

Blaenau Gwent

Strategic Equality Plan

2012 - 2016

Fourth Annual Monitoring Report 2014/2015
(1 April 2014 - 31 March 2015)



*Blaenau Gwent is a fair and inclusive
place to live, work and visit.*

Blaenau Gwent Strategic Equality Plan

Fourth Annual Report 2014/2015

(1 April 2014 to 31 March 2015)

Contact Information

The Blaenau Gwent Strategic Equality Plan (2012-2016) is available with this document on Blaenau Gwent County Borough Council's Equality webpage: <http://www.blaenau-gwent.gov.uk/council/165.asp>

The Council's Equalities Officer sits in the Policy, Partnership and Engagement section, part of the Council's Strategic Business Unit. If you would like to contact the Equalities Officer, please do so via:

Floor 1A
Blaenau Gwent County Borough Council Civic
Centre
Ebbw Vale Blaenau
Gwent NP23 6XB

Phone : 01495 355108
Email: huw.lewis@blaenau-gwent.gov.uk

Please note that if you require this document in a different format, e.g. large print, Braille, audio version etc., then please feel free to contact us on one of the above methods.

Welsh language version is also available.

Welcome

Welcome to the fourth annual report for Blaenau Gwent County Borough Council's Strategic Equality Plan, covering the period 1 April 2014 until 31 March 2015.

The Strategic Equality Plan is a document which is used by the Council to demonstrate our commitment to enhancing the lives of our staff and communities. We are committed to ensuring that everybody is treated with respect, irrespective of any characteristic they may or may not have, be perceived to have, or be associated with.

Equality is all about treating people fairly and to their needs. The Council remains committed in driving the equality agenda forwards, for the benefit of all of our citizens and staff.

We will continue to work with the people of Blaenau Gwent to ensure that everybody is treated with the respect that they deserve and promoting the equality agenda is a key way of achieving this.



Councillor Stephen Thomas
Leader of the Council



Stephen Gillingham
Lead Corporate Director/Head of Paid Services

Mae'r adroddiad yma ar gael yn Gymraeg, neu mewn ieithoedd neu fformatau eraill ar gais.

This report is available in Welsh, or in other languages or formats on request.

Contents

Section	Title	Page
1	Introduction	6
2	Examples of best practice by strategic objective	7
3	Staff Profile	15

Appendix 1

Training Report, 2014-15

Appendix 2

Action Plan Update

1. Introduction

This annual report will focus on providing an update against the five strategic objectives identified under the Strategic Equality Plan (2012 – 2016) and the relevant actions which fall within the designated reporting period of 1 April 2014 until 31 March 2015.

This is not an exhaustive list of everything the Council has achieved in terms of equality, but a selection of best practice results. Equalities affect every one of us. Each one of us has at least five of the nine designated protected characteristics and it is a topic that is far-reaching across services provided, the communities we serve and the staff who work for the Council.

Equality is not about treating people equally. It is about treating people fairly, and to their needs. This is something which we will continue to strive to do. The Council is the largest employer in the county employing around 3,500 members of staff and as such is well placed to be a frontrunner on equality in the area.

This document will highlight progress made by objective, a profile of staff and updates on each action which makes up the Strategic Equality Plan.

2. Examples of best practice by strategic objective

Objective 1

Make equality vital in decision making and service provision

As in 2013/14, improving the quantity and quality of Equality Impact Assessing (EqIA) has been a key drive during this period. Equality Awareness and Equality Impact Assessment courses have been made available to all interested staff to encourage development.

Additionally, the Equality Officer has dedicated a lot of time to improve key officers' understanding of equality impact assessing. The EqIA element of Financial Efficiency Project (FEP) proposals has been strengthened. With this in mind, the Equality Officer offered specific training to staff and additionally, completed at least one EqIA of a FEP proposal with every Head of Service.

This meant that each Head of Service had the practical knowledge of what information is required to complete an effective EqIA. It was also considered good practice to influence Head of Service level so that they could support the mainstreaming process within their areas. Consequently, the number of EqIA's has improved and the number of people approaching the Equality Officer for advice and guidance has also increased, which is very positive.

Effective completion of EqIA's has greatly influenced the way the Council takes its decisions. Officers have long been required to consider the positive and negative impacts a decision can have on all of the protected characteristic, but the investment in time and effort during this period has, hopefully, improved decision making for the benefit of our citizens and for the Council as a service provider.

Cllr Haydn Trollope has been the Equality Champion since April 2013 and continues to play a positive role as an advocate for Equality and the Access 4 All Forum. Cllr Trollope is passionate about equality and strives for fairness and to improve the lives of citizens within his constituency and in Blaenau Gwent as a whole.

Objective 2

Be an equal opportunity employer with a workforce that is aware of and understands the equality agenda

Training

The Training agreement with Caerphilly County Borough Council to coordinate our equality training has completed its second year and continues to be very positive. This Service Level Agreement means that all of the equality related courses hosted at Caerphilly are also available to Blaenau Gwent staff.

Specific courses were also hosted in Blaenau Gwent. Some courses were made available to all (e.g. Equality Awareness), and some courses were targeted at areas, either to raise awareness, or to tackle specific needs, or issues. Some of the courses were organised following discussions with service managers and were focussed, however many were as a result of managers approaching the Equality Officer to ask for specific courses for their areas. This is especially encouraging as it demonstrates the positive reputation and impact this SLA has.

It is important to note, that in this period of austerity, training has been completely culled by the Council. However, the equality training SLA is paid for from the Equality budget, meaning that courses are freely available to staff, thus demonstrating the fairness and openness that is so vitally important in equality.

A full report on training provided for 2014/15 can be seen in appendix 1.

Organisational Development Policies

The Council boasts a comprehensive portfolio of Organisational Development policies that supports staff and the equality agenda in general. Each policy is subject to an Equality Impact Assessment and some have been adapted as a consequence.

The Organisational Development department holds an up-to-date policy tracker which identifies which policies are compliant, which ones need updating and which need to be created, both to be compliant and to offer best practice.

Objective 3

Do our best to protect and support those people in our community that need it the most

The Equality Officer has spent one-on-one time with individuals with specific protected characteristics during this period in order to support their integration within a community and to offer advice, guidance and encouragement. It would not be appropriate to document the specific examples in this report due to the details of some of the cases.

The Council, has recognised the importance of focussing on protecting people in our community that need it the most by having this specific objective sitting within the Strategic Equality Plan. This work links closely to that of the Regional Community Cohesion Coordinator for West Gwent (Blaenau Gwent, Caerphilly and Torfaen).

Two of the principle priorities (including how the Council is meeting these priorities) on the West Gwent Community Cohesion Strategy are:

- Departments, organisations and people understand hate crime, victims make reports and get appropriate support:
 - Hate Crime has been embedded within the Protection of Vulnerable Adults Training Programme – this continues to support low level awareness raising within service areas.
 - Hate Crime has been written into the Strategic Equality Plan and Single Integrated Plan which underpins a commitment from partners to improve awareness.
 - Hate Crime materials from Show Racism the Red Card have been distributed to schools throughout the region.
- Departments, organisations and people understand modern slavery, victims make reports and get appropriate support:

- A Task and Finish group have convened, chaired by BAWSO, to establish robust referral pathways; outlining the appropriate contacts and agencies in order to report cases. These referral pathways will now be promoted via the Human Trafficking Consultation group within the Council.
- Templates regarding public intelligence reporting have been circulated throughout the region, to ensure any information provided by a third party is appropriately documented.

Objective 4

Promoting understanding and acceptance of diversity within our communities

Access 4 All Forums

The Council hosted 3 Access 4 All Equality forums during this reporting period. The forums focussed on the following topics:

26 June 2014

- Brynmawr based disabled Army Veteran, Corporal Geraint Price spoke about how he has adapted to life as a young man now that he is disabled. It was unknown what caused Geraint's disability, be it physical or psychological, but in a short space of time, Geraint went from being a very active sportsman to someone who could not walk more than a few metres unaided. Geraint spoke about how he has adapted and the support he has received. He spoke about representing his country at the Invictus Games and representing Wales at both Wheelchair Basketball and Wheelchair Rugby. This was an uplifting talk, which was a credit to Geraint considering the difficulties he had faced in the very recent past.
- Blaenau Gwent Domestic Abuse Service (BGDAS) spoke passionately about raising awareness of Domestic Abuse. They stressed that Domestic Abuse can take 4 forms, Emotional, Physical, Sexual and Finance and spoke about what this can look like. It was an enlightening talk and the feedback was very positive. Many people commented on how worthwhile the talk was and how much they learned.

1 October 2014

- This event took place during Age Positive week, alongside the United Nations International Day of Older Persons and it was decided that it was important to focus on age to celebrate the immense contribution older people have in our society. Age



Cymru delivered a presentation focussing on combatting the negative images and stereotyping of older people and ageing that we often see, hear and experience in society.

- Frank Olding presented a narrative on the Welsh language in Blaenau Gwent. It is often considered that Blaenau Gwent is a traditional anglicized area, but Frank demonstrated the historical importance of the Welsh language in the area in addition to the influence that the Welsh of Blaenau Gwent has had on the Welsh language nationally. Frank's talk was enlightening and many others have asked Frank to speak at other events as a consequence.

26 February 2015

This event was a slightly different event, designed to support our citizens to understand the upcoming General Election and to get an opportunity to quiz local candidates.

All of the election parties represented in Blaenau Gwent were invited to attend and we were fortunate to have 6 representative candidates present:

- Nick Smith (Labour)
- Tracey West (Conservatives)
- Susan Boucher (UKIP)
- Steffan Lewis, (Plaid Cymru) and
- Joe Champion (Green Party)



Two sessions were held. During the first session, each candidate had up to 3 minutes to answer each question, followed by a quick fire round of questions from the floor with a 1 minute time limit.

Examples of questions asked included:

- What would the candidates do to help improve the lives of disabled people in Blaenau Gwent?

- Will your party be providing an easy read manifesto?
- Do you consider that Wales has been underfunded by the current government?
- What is your policy regarding the Welsh language and education and how do you propose to increase the number of people who can speak our national language?
- Under the conservative government we (*BG People First*) think that many people in Blaenau Gwent are worse off because of the changes to benefits. If you came to government what would your government do to help people to be better off financially.

It was a real opportunity for those present to question their local candidates and for them to gain a real insight into the decision making process that affects them so greatly as citizens. It was a fascinating event and each party representative threw themselves into their answers with gusto.

The Access 4 All forum continues to provide the Council with a valuable resource to raise awareness and understanding within our communities. Hearing people and organisations speak about their topics gives those present an opportunity to listen to people they may not have the opportunity to engage with otherwise.

Objective 5

Encouraging people to become more active and involved in shaping Council decisions and service provision

In addition to raising awareness, the Access 4 All Forum is used as a mechanism to gain information which can help shape Council decisions.

The Council also hosts a number of other regular engagement events, including:

- 50+ Forum – Held quarterly
- Youth Forum – Held on the first Monday of every month
- Children’s Grand Council – Held quarterly with 2 pupils from each primary school attending
- Let’s Talk – Engagement events concerning the Council’s financial priorities
- Citizen’s Panel – 1,000 members of the public who are prepared to engage with the Council on decisions and who act as a representation of the population of Blaenau Gwent

The Equality Officer sits on the Working Committee for Menter Iaith Blaenau Gwent, Torfaen, Fynwy and works closely with them on projects that benefit and promote the Welsh language in our area

3. Staff Profile

The following data was provided by the Organisational Development department, via the Council's iTrent software, in order to analyse the staff demographic, by protected characteristic, on 31 March 2015.

The iTrent software identifies that there are 4,696 posts in the Council, which includes all school based staff. It should be noted that the Council does not employ 4,696 separate people, as many members of staff have more than one part time occupation, some with as many as 5 part-time roles, usually in roles such as Cleaning Operative or Home Care, where the combined hours worked moves salaries closer to that of full time staff.

The amount of individual people working for the Council is approximately 3,500. For the purpose of this analysis, and due to how the information is stored and subsequently provided by iTrent, the analysis provided below will be based on posts (4,696) and not individuals.

Sex

As stated above, there are 4,696 posts in the Council, with 74% of them being female, as seen below.

	Male	Female	Total
Number of staff	1215	3481	4696
Percentage	25.9%	74.1%	100.0%

This is largely a reflection of the high number of posts the Council has which are associated to those that were traditionally considered as being 'female dominated', e.g. Cooks, Cleaners, Home Care.

Age

The age range for staff begins at 18 and rises to 83 years, with the average age of women being 44.4 and men slightly older at 45.9. The average age for all staff is 45.1.

	Male	Female	Total
Age range	18-83	17-74	17-83
Average	45.9	44.4	45.1

Disability

79% of staff do not consider themselves to have a disability, while 1.6% do. We do not hold information on 19% of staff, many of whom may have chosen not to declare whether they consider themselves to be disabled or not. Blaenau Gwent as a region has a high proportion of people with a long term health problem or disability (around 23%), but this is not reflected in the staff statistics for those who have declared.

Considered Disabled	Total
No	79.4%
Not Known	19.0%
Yes	1.6%
Total	100%

Religion and Belief

39% of staff are Christian, while almost 40% say that they do not believe. We do not hold information on over 20% of staff members, whether they did not state, or prefer not to say. Buddhism, Judaism, Hinduism and Islam account for an accumulative 11 members of staff, equivalent to 0.2%. 41 people (just under 1%) declare they have 'some other religion'.

Religion	Number	Percentage
None	1865	39.71%
Christianity	1826	38.88%
Prefer not to say	100	2.13%
Any other religion	41	0.87%
Buddhism	7	0.15%
Islam	2	0.04%
Judaism	1	0.02%
Hinduism	1	0.02%
Did Not State/Blank	853	18.16%
Grand Total	4696	100.00%

Nationality

66% of staff members say they are Welsh and another 14.5% declared themselves as being British. 4.1% are English, while 8 people (around 0.2%) are Scottish or Northern Irish. This shows that around 85% of staff are from one of the 4 British countries. We do not hold information on 15% of staff and 0.3% say they are 'Any Other Nationality'.

Nationality	Number	Percentage
Welsh	3085	65.7%
British	680	14.5%
English	191	4.1%
Northern Irish	6	0.13%
Scottish	2	0.04%
Any other nationality	16	0.34%
Blank/Did Not State	716	15.2%
Total	4696	100.0%

Ethnic Origin

By looking at the information held on ethnic origin, it can be seen that 10 ethnicities, other than British (Welsh, English, Northern Irish, Scottish or British) are represented. 'Any other white background' amounts for 16 people (0.34%), there are 4 Caribbean people (0.09%) while the other ethnicities are represented by one or two people.

Ethnic Origin	Number	Percentage
British/Welsh/English/Scottish/Northern Irish	3894	82.92%
Any other White background	16	0.34%
Caribbean	4	0.09%
Indian	2	0.04%
White and Asian	2	0.04%
Any other Mixed background	2	0.04%
African	1	0.02%
Bangladeshi	1	0.02%
Chinese	1	0.02%
Irish	1	0.02%
White and Black Caribbean	1	0.02%
No information	771	16.42%
Total	4696	100.00%

Sexual Orientation

64% of staff say they are heterosexual, 0.4% are Gay or Lesbian, 0.7% are bisexual while 4.6% prefer not to say. 30% did not state, or we do not hold information on them. 0.2% have declared themselves as 'other'.

Sexual Orientation	Number	Percentage
Heterosexual	3007	64.0%
Gay	6	0.1%
Lesbian	14	0.3%
Bisexual	31	0.7%
Other	10	0.2%
Prefer not to say	218	4.6%
Blank/Did Not State	1410	30.0%
Total	4696	100.0%

Gender Reassignment

No staff have declared themselves as having undergone gender reassignment.

Marital Status

51% of staff are married, while 30% are single. Over 6% are either divorced or separated. 3.5% did not state, or prefer not to say.

Marital Status	Number	Percentage
Civil Partnership	76	1.6%
Did Not State	98	2.1%
Divorced	210	4.5%
Married	2404	51.2%
Other	229	4.9%
Prefer not to say	68	1.4%
Separated	87	1.9%
Single	1398	29.8%
Widowed	58	1.2%
(blank)	68	1.4%
Total	4696	100.0%

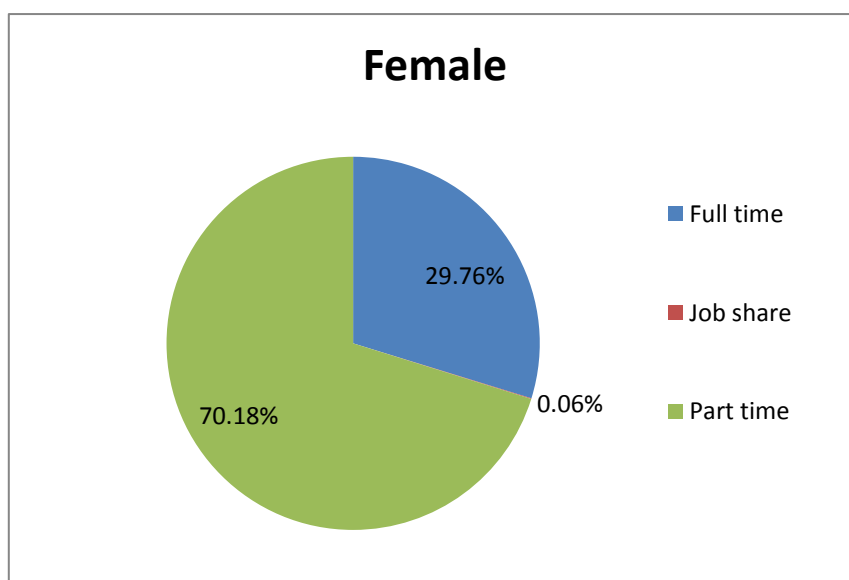
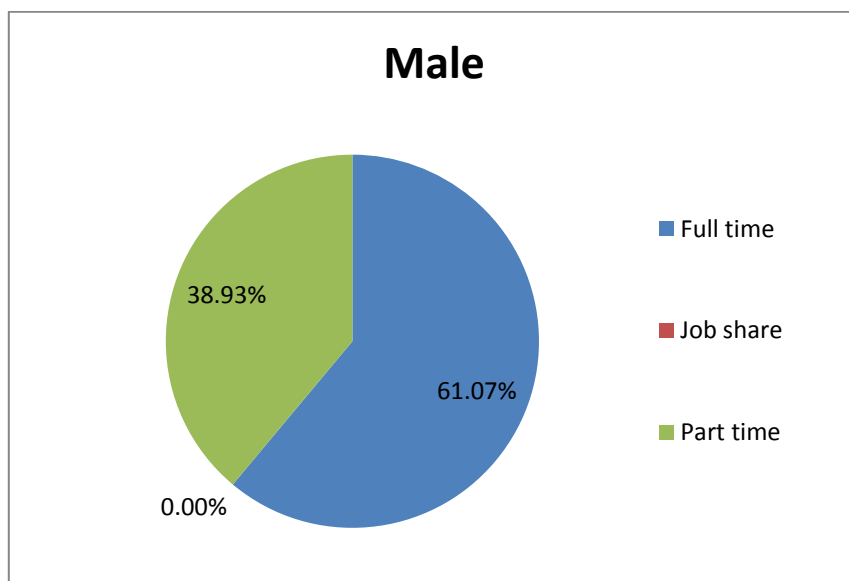
Contract Type

60% of staff are permanent, while 6.3% are fixed term. 14.5% are temporary and 17% are relief staff.

Contract Type	Sex	Total	Percentage
Fixed Term	Female	223	4.7%
	Male	71	1.5%
Fixed Term Total		294	6.3%
Permanent	Female	2093	44.6%
	Male	743	15.8%
Permanent Total		2836	60.4%
Permanent - Fixed Term Regulations	Female	14	0.3%
	Male	5	0.1%
Permanent - Fixed Term Regulations Total		19	0.4%
Relief	Female	523	11.1%
	Male	277	5.9%
Relief Total		800	17.0%
Secondment	Female	46	1.0%
	Male	19	0.4%
Secondment Total		65	1.4%
Temporary	Female	582	12.4%
	Male	100	2.1%
Temporary Total		682	14.5%
Total		4696	100.0%

Contract Status

Comparing full time and part time staff by sex does however show a difference. 61% of men are full time, while 30% of females are full time. This perhaps reflects the assumption that females are more likely to take on the role of carer for children and other family members, and therefore benefit more from the flexibility a part time role offers.

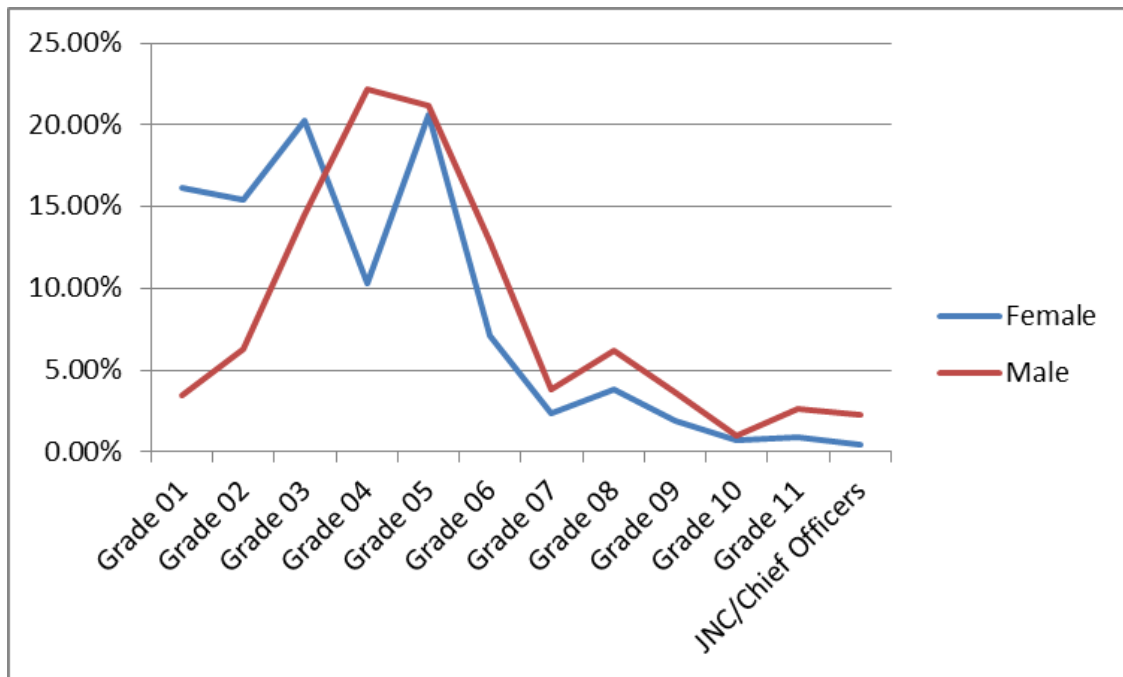


The percentage of people working full time tends to increase as the grades go up. Almost 99% of Grade 1 staff are part time, while 93% and 86% are part time for grades 2 and 3 respectively. There are more part time staff working as a grade 5 (75%) than

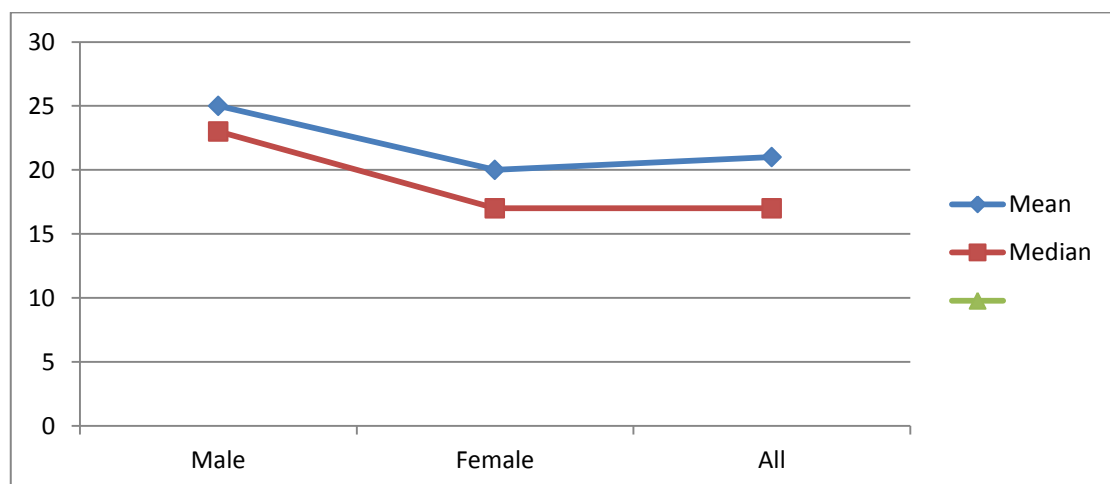
grade 4 (58%), but once it is a grade 7 role or higher, over 85% are full time. 74% of teachers are full time.

Grade	Full time %	Job share %	Part time %	Total %
Elected Members	100.0%	0.0%	0.0%	100%
Grade 01	1.2%	0.2%	98.6%	100%
Grade 02	7.5%	0.0%	92.5%	100%
Grade 03	14.3%	0.1%	85.6%	100%
Grade 04	41.6%	0.0%	58.4%	100%
Grade 05	24.8%	0.0%	75.2%	100%
Grade 06	58.3%	0.0%	41.7%	100%
Grade 07	85.2%	0.0%	14.8%	100%
Grade 08	85.5%	0.0%	14.5%	100%
Grade 09	90.3%	0.0%	9.7%	100%
Grade 10	80.0%	0.0%	20.0%	100%
Grade 11	96.2%	0.0%	3.8%	100%
JNC/Chief Officers	97.2%	0.0%	2.8%	100%
Teachers	74.4%	0.0%	25.6%	100%
Grand Total	37.9%	0.04%	62.1%	100%

The below graph looks at what grade male and female staff are as a percentage of their own demographic. As can be seen, there are not many grade 1 and 2 male staff, while this accounts for around 36% of female staff. There are however a higher percentage of male than female grade 3 staff whilst grade 4 is the same. The percentage of staff on all grades from grade 5 and above is fairly consistent between genders, albeit male staff are consistently slightly higher for all grades.



As a consequence, male staff earn more on average and as a median compared to female staff. This is largely down to the fact that there are so many females working in grade 1 and 2 roles.



In monetary terms, the average wage for all staff is £19,742, which is a grade 4 role. The average wage for female staff is £19,048 (also grade 4) and the average wage for male staff is £22,212 (grade 5).

An almost £3,000 difference in average wage between sexes is notable, however, as is documented above, 74% of all staff are female staff and 36% of these are grades 1 and 2. Consequently this does drive the average wage of female workers down.

Leavers

1040 positions left the Council between 1 April 2014 and 31 March 2015. This is a significant increase from 108 in the previous year, however there are a number of reasons for this, including 490 (47%) leaving on a TUPE transfer as the Leisure function of the Council was outsourced to Aneurin Leisure.

For that reason, this analysis will be based on the remaining 550 positions which left the Council, or were not TUPE transferred.

Almost 70% of leavers were female, which is slightly below the total amount of staff who were female (74%), but this is not deemed significant.

Sex	Number	%
Female	384	69.8%
Male	166	30.2%
Total	550	100.0%

Leavers by Contract Type and Sex

41% of staff who left the Council during this period were permanent staff, while 28% were temporary. 21% were relief staff while almost 9% were fixed term.

Sex	Contact Type	Number	%
Female	Fixed Term	35	6.4%
	Permanent	151	27.5%
	Relief	77	14.0%
	Secondment	4	0.7%
	Temporary	117	21.3%
Female Total		384	69.8%
Male	Fixed Term	14	2.5%
	Permanent	76	13.8%
	Relief	38	6.9%
	Temporary	38	6.9%
Male Total		166	30.2%
Total		550	100.0%

Leavers by Grade and Sex

The figures below show that far more staff of lower grades left the Council during this period, with 62% being grade 5 or under. However it should also be noted that the Council employs far more people in lower grades than higher grades and therefore this is expected.

Sex	Grade	Number	%
Female	Grade 01	66	12.0%
	Grade 02	54	9.8%
	Grade 03	65	11.8%
	Grade 04	24	4.4%
	Grade 05	35	6.4%
	Grade 06	11	2.0%
	Grade 07	4	0.7%
	Grade 08	12	2.2%
	Grade 09	5	0.9%
	Grade 10	4	0.7%
	JNC	3	0.5%
	Teachers - Main	21	3.8%
	(blank)	80	14.5%
Female Total		384	69.8%
Male	Grade 01	19	3.5%
	Grade 02	11	2.0%
	Grade 03	22	4.0%
	Grade 04	25	4.5%
	Grade 05	17	3.1%
	Grade 06	9	1.6%
	Grade 07	4	0.7%
	Grade 08	10	1.8%
	Grade 09	6	1.1%
	Grade 10	1	0.2%
	Grade 11	4	0.7%
	Teachers	9	1.6%
	(blank)	29	5.3%
Male Total		166	30.2%
Total		550	100.0%

Reason for leaving

Of the 550 positions that left the Council, voluntary resignation was the highest, accounting for 201 (36.5%) of staff. This is a significant increase on last year (2013-14), which can mostly be attributed to how the data is logged on iTrent as the Council improves the way data is logged.

95 positions (17%) ended as a result of relief employment and 80 (15%) as a consequence of end of temporary employment. 91 positions are relinquished as a consequence of redundancy with 69 of these being voluntary, 21 as compulsory redundancy and 1 due to the end of a fixed term contract. 23 left as a consequence of

dismissal.

Reason for leaving	Number	%
Death in Service	10	1.8%
Dismissal - Capability	2	0.4%
Dismissal - Misconduct	3	0.5%
Dismissal - Some other Substantial Reason	18	3.3%
Efficiency Grounds	1	0.2%
End of Fixed Term Employment	18	3.3%
End of Relief Employment	95	17.3%
End of Temporary Employment	80	14.5%
Flexible Retirement	5	0.9%
Ill Health	5	0.9%
Internal Transfer - Secondment	1	0.2%
Mutual Termination	8	1.5%
Redundancy - Compulsory	21	3.8%
Redundancy - End of Fixed Term Contract	1	0.2%
Redundancy - Voluntary	69	12.5%
Retirement	12	2.2%
Voluntary Resignation	201	36.5%
Total	550	100.0%

Appendix 1

Blaenau Gwent CBC Training Report,
2014-15



Equalities Training Annual Report

2014
-
2015

CONTENTS

Section	Title	Page
1.	Introduction	3
2.	The Training Report –	
	2.1 Language	3
	2.2 Disability	6
	2.3 Race	6
	2.4 General Equalities Courses	6
	2.5 Other Equalities Related Courses	8
	2.6 Other Courses / Projects / Regional Work	10
	2.7 Issues	14
	2.8 Analysis of Course Participants	15
	2.9 Drop-outs	15
	2.10 Feedback from Course Participants	15
3.	Impact	15
4.	List of Consultees	16
Appendices	1. Welsh Language Courses Breakdown 2013-14	17
	2. Newspaper Cutting – Welsh Courses	20
	Newspaper Cutting – Landlord Project	21
	3. Equalities Courses Breakdown 2013-14	24
	4. Selected Feedback from Course Participants 2013-14	27

1. INTRODUCTION

- 1.1 The report looks at the development of Welsh language, British Sign language and Equalities training courses during the academic year 2014-2015.

2. THE TRAINING REPORT

2.1 LANGUAGE

Welsh Language Courses

- During the academic year 2014-15, a total of 142 members of staff, elected members, staff from partner organisations and staff from local authorities enrolled on Welsh language training courses.

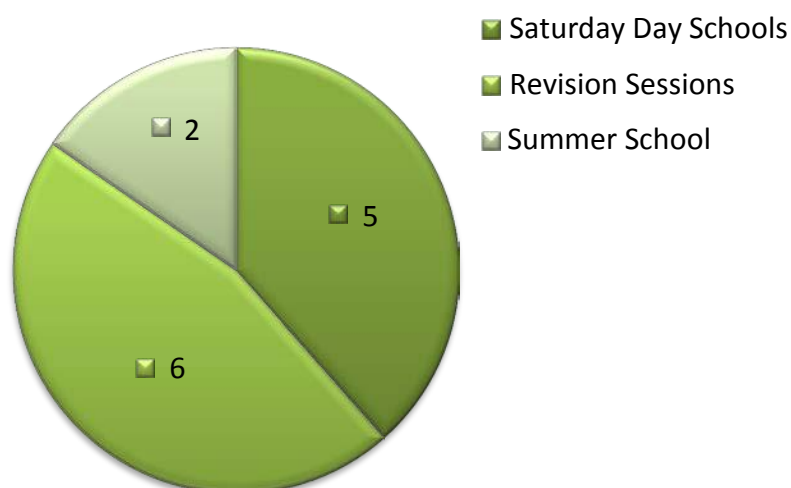
ORGANISATION				No. ENROLLED
Corporate Services	Education	Environment	Social Services	114
17	27	53	17	
Blaenau Gwent County Borough Council				14
Cardiff Council				6
Caerphilly People First				3
Groundwork Caerphilly				1
Gwent Police				1
Resident				1
Torfaen County Borough Council				1
Welsh Joint Education Committee (WJEC)				1

- Courses offered to staff and elected members included taster courses and 30 week courses.
- 114 members of staff
- 7 members of staff enrolled on courses out of county. Reasons for attending these courses were that they were courses which best suited their work life balance or these courses were not running within Caerphilly county borough.
- Collaboratively, Caerphilly County Borough Council in partnership Blaenau Gwent C B Council, Torfaen CB Council, Rhondda Cynon Taf C B Council, Cardiff City Council and the WJEC arranged and hosted 2-Day Welsh Courses. 23 people attended the Caerphilly course 13 of which were from Caerphilly C B Council. A further 5 members of CCBC staff attended the other sessions.

- In September 2014, the Equalities and Welsh Language Officer arranged for a 30 week Welsh course to run at Llancaiach Fawr in readiness for the Urdd National Eisteddfod being held there in May 2015. 3 members of staff from Llancaiach Fawr attend the course, with the others anticipating the taster courses which were to be arranged in Spring 2015.
- In February 2015, 2 10 week Welsh Taster courses commenced for staff at Blackwood Miners Institute and at Llancaiach Fawr. 26 members of staff attended the Llancaiach Fawr course and 11 attended the Blackwood Miners Institute course. These courses would give staff common every day words and phrases that they could use at the Eisteddfod, as well as teaching them about the culture and the history of the language and the Eisteddfod. See relevant newspaper cutting in **Appendix 2**.
- Courses offered during the academic year include;

TYPE OF COURSE	No. OF COURSES	TOTAL IN ATTENDANCE
Welsh Taster Course (1/2 day)	1	9
2-Day Welsh Course	7	40
10 Week Welsh Taster Course	2	37
30 Week (Caerphilly county borough)	44	48
30 Week (Out of county)	7	7
<i>Say Something in Welsh</i> (e-Learning)	1	1

- As well as the above mentioned courses, we also offer staff and elected members courses which support them in their learning. These courses include Saturday and Weekend Welsh Schools, Lampeter Residential Course and any revision courses required to prepare staff for examinations in the summer of each year.



- The Welsh in the Workplace and Welsh in the Community courses are all delivered by tutors from the Gwent Regional Welsh for Adults Centre, based at Coleg Gwent's Pontypool Campus. Staff attending courses based at locations outside of Gwent, are being delivered by staff from the Welsh for Adults Centre for that area.

Welsh Language Examination Results – Summer 2015

- Welsh courses have 4 different levels, and each level takes 2 years to complete. At the end of the second year, every learner has the opportunity to sit the relevant examinations to acknowledge that they have reached a particular level and to gain a qualification.
- In Summer 2015, 8 people were registered to sit the relevant examinations – 7 passed, 1 failed.

For a detailed analysis on the Welsh courses as a whole, please see **Appendix 1**.

British Sign Language Courses

- In the academic year 2014-2015 a total of 32 people booked to attend a variety of British Sign Language (BSL) Courses, ranging from taster courses to 30 week courses.
- 2 BSL taster courses were arranged. The first was in February with 5 people from a local primary school registered to attend, however the course had to be cancelled when they all withdrew prior to the course starting. The second course was held in July with 8 people in attendance.
- The 30 week BSL courses are run by Coleg y Cymoedd Ystrad Mynach Campus. Staff are offered these courses annually. This year we had 15 people attending the BSL Introduction and Foundation Course. 7 of the 15 were from St James Primary School in Caerphilly. They were attending so that they could acquire BSL skills to communicate with a Deaf child at the school. 4 people attended the BSL Level 2 course.
- Here's an illustration of the BSL Courses

TYPE OF BSL COURSE	CCBC STAFF	EXTERNAL STAFF	BGCBC STAFF	Failed to attend
BSL Taster	12	0	1	1
BSL Introduction & Foundation	15	0	0	1
BSL Advanced	4	0	0	1

British Sign Language Examination Results – Summer 2015

- At the end of each year, learners sit examinations to assess their understanding and communication skills in British Sign Language. Every member of staff sits the relevant examinations to acknowledge that they have reached a particular level and to gain a qualification.
- In Summer 2015, 12 people were registered to sit examinations – 11 passed, 1 failed but will be re-sitting shortly.

BSL courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 3**.

2.2 DISABILITY

Autism Awareness

- 11 people attended an Autism Awareness Course delivered by National Autism Society. This course was very popular and has been strongly recommended for others to attend.

Basic Skills Awareness

- In October 2014 we ran a Basic Skills Awareness course which was attended by 6 people, 1 of which was an elected member.

Autism Awareness and Basic Skills Awareness courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 3**.

2.3 RACE

Gypsy Traveller Awareness

- Welsh Government funded Gypsies and Travellers Equalities and Inclusion Training which was to be piloted and Caerphilly was selected as a pilot area to run a session pan Gwent. The course is designed for Health, Housing and Social workers in partnership with Gypsies and Travellers.

The pilot course was arranged for early December 2014 and aimed specifically at Housing staff across Caerphilly, Blaenau Gwent, Newport, Torfaen and Monmouthshire. Unfortunately there was not much demand for the course, which still went ahead with 4 people in attendance. 3 were CCBC staff and the other from Blaenau Gwent CBC.

The Gypsy Traveller Awareness course forms part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 3**.

2.4 GENERAL EQUALITIES COURSES

Equalities Awareness

- During the academic year 2014-15 we ran 10 Equalities Awareness courses. 3 of these courses were arranged for staff and elected members to attend. 41 people registered to attend these courses, 4 however withdrew prior to the course starting. 2 courses had to be cancelled altogether due to lack of interest.
- 1 session was held for a primary school in response to a complaint made by a parent, 26 people attended this session which included the school staff and school Governors.
- Another session was delivered at Waunfawr Primary; the headteacher wanted all the staff to receive basic Equalities Awareness training with 18 in attendance.

- The Environmental Health Team requested 2 Equalities Awareness Training to assist them in dealing with clients who operate fast food outlets within the county borough. 12 people attended the sessions.
- The Tenant Representative Group requested an Equalities Awareness refresher course in October 2014, with 12 attending the course.

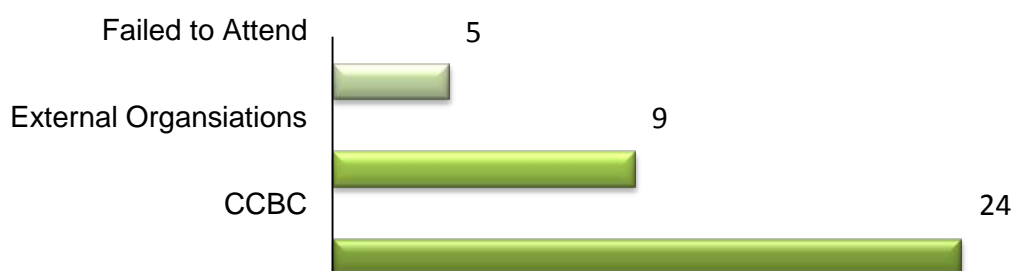
COURSE	No. ATTENDED	WITHDREW
Primary School	26	0
Waunfawr Primary School	18	0
Environmental Health	12	0
General Staff	38	3
Tenant Representatives	12	0

Equality Impact Awareness

- An Equality Impact Awareness session was held in November 2014. The session ran with only 4 people in attendance, 1 of which was from Blaenau Gwent County Borough Council

Hate Crime Awareness

- 2 Hate Crime Awareness courses were arranged, but 1 was cancelled due to lack of interest. The course which did run had 12 people in attendance, 2 from Blaenau Gwent CBC, 3 from external organisations and 7 from CCBC.
- As part of a National Welsh Government funded project, Victim Support were delivering Free Hate Crime Awareness training to key service areas within West Gwent. This free opportunity was being made available to those Local Authority services who may encounter possible cases. The purpose of this training was to improve the knowledge of what a hate crime is and to promote the mechanism available to report any such cases.
- Hate Crimes are any crimes that are targeted at a person because of hostility or prejudice towards that person's Disability, Race or ethnicity, Religion or belief, Sexual orientation or Transgender identity.
- To date we have held 2 sessions with both sessions being aimed at Communities First staff and staff who work in the Youth Service. 33 people registered to attend the session with 7 from external organisations. 5 withdrew from the course.



The General Equalities Courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 3**.

2.5 OTHER EQUALITIES RELATED COURSES

Modern Day Slavery and Human Trafficking

- The initial training session in October 2014 was a train the trainer event which was arranged by the Crown Prosecution Service and funded by Welsh Government.
- The train the trainer session was hosted at Penallta House and open to staff from across South East Wales from a variety of organisations. 16 people attended the session, 2 from Caerphilly CBC and 14 from external organisations.
- Following on from the train the trainer session, Lisa Davies, the HUB Team Coordinator from the Youth Service has been delivering the Modern Day Slavery and Human Trafficking sessions internally. To date she has delivered 2 sessions training 34 people in total.

Citizens Advice Bureau and NEST Big Energy Saving Week Event

- This event was hosted for Housing staff to raise their awareness of how to advise clients better when it comes to energy and making sure that the product they have in place is the best one for them and their circumstances. The event looked at prepayment meters, energy best deals and fuel poverty.
- 17 people registered for the event with 15 attending, 3 of those from Disability CanDo.

Self-Harm and Thoughts of Suicide in Young People

- Following a request to the Equalities Training and Promotion Officer arranged a training course for the Youth Service called "Self-Harm and Thoughts of Suicide in Young People".
- 17 staff members from the Youth Service attended the training and the feedback received about the course was very positive. Staff felt that they were able to talk openly about personal experiences of dealing with young people who either self-harm or who consider suicide as the only alternative option.

Universal Credit / Welfare Reform

- The Citizen's Advice Bureau ran 5 sessions during this academic year all of which were very well attended with 85 members of staff attending in total. The staff who attended were from a variety of departments including Customer First, Housing, Libraries and Social Services.

Welsh Language Awareness / Sensitivity Training

- This is a new course in the training portfolio which focuses on raising participants awareness of the History of the Welsh language, Welsh language legislation, Welsh language and organisational policy and culture, Use of the Welsh language in the county borough / nationally, prejudice and stereotyping, language and identity and the Welsh language when it comes to service provision
- 3 sessions were arranged during the academic year, one of which was cancelled due to no interest.
- The first session ran in November and was attended by 7 people, 2 of which were from external organisations. It was an interesting session where participants were able to raise issues in confidence.
- The second session which ran was targeted at Social Services, in light of the “More Than Just Words Strategy”, which is about delivering health and social care services whilst having due regard to the Welsh Language and that of service users. 8 people attended this session, 3 from Caerphilly CBC and the other 5 from neighbouring authorities, Blaenau Gwent, Cardiff and Torfaen.

Workshop to Raise Awareness of Prevent (WRAP)

- 5 sessions were held during this academic year. The first session in October 2014 which was open to staff in general was cancelled due to lack of interest.
- The following 4 sessions were targeted to specific service areas which worked better. The following table illustrates the service areas which received this training and the numbers in attendance;

Month	Service Area	Numbers Attended
December 2014	Park Services	9
February 2015	Contact & Referral Team	6
March 2015	WHQS – Tenant Officers	14
July 2015	Youth Offending Service & Social Services	29
Total		58

The Other Equalities Related Courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 3**.

2.6 OTHER COURSES / PROJECTS / REGIONAL WORK

Partnership Working with Blaenau Gwent County Borough Council

Since April 2013, Caerphilly County Borough Council has been providing Blaenau Gwent County Borough Council with Equalities and Welsh Language training. This has been set-up under an agreed Service Level Agreement which ran initially for 12 months.

Blaenau Gwent CBC's viewpoint of the SLA process is that having this agreement in place is very cost-effective for the authority overall. It is also providing a resource which would be difficult to organise otherwise. A mark of the agreement's success is departmental managers are now proactively approaching the Equalities Training and Promotion Officer to enquire about the possibility of organising courses that fit their needs, be it for a specific requirement or for general awareness raising.

All the courses run in partnership with Blaenau Gwent County Borough Council are included in;

[Blaenau Gwent County Borough Council - Equalities Training Report 2014-2015](#)

For the financial year 2015-16, the Service Level Agreement now in its third year was updated to continue this partnership arrangement. Training has already taken place under this new agreement with 66 members of staff receiving Equalities related awareness training, illustrated below;

COURSE TITLE	MALE	FEMALE
BSL Taster Course	0	1
Equalities Awareness	22	36
Equality Impact Awareness	0	1
Gypsy Traveller Awareness	1	0
Hate Crime Awareness	0	2
Welsh Language Awareness	1	2
	24	42

The Other Courses / Projects / Regional Work that we do, excluding the partnership working with Newport Council, forms part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 3**.

Partnership Working with Newport City Council

Since the 1st February 2015, Caerphilly County Borough Council has also been delivering Equalities and Welsh Language Training courses for staff working at Newport City Council, through a 14 month Service Level Agreement.

The figures for Newport City Council staff attending training is not included in the figures for this report as we do not have the staff data to be able to complete a thorough analysis of course participants.

The courses delivered for Newport City Council to date are illustrated in the table below;

Newport City Council - Equalities and Welsh Language Courses		
DATE	COURSE TITLE	No. ATTENDED
14.05.15	Autism Awareness	15
02.06.15	Equalities Awareness	8
07.07.15	Welsh Language Awareness (session 1)	6
07.07.15	Welsh Language Awareness (session 2)	12
28.07.15	Equalities Awareness	10
15.09.15	Autism Awareness	17
15.09.15	Basic Skills Awareness	10
16.09.15	Equalities Awareness (session 1)	13
16.09.15	Equalities Awareness (session 2)	7
TOTAL		98

The Landlords Project

A successful collaboration between the Council's Housing team, the Equalities and Welsh Language team and the TDS Charitable Foundation

In the spring of 2014, Caerphilly CBC's Council's Housing team contacted the Equalities and Welsh Language team for advice following a number of recent examples of case law around tenancy issues that had equalities/ discriminatory aspects to them. See relevant newspaper cutting in **Appendix 2**.

The planned Common Housing Register in the county borough, together with the growing case law led to the two teams within the Council to work together to develop guidance to help all those who have landlord responsibilities (whether council, social or private) to understand the issues involved and to provide training opportunities to Housing staff, social and private landlords, and letting agencies.

As the work began to develop, it became clear that it brought together a much wider

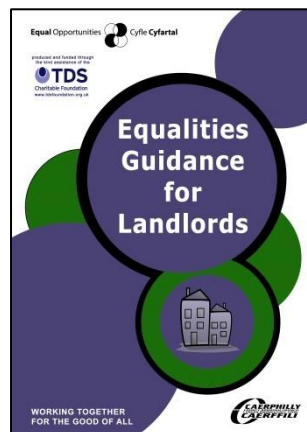
range of local and Welsh national strategies than had first been realised.

- The development of the Common Housing Register and common allocation policy,
- The Council's current Housing Allocations Policy,
- Caerphilly Delivers - the LSB single integrated plan
- The Council's Strategic Equality Plan and Objectives
- Community Cohesion and Hate Crime issues
- "Part 1: Regulation of Private Rented Housing" of the Housing (Wales) Act 2014, which introduces a mandatory training element for all private sector landlords, operated by the licensing authority.

Landlords, whether council, social or private are provided with support and information on legal matters relating to building regulations, health and safety issues and a range of other practical matters that have an impact on their role. Little has been offered in the past however around Equalities-related guidance and the relationship between landlords, tenants and even neighbours.

The guidance document was therefore been developed to help landlords understand that the greater the level of understanding and information they and their tenants share in terms of Equalities issues, the better the business relationship will be. Further, any potential problems or issues, if known about from the very beginning of the business relationship, could be used to the advantage of all parties and thus avoid simple things developing into costly legal action.

The guidance provides landlords with greater access to Equalities information and support when dealing with tenants from different backgrounds, or if issues arise between their tenants and neighbours for example. It also supports the relationship between different landlords, tenants and neighbours by potentially improving or avoiding dispute resolution between people of different backgrounds.



As producing Equalities guidance is a target for the Equalities and Welsh Language Team each year, initially the costs of producing and publishing the guidance document was part of core costs for the Council, met from the existing corporate budget.

The team are always looking for ways of securing additional funding and resources however, and thanks to the use of a system known as Grantfinder, a member of the team found a source of potential grant funding to support this project.

The Tenancy Dispute Service, known as the TDS Charitable Foundation, is the UK's

leading provider of insurance based tenancy deposit protection, and works to

advance education amongst landlords and tenants about private rented housing rights and obligations.

The TDS had £35,000 available in each quarter to fund projects which support this aim, and its first round of funding was made available in 2014/2015, where the Foundation invited bids of up to £20,000 for projects.

In its own press release the TDS noted that it was “*overwhelmed by applications from charities, tenant and landlord groups, local councils, and other organisations*” in the first round.

The Council’s Equalities and Welsh Language Team submitted a bid to the Foundation for £5,000 to both expand the print run for the guidance document and allow landlords in the county borough to access the Council’s Equalities and Welsh language training for free until March 2015.

£35,000 was available in the first round; however the Foundation received bid applications worth over £500,000. Caerphilly County Borough Council was one of only five bodies from around the UK (and the only one in Wales) to be successful and share in grants from the first round of national funding.

The guidance and the training provision were reported to the Caerphilly Homes Task Group (CHTG) on 30th October, with hard copies of the guidance and a press release from the TDS Charitable Foundation about the 1st round of funding included with the report as appendices. The CHTG were very positive about the guidance document and the shared training element.

These were also reported to the local homelessness forum and the Council’s Communications team issued a press release about the project. The pdf copies were placed on the Council’s updated website - under www.caerphilly.gov.uk/equalities in the Information and guidance section during November 2014.

A series of training sessions were booked in across the county borough for Housing staff, social and private landlords, and letting agencies and an experienced Equalities trainer, Helen Stephens, was brought in to deliver the sessions after being briefed on the target audience.

The training courses were delivered as follows:

- Moriah Church Hall, Risca - 25/11/14
- Rhymney Room, Penallta House, CCBC HQ, Ystrad Mynach - 02/12/14
- Tredomen Business Centre, Ystrad Mynach - 09/03/15
- ICE Centre, Britannia House, Van Road, Caerphilly - 18/03/15

Across the 4 sessions, 39 people attended:

- 25 private Landlords
- 6 Lettings Agents
- 6 Caerphilly CBC Housing staff
- 2 Rhondda Cynon Taf CBC employees

One member of the Council's Equalities and Welsh Language team attended an Equalities and Human Rights Commission (Wales) event on Monday 2nd Feb and took some of the booklets along to share out.

On the 6th March 2015, two members of the Council's Equalities and Welsh Language team and one from Housing attended a Tai Pawb conference at Cardiff International White Water Centre to give a presentation on the Council's Housing work and upcoming legislative changes, and the Landlords project as a specific section.

The link to their news page where they refer to the conference and the presentation is - <http://www.taipawb.org/article.aspx?nref=167>

Click on the link below to read the full report to the TDS Foundation – [Landlord Project Report](#)

2.7 ISSUES

- The number of CCBC staff and elected members attending courses continues to be relatively low; however the targeted training has proved successful. A number of courses held during the academic year were aimed at specific departments and were well attended.
- These often arose from direct contact from the departments in order to help resolve complaints that had come in to the Council. This highlights the need for the awareness training as 40 Equalities and Welsh Language complaints were received during the financial year 2014-2015, many of which could have been avoided with greater staff awareness of the issues beforehand.
- Some learners do not fully appreciate the terms and conditions of the Equalities and Welsh Language training that they agree to attend, neither do some line managers who authorise their staff to attend the courses. Many learners and line managers do not read the terms and conditions fully, do not fully comply with them and are then unaware of, or argue against, the consequences of non-compliance.
- For example, one of the terms and conditions is that when staff who have signed up to attend training then leave the authority, they or the line manager must notify the Equalities Training and Promotion Officer but this is not always done. When staff members registered on courses leave the authority course fees are reclaimed from the individual and it becomes a time consuming sundry debtor process if the Equalities Training and Promotion Officer is not informed in advance, or managers argue against the requirement despite having signed the terms and conditions.
- Another example is that some managers do not agree to support their staff to attend a course, this happens largely with staff wanting to learn Welsh. Reasons given include that the course was not relevant to their role and so staff can do it in their own time. The Welsh courses are for staff to acquire Welsh language skills for the workplace which is why the council supports and offers staff these courses. When the Welsh Language Standards come into effect on the 30th March 2016 this will change as two of the standards specifically cover staff training and course provision.

2.8 ANALYSIS OF COURSE PARTICIPANTS

Please see **Appendix 1** and **3** for Analysis of Course participants. If you require a more detailed analysis, please contact the Equalities Training and Promotion Officer.

2.9 DROP-OUTS

COURSE TITLE	CS	ED	ENV	SS	ELECTED MEMBERS	BLAENAU GWENT CBC	EXTERNAL ORG	TOTAL
Autism Awareness Course	-	1	-	-	-	-	-	1
British Sign Language 30 Week Course	2	2	-	2	-	-	-	6
British Sign Language Taster Course	-	5	-	1	-	-	-	6
Citizens Advice Bureau / NEST Seminar	-	-	1	1	-	-	-	2
Equalities Awareness Course	1	-	2	-	-	1	-	4
Landlord's Project	-	-	2	-	-	-	9	11
Victim Support Hate Crime Course	-	4	-	-	-	-	1	5
Welsh Language Awareness Course	-	1	-	-	1	-	-	2
Welsh Language 30 Week Course	1	6	-	1	-	-	-	8
Welsh Language Regional 2 Day Taster	1	-	-	3	-	-	2	6
Welsh Language 10 Week Taster	-	-	2	-	-	-	-	2
Workshop Raising Awareness of Prevent	-	1	-	5	-	-	-	6
TOTAL	5	20	7	13	1	1	12	59

2.10 FEEDBACK FROM COURSE PARTICIPANTS

- For a selection of feedback from course participants please see **Appendix 4**.

3. IMPACT

- More staff now have a greater awareness of equalities issues and are better prepared to deal with issues that may arise from the new legislation.
- Officers are now equipped with who they need to contact if an equalities or Welsh language issue arises within their service areas, and this is evidenced by the increasing number of targeted training which is delivered.
- The equalities and Welsh language training courses offered to staff, elected members and staff from partner organisations by Caerphilly County Borough Council is seen as an example of best practice by the Welsh Local Government Association, Equality and Human Rights Commission, training providers and some local authorities and partners.

Author - Anwen Rees, Equalities Training and Promotion Officer
Ext. 4404 / reesma@caerphilly.gov.uk
October 2015

Appendix 1 Welsh Language Courses Breakdown
Appendix 2 Newspaper Cutting – Welsh Courses
Newspaper Cutting – Landlord Project
Appendix 3 Equalities Courses Breakdown
Appendix 4 Feedback from Course Participants

4. LIST OF CONSULTEES

Internal Consultees;

Jackie Dix, Policy Unit Manager
Robert Hartshorn, Head of Public Protection
David A Thomas, Senior Policy Officer Equalities & Welsh Language
Cllr James Pritchard, Elected Member – Equalities Champion
Howard Rees, Programme Manager
John Elliott, Research Officer
Jane Haile, Learning and Development Manager
Christopher Hunt, Regional Community Cohesion Coordinator
Lisa Davies, Hub Team Coordinator

External Consultees;

Helen Stephens, Helen Stephens Development Ltd
John Woods, Gwent Welsh for Adults Centre
Huw Lewis, Blaenau Gwent County Borough Council
Llio Elgar, Newport City Council Sarah
Lawrence, Deaf Friendly Ltd. Donna
Sharland, National Autism Society
Sheenagh Sykes, Coleg y Cymoedd Ystrad Mynach
Eleanor Norton, Dynamix Ltd.
Kate Hood, Llamau
Kim-Ann Williamson, Crown Prosecution Service
Mark Williams, Equiversal
Gareth Cuerden, Victim Support
Jan Channing, Citizen's Advice Bureau
Shaun Evans-Pask, Untethered Ltd.
Eleanor Davies, Holutions
PC Andrew Mason, Gwent Police (Prevent)

WELSH LANGUAGE COURSES BREAKDOWN – 2013-2014

DIRECTORATE	MALE	FEMALE	TOTAL
Corporate Services	5	12	17
Education	4	23	27
Environment	19	34	53
Social Services	4	13	17
Community Partnerships/External Partners	12	16	28

142

EXTERNAL PARTNERS	MALE	FEMALE	TOTAL
Blaenau Gwent County Borough Council	4	10	14
Cardiff City Council	3	3	6
Caerphilly People First	0	3	3
Groundwork Caerphilly	1	0	1
Gwent Police	1	0	1
Caerphilly county borough resident	1	0	1
Torfaen County Borough Council	1	0	1
Welsh Joint Education Committee	1	0	1

GENDER	MALE	FEMALE	TOTAL
Male	44		44
Female		98	98

142

AGE	MALE	FEMALE	TOTAL
16 – 25	3	3	6
26 – 39	12	31	43
40 – 49	8	16	24
50 – 65	9	25	34
66+	0	4	4
Not Disclosed	12	19	31

142

SEXUAL ORIENTATION	MALE	FEMALE	TOTAL
Heterosexual	27	73	100
Gay / Lesbian	4	1	5
Bisexual	0	2	2
Not Disclosed	13	22	35

142

MARITAL STATUS	MALE	FEMALE	TOTAL
Single	8	8	16
Married	18	45	63
Divorced	0	9	9
Separated	1	1	2
Widowed	0	1	1
Living With Partner	4	13	17
Civil Partnership	0	1	1
Not Disclosed	13	20	33

142

DISABILITY	MALE	FEMALE	TOTAL
I am not Disabled	26	63	89
Learning Disability	3	1	4
Hearing Impaired	0	3	3
Mobility Impaired	0	5	5
Visually Impaired	0	1	1
Autism	0	1	1
Dyslexia	1	0	1
Not Disclosed	14	24	38

142

WELSH LANGUAGE SKILLS	A Little	Moderate	Quite Well	Fluent	TOTAL
Speak	35	17	6	2	60
Understand	31	13	9	2	55
Read	22	15	7	2	46
Write	22	17	4	2	45

BRITISH SIGN LANGUAGE SKILLS	MALE	FEMALE	TOTAL
Use	1	2	3
Understand	2	3	5

OTHER LANGUAGE SKILLS	MALE	FEMALE	TOTAL
French	2	3	5
German	2	3	5
Spanish	1	2	3
Not Disclosed / None	39	90	129

142

NATIONAL IDENTITY	MALE	FEMALE	TOTAL
Welsh	19	49	68
British	8	25	33
Scottish	1	1	2
English	3	1	4
American	1	0	1
Not Disclosed / None	12	22	34

142

ETHNICITY	MALE	FEMALE	TOTAL
White British	27	74	101
White Asian	1	0	1
Scottish	0	1	1
American	1	0	1
Unwilling to declare	1	0	1
Not Disclosed	14	23	37

142

RELIGION	MALE	FEMALE	TOTAL
No Religion	11	26	37
Christian	12	44	56
Humanist	0	1	1
Spiritualist	0	1	1
Unwilling to Declare	2	2	4
Not Disclosed	19	24	43

142

WITHDRAWN	MALE	FEMALE	TOTAL
Corporate Services	0	1	1
Education	0	6	6
Environment	0	2	2
Social Services	2	2	4
External	1	1	2

15

Campaign

05/02/2015

Staff learning Welsh ready for Eisteddfod

STAFF at Llancaiach Fawr have been learning Welsh, in preparation for the Caerphilly and District Urdd National Eisteddfod which will be held at the site later this year.

The majority of staff at the historical site are non-Welsh speakers but in September some of the staff started a Welsh evening course at the Welsh for Adults Gwent Centre, inspired to learn by the Eisteddfod visit.

Diane Walker, manager at Llancaiach Fawr, said: "There are three of us from Llancaiach Fawr that started on our six-year journey to become fluent Welsh speakers in September – even though I was brought up in England, my mother is a Welsh speaker from Abergele and I always wanted to learn the language. Twenty more of the staff will be starting a taster course at the end of February so that they will know basic Welsh to welcome the Urdd visitors to our historical site."

By Rob Owen

01633 777242

robert.owen@gwent-wales.co.uk

Twitter @ArgusROwen

Built in the early sixteenth century, Llancaiach Fawr was named as one of the top ten most haunted buildings in Britain in a recent poll.

Ms Walker added: "We very much look forward to welcoming the Eisteddfod to Llancaiach Fawr at the end of May, and to seeing our grounds transformed. The manor house will be a part of the Maes and to enable us to be fully prepared I've been discussing with staff at Llanerchaeron, the 18th century estate that housed the Eisteddfod in 2010, how it will work practically."

Anwen Rees, Caerphilly council's equalities training and promotion officer, said: "We have offered an additional

entry level course this September following a rise in demand for Welsh lessons in the area.

"It's great that the staff at Llancaiach Fawr are eager to learn Welsh and I'm also aware that members of Blackwood Miners' Institute are keen to learn Welsh ready for the Eisteddfod.

"The Eisteddfod visit is a great opportunity for us to promote and encourage local people to learn Welsh and the will and enthusiasm to learn is evident. We will start the taster course with Llancaiach Fawr staff in February, teaching them simple sentences but also the history of the Welsh language. Our hope is that the staff on the entry level 1 course this year will move on to entry level 2 in September."

If you would like details of Welsh lessons in the Caerphilly area, visit www.welshforadults.org. For details of the Urdd eisteddfod, visit urdd.cymru/eisteddfod.

South Wales Argus

29/08/2014

Council grant to support landlords on equality

A GWENT council has been awarded £5,000 to deliver important equalities and discrimination guidance to landlords.

Caerphilly council's Equalities and Welsh Language team successfully bid for the funding from the TDS Charitable Foundation, which will allow the council to produce a guidance and information document to

help landlords better understand their tenants.

The information will be aimed at social and private landlords and the council's housing staff, although the document will also be of use to tenants.

The TDS Charitable Foundation grant boost also means the council will be able to deliver free Equalities and Welsh Lan-

guage training to local landlords.

Cllr James Pritchard, Caerphilly council's equalities champion, said: "I'm pleased that the council has been able to secure this grant to deliver this important piece of work."

Equalities Guidance for Landlords will be available at caerphilly.gov.uk by the autumn.

Caerphilly Observer

04/09/2014

Grant money for training

Caerphilly County Borough Council has been awarded £5,000 to deliver equalities and discrimination guidance to landlords.

The council's Equalities and Welsh Language team successfully bid for the funding from the TDS Charitable Foundation.

The funding will allow the council to produce guidance and information to help landlords better understand their tenants.

The information will be aimed at social and private landlords and the council's housing staff, although the document will also be of use to tenants.

The TDS Charitable Foundation grant also means the council will be able to deliver free Equalities and Welsh Language training to landlords.

Cllr James Pritchard, Caerphilly County Borough Council's Equalities Champion, said: "I'm pleased that the council has been able to secure this grant to deliver this important piece of work. These funds will give landlords greater access to information and support when dealing with different tenants, or if issues arise between their tenants and neighbours."

Campaign

04/09/2014

Guidance boost to help train landlords

CAERPHILLY council has been awarded £5,000 to deliver equality and discrimination guidance to landlords.

The local authority's equalities and Welsh language team successfully bid for the funding from the TDS Charitable Foundation, which will allow the council to produce a guidance and information document to help landlords better understand their tenants.

The information will be aimed at social and private landlords and the council's housing staff, although the document will also be of use to tenants.

The TDS Charitable Foundation grant also means the council will be able to deliver free equalities and Welsh language training to local landlords.

Councillor James Pritchard, Caerphilly Council's equalities champion, said: "I'm pleased that the council has been able to secure this grant to deliver this important piece of work."

"These funds will give landlords greater access to information and support when deal-

By Caio Iwan

01633 777252

ciw@southwalesargus.co.uk

Twitter @ArgusCIwan

ing with different tenants, or if issues arise between their tenants and neighbours."

The council is one of a number of bodies from around the UK to share grants from this round of TDS Charitable Foundation funding for educational projects in the private rented sector.

Martin Blakey, trustee of the TDS Charitable Foundation, said: "It has been a great pleasure to distribute much needed funding to some excellent initiatives."

"Many of these projects simply would not have started without the support of the TDS Charitable Foundation."

"I am looking forward to seeing the progress of each project in the coming months."

Equality guidance for landlords will be available on caerphilly.gov.uk by the autumn.

APPENDIX 3

EQUALITIES COURSES BREAKDOWN – 2013-2014

DIRECTORATE	MALE	FEMALE	TOTAL
Corporate Services	34	79	113
Education and Leisure	26	118	144
Environment	27	48	75
Social Services	15	50	65
External / School Pupils	53	88	141
Not Disclosed	24		24

562

EXTERNAL PARTNERS	No.
AGSA Ltd	1
Blaenau Gwent C B Council	54
Bridgend C B Council	1
Caerphilly Borough Mind	2
Calan DVS	3
Cardiff Council	1
Cardiff University	1
Care and Repair Caerphilly	1
Davis & Sons Estate Agents	1
Disability CanDo	2
Independent Estate Agents	4
GAVO	4
Groundwork Caerphilly	4
Hafan Cymru	1

EXTERNAL PARTNERS	No.
Private & Social Landlords	32
Libra IPS Limited	1
Merthyr Tydfil C B Council	2
Parkmans Property	1
Rhondda Cynon Taf C B Council	5
Right from the Start	1
Sisters of Charity	1
Soroptimist International	1
Tenant Forum	11
Torfaen C B Council	3
YOS – Volunteer	1
Wales CRC Probation Service	1
Welsh Refugee Council	1

Total number of staff attended from external organisations = 141

GENDER	MALE	FEMALE	TOTAL
Male	156		156
Female		385	385
Transgender			0
Not Disclosed	21		21

562

AGE	MALE	FEMALE	TOTAL
16 – 25 (Not in Education)	13	18	31
26 – 39	32	90	122
40 – 49	29	80	109
50 – 65	30	55	85
66+	7	6	13
Not Disclosed	202		202

562

SEXUAL ORIENTATION	MALE	FEMALE	TOTAL
Heterosexual	102	230	332
Gay / Lesbian	3	2	5

562

Bisexual	0	2	2
Not Disclosed	223		223
MARITAL STATUS	MALE	FEMALE	TOTAL
Single	25	47	72
Married	58	125	183
Separated	1	2	3
Divorced	0	14	14
Civil Partnership	1	0	1
Widowed	1	0	1
Living With Partner	22	52	74
Not Disclosed	214		214

562

DISABILITY	MALE	FEMALE	TOTAL
I am not Disabled	96	218	314
Learning Difficulties	1	2	3
Hearing Impaired	2	3	5
Mobility Impaired	2	5	7
Visually Impaired	1	1	2
Dyslexia	1	2	3
Epilepsy	0	1	1
Not Disclosed	227		227

562

WELSH LANGUAGE SKILLS					
Skill	A Little	Moderate	Quite Well	Fluently	TOTAL
Speak	115	8	6	17	146
Understand	102	12	8	18	140
Read	84	8	9	17	118
Write	84	8	7	16	115

BRITISH SIGN LANGUAGE SKILLS	MALE	FEMALE	TOTAL
Use	2	10	12
Understand	3	7	10
Not Disclosed / None	540		540

562

OTHER LANGUAGE SKILLS	MALE	FEMALE	TOTAL
French	3	5	8
Polish	1	2	3
Portuguese	1	0	1
German	3	2	5
Russian	1	0	1
Hebrew	0	1	1
Makaton	0	1	1
Not Disclosed / None	542		542

562

NATIONAL IDENTITY	MALE	FEMALE	TOTAL	
Welsh	61	85	146	
British	41	146	187	
English	2	2	4	
Irish	0	1	1	
Canadian	0	1	1	562
New Zealand	0	1	1	
Polish	0	2	2	
Scottish	1	3	4	
Not Disclosed	216		216	

ETHNICITY	MALE	FEMALE	TOTAL	
White British	107	226	333	
White and Black Caribbean	0	1	1	
White and Asian	0	1	1	
Irish	0	1	1	
Caribbean	0	1	1	562
Canadian	0	1	1	
New Zealand	0	1	1	
Polish	0	2	2	
Not Disclosed	221		221	

RELIGION	MALE	FEMALE	TOTAL	
No Religion	40	77	117	
Christian	52	120	172	
Buddhist	1	1	2	
Humanist	0	1	1	562
Jehovah's Witness	0	1	1	
Jewish	0	1	1	
Not Disclosed Religion	268		268	

WITHDRAWN	MALE	FEMALE	TOTAL	
Corporate Services	2	2	4	
Education and Leisure	1	8	9	
Environment	2	2	4	38
Social Services	7	2	9	
External Organisation	3	9	12	

APPENDIX 4

SELECTED FEEDBACK FROM COURSE PARTICIPANTS 2014-15

The following comments are taken from a selection of council staff members, elected members and staff from partner organisations who either completed an evaluation form or gave feedback by email;

Autism Awareness

- An interesting course. Very thought provoking.
- Thoroughly enjoyed this course. I feel I now greater understanding of autism. Very interesting.
- Very interesting course, would have liked a day long course with films and more tasks.

British Sign Language Taster

- Fantastic course. Sarah was really energetic and energising. Thank you.
- Fantastic session, very interesting, good fun, very informative and a good experience.
The quality of teaching was excellent.
- I very much enjoyed this course, have learned so much, would love to learn more. Sarah was excellent! Thank you.

Equalities Awareness

- Excellent trainer – very enthusiastic and knowledgeable, a lot more interesting than I thought it would be!
Thanks Helen!
- I really enjoyed this course very enjoyable and informative. Loved the Q and A's. More of this subject please!
- Very interesting and informative. Helen was an excellent speaker and the course was a bit of an 'eye-opener'.
- Excellent course. Really thought provoking. Glad I came.
- More governors should have attended

Equalities Awareness – Landlords Project

- Interesting. Helen was very adaptable and organised the course according to our specific needs. Enjoyed it and learned a lot.
- Was very informative. It was good that there was room for discussion. Very helpful indeed!
- Good course – good interaction between all participants. Increased my awareness of the Equality Act.

Hate Crime Awareness

- Very interesting and informative course
- The tutor was excellent, very informative and friendly
- Very informative and valuable to my role

Self-Harm and Thoughts of Suicide in Young People

- Really good training anyone working that works with young people should take part in the training.
- Doing the training with similar professionals was more beneficial!!
- The whole course was very good.

Welsh Language Taster

- Very clearly produced, spoken and encouraged.
- Great course and would like to learn more.
- Bendigedig! It has inspired me to learn more.

Appendix 2

Action Plan Update

Equality Objective One



Make equality vital in decision making and service provision

Ref	Action	Timescale	Responsibility	Update
1	Advise and guide Council staff on equality issues as required	2012/16	Policy & Research, Strategic Business Unit	<p>The Equalities Officer hosts a bi-monthly Corporate Equalities Network (CEN) which all departments of the Council attend. This mechanism allows all departments to be updated with Equality information which they can disseminate. It is also a valuable opportunity for colleagues to raise equality related queries.</p> <p>Equality Officer attends a range of meetings and networks across the Council in order to be able to contribute and to ensure that the role has a high profile. A profile means that staff know who to contact when they have a query and as such the Equality Officer and Policy Team is able to advise when needed.</p>

2	Promote the Blaenau Gwent Strategic Equality Plan and Equality Objectives	2012/13	<p>Policy & Research, Strategic Business Unit</p> <p>Corporate Equality Network</p> <p>Elected Member Equality Champion</p>	<p>A series of briefings and presentations were given to each department when the Strategic Equality Plan was announced. The purpose was to not only make the business understand the plan, but where their responsibilities lied.</p> <p>Equality Officer led numerous presentations on the Equality Act and how it specifically affects managers to 220 managers. Corporate Equality Network promotes the Equality agenda and the action plan via its departments to aid mainstreaming.</p>
3	Annual reviews of progress against Strategic Equality Plan and related Action Plan	<p>March/April 2013;</p> <p>March/April 2014;</p> <p>March/April 2015;</p>	<p>Policy & Research, Strategic Business Unit</p> <p>Corporate Equality Network</p>	<p>The Equality Officer hosts a database in order to record any contributions that have been taken against each action by the EO, the Policy team or anyone else in the Council. Information is captured via CEN and through the EO contacting a variety of partners.</p>
4	Report on progress of Strategic Equality Plan through Council political and professional structures	<p>Quarterly 2012/13</p> <p>and</p> <p>Annually 2013/16</p>	Policy & Research, Strategic Business Unit	<p>The CEN has been used so far to report on progress. Each department have also got their responsibilities, who also report progress back to the CEN.</p> <p>Bi-monthly updates provided to CEN via the Equality Officer access database.</p>

5	Hold Elected Member Briefing Session on relevant equality topic	Minimum one session held in 2012/13	<p>Policy & Research, Strategic Business Unit</p> <p>Democratic Services, Strategic Business Unit</p>	<p>Member Induction Training was carried out on site by the Equalities team of the WLGA on 14 November 2012. 17 members attended, with excellent feedback from both those who attended and the WLGA's representatives. Some feedback from Members included:</p> <ul style="list-style-type: none"> • I thought I was aware and capable in this area, but it opened my mind a lot more. Very interesting presentation • This needs to be brought out to the public to enlighten them so they can be empowered. Really good presentation • Very relevant to the work of a Councillor <p>All members were invited to an Equality Training session hosted by the WLGA on 29 January 2014. This was followed by a workshop with Corporate Overview to discuss the SEP and to gain an insight from Elected Members on the Council's priorities, in addition to suggestions they had.</p>
---	---	-------------------------------------	---	---

6	Promote equality agenda through Blaenau Gwent Local Service Board Strategic Partnership structure – subject to partnership rationalisation	2012/13	Head of Policy, Performance and Development	LSB – equality discussed as matter of course due to crossover between SEP and SIP. Both documents are deliberately interlinked to provide a more streamlined and consolidated service to the public.
7	Work with Blaenau Gwent partner organisations to raise profile of equality agenda, and develop understanding of partner contributions	2012/16	Policy & Research, Strategic Business Unit	Working alongside (amongst others) neighbouring local authorities an Mencap, BG People First, VALREC, Stroke Awareness, Chwarae Teg, Citizens Advice Bureau, Hafan Cymru, Job Centre Plus, Stonewall and Umbrella Gwent.
8	Develop the role and work programme for the Elected Member Equality Champion	2012/13 and on-going	Elected Member Equality Champion Policy and Research, Strategic Business Unit	<p>The Council has had an Equality Champion since 2011/2012. The Equality Officer works with the Champion to develop a work schedule.</p> <p>Cllr Peter Baldwin (Equality Champion for 2012/2013) attended a WLGA Equality Champion event.</p> <p>Cllr Haydn Trollope has been the Equality Champion since April 2013 and continues to play an active role as an advocate for Equality and the Access 4 All Forum in particular.</p>

9	Corporate Equality Network Members to champion equality agenda across the Council	2012/13 and on-going	Corporate Equality Network Members	As per action 3
10	Utilise research and statistical sources, e.g. Census 2011 (available from July 2012) to help build a better picture of equality	2012/13	Policy and Research, Strategic Business Unit	Analysis has already been done on the 2011 census with more to follow. Currently, we have a general overview of Blaenau Gwent as a County in place, in addition to having an ethnicity breakdown by ward. This will help support the Council in targeting services in the future.
11	Undertake research on specific protected characteristics to improve understanding	2012/16	Policy and Research, Strategic Business Unit	Access 4 All focuses on different PCs each quarter. Specific training available via Training SLA held with Caerphilly CBC, Stonewall, Mencap and others. Additionally, availability of census information.
12	Work with partners to improve data and information related to protected characteristics	2012/15	Policy and Research, Strategic Business Unit	Sharing and analysing information with third party partners, e.g. police, Blaenau Gwent Domestic Abuse Services and across local authority boundaries.

13	Ensure equality agenda considered and reflected in Blaenau Gwent's Single Needs Assessment	2012/13	Policy and Research, Strategic Business Unit	Point 6 of the 10 high level outcomes documented in the Single Integrated Plan is - <i>'Blaenau Gwent is a fair and inclusive place'</i> . Other outcomes stress the importance of safety, health and to be free from poverty too.
14	Utilise research and statistics in carrying out Equality Impact Assessments	2012/16	All Council Departments	<p>EqlA workshops have been run. Progress plan in place to improve toolkit and promote its importance.</p> <p>A significant piece of work has involved upskilling officers on the importance of EqlA's and in adequate completion. The EO has delivered workshops to all staff over Grade 9. Additionally, the EO has completed at least one EqlA with every senior manager to give them practical examples. The EqlA process is now an intrinsic (and mandatory) element to all Financial Efficiency Project proposals which has greatly heightened their importance and understanding.</p>
15	Review the effectiveness of the Corporate Equality Network	June 2013/Sep 2013	<p>Policy and Research, Strategic Business Unit</p> <p>Corporate Equality Network Members</p>	The CEN continues to be a valuable resource. It is the primary function for gaining and disseminating equality information to all divisions. Its remit has been extended during this period.

16	Evaluate the effectiveness of the equality training programme	January 2013 / March 2013	Policy and Research, Strategic Business Unit Workforce Development Training specialist across Council	A decision was taken in 2012/2013 to enter into an SLA with Caerphilly CBC to coordinate and deliver BG's equality training programme from 2013/2014 onwards. 2013/14 – The Training SLA is a valuable resource. Please refer to the appendices for a breakdown on training for 2013/14.
17	Review the Equality Impact Assessment Framework	June 2014 / Sep 2014	Policy and Research, Strategic Business Unit	EqIA is now an intrinsic part of Financial Efficiency Project proposals. Considerable time has been spent to upskill officers on their completion.
18	Carry out a review of equality related engagement activity	June 2015 / Sep 2015	Policy and Research, Strategic Business Unit	N/A for this report
19	Ensure that the procurement process takes into account Equality considerations	2012/13	Policy and Research, Strategic Business Unit Procurement Team	Procurement process to take into account Equality considerations 2012/2013.
20	Ensure the relevant Equality web pages of the Council website contain good quality, up-to-date equality information	2012/13 and on-going	Policy and Research, Strategic Business Unit	Equality web page – improvement ongoing. A new equality web page will be online by May 2016.

21	Monitor the Council Complaints and compliments procedure for equality issues	2012 / 16 on-going	Policy and Research, Strategic Business Unit Corporate Support Manager Department Lead Officers	<p>Council Complaints and Compliments procedure – Council adopts an open policy on mechanisms to complain. There is no correct or incorrect way to interact with the Council. Many examples of texting, emailing leaving posts on social media (Facebook and Twitter) as well as the more formal routes. This means that people aren't discriminated against if they cannot interact in the prescribed method as there isn't one.</p> <p>Every equality related complaint is logged and dealt with by the EO.</p>
22	Assess customer services data collection methods to ensure relevant equality information being collected	2013/14	Policy and Research, Strategic Business Unit Customer Service Lead Officer	This is ongoing.
23	Develop and promote standardised equality questions for personal profiling in the use on questionnaires, consultations and engagement activity	2012/13	Policy and Research, Strategic Business Unit	<p>Personnel profiling – Itrent from 2013/2014.</p> <p>Data cleansing carried out during 2014/15. All staff were requested to complete a mandatory questionnaire capturing their equality information. This has been logged, and is updated on iTrent. All equality related information is logged for new starters.</p>

				Monitoring data for HR, Citizens Panel, generic equality questionnaire developed.
--	--	--	--	---

Equality Objective Two

Be an equal opportunity employer, with a workforce that is aware of, and understands the equality agenda



Ref	Action	Timescale	Responsibility	Update
24	Develop databases to collect information across all protected characteristics	2012 / 14	Strategic Business Unit Finance	This information is now captured and stored on iTrent (2013/14).
25	Ensure the Council's recruitment process collects the relevant equality information	2012/13 (on-going)	Human Resources	The equalities monitoring form has been reviewed and revised to ensure the collection of the relevant equalities information from job applicants. This information is logged on the Council's iTrent system.
26	Identify and assess Council's Human Resource Policies, Procedures and Functions for equality impact assessment	2012/13 (on-going)	Equality Officer Human Resources	EqIA on Council's OD policies, procedures and functions.
27	Collect information from staff to help address workforce equality issues by carrying out a staff questionnaire on equality information	2012/13	Human Resources Policy & Research Wider CMT	Staff equality information has now been captured and can be reported on via iTrent.

28	Developing, implementing and reviewing relevant equality focused Human Resource policies and procedures e.g. Dignity at Work Policy, Domestic Abuse Policy	2012/13	Human Resources	<p>Developing and reviewing relevant equality focussed HR policies and procedures, e.g. Attendance Management, Ill-Health Retirement, Dignity at Work.</p> <p>Domestic Abuse Policy and Dignity at Work Policy complete.</p>
29	Implement the Council's action plan for Gender Pay (see associated Equal Pay Action Plan Page 65)	2012/14	Human Resources	<p>A pay and grading review has been concluded for those staff within the NJC for Local Government Services based on the Greater London Provincial Council Job Evaluation Scheme. A new pay and grading structure and the terms of a collective agreement have been accepted by the members of the three trade unions.</p> <p>The new pay and grading structure was implemented with effect from the 1st April 2012. A memorandum of understanding has been agreed with the trades unions in respect of equal pay claims. The Council is currently in the process of settling claims.</p>
30	Monitor recruitment and promotions process to ensure equality of opportunity	2012/13	<p>Equality Officer</p> <p>Human Resources</p>	Monitoring recruitment and promotions process to ensure equality – phase 2 of ITrent.

31	Monitor training and workforce development to ensure equality of opportunity	2012/13	Equality Officer Human Resources	Online equality courses have been updated on the Learning Pool. New, free to all, equality training programme in place from 2013/14.
32	Monitor discipline and grievance policies to ensure equality of opportunity	2012/13	Equality Officer Human Resources	Instances recorded and analysed by OD.
33	Develop corporate training programme for raising awareness and understanding of Equality Act 2010 and equality and diversity issues	2012/14	Policy & Research Workforce Development Manager Department Training Officers	Develop a corporate training programme for raising awareness and understanding of EQ Act 2010 – HR Briefings. Plus the presentations given on the announcement of the SEP. Development and promotion of Training SLA via CEN and departmental training coordinators. 2013/14 – Equalities Training Programme, via SLA with Caerphilly CBC is up and running with success.
34	Offer a range of generic equality and diversity training opportunities including intranet focused e-learning pool, seminars, training courses and conferences	2012/16 on-going	Policy & Research Workforce Development Manager Department Training Officers	Free to all, equality training programme in place from 2013/14. Refer to appendices for more detailed information.

35	Encourage staff in specific roles to undergo equality and diversity training e.g. frontline staff, customer service staff, key policy makers	2012/16 on-going	Policy & Research Wider Senior Management Team	Free to all, equality training programme in place from 2013/14 – designated training to specific areas in place from 2013/14, e.g. customer facing roles and HR. Focussed training for Environment staff held during this time, in addition to 'open to all' courses.
36	Promote and encourage attendance at specific equality courses offered by regional and national agencies and organisations e.g. Welsh Local Government Association, Equality and Human Rights Commission and Welsh Government	2012/16 on-going	Equality Officer Corporate Equality Network	Equality Officer and Elected Members have attended WLGA run events, e.g. Champions Workshop in November 2012. A series of Equality Awareness Sessions have been run which were well attended. Equality Officer attends WLGA, Welsh Government, EHRC Equality Exchange events, NHS and regional equality meetings.
37	Investigate opportunity to provide training with partner organisations and neighbouring local authorities	2012/ 14	Policy & Research Workforce Development Manager Representatives from partner organisations	Complete – training SLA in operation since 2013/2014
38	Provide effective counselling support to staff	2012/16 – on-going	Human Resources Care First (commissioned service 2012/13)	Oakdale – Counselling support to staff. Stress, personal problems and work related difficulties affect our ability to function effectively. Blaenau Gwent County Borough

				Council has arranged for Oakdale to provide a free, confidential counselling helpline to all employees. Oakdale is a specialist independent provider of employee wellbeing services.
39	Proactively encourage staff with protected characteristics to become involved in equality forums.	2012/13	Policy & Research Corporate Equality Network Wider Senior Management Team	Pro-actively encourage staff with PCs to become involved in equality forums – CEN and A4A. Access 4 All Equalities Forum recommended in May 2013, to be run quarterly.
40	Investigate option to introduce an equality focused staff panel	2013/15	Policy & Research Human Resources Corporate Equality Network	This is ongoing, but it has been agreed that it will be led through the Corporate Equality Network.
41	Carry out staff opinion surveys with staff on relevant equality and diversity issues	2012/ 14	Policy & Research Human Resources Corporate Equality Network	Complete
42	Produce a Dignity at Work Policy for Council staff	2012/13	Human Resources	Complete

Equality Objective Three



Do our best to protect and support those people in our community that need it the most

Ref	Action	Timescale	Responsibility	Update
43	Working with partners to promote the reporting of hate incidents e.g. implementation of Safer Wales project	2012/16	Equality Officer Community Cohesion Partners	Third Party Reporting project delivered by Gwent Police, GAVO and Safer Wales. Training was delivered to a broad cross section of BG partner organisations and raised awareness and understanding about Hate Incidents, Hate Crime and how to report on behalf of a victim via Third Party Reporting.
44	Working with partners to offer training on tackling hate crime such as disability, race, homophobic, gender, age etc	2012/14	Policy & Research Community Cohesion Partners	<p>A scoping exercise has been carried out to gain a better understanding of current training providers and what is currently in operation. Meetings held with VALREC, Equalities Cllrs, Gwent Police, Communities First, YOS, School Liaison Coordinators, Education.</p> <p>Forming part of mainstreaming Community Cohesion, on the basis of the failing in the Pilkington case, Social Service has been recognised as a key department for awareness raising as such we will</p>

				<p>be specifically tailoring training for Social Services -</p> <p>Meetings have been conduct with Work Force Development and H.R in each authority promoting its relevance to senior staff, this training will include;</p> <ul style="list-style-type: none"> • Examining the findings of the Pilkington SCR and the failing of Social Services – missed opportunities. • It will look at group work identifying those key partners who will need to be included partnership working • Recognition of the signs of hate crime and how they can be missed or categories incorrectly • An overview of Legislation and high profile cases along with data protection, what can be shared • Group work identifying best practice re; local and high profile cases. • Signposting to Partners – identifying those partner in each area, glossary of services and SPOC <p>This opportunity will be supported via the community cohesion mainstreaming fund and will be facilitated by SaferWales during the period March – May 2013</p>
--	--	--	--	---

45	Support the development of the Blaenau Gwent Carers Forum	2012 /16	Equality Officer Social Services	Ongoing
46	Continue to develop a service that will provide specialist support to the Gypsy Traveller Community in Blaenau Gwent	2012/13 on-going	Education	Policy development is underway and progressing
47	Devise an Assisted Collections Policy for elderly and disabled members of the public	2012/13 on-going	Environment	<p>Assisted Collections Policy passed in June 2012. Policy was revised following an Equality Impact Assessment.</p> <p>Waste Services offer an assisted collection service in Blaenau Gwent across all services for residents who are unable to access our services such as the disabled and elderly. These services include domestic refuse collection, dry recycling collection, food waste recycling collection, garden waste collection, bulky household waste collection and waste electronic and electrical equipment collection.</p> <p>Each refuse team have lists of people identified as needing assistance. Previous identification method of using a sticker has been revoked due to security concerns of vulnerable being targeted.</p>

48	Challenge bullying and harassment in schools	2012/13 on-going	Education	<p>New bullying data logging method developed and available to all schools via SIMS. Each school has received training.</p> <p>Get Real About Bullying (GRAB) progress report to feature from 2013/2014.</p> <p>All schools have received new training and guidance documents on the need and importance to log bullying incidents. It is now part of a mandatory report to be completed which has increased logging.</p>
49	Work with partner organisations to provide a proactive service to vulnerable or under represented people and group	2012/16	All Council	Ongoing work with Mencap, BG People's First, GAVO, Chwarae Teg, Citizens Advice Bureaux, Stonewall etc.
50	Develop a European Social Fund Bid (ESF) that focuses on improving public service understanding of vulnerability, building on Community Cohesion Steering Group	2012/13	Policy and Research	The ESF LSB project looks to build on work successfully carried out through the Direct Electronic Incident and Information Transfer programme (DEIIT). LSB Officers and partner organisations such as Gwent Police, GAVO, Aneurin Bevan Health Board, Communities First will complete. It will consider the Vulnerability Locality Index and subsequent research developed by the Strategic Business Unit of the Council. All data is then mapped out to provide the information needed.

51	Implement the Blaenau Gwent NEETS Strategy 2011/2014	2012/14	Education	The NEETs Strategy reflects best practice implemented by Swansea and Wrexham's Early Intervention KIT 'Keeping in Touch' Toolkit. The idea is to use a flagging system which uses a variety of indicators to identifies pupils at risk of becoming NEET. If any are identified as vulnerable the necessary interventions of support are provided. They also track pupils on leaving school – college so they are aware of their status (whether in FE, training or employment) and again look to provide necessary support when needed and do so by working closely with DWP and other relevant partners.
52	Implement the European Social Fund Bid (ESF) NEETS prevention project in Blaenau Gwent	2012/14	Project Coordinator, Education (TBC)	Hedfan is a joint initiative between Blaenau Gwent and Merthyr Tydfil Local Service Boards and Communities First. It was established and developed to focus on how Out of School Hours Learning (OSHL) can support targeted children and young people to realise their full potential. Currently has funding up until December 2014.
53	Implement the Community Safety Partnership Domestic Abuse Action Plan	2012/13	Domestic Abuse Coordinator, Social Services	A Workplace Domestic Violence and Abuse Policy have been implemented and training for managers has been arranged.

54	Support the work with Blaenau Gwent Domestic Abuse Service (BGDAS)	2012/16	All Council	Ongoing, to support action 53.
55	Produce a Domestic Abuse Policy	2012/13	Human Resources Domestic Abuse Coordinator, Social Services Equality Officer	Complete

Equality Objective Four



Promoting understanding and acceptance of diversity within our communities

Ref	Action	Timescale	Responsibility	Update
56	Produce equality focused communication e.g. stories and articles for CONNECT magazine and the Council website	2012/16	Equality Officer Communication Team	<p>Engagement through BG Issue, Connect and the Council's website, Facebook and Twitter social media accounts.</p> <p>The Council regularly engages with staff and the Community via the intranet, internet, 'BG Issue' (internal paper), 'Connect' (a paper that gets delivered bilingually to every household in Blaenau Gwent) and the local media, 'The Gazette' and 'The Argus'. For example, articles on Domestic Abuse have been included in both BG Issue and Connect, Equal Pay articles in BG Issue and many articles on the Eisteddfod in all 4 forms.</p> <p>All staff emails are also distributed, mostly via the weekly 'Chief Executive's Message'.</p>

57	Produce equality focused communication e.g. stories and articles for staff via Intranet and BG Issue	2012/16	Equality Officer Communication Team	As per action 56
58	Facilitate positive equality stories and articles for local and regional media and press	2012/16	Equality Officer Communication Team	As per action 56
59	Research equality related campaigns and promote appropriately. e.g. International Women's Day, Holocaust Week, UN International Day for Older People Celebration	2012/13	Equality Officer Communication Team Corporate Equality Network	Holocaust Memorial Ceremonies held in January 2013 and January 2014. For example, 'Diwrnod Shwmae' and Stonewall campaigns promoted through all media mechanisms available, especially through Facebook and Twitter.
60	Work in partnership to provide equality and diversity awareness sessions within Blaenau Gwent Schools	2012/16	Equality Officer Education Blaenau Gwent Schools	Show Racism the Red Card.
61	Utilise digital stories from Equality and Human Rights Commission (and others as appropriate) to raise awareness of diversity in Wales	2012/13 on-going	Policy & Research	Interesting and useful articles are passed on electronically via the Access 4 All electronic mailing list, CEN and other networks (e.g. 50+), in order to raise awareness.

62	Work with local and regional partners to promote community cohesion in Blaenau Gwent, building on Community Cohesion Strategy 2010 to 2012	2012/16	Policy & Research GAVO Community Cohesion Partners	The Community Cohesion Steering group, made up of Council employees and partner organisations promoted Community Cohesion.
63	Communicate the intention of the Blaenau Gwent Strategic Equality Plan to members of public, key stakeholders and partner organisations	2012/13	Policy & Research Communication Team	Communicated the SEP to the public and key stakeholders and partners through the launch.
64	Proactively publish the equality information required as part of the Council specific duties e.g. Equality Impact Assessments, Staff information etc	2012 /16 Annually, in-line specific duties	Policy & Research Human Resources Communication Team	Annual reports and website updates
65	Investigate best practice approaches to challenge issues, such as engaging hard-to-reach groups, gathering information on specific protected characteristics e.g. Gender Reassignment	2012 /13	Policy & Research	Access 4 All Equalities Forum, communicating to hard to reach groups via VALREC and others. Also working with Blaina Library and taking advice from Umbrella Gwent.
66	Developing projects which encourage people to get on together such as inter-generational, people from different religions, race, language sessions	2012/13	Policy & Research Community Cohesion Partners	Access 4 All, VALREC work, Community Cohesion etc.



Equality Objective Five

Encouraging people to become more active and involved in shaping Council decisions and service provision

Ref	Action	Timescale	Responsibility	Update
67	Gather information on the barriers which prevent people from becoming involved with public service providers	2012/13	Equality Officer	Citizens Panel, Access 4 All, Children's Grand Council, Youth Forum, 50+ Forum, Let's Talk.
68	Develop the role of the co-opted scrutiny members and where appropriate offer support to enable them to participate effectively	2012/14	Policy & Research Performance & Scrutiny	A member's briefing and Corporate Overview was carried out in January 2014. A review of the sessions can be seen in the appendices.
69	Encourage members of the public with protected characteristics to attend Council meetings	2012/16	Strategic Business Unit	This is done as per event and is ongoing.

70	Working with local and regional partner organisations to explore innovative ways of encouraging people to become involved with the Council e.g. Stonewall Cymru, Diverse Cymru, Disability Wales	2012 /14	Policy & Research	VALREC – Encouraged and worked with hard to reach people to attend and engage with Valley Voices. Agreements in place with Stonewall and others to be reported on in the future.
-----------	--	----------	-------------------	--

Ref	Action	Timescale	Responsibility	Update
71	Offer informal sessions for members of public with protected characteristics to find out how the Council does it business	2012 /16	Strategic Business Unit Finance	Access 4 All promotes this.
72	Actively promote the Council 's complaints and compliments policy to members of public with protected characteristics	2012/16	Equality Officer Corporate Support Manager Department Complaints Leads	Corporate complaints / compliments officers group who have met recently to look at ways to improve this work area and to actively promote this issue in their areas. An individual can now complain in any format.

73	Support the implementation and development of RSVP's 'Welcome Friends Project' – Mentoring and Befriending initiative	2012/ 13	Strategy for Older People Coordinator 50+ Forum	Coordinated via the Older 50s forum and officer.
74	Continue to support the development of the Access 4 All Forum	2012/13	Strategic Business Unit Social Services	Access 4 All Steering Group worked to focus on what to prioritise for the new format. Re-started in May 2013. Forums held in May 2013, October 2013, December 2013 and March 2014. Forums held in June 2014, October 2014 and February 2015.
75	Continue to support and development of the 50+ Forum	2012/16	Strategy for Older People Coordinator Equality Officer	Ongoing.

76	Continue to support and develop Talk it Up – the Blaenau Gwent Youth Forum and Blaenau Gwent Grand School Council	2012/ 16	Participation Officer, Education	Talk it Up is run once a month at the Council Chambers with representatives from a diverse range of youth groups.
77	Continue to support the Menter Iaith and Blaenau Gwent Fforwm Iaith	2012/16	Equality Officer Council Welsh Language Officer Network	<p>Ongoing.</p> <p>Equality Officer sits on the Committee for the Menter Iaith and works closely with them on projects that benefit and promote the Welsh language.</p> <p>A Welsh Language Awareness video was produced during this period – a collaborative project between the Menter Iaith, Blaenau Gwent, Torfaen and Monmouthshire Councils.</p>

78	Actively promote the engagement opportunities aimed at members of public who share protected characteristics	2012/16	Policy & Research VALREC	Access 4 All, CEN, Older 50s Forum, Talk it Up, Youth Forum, Children's Grand Council.
79	Improve access to services for the deaf community through the provision of video phones at key customer service offices within the Council e.g. C2BG, Customer Service Area	2012/13	Strategic Business Unit Resources Social Services	Loop systems installed at all libraries.
80	Offer home visits to elderly or disabled people who are unable to visit the Civic Centre to access the Benefits service	2012/16	Resources	2 available Visiting Officers can call out to properties to help aid disabled, elderly, or any other person in need, to complete the application process, this could be to complete forms or simply to collect documents.
81	Use the <i>Language Line</i> service to allow people with little or no English to communicate in the language of their choice	2012/16	All Council	Complete

82	Support the implementation of 'Better the Devil You Know' – Community Arts Project – digital story telling project.	April to August 2012	Strategy for Older People Coordinator	Complete
83	Develop effective ways to ensure information is collected from people in appropriate and sensitive ways	2012 /14	Policy & Research Human Resources Corporate Equality Network	Began collecting equalities information relating to our clients accessing homeless services. Increasing amount of equalities related information stored by all departments.