviewing the scheme**

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

Autism Project

We took the lead on a pilot project for children and young people with autism. We provided them with exclusive use of the International pool. We received funding for this as part of the Welsh Government's Autism strategy.

We also provided swimming lessons to help young people unable to swim to use the pool. A group called Thrive runs the project. Enough young people took part for the service to continue on a self-funding basis when grant funding ended.

Autism Training

We have provided training to staff who work with children and adults. A number of teams with good knowledge of autism have been involved in developing this training. This includes the autism team in Adult Services and specialist staff from Ashgrove School.

We have also provided training on things like the new 'autism diagnostic pathway' for children.

We have trained a number of teams, including:

- health visitors;

- school nurses;

- education staff;

- families and children team (FACT);

- the homeless centre in Cardiff;

- the eating disorders team at the health board.

- Dieticians

- Supporting people providers

- Job Centre staff

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Employment Project

We ran a pilot project to deliver job skills seminars to adults on the autistic spectrum. The Welsh Government funded this project with a grant. It is known that adults on the autistic spectrum find it very difficult to get and keep a job.

The seminars were successful. The materials created for the job skills workshops have been taken up by Job Centre Plus staff. Our staff are running them jointly with Job Centre staff in job centres.

Extra Care Housing Project for Older People

We have opened an exciting new project for older people in the centre of Barry. Golau Caredig is an Extra Care scheme for older people. It is the first scheme of this type in the Vale of Glamorgan. The first tenants moved in at the end of September 2014.

To be eligible for this scheme, tenants must be over 55 years of age. They must also need some additional support. The scheme provides high quality homes with social care support. This support can adapt to meet people's changing needs.

The scheme provides 42 new homes. There is a mixture of one and two bed apartments for people to rent. The scheme aims to provide disabled access. This helps to meet the long term needs of residents.

There is a café area and hairdresser within the scheme. People from the wider community can use these.

Welfare Reform

The benefits cap affected only a few people in the Vale of Glamorgan. However, when it did affect people, there was a big impact.

We continued to run Money Advice Days. These workshops were for people who get welfare benefits. We told them about benefit changes such as the 'bedroom tax'.

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There were a number of organisations at the workshops as well as the Council. Citizen's Advice, the Credit Union, and housing associations were there. They gave people information on debts, housing, employment and energy efficiency.

The people who attended the workshops and the people running them both thought that they were very useful.

Older People's Strategy Forum

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

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

We support the Forum in a variety of ways. One of the main ways we support it is through our Strategy Co-ordinator. We also give it some money to help with expenses, events, its website and to publish a magazine.

We consult with the Forum on a regular basis. We consult on our plans and service development.

We invite some of our Forum members to be involved in tendering exercises. This happened when we tendered for support services for the extra care facility.

Below we provide some examples of the work of the Forum that we have supported.

Planning Event

We helped to run a day long workshop so that the Vale 50+ Strategy Forum could plan for the next twelve months. Our Older People's Champion attended the workshop. The Forum discussed a range of issues including how to attract a more diverse range of people to join the Forum. It also thought about how it could use the media and social

digital media. This is one of the ways it might promote awareness of matters of importance to people over fifty.

Gwanwyn Festival

In partnership with the Adult Learner's Network and Old School Sully, the Forum held an arts event. This event was to celebrate the Gwanwyn Festival in May. There was a range of workshops such as animation, singing, creative writing and crafts.

Website Launch

The Forum developed and launched a new website: http://valeopf.webplus.net. The website keeps people up to date with useful information for the over fifties and on the work of the Forum.

End of Life Care Event

We supported the Forum to host an event in June 2013 to discuss end of life care. There were presentations by a range of experts from the medicine, the law and religion. The panel of experts talked about the issues and invited questions. More than 60 people attended the event.

Annual General Meeting

We supported the Forum's Annual General Meeting. The Council's Leader opened the meeting. The Assistant Police and Crime Commissioner gave an interesting talk. He outlined the work of the Police and Crime Commissioner and his team. There was a question and answer session, followed by election of the Chair and Vice Chair of the Forum.

World Elder Abuse Day

The Forum held an event in Barry Library to support World Elder Abuse Day. There was a range of stallholders including the Council and third sector service providers. They were able to deal with people's questions.

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International Older People's Day

The Forum hosted a wellbeing fun day event on 1 October. This was to celebrate International Older Peoples Day. There were stalls giving information and advice. There was a range of workshops including Zumba and Nordic Walking.

Dublin Declaration for Age Friendly Communities

In April 2013, we signed the Dublin Declaration for Age Friendly Communities. We were one of the first local authorities in Wales to do so. This affiliates us with the World Health Organisation.   It has enabled Wales to get a European 3 star award.   We continue to support the Aging Well Programme.

National Partnership Forum Older People's Ministerial Advisory Group

We sit on the above forum. In 2013, we jointly led on the public engagement advisory report for the Minister. This was to advise on how to conduct public engagement in respect of older people in the future.

Dementia Supportive Communities

A dementia supportive community is one which is safe and welcoming for people with dementia and their carers.

We aim to be this kind of community. We are working in partnership with other organisations to do this. The other organisations include Public Health Wales, Cardiff and the Vale Unified Health Board and the third sector.

One of the things we do to achieve this is to have dementia champions. There are people who have training so that they can go out in the community to brief people on how they can help. For instance, they brief people in shops, taxi drivers, and community support officers. They tell

them how to recognise signs of dementia and how to be helpful to people using their services.

Digital Inclusion

Members of the Vale 50+ Forum have trained to become digital champions. In this role, they help other people to learn how to use technology. For example, they show people how to use i-pads, emails and the internet.

Anti-Poverty Event

In July 2013, more than 70 people attended an anti-poverty event. Save the Children worked with the Council to plan the event. There were talks on inequalities in health and education. There were also some workshops.

We used information from the event to help us develop our Community Strategy Delivery Plan. We also used the information at the Local Service Forum stakeholder event in October.

Arts Development

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

Holocaust Memorial Exhibition: 'Hineni'
11 January – 8 February 2014

For Holocaust Memorial Day 2014, we showed 'The Hineni Project'. The word 'Hineni' means "Here I am" in Hebrew.

This exhibition was about the many journeys people have had to make, and continue to make. It showed photographs and stories of people living in Wales and Britain. Some of these were people who had survived the holocaust and some were refugees.

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Women's Arts Association – International Women's Day
18 February – 22 March 2014

We celebrated 'International Women's Day 2014' with the Women's Arts Association.   We did this by showing art by women from across Wales. We displayed it at Art Central Gallery, Barry.

It was a chance for women artists to display in a professional gallery to lots of people. We had writing workshops for beginners. These were open to anyone who wanted to develop their writing skills. Meg Kingston, a writer and disabled artist, ran the workshops. Twelve women took part.

Being Creatively Active

We work as part of Arts Connect with other councils in the region.   We identified two groups who we felt were on the margins of society. These were Adults with Dementia (AWD) and Looked after Children (LAC). We planned the 'Being Creatively Active' project for them.

The aim of the project was to use the arts as a tool to improve quality of life. We wanted to connect people with their communities.   We wanted to show the difference that the arts could make to the people in these groups. We also wanted to show that the arts could improve their health and wellbeing.

Adults with Dementia

We ran a project for older people with dementia who live at Ty Dyfan. We worked with our Social Services department and Ty Dyfan to do this. We worked with 'Live Music Now! Wales' and 'Triptych' to take music to them. 'Live Music Now! Wales' is an organisation that takes music to people who don't often experience live music. 'Triptych' is a trio. One person plays the cello, one plays the piano, and one sings in operatic style.

They played songs that people were likely to remember. They encouraged people to join in the singing, clap and dance if they were able to. The songs, stories and chatting helped people remember their lives, families' homes,

places they lived and things they enjoyed doing. This was an important part of the project.

Disability Sport

Play

In school holidays, our Sports & Play Development Team run play schemes. Children can attend the play scheme whether or not they have a disability. We provide support to children if they need it so that they can join in.

We can provide help in several ways. We can provide: personal support; personal care; a nurse to give medication; help with transport; and special equipment.

The Welsh Government gives us funds to help provide support for disabled children. This comes from the 'Families First' programme. Lots of children have attended the play schemes and feedback on them has been very good.

Sports

The Sports & Play Development Team runs programmes that anyone can join in.   They also run programmes aimed at particular groups. We list some of these below.

- **Dragon Sport Scheme**

This scheme is for 7-11 year old children. The team works with children with disabilities in special schools. They train older pupils to work with younger children. The children develop skills by doing this, such as learning how to lead and how to communicate well. The team also encourages more girls to join in the activities.

- **'5 x 60' Scheme**

This scheme is for 12-16 year old children. There is a plan for 60 minute sessions five times every week in each secondary school. This is in addition to sports in the school timetable. The scheme aims to encourage more girls and more disabled pupils to join in sports.

- **Ribbon Insport Award**

The Sports & Play Development Team has gained the Ribbon Insport Award. This was because of our commitment to sports for everyone. We are working towards achieving the bronze award. We will present our work on this in early 2015. A panel of people from Insport will decide whether we have reached the standard of the bronze award.

In January 2014, our team had training. It helped us think about how to adapt activities so more people can join in.

- **Disability Sports Officer**

The Disability Sports Officer helps to develop the knowledge and skills of the Sports Development Team. This is so team members can develop sports opportunities that anyone can join in.

The team works with sports clubs in the Vale of Glamorgan. It helps clubs put long term plans in place. This includes thinking about how disabled people and females can join in.

- **Disability Sports Programme**

The programme includes: 39 community clubs; 16 activities in leisure and day centres; and 14 activities in schools.

Many of our clubs have received Ribbon Insport accreditation: 4 clubs have accreditation; 5 clubs have bronze accreditation; 1 club

has silver accreditation. This shows their commitment and ability to provide sport for disabled people.

There are swimming lessons for disabled people in leisure centres. These are called 'Swimability' sessions.

We have run four Disability Inclusion training courses this year: one for Sports and Play Development Staff; one for Community Sport Clubs in the Vale; and two for young sport coaches involved in our 'Coaches of the Future' scheme.

The Team works with local coaches, volunteers, young people and teachers. It helps them understand how to involve disabled people in their sports activities.

- **Partnership Projects**

  We work with a number of partners to develop talented disabled people. We have done this through a number of projects (listed below).

  We have a Disability Swimming Academy. This is for talented, disabled people. We run it with Swim Wales and Parkwood Leisure.

  We have links with the Welsh Disability Football Academy.

  We have links to the Welsh Federation of Disability Sports Academy.

- **Additional work**

  We use positive images in posters and advertisements for our leisure centres.

  We run an exercise referral scheme to help people recover from illness and injury.

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We trained participation officers from the Welsh Rugby Union. This helped them understand how to involve disabled people in their activities.

We supported the Welsh Rugby Union's first disability holiday camp.

We worked with Ashgrove, Ysgol Erw'r Delyn and Ysgol Maes Dyfan to run the Vale School Paragames.

Job Evaluation

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

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

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

The Workforce Plan (2013 – 2017)

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

- the right people;

- with the right skills;

- in the right place;

- at the right time.

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

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

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.

During the year that we are reporting on, 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.

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

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

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

- agreed a plan;

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

- attended workshops run by the Welsh Local Authority Association;

- discussed improvements and how to report on these.

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

- reporting systems need further updating;

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

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

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

- why we are asking for this information; and

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

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

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How to contact us

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

Linda Brown or Nicola Hinton
Corporate Equality Officer
Corporate and Customer Services
Civic Offices
Holton Road
Barry
CF63 4RU

Telephone number: 01446 709362

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

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Appendix 1

Equalities Monitoring in Service Delivery

So what's this all about?

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

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

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

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

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

We call these three requirements the general duty.

Having **due regard** means:

- being aware of our responsibilities under the duty;

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

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

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

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

The general duty covers the following protected characteristics:

- age;
- disability;
- gender;
- gender reassignment;

- pregnancy and maternity;
- race – including ethnic or national origin, colour or nationality;
- religion or belief – including lack of belief;
- sexual orientation.

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

So that public authorities may meet the requirements of the general duty, the Welsh Government has put in place specific duties that Welsh listed bodies must undertake. The Equalities and Human Rights Commission has published guidance on these specific duties. It includes guidance on relevant equality information.

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

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

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

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

- when making or revising our Strategic Equality Plan.

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

- produce evidence-based policies;

- set meaningful objectives; and

- carry out fully informed impact assessments.

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

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

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

So what do I have to do?

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

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

- the Census and surveys;

- qualitative research such as feedback from focus groups;

- administrative data;

- service user monitoring information;

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- workforce monitoring information;

- service user feedback and complaints such as satisfaction surveys;

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

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

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

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

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

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

The Data Protection Act will override the Equality Act 2010 if issues arise in terms of collecting and processing equality data. The Data Protection Act defines certain data as "sensitive personal data" which is subject to further regulation and which can only be processed under certain circumstances. Personal data becomes sensitive if it includes any of the following types of information about an identifiable, living individual:

- racial or ethnic origin;

- political opinions;

- religious beliefs;

- trade union membership;

- physical or mental health;

- sexual life; or

- commission of offences or alleged offences.

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

Relevant national reports may also be useful. Sources include:

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

- Welsh Government statistics and data;

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

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

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

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Is this just more paperwork?

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

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

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

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

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

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What do I do with all the data?

Data will be used to:

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

- plan more effectively;

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

- identify key equality issues;

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

- develop equality objectives and measure progress;

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

- demonstrate to the public our equality achievements;

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

- benchmark performance against similar organisations nationally or locally.

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

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

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

Plan for the future

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

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

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

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

4. When do you require the information?

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

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Appendix 2

Equalities Monitoring Data and Analysis 2013-2014

VALE of GLAMORGAN
BRO MORGANNWG

1.	**Department and service area**

2.	**Function**

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

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

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

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

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

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

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

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

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

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

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

- ▪ ljbrown@valeofglamorgan.gov.uk; or

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

Thank you for taking the time to complete this form.

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

Appendix 3

Equality Monitoring Form – Employment

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

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

Age
What is your date of birth?:

National Identity

National Identity – how would you describe your national identity?

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

Ethnic Group

Ethnicity – how would you describe your ethnic group?

White

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

Mixed/multiple ethnic groups

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

Asian/Asian British

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

Black/African/Caribbean/Black British

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

Other ethnic group

☐ Arab

☐ Any other ethnic group (please specify):

☐ Prefer not to say

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Welsh Language

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

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

Sexual Identity

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

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

Religion

What is your religion?

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

Pregnancy and Maternity

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

Marriage and Civil Partnership

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

Appendix 4

Employment Information

We have used information about employees who were in jobs on 31 March 2014. This information:

- comes from human resources and payroll systems;

- is about permanent, temporary and relief staff;

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

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

Where there are less than ten people in a group, we do not include this information. We show this with an asterisk (*). We must do this to comply with data protection regulations. Where we look at pay, we use average total pay based on the pay of a full time employee.

We surveyed our staff in June 2013. We asked questions on each of the protected characteristics. The responses helped us to update the information that we hold on staff. The information in this report takes account of this update. We now collect this information as people start working for the Council.

1. People employed

Age

Age Band in Years	Number	%
16-24	119	4.00
25-29	219	7.37
30-34	260	8.75

35-39	282	9.49
40-44	399	13.42
45-49	433	14.56
50-54	487	16.38
55-59	433	14.56
60-64	244	8.21
65+	97	3.26
Total	**2973**	**100.00**

Just under half of the people working for the Council are aged between 45 and 59. This is similar to previous years. We employ less people aged between 16 and 24 years than in previous years.

This is not representative of the wider population. In the Vale of Glamorgan, 12.77% of residents are between 16 and 24 years of age.

We are looking at ways of encouraging more young people to work for the Council, such as through an apprentice scheme. We want to do this so that we can better reflect the range of ages in the local community.

Gender

Gender	Number	%
Female	2038	68.55
Male	935	31.45
Total	**2973**	**100.00**

Just over two thirds of the people we employ are female. This is typical of the gender split that is found in local authorities, with more females employed than males.

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[1] https://statswales.wales.gov.uk/Catalogue/Population-and-Migration/Population/Estimates/Local-Authority/PopulationEstimates-by-LocalAuthority-Age

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Gender Reassignment

Gender at Birth	Number	%
Female	1029	34.61
Male	512	17.22
Not recorded	1421	47.80
Prefer not to say	11	0.37
Total	**2973**	**100.00**

Nearly half of our employees have chosen not to have their gender at birth recorded.

National Identity

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

National Identity	Number	%
British	1412	47.49
English	74	2.49
Northern Irish	*	*
Not recorded	735	24.72
Other	27	0.91
Prefer not to say	13	0.44
Scottish	*	*
Welsh	702	23.61
Total	**2973**	**100.00**

This is the first time we have reported on national identity. Just under half of our staff identify themselves as British. Under a quarter identify themselves as Welsh.

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Race and Ethnicity

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

Ethnic Background	Number	%
White and British	1594	53.62
White and English	52	1.75
White and Scottish	47	1.58
White and Welsh	744	25.03
White and Irish	12	0.40
White Other	89	2.99
White and Black Caribbean	14	0.47
White and Black African	*	*
White and Asian	*	*
Mixed Other	*	*
Indian	*	*
Pakistani	*	*
Asian Other	*	*
Caribbean	*	*
Black Other	*	*
Chinese	*	*
Other	*	*
Not disclosed	15	0.50
Not recorded	278	9.35
Prefer not to say	24	0.81
Unknown	44	1.48
Total	**2973**	**100.00**

The majority of people we employ (over 85%) are White. This percentage has increased from last year. The number of employees from other ethnic groups has also increased from last year to 2.49%. This is in comparison with the 2011 census, where 96% of the population in Wales were White.[1]

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

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Disability

Disabled	Number	%
No	2333	78.47
Not recorded	492	16.55
Prefer not to say	40	1.35
Yes	17	0.57
Yes - limited a little	80	2.69
Yes - limited a lot	11	0.37
Total	**2973**	**100.00**

3.63% of our staff say they have a disability. This is more than twice the number reported in previous years. It is still lower than the proportion of people of working age in the Vale of Glamorgan with a disability (22.7%[2]).

Sexual Orientation

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

Sexual Orientation	Number	%
Bisexual	*	*
Gay or lesbian	32	1.08
Heterosexual	1469	49.41
Not recorded	1391	46.79
Other	*	*
Prefer not to say	74	2.49
Total	**2973**	**100.00**

This is the first time we have reported on sexual orientation. Just under half our staff said they were heterosexual. Many people chose not to say what their sexual orientation is. This makes it difficult for us to use this information.

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

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Religious Belief

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

Religious Belief	Number	%
Muslim	12	0.40
Prefer not to say	65	2.19
Buddhist	*	*
No religion	631	21.22
Other	22	0.74
Hindu	*	*
Not recorded	1393	46.86
Jewish	*	*
Christian (all denominations)	841	28.29
Total	**2973**	**100.00**

This is the first time we have reported on religious belief. Most staff said they are Christian (28.29%). The second largest group was people saying they had no religion (21.22%). In the Vale of Glamorgan, 58.09% residents said they were Christian and 32.89% said they had no religion.[3]

Marital Status

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

Marital Status	Number	%
Civil Partnership	*	*
Divorced	239	8.04
Formerly in a same-sex civil partnership which is now legally dissolved	*	*
In a registered same-sex civil	*	*

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

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partnership and living with your partner		
Legally separated	*	*
Living together	20	0.67
Married	1481	49.82
Not recorded	129	4.34
Partner	20	0.67
Prefer not to say	65	2.19
Separated but still legally married	36	1.21
Single	931	31.32
Unspecified	11	0.37
Widowed	23	0.77
Total	**2973**	**100.00**

Just under half of our employees are married. Just under a third of our employees are single. In the Vale of Glamorgan, 43.45% of residents said they were married and 41.37% said they were single.[4]

Maternity, Paternity and Adoption

Leave Category	Number	%
Maternity	76	79.17
Paternity	20	20.83
Total	**96**	**100.00**

We paid 96 people for maternity, paternity or adoption leave.

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

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Welsh Language

Understanding	Number	%
None	1043	35.08
Basic	629	21.16
Competent	42	1.41
Good	19	0.64
Fluent	64	2.15
Not recorded	1176	39.56
Total	**2973**	**100.00**

Speaking	Number	%
None	**1145**	**38.51**
Basic	493	16.58
Competent	25	0.84
Good	15	0.50
Fluent	60	2.02
Not recorded	1235	41.54
Total	**2973**	**100.00**

Reading	Number	%
None	1195	40.20
Basic	424	14.26
Competent	37	1.24
Good	15	0.50
Fluent	60	2.02
Not recorded	1242	41.78
Total	**2973**	**100.00**

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Writing	Number	%
None	1296	43.59
Basic	338	11.37
Competent	24	0.81
Good	11	0.37
Fluent	53	1.78
Not recorded	1251	42.08
Total	**2973**	**100.00**

Just over a fifth of our employees said they have a basic understanding of Welsh. Of those who said that they were fluent in Welsh, most were fluent in understanding (2.15%), then in speaking and reading (2.02%). Less people were confident to write in Welsh (1.78%).

2. Men and women employed

Job and grade

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

Employee Category	Job Grade	Female		Male		All Jobs	
		Number	%	Number	%	Number	%
Single Status	A	317	15.55	85	9.09	402	13.52
	B	33	1.62	52	5.56	85	2.86
	C	309	15.16	91	9.74	400	13.45
	D	351	17.22	114	12.19	465	15.64
	E	271	13.30	122	13.05	393	13.22
	F	147	7.21	97	10.37	244	8.21
	G	94	4.61	54	5.78	148	4.97
	H	77	3.78	86	9.20	163	5.49

	I	129	6.33	70	7.49	199	6.69
	J	48	2.36	37	3.96	85	2.86
	K	28	1.37	17	1.82	45	1.51
	Total	1804	88.52	825	88.24	2629	88.41
Chief Officer	Total	18	0.89	24	2.57	42	1.42
Craft	Total	0	0.00	14	1.50	14	0.47
Soulbury	Total	*	*	*	*	14	0.47
Teachers	Total	*	*	*	*	43	1.45
Youth and Community	Total	169	8.29	62	6.63	231	7.77
Total		**2038**	**100.00**	**935**	**100.00**	**2973**	**100.00**

We employ most people in the 'single status' pay system (88.41%) of employees). Most of these are within Grade D (15.64%) which is the same as last year. The next largest group of jobs are on the Youth and Community pay scales (7.77%), which is slightly less than last year.

We employ one less Chief Officer than last year. This continues the trend from the previous year (2011-2012).

Pay

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

Salary Band (£)	Female		Male		All Jobs	
	Number	%	Number	%	Number	%
0-14,999	495	24.29	200	21.39	695	23.38
15,000-19,999	839	41.17	313	33.48	1152	38.75
20,000-24,999	292	14.33	161	17.22	453	15.24
25,000-29,999	113	5.54	85	9.09	198	6.66

30,000-34,999	176	8.64	97	10.37	273	9.18
35,000-39,999	74	3.63	40	4.28	114	3.83
40,000-44,999	22	1.08	14	1.50	36	1.21
45,000-49,999	*	*	*	*	15	0.50
50,000+	18	0.88	19	2.03	37	1.24
Total	**2038**	**100.00**	**935**	**100.00**	**2973**	**100.00**

Pay for most of our staff was between £15,000 and £19,999 a year (38.75%). There was no change in the number of women earning over £50,000 a year from the previous year. Fewer men earned more than £50,000 a year – 19 compared to 22 in the previous year. The salary bands show basic pay for a year and do not include other allowances.

Contract Type and Working Pattern

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

Contract Type or Working Pattern	Female		Male		All Jobs	
	Number	**%**	**Number**	**%**	**Number**	**%**
Full time - permanent	601	29.49	600	64.17	1201	40.40
Full time - temporary	101	4.96	69	7.38	170	5.72
Part time - permanent	854	41.90	139	14.87	993	33.40
Part time - temporary	239	11.73	28	2.99	267	8.98
Term time only	*	*	*	*	13	0.44
Relief	233	11.43	96	10.27	329	11.07
Total	**2038**	**100.00**	**935**	**100.00**	**2973**	**100.00**

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The number of people we employ on a permanent basis has fallen slightly. In this reporting year, 73.80% of our staff had permanent contracts. In the previous year, 74.57% of our staff were on permanent contracts. The number of people who worked on a part-time basis also fell from 44.05% to 42.38%. There are fewer relief workers than last year.

3. People who have applied for jobs between 1 April 2013 and 31 March 2014

Age

Age Band in Years	Number of Applicants	% of Applicants
16-19	111	3.47
20-24	685	21.44
25-29	485	15.18
30-34	372	11.64
35-39	289	9.05
40-44	348	10.89
45 - 49	324	10.14
50 - 54	253	7.92
55-59	164	5.13
60-64	63	1.97
65+	15	0.47
Not recorded	86	2.69
Total	**3195**	**100.00**

Nearly a quarter of people applying for jobs were between 16 and 24 years of age. This is an increase from the previous year. This is helpful as we are working towards increasing the number of young people who work for us.

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Gender

Gender	Number of Applicants	% of Applicants
Female	2145	67.14
Male	1018	31.86
Not disclosed	32	1.00
Total	**3195**	**100.00**

Over two thirds of people applying for jobs were female. This is an increase from last year. A similar proportion of women work for us.

Gender Reassignment

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

Gender at Birth	Number of Applicants	% of Applicants
Female	1826	57.15
Male	885	27.70
Not recorded	481	15.05
Prefer not to say	*	*
Total	**3195**	**100.00**

National Identity

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

National Identity	Number of Applicants	% of Applicants
British	1927	60.31
English	117	3.66

Northern Irish	*	*
Not recorded	166	5.20
Other	65	2.03
Prefer not to say	*	*
Scottish	*	*
Welsh	907	28.39
Total	**3195**	**100.00**

60.31% of people applying for jobs said they were British. 28.39% of people applying for jobs said they were Welsh. These proportions are both larger than the proportion of our staff who said they were British or Welsh.

Race and Ethnicity

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

Ethnic Background	Number of Applicants	% of Applicants
White and British	2255	70.58
White and English	19	0.59
White and Scottish	52	1.63
White and Welsh	398	12.46
White and Irish	*	*
White Other	87	2.72
White and Black Caribbean	21	0.66
White and Black African	*	*
White and Asian	*	*
Mixed Other	*	*
Indian	16	0.50

Pakistani	13	0.41
Bangladeshi	*	*
Asian Other	22	0.69
Caribbean	*	*
African	*	*
Black Other	16	0.50
Chinese	*	*
Other	19	0.59
Not disclosed	*	*
Not recorded	192	6.01
Prefer not to say	*	*
Unknown	17	0.53
Total	**3195**	**100**

Just over 88% of people applying for jobs were white. This is higher than the percentage of white people we employed in the previous reporting year. It is higher than the percentage of white people applying for jobs in the previous reporting year. Just under 5% of applicants were from other ethnic groups. This is almost twice the proportion that we employ.

Disability

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

Disabled	Number of Applicants	% of Applicants
Yes	19	0.59
Yes - limited a lot	*	*
Yes - limited a little	114	3.57
Prefer not to say	26	0.81
No	2811	87.98
Not recorded	221	6.92
Total	**3195**	**100.00**

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More than 4% of people who applied for jobs said they had a disability. This is higher than last year. It is also a little higher than the proportion of staff who say they have a disability.

Sexual Orientation

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

Sexual Orientation	Number of Applicants	% of Applicants
Bisexual	21	0.66
Gay or lesbian	64	2.00
Heterosexual	2553	73.91
Not recorded	479	14.99
Other	*	*
Prefer not to say	71	2.22
Total	**3195**	**100.00**

2% of people applying for jobs said they were Gay or Lesbian. This is nearly twice as many as work for us.

Religious Belief

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

Religious Belief	Number of Applicants	% of Applicants
Buddhist	12	0.38
Christian (all denominations)	1148	35.93
Hindu	15	0.47
Jewish	*	*
Muslim	22	0.69
No religion	1401	43.85

Not recorded	495	15.49
Other	18	0.56
Prefer not to say	81	2.54
Sikh	*	*
Total	**3195**	**100.00**

43.86% of people applying for jobs said that they had no religion. 35.93% of people applying for jobs said that they were Christian. This is higher than the same categories for our staff.

Marital Status

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

Marital Status	Number of Applicants	% of Applicants
Civil partnership	*	*
Divorced	207	6.48
Formerly in a same-sex civil partnership which is now legally dissolved	*	*
In a registered same-sex civil partnership and living with your partner	*	*
Legally separated	*	*
Living together	26	0.81
Married	1033	32.33
Not recorded	160	5.01
Partner	28	0.88
Prefer not to say	62	1.94
Separated but still legally married	57	1.78

Single	1588	49.70
Unspecified	*	*
Widowed	14	0.44
Total	**3195**	**100.00**

Nearly half of people applying for jobs said that they were single. Nearly one third of them said that they were married. These are the opposite proportions to our staff. Just under half of our staff are married and just under a third are single.

Maternity, Paternity and Adoption

We do not intend to report on this in the future. We feel that we may discourage people from applying for jobs by asking for this information.

Welsh Language

Understanding	Number of Applicants	% of Applicants
None	1427	44.66
Basic	1158	36.24
Competent	75	2.35
Good	54	1.69
Fluent	151	4.73
Not recorded	330	10.33
Total	**3195**	**100.00**

Speaking	Number of Applicants	% of Applicants
None	1582	49.51
Basic	965	30.20
Competent	73	2.28
Good	36	1.13

Fluent	142	4.44
Not recorded	397	12.43
Total	**3195**	**100.00**

Reading	Number of Applicants	% of Applicants
None	1706	53.40
Basic	804	25.16
Competent	80	2.50
Good	59	1.85
Fluent	143	4.48
Not recorded	403	12.61
Total	**3195**	**100.00**

Writing	Number of Applicants	% of Applicants
None	1865	58.37
Basic	673	21.06
Competent	60	1.88
Good	48	1.50
Fluent	134	4.19
Not recorded	415	12.99
Total	**3195**	**100.00**

4.73% of people applying for jobs said that they were fluent in understanding Welsh. This is more than twice the proportion of our staff who are fluent in understanding Welsh.

4. Employees who have applied to change position between 1 April 2013 and 31 March 2014, identifying how many were successful and how many were not successful in their application

We are working towards gathering this information. We hope to report on it in future years.   We will not report on posts that are ring fenced or those subject to redeployment.

5. Employees who have applied for training between 1 April 2013 and 31 March 2014

We are working towards gathering this information. We hope to report on it in future years.

In April 2013, we put in place a new system to record who applies for training. People provide their job number when they apply for a training course. We link this to information on the human resource and payroll systems.   We can then report on this by protected characteristic. This will only cover training that employees apply for through our staff intranet.

6. Employees who attended training between 1 April 2013 and 31 March 2014

Our training information comes from four areas of the Council. These are:
- Information and Communication Technology;
- Corporate Training and Development;
- Social Services; and
- Equalities.

The figures do not include staff who attended external training courses.

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Age

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

Age Band in Years	Number	%
16-19	*	*
20-24	27	3.08
25-29	61	6.95
30-34	93	10.59
35-39	92	10.48
40-44	122	13.90
45-49	135	15.38
50-54	135	15.38
55-59	130	14.81
60-64	69	7.86
65+	12	1.37
Total	**878**	**100.00**

Just under half of the people who attended training were aged between 45 and 59 years. This mirrors the general age profile of our staff.

Gender

Gender	Number	%
Female	688	78.36
Male	190	21.64
Total	**878**	**100.00**

Over three quarters of the people who attended training were female. This is a higher proportion than last year. It is also higher than the proportion of females we employ.

Gender Reassignment

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

Gender at Birth	Number	%
Female	399	45.44
Male	136	15.49
Not recorded	341	38.84
Prefer not to say	*	*
Total	**878**	**100.00**

National Identity

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

National Identity	Number	%
British	394	44.87
English	22	2.51
Northern Irish	*	*
Not recorded	184	20.96
Other	*	*
Prefer not to say	*	*
Scottish	*	*
Welsh	263	29.95
Total	**878**	**100.00**

45% of people who attended training said they were British. Nearly a third said they were Welsh. This mirrors what our staff say about themselves.

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Race and Ethnicity

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

Ethnic Background	Number	%
White and British	523	59.57
White and English	10	1.14
White and Scottish	*	*
White and Welsh	212	24.15
White and Irish	*	*
White Other	14	*
White and Black Caribbean	*	*
White and Black African	0	0.00
White and Asian	0	0.00
Mixed Other	*	*
Indian	*	*
Pakistani	*	*
Asian Other	*	*
Caribbean	*	*
Black Other	*	*
Chinese	*	*
Other	0	0.00
Not disclosed	*	*
Not recorded	73	8.31
Unknown	*	*
Total	**878**	**100.00**

About 40% of people who attended training were White. This is less than half the proportion of our staff who say they are White. The amount of people not recording their race or ethnicity is high. This means that we cannot read too much into this information.

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Disability

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

Disabled	Number	%
No	770	87.70
Not recorded	58	6.61
Prefer not to say	13	1.48
Yes	*	*
Yes - limited a little	30	3.42
Yes - limited a lot	*	*
Total	**878**	**100.00**

4.21% of staff who attended training said they had a disability. This is higher than the proportion of our staff who say they have a disability.

Sexual Orientation

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

Sexual Orientation	Number	%
Bisexual	*	*
Gay or lesbian	11	1.25
Heterosexual	497	56.61
Not recorded	335	38.15
Other	*	*
Prefer not to say	29	3.30
Total	**878**	**100.00**

More than half the people who attend training said they were heterosexual. This is higher than the proportion of our staff who say they are heterosexual (49.41%). 1.25% of those who attended training said they were gay or lesbian. This is also higher than the proportion of our staff who say they are gay or lesbian (1.08%).

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Religious Belief

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

Religious Belief	Number	%
Muslim	*	*
Prefer not to say	25	2.85
Buddhist	*	*
No religion	218	24.83
Other	*	*
Hindu	0	0.00
Not recorded	335	38.15
Jewish	0	0.00
Christian (all denominations)	288	32.80
Total	**878**	**100.00**

Most employees who attended training said they were Christian (32.80%). The next largest group was people saying they had no religion (24.83%). This is similar to the proportions or our staff saying they are Christian or have no religion.

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Marital Status

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

Marital Status	Number	%
Civil partnership	0	0.00
Divorced	82	9.34
Formerly in a same-sex civil partnership which is now legally dissolved	*	*
In a registered same-sex civil partnership and living with your partner	*	*
Legally separated	*	*
Living together	*	*
Married	428	48.75
Not recorded	29	3.30
Partner	*	*
Prefer not to say	25	2.85
Separated but still legally married	*	*
Single	283	32.23
Unspecified	0	0.00
Widowed	*	*
Total	**878**	**100.00**

Just under half of those who attended training said they were married. Just under a third said they were single. This is similar to the proportions of our staff who say they are married or single.

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Maternity, Paternity and Adoption

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

Leave Category	Number	%
Maternity	20	68.97
Paternity	*	*
Total	**29**	**100.00**

29 people had training in the same year as they had maternity, paternity or adoption leave.

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Welsh Language

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

Understanding	Number	%
None	349	39.75
Basic	211	24.03
Competent	17	1.94
Good	*	*
Fluent	23	2.62
Not recorded	272	30.98
Total	**878**	**100.00**

Speaking	Number	%
None	398	45.33
Basic	163	18.56
Competent	10	1.139
Good	*	*
Fluent	23	2.620
Not recorded	280	31.89
Total	**878**	**100.00**

Reading	Number	%
None	410	46.70
Basic	145	16.51
Competent	16	1.82
Good	*	*
Fluent	21	2.39
Not recorded	282	32.12
Total	**878**	**100.00**

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Writing	Number	%
None	446	50.80
Basic	115	13.10
Competent	*	*
Good	*	*
Fluent	21	2.39
Not recorded	286	32.57
Total	**878**	**100.00**

Of those who attended training, there was a similar proportion of fluent Welsh speakers as there is amongst our staff. Just under a quarter of those who attended training had a basic understanding of Welsh. This is higher than the proportion of our staff who have a basic understanding of Welsh.

7. **Employees involved in grievance procedures as a complainant between 1 April 2013 and 31 March 2014**

In some categories, the amount of data is too small for us to interpret in a meaningful way.

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Age

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

Age Band in Years	Number	%
16-19	0	0.00
20-24	0	0.00
25-29	0	0.00
30-34	*	*
35-39	*	*
40-44	10	23.81
45-49	*	*
50-54	12	28.57
55-59	*	*
60-64	*	*
65+	0	0.00
Total	**42**	**100.00**

Gender

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

Gender	Number	%
Female	35	83.33
Male	*	*
Total	**42**	**100.00**

A higher proportion of female staff use the grievance procedure to make a complaint than male staff.

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Gender Reassignment

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

Gender at Birth	Number	%
Female	*	*
Male	*	*
Not recorded	26	61.90
Prefer not to say	*	*
Total	**42**	**100.00**

National Identity

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

National Identity	Number	%
British	20	47.62
English	0	0.00
Northern Irish	0	0.00
Not recorded	11	26.19
Other	0	0.00
Prefer not to say	*	*
Scottish	0	0.00
Welsh	10	23.81
Total	**42**	**100.00**

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Race and Ethnicity

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

Ethnic Background	Number	%
White and British	16	38.10
White and English	0	0.00
White and Scottish	0	0.00
White and Welsh	22	52.38
White and Irish	0	0.00
White Other	*	*
White and Black Caribbean	0	0.00
White and Black African	0	0.00
White and Asian	0	0.00
Mixed Other	0	0.00
Indian	0	0.00
Pakistani	0	0.00
Asian Other	0	0.00
Caribbean	0	0.00
Black Other	0	0.00
Chinese	0	0.00
Other	0	0.00
Not disclosed	0	0.00
Prefer not to say	*	*
Not recorded	*	*
Unknown	0	0.00
Total	**42**	**100.00**

All those making a complaint using the grievance procedure were White, where there was a record of ethnic background.

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Disability

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

Disabled	Number	%
No	33	78.57
Not recorded	*	*
Prefer not to say	*	*
Yes	*	*
Yes - limited a little	*	*
Yes - limited a lot	*	*
Total	**42**	**100.00**

More than three quarters of those making a complaint using the grievance procedure were not disabled.

Sexual Orientation

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

Sexual Orientation	Number	%
Bisexual	0	0.00
Gay or lesbian	0	0.00
Heterosexual	13	30.95
Not recorded	26	61.90
Other	0	0.00
Prefer not to say	*	*
Total	**42**	**100.00**

No staff making a complaint using the grievance procedure said they were gay, lesbian, bisexual or 'other'.

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Religious Belief

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

Religious Belief	Number	%
Muslim	0	0.00
Prefer not to say	*	*
Buddhist	0	0.00
No religion	*	*
Other	0	0.00
Hindu	0	0.00
Not recorded	26	61.90
Jewish	0	0.00
Christian (all denominations)	*	*
Total	**42**	**100.00**

Marital Status

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

Marital Status	Number	%
Civil partnership	0	0.00
Divorced	*	*
Formerly in a same-sex civil partnership which is now legally dissolved	*	*
In a registered same-sex civil partnership and living with your partner	0	0.00
Legally separated	0	0.00
Living together	*	*
Married	18	42.86

Not recorded	0	0.00
Partner	*	*
Prefer not to say	*	*
Separated but still legally married	0	0.00
Single	18	42.86
Unspecified	*	*
Widowed	0	0.00
Total	**42**	**100.00**

The same number of married and single staff made a complaint using the grievance procedure.

Maternity, Paternity and Adoption

No staff who had maternity, paternity or adoption leave made a complaint using the grievance procedure.

Welsh Language

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

Understanding	**Number**	**%**
None	13	30.95
Basic	*	*
Competent	0	0.00
Good	0	0.00
Fluent	0	0.00
Not recorded	27	64.29
Total	**42**	**100.00**

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Speaking	Number	%
None	13	30.95
Basic	*	*
Competent	0	0.00
Good	0	0.00
Fluent	0	0.00
Not recorded	27	64.29
Total	**42**	**100.00**

Reading	Number	%
None	14	33.33
Basic	*	*
Competent	0	0.00
Good	0	0.00
Fluent	0	0.00
Not recorded	27	64.29
Total	**42**	**100.00**

Writing	Number	%
None	14	33.33
Basic	*	*
Competent	0	0.00
Good	0	0.00
Fluent	0	0.00
Not recorded	27	64.29
Total	**42**	**100.00**

Where staff made a complaint using the grievance procedure, they had a basic or no ability in the Welsh language.

8. **Employees involved in grievance procedures as a person against whom a complaint was made between 1 April 2013 and 31 March 2014**

   To comply with the Data Protection Act, we are unable to disclose this information. The number of employees was too small.

9. **Employees subject to disciplinary procedures between 1 April 2013 and 31 March 2014**

   To comply with the Data Protection Act, we are unable to disclose this information. The number of employees was too small.

10. **Employees who have left our employment between 1 April 2013 and 31 March 2014**

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

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

All Jobs		
Reason for Leaving	**Number**	**%**
Dismissal	36	11.25
Other	74	23.13
Redundancy	*	*
Resignation	165	51.56
Retirement	36	11.25
Total	320	100.00

   Fewer people left than in the last year we reported on. Over half of these were resignations.

Age

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

Reason for Leaving	Age Group Number (N) and Percentage (%)																						
	16-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65 +	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Dismissal	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	0	0.00	*	*
Other	*	*	*	*	*	*	*	*	*	*	*	*	12	4.06	*	*	11	3.44	*	*	*	*
Redundancy	*	*	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	*	*	*	*	*	*	*	*	0	0.00
Resignation	*	*	17	5.31	30	9.38	20	6.25	18	5.63	17	5.31	19	5.94	15	4.69	14	4.38	11	3.44	*	*
Retirement	*	*	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	*	*	*	*	19	5.94	14	4.38
Total	*	*	26	8.13	37	11.56	30	9.38	26	8.13	27	8.44	38	11.88	29	9.06	35	10.95	39	12.19	31	9.69

Most people leaving jobs were between 60 and 64 years of age (12.19%). Almost half of these retired. This gives us an opportunity to attract younger people to work for us. This will lead to our staff being more representative of people in the local community.

Gender

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

Reason for Leaving	Gender			
	Female		Male	
	Number	%	Number	%
Dismissal	27	8.44	*	*
Other	22	6.88	52	16.25
Redundancy	*	*	*	*
Resignation	59	18.44	106	33.13
Retirement	15	4.69	21	6.56
Total	**127**	**39.69**	**193**	**60.31**

More men than women left their jobs. This is the opposite to what happened last year. The main reason for leaving for both men and women was resignation. More than half the men who left resigned.

Gender Reassignment

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

Reason for leaving	Gender at Birth Number (N) and Percentage (%)									
	Female		Male		Intersex		Prefer not to say		Not recorded	
	N	%	N	%	N	%	N	%	N	%
Redundancy	*	*	*	*	0	0.00	0	0.00	*	*
Other	*	*	*	*	0	0.00	0	0.00	70	22.19
Dismissal	*	*	*	*	0	0.00	0	0.00	27	8.44
Resignation	33	10.31	15	4.69	0	0.00	*	*	116	36.25
Retirement	*	*	*	*	0	0.00	0	0.00	25	7.81
Total	**46**	**14.38**	**30**	**9.38**	**0**	**0.00**	*	*	**243**	**75.94**

This is the first time that we have reported on gender reassignment. The table shows that most people do not record their gender at birth.

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National Identity

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

Reason for leaving	National Identity — Number (N) and Percentage (%)															
	Welsh		English		Scottish		Northern Irish		British		Other		Prefer not to say		Not recorded	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Redundancy	0	0.00	0	0.00	0	0.00	0	0.00	*	*	*	*	0	0.00	*	*
Other	0	0.00	0	0.00	0	0.00	0	0.00	48	15.00	0	0.00	0	0.00	26	8.13
Dismissal	*	*	0	0.00	0	0.00	0	0.00	28	8.75	0	0.00	0	0.00	*	*
Resignation	*	*	*	*	0	0.00	*	*	119	37.19	*	*	0	0.00	39	12.19
Retirement	0	0.00	0	0.00	0	0.00	0	0.00	15	4.69	0	0.00	0	0.00	21	6.56
Total	*	*	*	*	0	0.00	*	*	213	66.56	*	*	0	0.00	98	30.63

About two thirds of leavers said they were British. The main reason for them leaving was resignation.   Almost half the people working for us say they are British so it follows that many people leaving will say that they are British.

Race and Ethnicity

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

Ethnic Group	Reason for leaving — Number (N) and Percentage (%)											
	Dismissal		Retirement		Resignation		Redundancy		Other reason		Total	
	N	%	N	%	N	%	N	%	N	%	N	%
White and British	*	*	*	*	67	20.94	*	*	17	5.31	100	31.25
White and English	*	*	0	0.00	*	*	*	*	*	*	11	3.44
White and Scottish	*	*	*	*	*	*	0	0.00	*	*	13	4.06

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White and Welsh	19	5.94	23	7.19	53	16.56	*	*	20	6.25	122	38.13
White and Irish	0	0.00	0	0.00	0	0.00	0	0.00	*	*	*	*
White Other	0	0.00	*	*	*	*	*	*	*	*	*	*
White and Black Caribbean	0	0.00	0	0.00	*	*	0	0.00	0	0.00	*	*
Mixed Other	0	0.00	0	0.00	*	*	0	0.00	0	0.00	*	*
Pakistani	0	0.00	0	0.00	0	0.00	0	0.00	*	*	*	*
Asian Other	0	0.00	0	0.00	*	*	0	0.00	0	0.00	*	*
Not disclosed	0	0.00	0	0.00	*	*	0	0.00	*	*	*	*
Not recorded	*	*	*	*	23	7.19	*	*	25	7.81	53	16.56
Unknown	0	0.00	0	0.00	*	*	0	0.00	0	0.00	*	*
Total	**36**	**11.25**	**36**	**11.25**	**165**	**51.56**	*****	*****	**73**	**22.81**	**320**	**100.00**

Over three quarters of leavers were white, which is reflective of the race and ethnicity constitution of the council. This is higher than the number of white leavers last year.

Disability

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

Reason for leaving	Disabled Number (N) and Percentage (%)											
	Yes-limited a little		Yes-limited a lot		Yes		No		Prefer not to say		Not recorded	
	N	%	N	%	N	%	N	%	N	%	N	%
Redundancy	0	0.00	0	0.00	0	0.00	*	*	0	0.00	*	*
Dismissal	0	0.00	0	0.00	*	*	28	8.75	0	0.00	*	*
Other	0	0.00	0	0.00	*	*	30	9.38	0	0.00	39	12.19
Resignation	0	0.00	0	0.00	0	0.00	123	38.44	*	*	39	12.19
Retirement	0	0.00	0	0.00	0	0.00	28	8.75	*	*	*	*
Total	**0**	**0.00**	**0**	**0.00**	*****	*****	**216**	**67.50**	*****	*****	**91**	**28.44**

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Too few people who leave their jobs say they are disabled for us to report on. There are more than last year, when nobody leaving a job said they were disabled.

Sexual Orientation

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

| Reason for leaving | Sexual Orientation Number (N) and Percentage (%) | | | | | | | | | | | |
| | Heterosexual | | Gay or lesbian | | Bisexual | | Other | | Prefer not to say | | Not recorded | |
	N	%	N	%	N	%	N	%	N	%	N	%
Redundancy	*	*	0	0.00	0	0.00	0	0.00	0	0.00	*	*
Other	*	*	0	0.00	0	0.00	0	0.00	0	0.00	70	21.88
Dismissal	*	*	0	0.00	0	0.00	0	0.00	0	0.00	27	8.44
Resignation	42	13.13	*	*	*	*	0	0.00	*	*	117	36.56
Retirement	10	3.13	0	0.00	0	0.00	0	0.00	*	*	25	7.81
Total	**69**	**21.56**	*	*	*	*	**0**	**0.00**	*	*	**244**	**76.25**

The number of people who left jobs and said they were gay, lesbian or bisexual is too small to report on. Most people have chosen not to tell us what their sexual orientation is. This means that we do not have much information to analyse.

Religious Belief

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

| Reason for leaving | Religious Belief Number (N) and Percentage (%) | | | | | | | | | | | | | | | | | |
| | Christian (all denomin-ations) | | Buddhist | | Hindu | | Jewish | | Muslim | | Sikh | | No religion | | Religion Other | | Not recorded | | Prefer not to say | |
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Redundancy	*	*	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	*	*	0	0.00	*	*	0	0.00
Other	*	*	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	*	*	0	0.00	70	21.88	0	

Dismissal	*	*	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	*	*	0	0.00	27	8.44	*
Resignation	23	7.19	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	24	7.50	0	0.00	117	36.56	*
Retirement	*	*	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	*	*	*	*	25	7.81	*
Total	39	12.19	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	33	10.31	*	*	244	76.25	*

Most people who left their jobs said they were Christian or had no religion. Too few people tells us whether they are religious or not for us to be able to use the information.

Marital Status

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

	Leaving Reason Number (N) and Percentage (%)											
	Dismissal		Retirement		Resignation		Redundancy		Other reason		Total	
Marital Status	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**	**N**	**%**
Widowed	0	0.00	0	0.00	0	0.00	0	0.00	*	*	*	*
Partner	*	*	0	0.00	0	0.00	0	0.00	*	*	*	*
Married	15	4.69	27	8.44	64	20.00	*	*	30	9.38	144	45.00
Divorced	*	*	*	*	*	*	*	*	*	*	12	3.75
Prefer not to say	0	0.00	*	*	0	0.00	0	0.00	0	0.00	*	*
Living together	*	*	0	0.00	*	*	0	0.00	*	*	*	*
Legally separated	*	*	0	0.00	*	*	0	0.00	*	*	*	*
Single	13	4.06	*	*	65	20.31	*	*	29	9.06	114	35.63
Not recorded	*	*	*	*	21	6.56	0	0.00	*	*	34	10.63
Unspecified	0	0.00	0	0.00	*	*	0	0.00	0	0.00	*	*
Total	**36**	**11.25**	**36**	**11.25**	**165**	**51.56**	*	*	**73**	**22.81**	**320**	**100.00**

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

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Maternity, Paternity and Adoption

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

Reason for Leaving	Maternity		Paternity	
	Number	%	Number	%
Dismissal	*	*	0	0.00
Other	0	0.00	0	0.00
Redundancy	0	0.00	0	0.00
Resignation	11	73.33	*	*
Retirement	0	0.00	0	0.00
Total	**12**	**80.00**	*	*

Most people who left whilst they were on maternity or paternity leave resigned. The number of staff that we dismissed is too small to disclose. This can include the end of a temporary contract.

Welsh Language

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

Reason for leaving	Understanding Welsh Number (N) and Percentage (%)											
	None		Basic		Competen		Good		Fluent		Not recorded	
	N	%	N	%	N	%	N	%	N	%	N	%
Redundancy	*	*	0	0.00	0	0.00	0	0.00	0	0.00	*	*
Other	10	3.13	*	*	*	*	0	0.00	*	*	56	17.50
Dismissal	10	3.13	*	*	0	0.00	0	0.00	*	*	18	5.63
Resignation	45	14.06	29	9.06	*	*	*	*	8	2.50	79	24.69
Retirement	*	*	*	*	0	0.00	*	*	0	0.00	24	7.50
Total	**75**	**23.44**	**43**	**13.44**	*	*	*	*	**12**	**3.75**	**182**	**56.88**

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Reason for leaving	Speaking Welsh Number (N) and Percentage (%)											
	None		Basic		Competent		Good		Fluent		Not recorded	
	N	%	N	%	N	%	N	%	N	%	N	%
Redundancy	*	*	0	0.00	0	0.00	0	0.00	0	0.00	*	*
Other	10	3.13	*	*	*	*	0	0.00	*	*	56	17.50
Dismissal	*	*	*	*	0	0.00	0	0.00	*	*	20	6.25
Resignation	50	15.63	20	6.25	*	*			7	2.19	82	25.63
Retirement	*	*	*	*	*	*	0	0.00	0	0.00	24	7.50
Total	**81**	**25.31**	**33**	**10.31**	*	*	*	*	**11**	**3.44**	**187**	**58.44**

Reason for leaving	Reading Welsh Number (N) and Percentage (%)											
	None		Basic		Competent		Good		Fluent		Not Recorded	
	N	%	N	%	N	%	N	%	N	%	N	%
Redundancy	*	*	0	0.00	0	0.00	0	0.00	0	0.00	*	*
Other	11	3.44	*	*	*	*	*	*	*	*	56	17.50
Dismissal	*	*	*	*	0	0.00	0	0.00	*	*	20	6.25
Resignation	48	15.00	24	7.50	*	*	*	*	*	*	82	25.63
Retirement	*	*	*	*	0	0.00	*	*	0	0.00	24	7.50
Total	**78**	**24.38**	**37**	**11.56**	*	*	*	*	**10**	**3.13**	**187**	**58.44**

Reason for leaving	Writing Welsh Number (N) and Percentage (%)											
	None		Basic		Competent		Good		Fluent		Not Recorded	
	N	%	N	%	N	%	N	%	N	%	N	%
Redundancy	*	*	0	0.00	0	0.00	0	0.00	0	0.00	*	*
Other	11	3.44	*	*	*	*	*	*	*	*	56	17.50
Dismissal	*	*	*	*	0	0.00	0	0.00	*	*	20	6.25
Resignation	52	16.25	21	6.56	*	*	*	*	*	*	82	25.63
Retirement	*	*	*	*	0	0.00	0	0.00	0	0.00	24	7.50
Total	**84**	**26.25**	**33**	**10.31**	*	*	*	*	*	*	**187**	**58.44**

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

11. Differences in salary

Age

Age Range (years)	16 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65+
Average Salary (£)	14,584	16,383	18,740	22,204	21,921	21,308	21,517	21,607	22,979	20,719	19,105

The average salary for each age group is about the same as the last year we reported on. People who are 55 – 59 years old earn the highest pay.

Gender

Gender	Average Salary by Headcount (£)	Average Salary by Full Time Equivalent (£)
Female	20,636	31,985
Male	22,600	27,206

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The average salary by headcount has increased for both males and females since last year. Although it was higher for a man than a woman, the pay gap has reduced compared to last year. There is a 9.5% difference in pay between men and women.

When we looked at average salary by full time equivalent, it was higher for women than for men.

Gender Reassignment

Gender at Birth	Average Salary (£)
Female	21,360
Male	25,144
Not recorded	19,757
Prefer not to say	24,907

National Identity

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

National Identity	Average Salary (£)
British	20,032
English	23,810
Northern Irish	*
Not Recorded	20,620
Other	21,117
Prefer not to say	21,728
Scottish	*
Welsh	23,933

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On average, staff who said they were English or Welsh had a higher salary than those staff who said they were British.

Race and Ethnicity

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

Ethnic Background	Average Salary (£)
White and British	22,621
White and English	18,259
White and Scottish	18,137
White and Welsh	19,390
White and Irish	19,756
White Other	22,079
White and Black Caribbean	20,586
White and Black African	*
White and Asian	*
Mixed Other	*
Indian	*
Pakistani	*
Asian Other	*
Caribbean	*
Black Other	*
Chinese	*
Other	*
Not disclosed	20,142
Not recorded	19,425
Prefer not to say	21,218
Unknown	20,185

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Staff who said they were White and British had the highest average pay. Most people who work for us are White. Most people who live in Wales are also White (96%).

Disability

Disabled	Average Salary (£)
No	21,424
Not recorded	20,072
Prefer not to say	20,191
Yes	22,569
Yes - limited a little	23,525
Yes - limited a lot	21,943

Staff who said they had a disability had higher average pay than those with no disability or those who did not record anything.

Sexual Orientation

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

Sexual Orientation	Average Salary (£)
Bisexual	*
Gay or Lesbian	27,385
Heterosexual	22,315
Not recorded	19,847
Other	*
Prefer not to say	23,464

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

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Religious Belief

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

Religious Belief	Average Salary (£)
Muslim	20,030
Prefer not to say	21,899
Buddhist	*
No religion	22,239
Other	20,243
Hindu	*
Not Recorded	19,867
Jewish	*
Christian (all denominations)	22,742

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

Marital Status

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

Marital Status	Average Salary (£)
Civil partnership	*
Divorced	21,404
Formerly in a same-sex civil partnership which is now legally dissolved	*
In a registered same-sex civil partnership and living with	*

your partner	
Legally separated	*
Living together	17,015
Married	21,994
Not recorded	18,677
Partner	18,313
Prefer not to say	23,051
Separated but still legally married	18,474
Single	20,430
Unspecified	20,240
Widowed	20,810

Married or divorced staff had higher average pay than single staff.

Maternity, paternity and adoption

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

Welsh Language

Understanding	Average Salary (£)
None	21,421
Basic	22,190
Competent	25,678
Good	25,281
Fluent	25,242
Not recorded	20,153

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Speaking	Average Salary (£)
None	21,807
Basic	22,498
Competent	24,554
Good	24,241
Fluent	25,782
Not recorded	19,905

Reading	Average Salary (£)
None	21,702
Basic	23,012
Competent	25,435
Good	21,811
Fluent	25,304
Not recorded	19,886

Writing	Average Salary (£)
None	21,914
Basic	22,702
Competent	23,573
Good	30,808
Fluent	24,761
Not recorded	19,892

Staff with Welsh language skills have a higher average salary than staff with no Welsh language skills.

Appendix 5

Employment Action Plan
(Updated December 2014)

Action	By Whom	Timescale	Comments
Plan how to deal with occupational segregation and the gender pay gap by March 2015. Report on progress every year.	Head of Human Resources	1 January 2014 - 31 March 2015	Ongoing. We have a plan in place. This relates to one of the actions in our Workforce Plan. We monitor the gender pay difference every three months by headcount and full time equivalent. The gender pay gap has reduced in the past year, across both measures.
Provide training to help staff understand the needs of protected groups. This should include training on dealing with reports of harassment.	Corporate Equality Officer	2 April 2012 - 30 June 2014	Ongoing. We have been providing equality training. Our priority has been to help staff know about what equality law says. We have also provided training to help staff understand hate crime. We have also provided training on the needs of lesbian, gay, bisexual and transgender people and deaf awareness training.
Put in place a process to assess the success of training.	Corporate Equality Officer	2 April 2012 - 30 June 2014	Ongoing. We assess the training as it takes place and keep it under review.

Improve ways of: • collecting data on the protected characteristics of staff; • storing that information; and • reporting on it.	Head of Human Resources	2 April 2012 – 31 March 2014	Completed. We asked staff about their protected characteristics in a survey in June 2013. We have a new form and systems in place to collect information on job applicants and training in the future. We have developed new reports. We have implemented significant restrictions on access to this data.
Think about ways to encourage a wider range of people to work in the Council.	Head of Human Resources	2 April 2012 – 31 December 2013	Completed. We have spoken to other Councils to find out how they encourage a wide range of people to work for them. We have thought about how we might talk to groups of people who are less likely to work for us. We have and will continue to attend local Job Fairs and career events at our secondary schools. We have revised our volunteering policy, through working with the Vale Volunteer Bureau, to encourage a wider range of people to become involved with the Council's service delivery requirements. We are currently exploring

			opportunities to capture equality monitoring data of perspective volunteers.
Plan how to attract and keep people who are leaving education so that the proportion employed is similar to that in the local community.	Head of Human Resources	2 April 2012 - 30 September 2014	Completed. We have actions in the workforce plan to deal with this. We have worked with Cardiff and Vale College to promote the Foundation Modern Apprentice Scheme and work experience placements. We take part in apprentice schemes and have appointed a number of Professional Trainees. We give school children work experience in many professions. We have and will continue to attend local Job Fairs and career events at our secondary schools. We have a mentoring scheme and employ a small number of craft apprentices within the Housing and Building Section
Launch a Council wide apprentice scheme.	Head of Human Resources	2 April 2012 - 30 September 2016	Ongoing. We have an action in our workforce plan to do this. A new apprentice scheme is in the process of being

			launched. As mentioned above, we are working with another local authority to support the recruitment and development of apprentices.
Look at employment information about men and women by full time equivalent as well as head count. Report on it.	Head of Human Resources	1 April 2014- 31 March 2015	Completed. See Appendix 1 in relation to differences in salary. This monitoring is carried out every three months.
Promote training. Make it easier to apply for training. This is in line with the Corporate Training and Development Strategy.	Head of Human Resources	1 April 2014- 31 March 2015	Completed. A new online system has been put in place for employees to apply for training. We appointed a new Corporate Training and Organisational Development Manager in May 2014. We have restructured and relocated the training teams in Information and Communication Technology, Corporate Training and Development and Social Services.
Develop reporting systems to make sure that, in future years, we can report information on	Head of Human Resources	1 April 2015- 31 March 2016	This work will start in April 2015.

employees who have applied to change position, identifying how many were successful and how many were not successful in their application.			
Develop reporting systems to make sure that, in future years, we can report information on employees who have applied for training.	Head of Human Resources	1 April 2015- 31 March 2016	This work will start in April 2015.
Develop reporting systems to review incidence of overtime over Services and support annual equality impact assessment.	Head of Human Resources	1 January 2015- 31 March 2016	This work will start in January 2015.