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**STRATEGIC EQUALITY PLAN PROGRESS REPORT 2011/12 AND 2012/13**

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**Reason for the Report**

1. To provide Members with an opportunity for pre-decision scrutiny of the first Strategic Equality Plan annual review, prior to its consideration by the Cabinet on 14 March 2013.

**Background**

2. The Committee's terms of reference include responsibility for scrutiny of the Council's corporate equalities policies, schemes and action plans.
3. The 2010 Equality Act created a new public sector equality duty, tasking all public bodies with preparing and publishing a Strategic Equality Plan every four years that covers all 'protected characteristics'. These are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Cardiff Council's Strategic Equality Plan was published on 2 April 2012.
4. There is also a requirement in Wales to report annually on progress in delivering the Strategic Equality Plan. Specifically, the report must set out:
  - the steps taken to identify and collect relevant information;
  - how the authority has used that information to comply with its equality duties;
  - reasons for not collecting any relevant information it has identified but does not hold;

- the progress that the authority has made in order to fulfill each of its equality objectives; and
- a statement of the effectiveness of:
  - its arrangements for identifying and collecting relevant information;
  - the steps it has taken in order to fulfill each of its equality objectives.

5. Local authorities must also collect and annually publish information relevant regarding their employees and those applying for employment, broken down by protected characteristic:

- Job;
- Grade (where a grade system is in place);
- Pay;
- Contract type (including, but not limited to permanent and fixed-term contracts); and
- working pattern (including, but not limited to full-time, part-time and other flexible working arrangements).

They must also collect and publish the number of:

- People who have applied for employment (excluding those already employed by the authority);
- Employees who have changed position within the authority including the number who applied to change position and the number who were successful (or not) in their application;
- Employees who have applied for training and the number who were successful (or otherwise) in their application;
- Employees who completed the training;
- Employees who were or are involved in grievance procedures as a complainant or who had a complaint made against them;
- Employees who were or are the subject of disciplinary proceedings; and
- Employees who left the authority.

6. The Equality and Human Rights Commission (EHRC) released informal guidance (henceforth 'the Guidance') regarding the publication of annual reports in

November 2012.<sup>1</sup> This states that the first reporting period for Strategic Equalities Plan runs from 6 April 2011 to 31 March 2012. The period therefore started from the point at which general and Wales-specific equality duties came into force in April 2011 (but prior to the duty to publish a Strategic Equalities Plan on 2 April 2012). The EHRC stated in the guidance that the first annual report could cover a longer period to bring it more into line with other local authority performance reporting periods. Cardiff's first Progress Report therefore covers 2011/12 and 2012/13, in order to publish more up to date information. Subsequent reports are likely to follow the period of the financial year.

7. The Guidance goes on to note that the reporting requirement links to the general equality duty placed on local authorities by the Equality Act 2010, to:
  - eliminate unlawful discrimination;
  - advance equality of opportunity; and
  - foster good relations.
  
8. Local authorities are invited to produce an annual report covering any matter that is relevant to the authority fulfilling the general and specific equality duties (which cover issues such as producing Strategic Equality Plans; the publication of annual reports in this regard; and the assessment and monitoring the impact of policies and practices). This therefore gives councils room to exercise their judgement and discretion as to what is appropriate to be included in their annual reports.

## **Issues**

9. Members will find attached at **Appendix A** the "Everyone Matters" – Cardiff Council's Strategic Equalities Plan Progress Report 2011/12 to 2012/13' (henceforth the 'Progress Report').
  
10. The Cardiff integrated partnership strategy '*What Matters*' sets out seven outcomes that all partners will work collectively to achieve:
  - People in Cardiff are healthy

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<sup>1</sup> Further information is available on the Equality & Human Rights Commission's website at <http://www.equalityhumanrights.com/wales>

- Cardiff is a clean, attractive and sustainable environment
- People in Cardiff are safe and feel safe
- Cardiff has a thriving and prosperous economy
- People in Cardiff achieve their full potential
- Cardiff is a great place to live, work and play
- Cardiff is a fair, just and inclusive society.

11. The Strategic Equalities Plan set out 20 equality objectives under these seven outcomes. At **Appendix B**, Members will find details of these objectives as they were originally set in the Strategic Equalities Plan and how they relate both to the strategic outcomes and the protected characteristics. These equalities objectives have been refreshed and included in the Council's Corporate Plan 2013-17, which Members scrutinised in draft form at the Committee's 20 February 2013 meeting. A copy of these refreshed objectives is attached at **Appendix C**.

12. The Progress Report is structured in a number of chapters:

- 1 - Introduction** – Sets out the Council's duties under the Equality Act 2010 and the links between the Strategic Equality Plan and 'What Matters';
- 2 – Everyone Matters Strategic Equalities Objectives** (pp 6-9) - A brief description of some of the actions which the Council has taken in 2012/13 to address the inequalities which have been identified in the city;
- 3 – Transition to the Strategic Equality Plan** (pp 10 – 14) – Sets out the journey which has been taken to move from separate equality schemes for Race, Disability and Gender, and some of the key achievements since the Strategic Equality Plan was put in place);
- 4 – Good practice during 2011/12 to 2012/13** (pp 14 – 20) – Sets out a number of developments and initiatives to improve Council services during the review period;
- 5 – Cardiff Council Employees** (pp 21 – 27) – Discusses the employment information required under the employment monitoring duty. Specific information is contained in Appendix 1 to the Progress Report;
- 6 – External focus** (pp 27 – 39) – Highlights some of the messages from the engagement events held in relation to the draft Equalities Plan in winter 2011/12;

**7 – Equality Impact Assessments** (pp 39 – 41) – Discusses the review of the Council’s Equality Impact Assessment toolkit which was carried out in 2011/12 and 2012/13, as well as some of the key assessments which were carried out during the review period (including those of the Draft Budget Proposals, a number of key employee policies; and the What Matters Strategy itself);

**8 - Training** (pp 42 - 43);

**9 – Procurement** (p43);

**10 – Way Forward for 2013/14** (pp 44 – 45) – Sets out some of the key challenges for the year ahead, including the development of ‘coproduction’ pilots in delivering citizen focused services; monitoring and evaluating council services; improving internal data collection methods; and

**Appendix 1 – Employee and Monitoring Information.**

13. Members may wish to consider the following lines of enquiry at the meeting:

- The structure of the Progress Report in terms of how it meets the reporting requirement;
- The achievements and actions set out in the Progress Report in terms of judging our performance against our equality objectives;
- The resources put into publishing the report and the resulting impact.

### **Way Forward**

14. Councillor Lynda Thorne, Cabinet Member for Communities, Housing & Social Justice; Sarah McGill, Corporate Chief Officer - Communities; and Rachel Jones, Operational Manager, Partnerships and Citizen Focus will be at Committee to present the Strategic Equality Scheme Progress Report 2011/12 and 2012/13 and answer Members’ questions.

### **Legal Implications**

15. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations

for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers of behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

### **Financial Implications**

16. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

### **RECOMMENDATION**

The Committee is recommended to:

- i. consider the information set out in the Strategic Equality Scheme Progress Report 2011/12 and 2012/13 and whether it wishes to feed any comments to the Cabinet;
- ii. consider whether it would like to build any further scrutiny of the issues contained in the Progress Report into its work programme for 2013/14.

MIKE DAVIES

Head of Scrutiny, Performance & Improvement

28 February 2013

# Everyone Matters

**Cardiff Council - Strategic Equalities Plan  
Progress Report 2011/12 to 2012/13**



## Foreword

Welcome to Cardiff Council's Strategic Equality Plan, *'Everyone Matters'* annual review. This review relates to the work carried out during the developmental years of *'Everyone Matters'* which was launched and subsequently published in March 2012. The 2011/12 to 2012/13 reporting periods have very much been a transitional phase for *'Everyone Matters'* and I am pleased to say that due to the efforts and commitments made by Council service areas, many of the planned outcomes were achieved, as well as the establishment of firm foundations towards building a fairer society for all of Cardiff's citizens over the next 4 years. Whilst celebrating *'Everyone Matters'* and the achievements of the interim plan, the annual review does highlight and recognise some areas for improvement. Whilst great steps have been taken to reduce the inequality gap, we do acknowledge that in order to achieve the identified improvements, many years of hard work are ahead of us.

I would like to thank our partners, networks and citizens from all backgrounds, who gave their time to engage with us to ensure the thoughts of many were included in *'Everyone Matters'*. Again we recognise that we need more people to be engaged with Council services and that continuous consultation is something that the Council must do to ensure our services are fit for purpose, especially when there are financial pressures facing us all.

In addition to my role as Cabinet Member for Communities, Housing & Social Justice, I am delighted to be the Council's Equalities Champion, and as such I have a personal commitment to advancing the outcomes set out in *'Everyone Matters'*. I am particularly proud of Cardiff's reputation as a warm and welcoming place, where diverse communities have come together to make the city truly special.

I feel it is important that we assist communities to come together to tackle the inequalities that effect anyone in Cardiff. We can only do this by ensuring that individuals, communities or groups are not segregated and that we are able to appreciate and celebrate our differences and make sure our services are accessible and open to all. This will encourage community cohesion in difficult times, especially when many communities are facing financial pressures.

All too often equalities issues are seen as marginal, but in one way or another they affect us all. For this reason, a clear statement on equalities is a clear statement on how we value one another and what kind of society we want to live in.



**Councillor Lynda Thorne, Cabinet Member for Communities, Housing & Social Justice and Cabinet Equalities Champion**



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# 1. Introduction

*Advancing equality of opportunity throughout the city of Cardiff, whilst ensuring the changing needs of our diverse population are effectively responded to, is a commitment situated at the heart of everything we are striving to achieve through the mechanism of 'Everyone Matters', Cardiff Council's strategic equalities plan.*

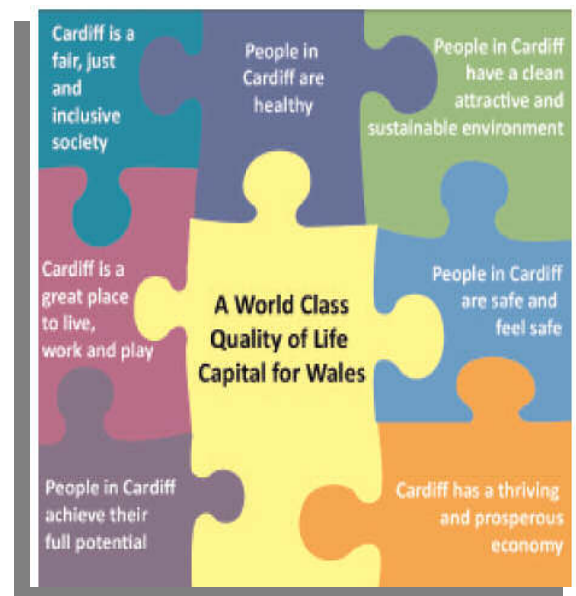
1.1. [The Equality Act 2010](#) places a public sector duty upon Local Authorities to consider all individuals when carrying out their day to day work – in shaping policy, in delivering services and in relation to their own employees. It requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their activities. The Equality Act 2010 makes it unlawful to discriminate against people with a 'protected characteristic' (previously known as equality strands). The protected characteristics are categorised as:

- **Age**
- **Disability**
- **Gender reassignment**
- **Marriage and civil partnership**
- **Pregnancy and maternity**
- **Race**
- **Religion or belief**
- **Sex**
- **Sexual orientation**

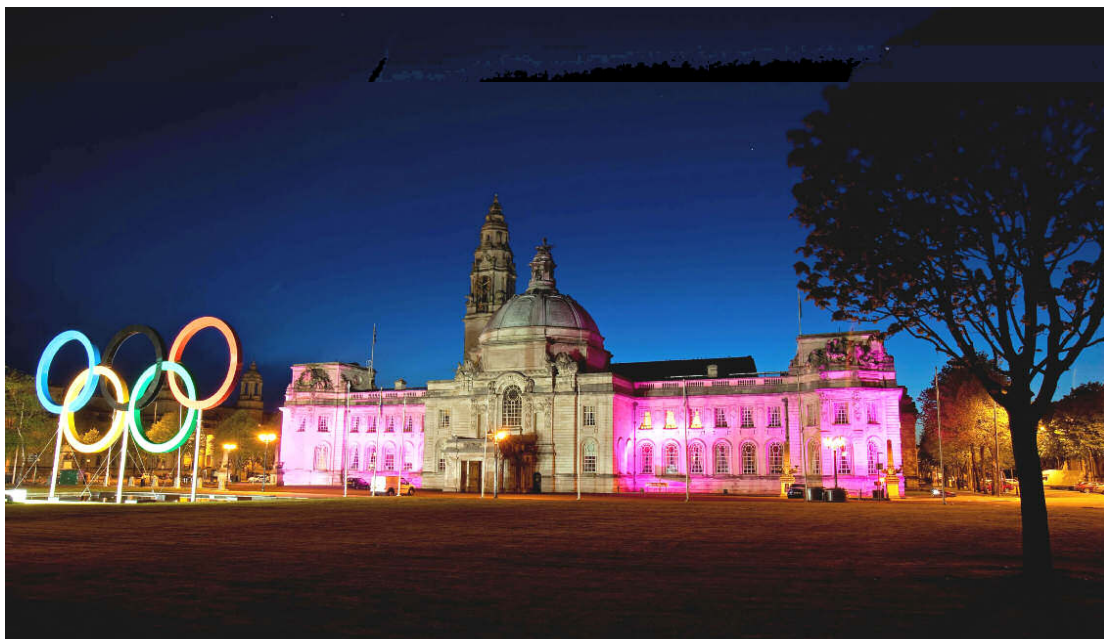
1.2. Cardiff Council has committed, throughout the 2011/12 to 2012/13 reporting periods, to understand how different people will be affected by the Council's activities and how in partnership with local citizen's we can strive for a more collaborative approach, whilst meeting our statutory equality duties. During this time, Cardiff Council has taken substantial steps to lay the initial foundations towards ensuring policies and services are not only appropriate and accessible to our citizens but also capable of meeting different people's needs whilst being flexible enough to respond to when these needs change.

1.3. Cardiff Council's Strategic Equalities Plan '[Everyone Matters](#)' was developed in conjunction with key stakeholders and partners in 2011 and was subsequently published on 2nd April 2012. To ensure the public sector duties can be met through tangible and measurable outcomes and in conjunction with those highlighted needs within Cardiff's overarching 10 year strategy for the city '[What Matters](#)' our strategic equality objectives fall under the 7 core outcomes that we want to achieve for the city:

- **People in Cardiff are healthy**
- **People in Cardiff have a clean, attractive and sustainable environment**
- **People in Cardiff are safe and feel safe**
- **Cardiff has a thriving and prosperous economy**
- **People in Cardiff achieve their full potential**
- **Cardiff is a great place to live, work and play**
- **Cardiff is a fair, just and inclusive society**



1.4. The Strategic Equalities Plan compliments the existing key policy imperatives integrated across the city to ensure a consistent approach is adopted when working to address the inequalities within Cardiff. This report shall therefore, illustrate and evaluate the steps taken by Cardiff Council to collect and utilise relevant information with reference to meeting its statutory obligations, outline the work that has been undertaken during this reporting period, reflect upon achievements, challenges and improvements, whilst outlining the way forward for future reporting periods.



***IDAHO (International Day against Homophobia) event held in May 2012***

Cardiff Council's Strategic Equalities Plan 2012-16 can be accessed [online](#) in English and Welsh, hard and other formats upon request

## 2. Everyone Matters: Strategic Equality Objectives

### People in Cardiff are healthy

We identified that there are several health inequalities in Cardiff. Highlighted specifically is the huge difference in life expectancy between certain areas of Cardiff;

- People in Radyr live nearly 12 years longer than people in Butetown.
- Disabled people have a lower than average life expectancy.
- Older people are more likely to suffer from depression.
- Child poverty affects the health of children; this impact often continues into adulthood

### During 2012/13, we began to address these issues by:

- Identifying specific health issues for people with physical and sensory impairments and addressing these issues.
- Working with the Vale of Glamorgan Council and Cardiff & Vale University Health Board to implement the Cardiff Strategy for Disabled Children and Young People and the Autism Strategy.
- Commissioning the new Families First services, including a specific focus upon healthy lifestyles and early year's provision.
- Developing a framework for ensuring that all Council communications are accessible for both employees and citizens. For example, the implementation of the British Sign Language policy and partnership working with Wales Interpretation and Translation Service. Additionally, the development of the 'Accessible Cardiff' booklet was launched.
- Developing appropriate care services for people with dementia through the Enhanced Dementia Project.
- Launching the 'Wyn' campaign, a preventative measure to promote the independence and reduction of unnecessary hospital stays for older people in Cardiff.

### Cardiff has a clean, attractive and sustainable Environment

- We identified that there are equality issues in Cardiff in relation to the environment and sustainability. These include:
- Disadvantaged people are more likely to rely upon public transport; we therefore need to ensure that public transport connects people in Cardiff with services, employment and leisure opportunities across the city.
- Older people, disabled people and households with young people are most likely to experience difficulties heating their homes; affordable warmth measures are therefore needed.
- There are differences in the quality of environment in different parts of the city and access to green spaces varies across the city

**During 2012/13, we began to address these issues by:**

- Modernising Cardiff bus station to provide accessible travel for all.
- Working with transport providers to improve access for older people.
- Developing and implementing a new Affordable Warmth Strategy which identifies vulnerable households and develops actions to tackle this.
- Developing a range of measures to widen access to green spaces for different communities and improving accessibility for wheelchair users.

**People in Cardiff are safe and feel safe**

We identified that there are several community safety issues within the city:

- National statistics show that 1 in 4 women experience domestic violence and 4 in 10 people experience domestic violence in a same sex relationship
- The perception and fear of crime for vulnerable groups in Cardiff is higher than the actual crime statistics; fear of crime appears to be increasing.
- Race hate crime is the most frequently reported hate crime in Cardiff, followed by homophobic hate crime.
- Young people who are disabled or Lesbian Gay Bisexual Transgender (LGBT) are most at risk of being bullied in school

**During 2012/13, we began to address these issues by:**

- Reviewing and updating our Workplace Domestic Abuse Policy & Procedure for Cardiff Council employees.
- Leading a group for multi-agency information sharing to better understand support needed for victims of domestic violence.
- Working with partners to tackle antisocial behaviour, including assessing support for victims.
- Supporting Cardiff Council employee networks for BME, disabled, LGBT and female employees.
- Developing a system for monitoring bullying in schools in relation to a wide range of identify based incidents, in addition to racial incidents which are currently monitored

**Cardiff has a thriving and prosperous economy**

Our research showed specific issues in Cardiff in relation to employment and equal pay:

- In Cardiff unemployment has doubled over the last two years as a result of the economic downturn; unemployment rates for ethnic minority communities and disabled people are higher.
- There remains a pay gap between women and men of an average of £1.05p an hour

**During 2012/13, we began to address these issues by:**

Working with partners to increase employment opportunities for local people

generated by new developments in the city.

- Working with neighbouring local authorities, local organisations and agencies to help offenders, ethnic minority people and young people not in employment, education or training get jobs.
- Implementing a Gender Pay Action Plan for Cardiff Council to reduce the pay gap between male and female Council employees. Also incorporating the completion of job evaluation initiatives

### **People in Cardiff achieve their full potential**

Our research showed there are some barriers in Cardiff to people achieving their full potential:

- In September 2011, around 20% of Cardiff's 16 to 18 year olds were not in education, employment or training; this statistic is highest in the most deprived areas of the city.
- Certain ethnic minority groups are less likely to achieve the best results in school; Somali, Black Caribbean, and Gypsy and Traveller pupils tend to achieve below the average GCSE level in Cardiff.
- Young disabled people are less likely to participate in higher education compared to non-disabled people.

### **During 2012/13, we began to address these issues by:**

- Developing and implementing new commissioning arrangements for the £29m Families First Programme. This includes the development of a city wide 'Team around the family' model.
- Ensuring our Neighbourhood Learning teams directly target under-represented groups and deliver programmes tailored specifically for certain groups.
- Improving the collection, analysis and use of pupil achievement data and setting targets across different groups of pupils.
- Continuing to improve parenting skills through individual and group-based parenting programmes.
- Supporting the development of the new Communities First cluster arrangements targeting deprived communities across Cardiff with a targeted focus upon employment, health and learning.
- Working with Physical and Sensory Day Services to develop a potential model for day service provisions for people from BME communities

### **Cardiff is a great place to live, work and play**

We identified housing and leisure activities as the main areas for Cardiff Council to focus upon in relation to living, working and playing in Cardiff:

- Home ownership is difficult to achieve due to high prices; some ethnic minority groups are far less likely to own their homes.
- Older people are more likely to live in poorer quality houses.
- There are lower levels of participation in physical activity for young BME people aged between 11 to 16 years

**During 2012/13, we began to address these issues by:**

- Supporting the activities of the Cardiff Access Forum, promoting the removal of barriers that impede upon the accessing of commercial, retail, residential and communal spaces within the City Centre and County. The installation of an accessible lift in Cardiff Castle was one major achievement made in 2012 which has enhanced the visitor experience of those with accessibility issues.
- Developing the Women & Girls Project with Sport Cardiff to increase female sports participation Cardiff.
- Offering local sports clubs free volunteer and coach workshops on Autism Awareness, Sign Language for Football Coaches and Disability Inclusion Training.
- Working in partnership with Sport Cardiff and Cardiff City FC on the *Make Every Player Count* Project to set up and support impairment-specific football sessions for young people, including Deaf football, Downs Syndrome football and Powerchair football sessions.
- Developing a range of accommodation (including emergency accommodation) for care leavers and vulnerable homeless people aged 16 and 17.
- Working with housing providers to increase accommodation options for older people

**Cardiff is a fair, just and inclusive city**

The key issues in relation to having a fair, just and inclusive city are:

- With increased pressures on budgets and public services it is important to ensure public services reflect the needs of the local community.
- Involving the community in designing local services will increase satisfaction in the services the Council provides.
- Cardiff's BME population, including our Gypsy and Traveller communities, are more likely to experience deprivation than other groups.

**During 2012/13, we began to address these issues by:**

- Delivering Equality Awareness and Deaf Awareness training to all new employees working for Connect2Cardiff (C2C). British Sign Language will also continue to be offered within the C2C help centre.
- Ensuring the Council's 'Ask Cardiff' annual survey is completed by a representative response from all communities and under-represented groups.
- Developing a framework for ensuring that all Council communications are accessible for both employees and citizens.
- Promoting community cohesion by developing training for front line staff in community cohesion awareness.
- Introducing out of Hours Registration and short notice funeral provision for those with a cultural need.
- Improving communication to customers/visitors at Council Buildings e.g. hearing loops, tactile signage etc.

## Changes to the strategic equality objectives in 2013/14

As with all strategic documents they need to reflect the diverse and ever changing needs of our citizens and the organisation. Cardiff Council has produced a new Corporate Plan for 2013/14 – 2016/17. The strategic equality objectives will therefore need to reflect any priorities of the new Cabinet. To compliment this process we have also consulted with a wide range of organisations and citizens from different groups. The needs of these communities will be reflected within the new objectives. Learning and development has also taken place during the 2012/13 year period regarding the effectiveness and validity of the objectives. Our 2013/14 objectives will reflect these changes and explain the rationale.



**Cllr Heather Joyce, Leader of Cardiff Council, Andrew Kerr, Chief Operating Officer and members of the LGBT Network, *Flying the Rainbow Flag* for IDAHO 2012**



### 3. Transition to the Strategic Equality Plan

3.1. Cardiff Council has previously produced a Race Equality Scheme, Disability Equality Scheme and Gender Equality Scheme. However, as the Equality Act 2010 came into force and with the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 were due to come into force in April 2012, Cardiff Council developed a Single Equalities Scheme 2011/2012. This scheme was implemented during a one year interim period and has now been superseded by 'Everyone Matters', Cardiff Council's Strategic Equality Plan for 2012/2016. It is useful to evidence and highlight the achievements made by Council service areas with regards to meeting its statutory equality duties during this period furthermore, demonstrating Cardiff Council's commitment to improving and building on these accomplishments in future years.

3.2. During the 2011/12 to 2012/13 reporting periods, the Council's equality agenda received senior commitment and leadership at **political**, **managerial** and **operational** levels:

- **Political** – Following the local government elections in May 2012, the political leadership of the equality agenda is led by Cllr Lynda Thorne, Cabinet Member for Communities, Housing and Social Justice. As a member of the Cabinet, Cllr Lynda Thorne, works in partnership with the older persons champion, Cllr Luke Holland, Cabinet Member for Social Care Health and Wellbeing - Adult Services to champion equalities issues at a Cabinet Level. Cllr Heather Joyce, the Leader of Cardiff Council also chairs the Cardiff Partnership Leadership group. The Cardiff Partnership Leadership Group sets the vision for partnership working in Cardiff and provides strategic leadership for the partnership model as a whole.
- **Managerial** – Jon House, Chief Executive of Cardiff Council, supports the Strategic Equalities plan by ensuring the aims and objectives are communicated at a senior leadership team level. Jon House is also the chair of the Cardiff Partnership Board which creates the strategic link between 'Everyone Matters' and 'What Matters'. Sarah McGill, Corporate Chief Officer, Communities and Rachel Jones, Operational Manager – Policy, Partnerships & Citizen Focus, drive forward the equalities agenda at a senior manager team level, ensuring the strategic equalities objectives are incorporated into service area business plans.
- **Operational** – The Council's Citizen Focus Team consists of officers who enable and support service areas with meeting the equality duties and obligations to its citizens. The officers specialise in various aspects of equalities, working to progress the work of the Council in physical access, accessible communication, older people, policy & research, evaluation delivery and monitoring. The officers also work directly with every service

area in Cardiff Council to ensure strategic equality actions are embedded into service area action plans.

- **Equality Leads** - A key action for this reporting year was to identify an officer in each service area to act as Equality Lead to coordinate the implementation of equality actions within their service. Council officers / managers have now been identified from each section of the Council and are working to promote a unified approach to not only meeting its statutory equality duties but also ensuring we aim to deliver the highest quality accessible services for all our citizens.

3.3. It has been recognised that the work carried out as part of the Single Equalities Scheme has helped to develop a more meaningful approach to equalities that promotes opportunities for all and not simply focussing on reducing discrimination. This approach has led to better outcomes and reduced inequalities for those affected and firmly steer away from the traditional equality silo mentality.

3.4. Upon reflection, it is accepted that this is only the start of the process of change with regards to ensuring equality issues remain firmly on the agenda for all Council services although, there is acknowledgement towards the positive achievements made in reporting period 2011/12 to 2012/13.

3.5. **Key achievements** made during the development of the Strategic Equalities Plan include:

- The development of three **new accessible facilities** in Butetown – a new Youth Pavilion, a new Community Centre and an upgraded accessible environment for Christina Street.
- Monthly **Cardiff Council Access Focus Group** meetings and various Task and Finish Groups to scrutinise and assess plans for the City Centre, involving a wide range of equalities groups.
- Increased investment in **telephone housing benefits** interactions to reduce the reliance on printed letters, making it easier for people to access the Housing Benefits services.
- The development of a **Community Cohesion Strategy** for Cardiff partners.
- An increase in targeted outreach work with Eastern European migrant communities across South East Cardiff
- **Accessible improvements** made to the Council's estate.
- Increased service area support from the **Citizen Focus Engagement Officer**. Examples include, supporting adult services and neighbourhood management groups with engaging with Older Citizens through the development of an '**older person's engagement toolkit**', facilitating communications between older people and adult services regarding citizens needs with specific reference to the adult services commissioning process. Additionally, the promotion of relevant Council services with key third sector partner organisations for a more cohesive approach to citizen engagement and public awareness raising.
- The establishment of a '**Co-production Work Stream**', within the partnership work stream, facilitating a working group made up of third sector Agencies, South Wales Police, Cardiff University, Public Health and Local Authority service

area representatives. This working group promotes the ethos and value base of co-production as a shared practice methodology and co-ordinates localised pilot initiatives to promote better citizen engagement in the design, delivery and evaluation of services.

- **The Welfare Reform Task Group** and its subsidiary groups have been set up to ensure the societal effects of the welfare reforms can be minimised. The group consists of partners from the Third Sector, Fire, Police, Health and Housing Associations. An impact assessment was performed on the potential risks of the welfare reform, such as digital and financial inclusion. Each task group looks at how these effects can be minimised by working in partnership and pooling resources to ensure specific areas and individuals are targeted. Through business intelligence the groups will adapt to solve new demands when they arise.

3.6. Extensive work with individual service areas has been conducted during 2011/12 to 2012/13 to ensure specific actions were included within service area business plans, to detail how equality objectives will be taken forward with specific reference to the regular monitoring and reporting of objectives. These actions have been strategically reinforced by the implementation of equality leads and are reflected in individual personal, performance and development plans to enhance a more coherent and targeted approach to monitoring. Each manager is required to set out what they are doing to meet the Council's equality objectives.

3.7. After carrying out external engagement activities, the draft Strategic Equalities Plan was subject to consideration by the Council's Policy Review & Performance Scrutiny committee on 18th January 2012. Overall, the Committee supported the approach adopted by Everyone Matters and recognised the important role that the Council has to play as an employer in promoting good relations, supporting community benefits through procurement and in addressing inequalities within its own workforce.

3.8. The Citizen Focus team also worked towards ensuring the strategic equality objectives were also included within Cardiff Council's Corporate Plan, promoting a further commitment to increasing service area accountability and transparency. Through embedding the objectives within our delivery structures, we are successfully able to start the process of streamlining our equality agenda thus adopting a more consistent approach towards ensuring the Council promotes equality to the highest standards. The monitoring of our strategic equality objectives are conducted through the Council's Corporate Plan which are subject to quarterly review by the Council's Corporate Management Board and Senior Leadership Team and the Council's Cabinet and Scrutiny Committees.

## **Our principles**

3.9. Cardiff Council has identified a number of themes which cut across the equalities agenda and will help to shape our approach as we go forward. The principles that underpin how services will be delivered are:

**Engagement** – Ensuring all citizens have a voice and are empowered to influence the design and delivery of services will help us meet diverse needs.

**Communication** - Clearly communicating the services that are on offer, through a number of different media.

**Accessibility** – Striving to ensure all of our services are accessible to the citizens we serve.

**Leadership** – Placing a clear emphasis on working in partnership with communities and other public, private and third sector organisations. The Council recognises it has a leadership role to play in Cardiff, which means maintaining a focus on the equalities agenda and continuing our efforts to improve quality of life for all.

**Intelligence** – Providing timely and robust evidence to identify priorities and shape our services. In this way we can ensure we are developing the right responses and targeting them successfully. Business intelligence will also enable us to monitor the progress we are making towards achieving the outcomes, helping us to demonstrate success or modify our approach where necessary.

## 4. Good Practice during 2011/12 to 2012/13

4.1. There have been a number of developments and initiatives to improve Council services during 2011/12 to 12/13. Some key developments are summarised below:

### 4.2. Adult Social Care Services

- **A Communication Pack** was produced, comprising widget and photo symbols; care workers can use this to communicate common greetings, concepts and practical tasks to service users who do not speak English. A hundred copies of the pack were distributed at the launch of the event, with numerous requests received for it since. Consequently, more copies were printed in various community languages for distribution to most care providers in Cardiff.



- Posters publicising the social care central contact number were developed in three groups of community languages: Arabic, Indian Sub-Continent and Chinese. They were distributed to GP surgeries, libraries, leisure centres, community centres and voluntary sector organisations.
- The standard script outlining our entire assessment process from enquiry, to assessment, eligibility criteria, care plan and review meetings was converted

into a “**What Social Care Can Do for You**” Leaflet by the Corporate Communications Team.

- We made 35 referrals as a result of our **Contact & Assessment Team’s Outreach Surgeries** to five Black & Minority Ethnic Community Centres. These service users benefited from occupational therapy and sensory assessments, access to advocacy in applying for benefits, community alarm and housing services. We designed Questionnaires to measure the outcome of the regular surgeries and outreach work.

#### 4.3. Housing Benefit

- **The First Stop Enquiry Centre** for housing benefit has continued to recruit staff with language skills and is now able to provide a service in 14 languages in addition to English.
- The Take Up Team visited the **Welsh Nepali Community Annual Conference** in August 2011. Good working partnership remains in place with a wide range of groups including: Chinese Elderly Association, Mewn Cymru, Hindu Groups, African Caribbean Groups, Somali Elder Women’s Group, Ethnic Carers Group, variety of groups from Women Connect First, support workers from BAWSO.
- Housing benefit advice is now available on the website in **British Sign Language**.

#### 4.4. Housing Services

- The housing service continues to work with Cardiff Accessible Homes and registered social landlords to meet the needs of families where adaptations to their homes are required.
- Improvements to the **Shirenewton Gypsy Traveller Site** are currently underway. Improvements including new footpaths, street lighting, shower blocks and play areas. Developments to the **Rover Way Gypsy Traveller Site** have already been completed.
- A **One Stop Shop** has been established with Llamau and Careers Wales to improve housing services for 16 and 17 year olds approaching us for assistance.
- The housing service is currently undertaking ongoing work to improve the services provided for older people by carrying out a **Housing Needs Mapping Exercise**, working with our Adult Services department to develop a range of services for older people and introducing a range of older people’s accommodation options.

#### 4.5. Community Services

The Council piloted three Community Hubs in St Mellons, Llanrumney and Penylan to provide joined up and accessible services.

- During 2011/12 the average customer footfall for St Mellons community hub was **126,000** citizens
- During 2011/12 the average customer footfall for Llanrumney hub was **73,707** citizens.
- During 2012 both St Mellons and Llanrumney hubs responded to a total of **6411** Housing Benefit and Council Tax related enquiries



Over 2012/13 there has been increased visits to the new hubs which illustrates citizen need for accessible advice services which corresponds to the recent changes regarding the welfare reform. Cardiff Council is committed to ensuring that all citizens are supported during the transitional period in relation to the upcoming welfare changes instigated by the welfare reform. Citizen road shows are also being held in 2013 across Cardiff, providing additional support to citizens to mitigate the negative impact these upcoming changes will have at a community level and to increase community cohesion by promoting income coping strategies. The community hubs initiative illustrates how Cardiff Council has throughout the reporting period of 2011/12 and 2012/13, responded to citizen needs by adopting a localised approach to the delivery of key services, focusing on citizen groups that require the most support.

Following the success of community hub pilots, a further Hub has now been opened in the new development in Loudoun Square, Butetown. The Hub at Butetown officially opened on Monday 11<sup>th</sup> June 2012, bringing Council services together under one roof and right on the doorstep. Staff were recruited with Somali and Arabic language skills in order to promote benefit take up in the area.



**Based in @Loudoun** - the new Loudoun Square redevelopment - the Hub offers a large range of services including:

- Housing advice and tenancy enquiries
- Advice and help for Housing Benefit and Council Tax Benefit claims
- Household waste and recycling enquiries, including picking up new waste and recycling bags
- Reporting street lighting problems
- Reporting Antisocial Behaviour
- Council Tax account queries
- Online self service, including paying your rent, Council Tax and leaseholder



- charges online
- Children's Library Book Corner
- Library reservations pick-up point

**The Butetown Employment, and Training Centre (BEST)** has also opened in *@Loudoun*, offering help to jobseekers to find work or training and to give career advice.

#### 4.6. Libraries

- Central library hosted a **Battle of the Bands** event to increase the use of the library by younger people.
- Central library hosted a number of **50+ comedy workshops** to train older people as stand up comedians and increase use of the library by older people.
- The libraries hosted events targeted at specific community groups to increase their use and participation of Central Library. This included the **Chinese New Year** celebrations and the **Vibe Multicultural Festival**.
- We rolled out the **Breastfeeding Welcome Scheme** in all of Cardiff's libraries.

#### 4.7. Parks and Sport

- Cardiff parks continued to engage with underrepresented groups through friends of groups and of community events.
- Sport Cardiff had the highest school sport participation rates through the 5x60 programme. **98572 young people** participated within the programme during 2011/12. This programme aims to target school pupils and community members who are currently not participating in sport, especially amongst underrepresented groups.
- The **disability football** project with Cardiff City went from strength to strength. 2011/13 saw the deaf football team move into a mainstream league, along with the introduction of Downs Syndrome football, VI football and Learning Disability football.
- Several **Paralympic sporting events** took place in the summer of 2012 to increase awareness of the Paralympics and disability sport.
- The **wheelchair sport spectacular** again attracted high numbers linking into disability sports clubs. This event was held at Cardiff Metropolitan University (UWIC) in June 2011 and again in June 2012. Due to its success, the event shall be repeated in May 2013.
- The **'Urban Games'** Cardiff wide sports event took place City wide in June 2012 celebrating National School Sports Week. The Urban Street Games provided children aged 12 and 13, with the opportunity to take part in



several competitive Olympic style sporting activities including football, athletics, street dance, baseball, volleyball and tug of war whilst mixing with other children from neighboring schools. The project aimed to promote community spirit through sport amongst children and events will take place in four locations across the city, attracting up to 400

year eight pupils from several Cardiff High Schools. It brought together young people with different abilities, cultures and schools through the medium of sport and provided them with a unique experience which will hopefully inspire them to continue to play sport in the future.

#### 4.8. Leisure

- Through funding obtained from Sport Wales a series of workshops to up skill employees to work with children with disabilities during mainstream swimming programmes took place in 2011/12 across the Council's aquatics department.
- In partnership with Sport Cardiff a **girl's fitness** project was run to target teenage girls who do not participate in sport during 2011/12. The girls fitness project targets 14-16 year old girls and inspires them to get involved with fitness classes in their local Leisure centers.
- Throughout 2011/12 and 2012/13 the '**max card**' continues to be rolled out to low income Citizens of Cardiff to enable access to leisure and sporting facilities.

#### 4.9. Local Training & Enterprise Centres

- The **local training and enterprise centres** developed new partnerships in order to deliver specific support that people need in accessing our Local Training & Enterprise Service. This included:

- Scope runs a weekly Work-choice programme;
- Shaw Trust holds weekly surgeries
- Remploy run sessions for people recovering from mental health issues on Wednesdays and Thursdays.
- The Somali Integration Society run sessions for Somali young people on Mondays and Tuesdays.





- Vision for Change (previously Somali Women Cymru) hold advice sessions.;
- Goyal deliver communication skills to people recovering from mental health problems every Friday;
- Shaw Trust run surgeries for people aged over 50 every Tuesday.



- Our Local Training & Enterprise Centres have been registered to be able to host childcare provision to give job seekers with children greater access to our centres.
- We have an **Adaptive Technology suite** at Jasmine Enterprise Centre which is currently being used by the Disability Advisory Resource Team, for learners with physical impairments for ICT training.
- A **prayer room** is now available at the South Cardiff Local Training & Enterprise Centre.
- Both **Families First** services and **Communities First** plans are also aimed at tackling inequalities within our local communities across Cardiff. At a strategic level, these packages ensure a coordinated approach towards aligning the outcomes aimed at alleviating poverty and tackling the complex issues associated with social deprivation. At a practice level, these packages aim to work with those citizens who require support with health, education, welfare, learning, employment and parenting. Both packages also promote partnership working within their deliver structures to enhance the quality of life of our citizens with regards to both financial and social sustainability.

#### 4.10. Education

- The Education service is working to expand equality monitoring for all protected groups; some teams within the Youth Service have begun to do this. A small pilot was carried out with the School Council which will be a focus for growth in the next academic year.
- The recording and monitoring of equality related bullying and incidents is being expanded to include all protected groups, to replace the existing incident monitoring which up until now has been focused on race. The new system will be fully operational by the new Academic Year.
- The School Planning and School Organisation Planning team worked with schools in order to plan accessibility improvement works and liaise with the corporate Access Officer where necessary.

- Our **21st Century Schools Programme** has funding agreed in principle for around £140m programme. All projects include amounts to ensure issues of equality / disability are addressed within building plans and designs. Our 2011/12 and 2012/13 programmes of improvement have to date included:
  - New developments such as the new Ty Gwyn and the new Marion centre (for autistic pupils) which have been designed for high levels of accessibility and with close attention to the specific needs and impairments of the intended pupil population
  - A Specialist Resource Base for pupils with severe visual impairments will be located at the new St Teilo's, and the needs of VI pupils will be considered in the design of the whole school
  - Facilities for Deaf, Deafened and Hard of Hearing pupils at Llanishen High and at Coed Glas primary have been developed over the last few years
  - A stair lift at St Mary's Primary School
  - An accessible toilet at Roath Park Primary
  - A programme of ramps and door widening at Willows High Schools.
  - Lift installation at Willows High
- There has been an increase in schools participating in anti-homophobia work, particularly in Primary Schools and Faith schools. Stonewall have recently classed Cardiff Council as a 'Best Practice LEA' in this regard.
- The Youth Service and Youth Workers were closely involved in the last LGBT History Month Education Conference, with direct involvement in the planning of the conference, and sourcing of speakers on the main stage and in workshops.
- The Roverway site has been identified as being unsafe to walk to or from and therefore free transport is now available to Moorland Primary, St Albans RC, Willows High School & St Illtyds RC High school. For the Shirenewton site there is free home to school transport available to St John Lloyd Primary school. For schools where transport is not available, reimbursement of petrol expenses is now available for those families that qualify.
- Our key document for raising functional literacy, the Language Literacy and Communication Strategy Action Plan, contains specific actions around raising the literacy level of all pupils, as well as some specific actions around raising boys' literacy.
- We participated in the Welsh Government's Statutory Reform Programme to research the role of the Additional Learning Needs Coordinator by undertaking an extended trial of an electronic Individual Development Plan which is intended to replace Statements. This trial is focussing upon children with Additional Learning Needs and Cardiff are particularly focusing on children who have English as an additional language and Gypsy / Traveller children.

## 5. Cardiff Council Employees

5.1. Employment information that is required under the employee monitoring specific duty is contained within **Appendix 1** and the findings identified within this section. Cardiff Council Human Resources People Services collect employee data in five separate ways:

1. **Application Equality Monitoring Form**
2. **Receipt of Contract of Employment**
3. **Self Completion through the main HRPS database system**
4. **Employee Monitoring Questionnaires sent out whilst in employment**
5. **Exit Interviews / questionnaires upon departure from employment**

5.2 There are two operating systems used to hold this data; Tribal which is the recruitment system, and DigiGOV which is the main operating system for managing employee data. A meeting was convened with Senior Officers who are responsible for maintaining this data in order to set out the mechanisms in which the data will be collated and reported. The majority of the data prepared for the report has been pulled from the main HRPS system; however there are gaps in the data which have been outlined below, there is a need therefore to change the way data is collected to reduce the records held and maintain in a singular area.

5.3 HR People Services will use the findings from the data to inform the actions needed to further comply and work towards the full expectations of the Equality Act 2010; these will be incorporated into the Strategic Equality Plan going forward for the next reporting period. It was decided not to run an employee monitoring questionnaire for the reporting period 2011/12 as historical attempts have not generated a healthy response rate; much rather it was decided to pull data from the main HRPS System and discuss options on addressing data gaps / equality issues upon identification through the process.

5.4 Data produced on employees does include School employees and Cardiff Works employees; however this is only from the central records held on the main HRPS system, and to assist in the identification of trends; schools are responsible for collating and reporting on their own data separately.

5.5 All key findings and recommendations have been set out with the employee data within their respective fields and is all contained within **Appendix 1**; however the actions that are required going forward in order to address these gaps have been summarised below.

### **Future Actions Required**

5.6 A wider action to refresh data should assist capture all data requested, however engagement with the two age ranges with the lowest disclosure rate identified would be a good approach in order to understand why disclosures have been limited, and this will assist in tailoring the data refreshment exercise. School based employees show a high percentage of non-disclosure, this is predominantly due to the system used to capture school data not holding this information,

therefore when data was transferred to the general data base some data was absent.

5.7 There is clearly some work needed to reduce the gap between the numbers of white employees across all job status fields and that of any other ethnicity categories, some consultative work could be useful to understand why this trend is.

5.8 There are a variety of reasons to explain why numbers of disclosures of Lesbian Gay and Bisexual (LGB) or Other are lower across the other age ranges, which range from social attitudes, norms and values to fear of bullying or a perception of having a hindered progression of employment. These factors can be targeted as part of the ongoing Stonewall and LGBT Employee Network commitments, to continually improve the working environment for LGB and Other employees, which in turn may increase disclosures.

5.9 Where school based employees are concerned the numbers of females noticeably outweigh males at every age range, which identifies a need to promote gender equality of opportunities in this area.

5.10 Council employees disclosing a disability that are female compared to 2.7% who were male; therefore males have a higher disclosure rate than female employees. It would be a useful exercise to conduct a study into what factors have helped identify that trend and whether something can be implemented to improve the statistics; an example of a cause may be a health risk through the role carried out, leading to a disability, to understand the factors / statistics will enable the Council to respond to any needs/risks.

5.11 The Equal Opportunity Forms used throughout the recruitment and selection process do capture data on Transgender, however the system that holds this data does not filter this data out into a report; therefore the data cannot be extracted in the most efficient way for the purposes of this report. This is something that will need to be addressed going forward, to ensure the data can be utilised to respond to any new demands as an employer.

5.12 The employee data identified that 56 employees did not return to work following their Maternity Leave; this is something that could be looked at with regards to the reasons why; such as child care costs, health and flexible hours to name a few. By identifying the reasons why employees are not returning to work following maternity will assist the Council to remove any potential barriers to employment.

5.13 Marriage and Civil Partner data is collected at every stage in employee monitoring and the recruitment and selection process, however the data was not able to be extracted in the most efficient way for the purposes of this report. This will need to be addressed for the next annual report, an exercise will need to be carried out to firstly get employees to update their details as to avoid the ratio of non-disclosures and then to ensure that the system used for recording data is capable of generating a report of the information in the most useful format.

5.14 Grievance and Disciplinary measures are dealt with by HR People Services and records held in accordance with the Policies that sit behind the processes. Due to time constraints in this Annual Reporting period; agreements on data and monitoring categories were unable to be set, as such the data requested was unable to be analysed and presented. Measures should be put in place in order to ensure that the data is present for the next Annual Report in 2014.

5.15 There are gaps with Ring Fenced positions where all that is requested is an expression of interest to be sent to the Manager seeking a position to be filled; these applications do not get processed via the HR People Services Team nor populated onto the Tribal System (recruitment operating system), a monitoring process to ensure transparency, fairness and equality could be considered as an action going forward.

5.16 Due to the recruitment system sitting separately to the main HR system, the data requested in the report was difficult to categorise as needed by the Annual Report; therefore time is required in order to allow the system to become compatible with expectations of the Annual Report, on this occasion the data was unable to be produced, but with actions expected to take place, the data should be available for the next Annual Report in 2014.

5.17 There are a high number of options that could be selected by an employee when completing a form on why they are leaving employment; some of them are too broad to identify a case of inequality leading to an employees departure such as the option 'Personal Reason'; this may be an area for action to better record leaver data by breaking the options down further in order to identify better trends.

5.18 An exercise to record and monitor Exit Interviews would assist in the identification of trends and potential areas of concern relating to equality. There are trends within the age of the workforce from being in employment and reasons for leaving that are suggestive of a potential gap in the workforce as time progresses as the employment data on age suggests an ageing population with limited younger workers; which in turn may lead to a skill gap resulting from retirement or temporary contracts ending; this will need attention.

5.19 There are far greater numbers of females working on a part time basis than that of males; which is evident across all employment fields. It would be beneficial to run a data capture exercise to understand the reasons behind working full or part time; this will enable trends or potential barriers to employment to become identified.

5.20 There are more females employed than males at every employment category and post type, with the greatest numbers and differentials being identified in the permanent section for school posts or council posts. It would be useful to conduct an exercise into the female to male ratio to understand why there are more females employed at Cardiff Council; this would rely heavily upon data from the recruitment section data to see who is applying more for particular graded jobs. An exercise of

this nature could identify barriers to employment, trends or actions needed to balance the applications received. It is also likely based on full time or part time data that there are generally more roles in certain Service Areas that are part time and attract more interest by one gender than another – to understand these reasons and trends will allow greater transparency of the figures presented.

5.21 The original Salary and Grade data shows that females hold the majority on the first five salary ranges, after which the males have the majority for the sixth and seventh range, and an equal balance for the eighth salary range. When the differential is accounted for the females having a greater percentage of employees compared to males working at Cardiff Council, data shows that females have a significant majority in the lowest salary bracket and then males hold the majority throughout the remaining seven salary ranges, with a more noticeable un-balance in the sixth and seventh salary range. This identifies that when the ratio of males to females employed are considered, there is an inequality between males and females, favouring the males throughout the top seven salary brackets. It is likely due to the transitional period from the historical pay and grading structure to the new Single Status structure that the data used for the report is out of date/inaccurate and there is a need to refresh data in light of the new pay structure.

## **Policies and Procedures**

5.22 Cardiff Council has a number of Policies aimed at addressing Dignity at Work and Harassment. Work has been initiated during 2011/12 and 2012/13 to amalgamate these policies together under one single Dignity at Work Policy and Procedure in order to make it easier for Managers and Employees to understand and adhere to the Equality Act 2010; this will not be finalised until the next reporting period. Gender Reassignment was a topic absent from existing policies and procedures and therefore, guidance has since been drafted during 2012/13 periods to become included within the Dignity at Work policy and procedure.

5.23 The Domestic Abuse and Violence Policy and Procedure has been reviewed and amended to reflect the changes to the Equality Act 2010 and to encourage a safe working / personal life for employees and citizens of Cardiff Council.

5.24 Guidance has been produced on Reasonable Adjustments in the form of a policy document to assist managers in compliance with the Equality Act 2010 and the removal of barriers to employment. A Service Desk Facility and Tailored Reasonable Adjustment Agreement has therefore been developed to assist in the monitoring and recording of reasonable adjustments, to allow barriers to work to become identified and also to document compliance with the Equality Act 2010, as well as promoting an employee led process.

5.25 A review of the Carer Policy and also the Maternity/Paternity Policy is due to take place in 2013/14 to ensure they reflect the needs of all protected characteristic groups in accordance with the Equality Act 2010; this action shall also be reflected in the next reporting period. It has not been possible to develop a separate system at this time for reporting or recording cases of workplace bullying or harassment due to

a protected characteristic; this will need to be considered in the next reporting period.

## **Employment Information**

5.26 Employee data is recorded by HRPS, however it is disjointed at present due to a transition into the new HRPS system; whilst employment data has been produced (Appendix 2); work will need to be conducted over the next reporting period to reduce the gaps in data.

5.27 Equality and Diversity Monitoring is currently done on at least five occasions, however the data is not joined up or collated centrally; therefore work is needed in the next reporting period to improve the way data is collected, stored and administered; although the main HRPS system enables employees to manage their own personal data, yet is only accessible to Cardiff employees and PC users; therefore excluding Cardiff Works, School based staff and non PC users. This is an action Cardiff Council are actively aiming to address in future reporting periods to enhance equality of opportunity across the organisation and to increase accessibility of information gathering systems.

## **Gender Pay and Single Status**

5.28 Single Status became effective from the 1st April 2011, which was a measure aimed at creating an equal and transparent pay and grading structure, which also simplified terms and conditions. Cardiff Council is still within this transition period and the full range of outcomes will not be evident until the next reporting period. Work was instigated to establish an equal and transparent pay / grading structure with terms and conditions that were fair and equitable for all; details of this can be found in **Appendix 2**.

5.29 Cardiff Council's commitment to being a fair and inclusive workplace was also recognised by Stonewall – Britain's leading Lesbian, Gay and Bisexual (LGB) equality charity – by being the only Welsh Local Authority to be listed in the charity's 'Top 100 Employers in Britain' 2012 index. With 363 entrants from across Britain, we succeeded in being ranked 56th; within the Top 10 of Welsh Employers listed.

5.30 To help combat homophobia in schools, two year's ago Cardiff's Youth Services also established the "Loud and Proud" Youth Provision, which has given young LGBT people a platform to raise awareness of the need for all young people to live in dignity

## Employee Equality Networks

5.31 Cardiff Council has established four employee networks (Women's, LGBT, BME and Disability) that provide invaluable support to employees in many forms and an opportunity to become involved in the development, review and monitoring of relevant Council policies.

5.32 All of the four networks meet on a regular basis and have formal Terms of Reference. Employees are allowed time off working duties to attend meetings and training events provided that the quality of service is not affected (e.g. in cases where more employees want to attend at the same time). The employee networks make a vital contribution towards promoting equality and diversity in the workplace whilst ensuring all employees are treated with dignity and respect

5.33 Key successes for reporting period 2011/12 to 2012/13 include

### **BME Network**

- Recruitment of 20 members to the BME Network during 2011/13
- Partnership working with Neighbourhood Learning to host stalls at the Cardiff Mela in July 2011 and during the Black History Month Event at the Millennium Centre, to celebrate the history, culture and achievements of the Black community in Wales
- Consultation on the results of the employee survey for BME employees across the Council.
- Partnership working with Cardiff University, amongst others, to host a Black History Month film event and debate.

### **Disability Network**

- Recruitment of 40 members to the Disability Network during 2011/13
- Disability Network hosted a workshop to consult on the results of the employee satisfaction survey for disabled employees across the authority; discussing potential issues that may contribute to low satisfaction levels and recommending actions to address the issues.
- Actively worked with Occupational Health and HR to develop the Reasonable Adjustments Guidance.
- Supported several employees to gain reasonable adjustments in their workplaces, providing guidance and negotiating with managers to ensure situations are resolved.
- Supported several employees experiencing issues in their workplaces in relation to being a disabled employee.

### **LGBT Network**

- Recruitment of 41 members to the LGBT Network during 2011/13 LGBT Network featured in Stonewall's 'Starting Out Lesbian, Gay & Bisexual Careers Guide for 2011'.
- Flew the rainbow flag at County Hall, City Hall and Cardiff Castle to highlight International Day Against Homophobia in May 2011 and again in 2012.
- Hosted a stand at the Cardiff Mardi Gras in August 2011 and 2012



- Represented the Council at the UK Stonewall Workplace Equality Index Awards Ceremony in London in January 2012, the Stonewall Cymru Workplace Equality Index Awards Ceremony in Cardiff University in January 2012 and at the Stonewall Cymru Workplace Conference 2011 in the Millennium Centre.
- Actively supported the launch of an LGBT employee mentoring scheme in partnership with Stonewall Cymru, becoming the main point of contact for supporting employees to complete the application process and be matched with a suitable mentor.
- Won accreditation as a Star Network Performer from Stonewall.
- Supported employees experiencing workplace issues in relation to LGBT equality.
- Worked in partnership with Stonewall Diversity Champions to host an event for LGBT History Month in February 2012, highlighting achievements of LGBT sports people and the impact of homophobia in sport.

### **Women's Network**

- Recruitment of over 120 members to the Women's Network during 2011/13 Women's Network hosted a dance and movement workshop for female employees as part of Learning At Work Day 2011/12.
- Hosted a 'Learning Opportunities Event' in County Hall during September 2011 where various learning providers hosted stalls providing information about development opportunities.
- Contributed to the development of a poster campaign raising awareness of Council policy in relation to sexual harassment in the workplace.
- Produced a research report into the experiences of women working for the Council in 2011.
- Raised awareness of International Women's Day in March 2012 through an article in Your Inbox and a stall in reception of County Hall.
- Hosted a women's day event in 2012 with inspirational guest speakers including Cllr Heather Joyce, Leader of Cardiff Council.

## **6. External Focus**

6.1. External consultation and engagement were undertaken in relation to the first draft of the equalities plan between December 2011 and January 2012. The consultation was designed to capture as many views as possible from citizens and stakeholders and included two formal consultation events as well as an online consultation questionnaire. On 12th and 13th December, Cardiff Council hosted two consultation events to consider 'Everybody Matters', the Council's Strategic Equality Plan. These dates provided the opportunity to engage colleagues with the knowledge and expertise to help develop the plan further. It also enabled the Council to obtain the viewpoints of a broad cross section of stakeholders to express their viewpoints about the draft plan and the equality priorities most prevalent to them. The events were attended by over one hundred people from public, voluntary and community sectors representing all of the protected characteristics outlined

within the Equality Act. Further feedback was invited following the events and was received by a number of local groups and organisations.

## **Key Messages from engagement events with stakeholders:**



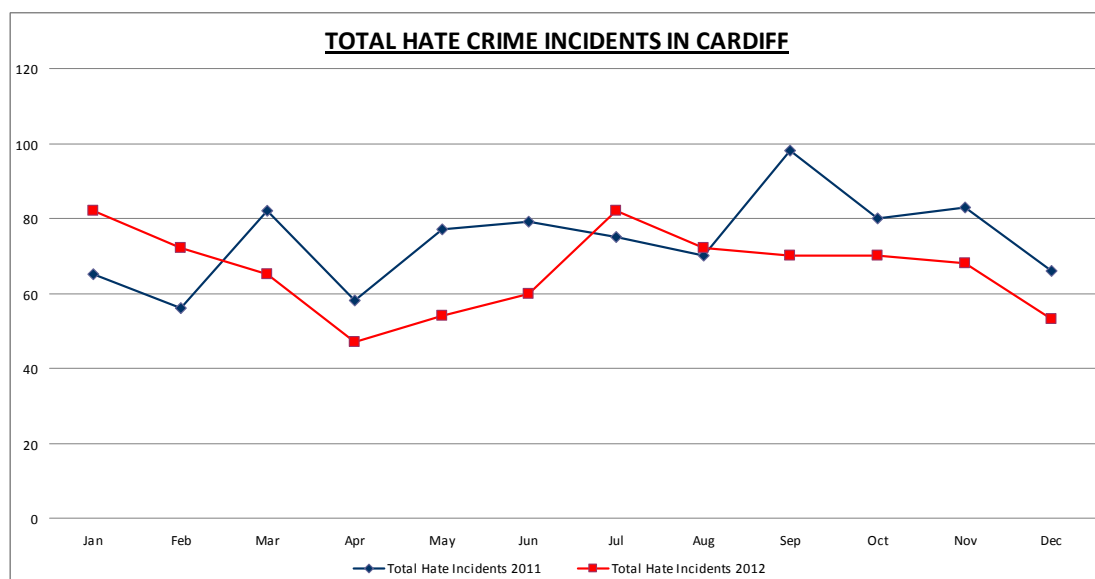
- **General Consensus:** There was general consensus regarding the 7 outcomes and an appreciation that they were based on the extensive needs assessment and community consultation work undertaken as part of the development of the What Matters Integrated Partnership Strategy. Whilst the content of the objectives was broadly agreed, the approach taken to aligning the Strategic Equality Plan with What Matters was also very popular.
- **Intelligence led:** Participants advocated the broad and robust evidence base that had been used to develop the plan, noting that there was more data included than ever before. It was also recognised that the Strategic Equality Plan will be based on the latest data and engagement work, with business intelligence shaping priorities from now on. Whilst this was seen as a positive development, it was noted however that there were more data sources available for some of the protected characteristics than others, which represents a data development agenda.
- **Cardiff Council's Remit:** it was suggested that the Council be mindful of how much they could achieve as a single organisation. Concerns were raised that the Strategic Objectives, whilst addressing the relevant issues, could be too broad in nature to be meaningfully impacted by Cardiff Council acting alone. Whilst it was recognised that partnership activity through the What Matters integrated partnership strategy was already ongoing to tackle inequalities, it was suggested that the Strategic Equality plan should focus on those areas where the Council could undertake direct action to deliver the objectives. This feedback complimented the multi-agency partnership approach Cardiff Council has previously adopted and are committed to sustaining with new partnerships across the city. We also agree that a collaborative approach with external partners is an essential requirement in order to ensure we are making an meaningful impact within our city's communities.
- **The Protected Characteristics:** Several stakeholders noted that the objectives should relate to all the protected characteristics. However it was also recognised that some of the protected characteristics would need to be prioritised for service intervention, to ensure resources are targeted into areas of most need.

- **Communication and Engagement:** A number of participants emphasised the importance of clearly communicating the services that are on offer, through various media. It was also emphasised that any consultation and engagement exercise should be followed up with clear details of what has changed as a result of the work. The importance of communicating community influence regarding policy changes is reflected in the National Principles for Public Engagement which Cardiff Council have adopted and are dedicated to achieving.
- **Access to Services and Barriers to Participation:** Equality of access to all the Council's services was seen as being key to the success of the strategy. This means identifying and addressing any barriers to the accessibility of services and also encouraging communities to engage with, and shape these services. This is something the Citizen Focus team are working towards in terms of mapping and information gathering.
- **Mainstreaming:** A recurring theme across the discussions was the need to mainstream the issues faced by specific groups. It has been identified that inequality across a range of indicators does exist and is an issue within Cardiff. The Strategic Equality Plan should therefore mainstream actions to address the issues faced by people with protected characteristics within our core services. As a consequence, embedding the strategic equality objectives within the Council's corporate plan was a welcome development. It was also noted that there is work already being taken forward across the Council to address some of these issues (within the "Affordable Warmth Strategy" and the "Housing Strategy" for example) and where possible, the objectives should be consistent with those already developed. Additionally, discussions have been initiated around the Equality Impact Assessment process and the potential integration of this function within the Cabinet report template procedure.

6.2. It has been acknowledged that the consultation events alone, as a means of data collection and citizen engagement is an area that can be improved upon to best meet the needs of all individuals highlighted within the protected characteristic categories. Therefore, we have recruited an engagement officer to develop a wide ranging selection of engagement methods and techniques, adopting a community development approach, to ensure we are engaging both effectively and appropriately with our citizens.

6.3. The new co-production work stream is also supporting the changing landscape regarding how we are engaging with our citizens to promote a more bottom up approach, that seeks to distribute more proportionately the balance of power within the decision making process. In order to achieve this, we realise that we have to work in partnership with third sector organisations to support the capacity building of our most disengaged citizens. By promoting the citizen voice in all areas of the decision making processes, we are hoping to authentically meet the needs of our service users by targeting our resources to where they are most needed, this is particularly important in the current economic climate.

6.4. As part of Cardiff's ongoing commitment to community cohesion, a regional community cohesion coordinator has been appointed in partnership with the Vale of Glamorgan Council. The post funded by Welsh Government until 2014 is focused on embedding and mainstreaming community cohesion across the local authority and with our partners. Priorities for the regional coordinator include raising awareness of hate crime and providing a strategic approach to the work being undertaken in the local authority, reviewing and developing Cardiff's tension monitoring process in partnership with statutory and third sector organisations, working with communities first and neighbourhood management to identify local cohesion issues, and highlight gaps and best practice.



The above chart illustrates the total number of reported hate crime incidents in Cardiff during 2011 and 2012. The table indicates that reported incidents of hate crime have decreased since 2011. Whilst this can be seen as a positive result with reference to work being carried out at a grassroots level, Cardiff Council are working with partners including to ensure that reporting mechanisms for the public are indeed accessible and support is provided at a community level for those who maybe experiencing cohesion issues. A dedicated community cohesion task group has been set up to help the regional coordinator deliver the community cohesion work programme, the group includes representatives from statutory services and the third sector. One of the group's key aims is to improve our partnership approach to tackling hate crime and increase the opportunities for reporting.

In 2012 Cardiff hosted the launch of 'Tell Mama' (Monitoring Anti Muslim Attacks) in partnership with Vale of Glamorgan and Newport Councils, the event successfully brought together community members, activists and professionals to discuss hate crime issues affecting Muslims in Cardiff, the Vale and Newport. Following this more events are planned to engage and listen to our communities on the issue of hate crime over the next year. In addition to this Cardiff Council has so far this year commissioned specialised training for key front line staff in hate crime awareness and reporting, funded a pilot to for gay/straight alliances in schools to tackle homophobia, and launched a innovative neighbourhood resolution panel pilot that

will teach community volunteers a restorative approach to resolving cohesion issues such as ASB and low level hate crime.

Later this year will also see the publication of the Welsh Government Framework for Action on Hate Crime, which will give local authorities further guidance on how to strategically tackle hate crime in their areas, this guidance will further inform the work of the cohesion task group in 2013/14.

6.5. Understanding the complexity of the differing needs of our citizen enables us to shape service provision in the best way possible. In realistic terms, not all needs can be met, but a good understanding means we are better placed to divert valuable resource into the right places, at the right times, and in the right ways. Engagement and consultation work when developing the Strategic Equalities Plan also revealed the significance of building upon the Council's working relationship with the voluntary sector, particularly when looking to deliver the identified strategic equality objectives and with ensuring representation of all sections of Cardiff's vibrant community.

### **Cardiff Older Person's Forum, Cardiff Minority Ethnic Elders and Cardiff's Access Focus Group**

6.6. Cardiff Council's Citizen Focus Team plays an active role in coordinating and supporting the Cardiff Older Person's Forum, Cardiff Minority Ethnic Elders Forum and The Cardiff Access group. During 2011/13 there were:

- 105 members of Cardiff Older Persons Forum
- 43 members of Cardiff Minority Ethnic Elders (CMEE)
- 30 members of the Access Focus Group
- The Forums meet every 2 months

### **2011/12 – 2012/13 Achievements of the Older Person's and Ethnic Elders Forums include:**

- **Intergenerational Working** – The Older Person's Forum worked on a partnership initiative with the "People Round Here" Voluntary Group to develop a local mentoring Scheme in Tredegarville School.
- **Social Care** – The Cardiff Minority Ethnic Elders Forum engaged with the council on social care issues and actively supported Adult Services to produce a dignity in care booklet.
- **Training** - Computer training courses were run in conjunction with Women Connect First to develop the computer skills of Minority Ethnic elders and women.
- **Pensioners Question Time** – A session was run in Ely in order to provide information on Council and Health Authority services and to give Older People the opportunity to raise issues of importance to them directly with representatives from the Council and Health Authority.

# Let's dance!

## Street dance session breaks down barriers

A SPECIAL event has taken place at Fitzalan High School where young people have been teaching older people to street dance.

The intergenerational street dance session was designed to highlight how different generations could learn from each other and to help young people think differently about older people.

The event was one of several organised by Cardiff Council in partnership with Sport Cardiff, Cardiff's Older Person's Forum and Cardiff's Ethnic Minority Elders Group.

Other initiatives included music, art and drama projects focusing on World War Two at Peter Lea Primary School and Ysgol Gyfun Plasnewydd; a session at Cardiff's International White Water Rafting Centre and a tea dance hosted by Stan Sternett at St David's Hall.

All the events were designed to challenge stereotypes and to share skills and experience between old and young alike.

Older Persons Forum member Judith Jones, said: "I get on with young people so events like this help keep us young as well. They can



Photograph by Nihal Islam

teach us and we can teach them, so it's all good."

Greta Sainsbury, who also took part in the event, added: "We were from the groovy 60s so we can also show them a thing or two." Cardiff Council's Cabinet

Member for Social Care, Health and Wellbeing, Councillor Luke Holland, said: "Older people make an enormous contribution to our society and I am keen to promote positive initiatives

to combat stereotyping and age discrimination.

"In addition, community safety is a key concern for many older people. Therefore, projects that

make people feel safer are increasingly important. People get to know each other better so they are less fearful. Also, by working

together, young and older people's groups are able to plan how their neighbourhoods can become safer."

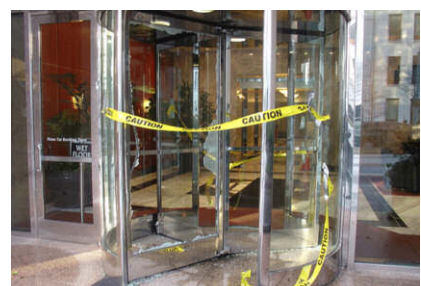
*The article above shows pupils from Fitzalan High School teaching members of Cardiff's Older People's Forum to street dance. The intergenerational street dance session were designed to challenge stereotypes and to share skills and experience between older and younger people. It also highlighted how different generations could learn from each other and help both groups to think differently about each other. The event was one of several organised by Cardiff Council in partnership with the Older Person's Forum to help celebrate older persons day and to promote good relations between protected characteristic groups.*

### The Cardiff Access Focus Group

Cardiff Council's Citizen Focus Team also runs The Cardiff Access Focus Group (CAFG). Established in 2008, the CAFG is an opportunity for Council officers to work with expert advisors across all aspects of equality and members of the public to build physical access into major buildings and projects. The meetings take place on a monthly basis and are attended by up to 30 representatives. Additional ad hoc meetings are also scheduled when needed, such as: task and finish groups, site visits and further engagement sessions. Membership to the group is wide and includes 95 local, community and voluntary groups such as: Diverse Cymru, Guide Dogs for the Blind, Down's Syndrome Association, National Deaf Children's Society, amongst many others.

### 2011/12 and 2012/13 Achievements of The Cardiff Access Focus Group include:

- **Central Library Revolving Doors** – CCAFG contributed to an Equality Impact Assessment of Central Library's revolving doors as a number of



disabled individuals and others experienced difficulties entering the facility and sustained injuries. This led to them being replaced with sliding doors.

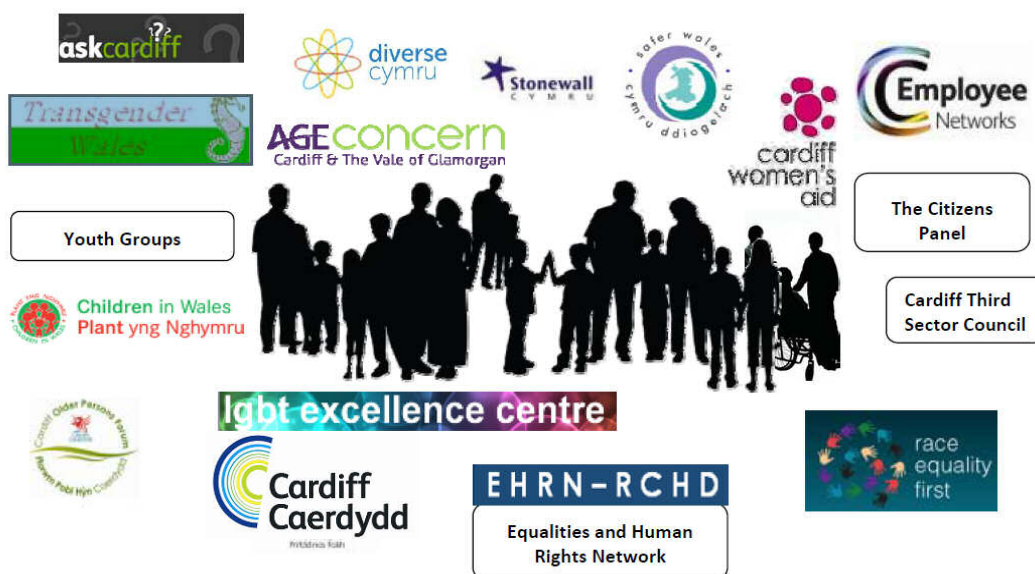
- **Cardiff Council Core Buildings** – As a result of the engagement provided by the CCAFG, access to Council buildings and health and safety has improved. Such benefits can be illustrated through the installation / modification of lifts suitable to be used in the event of an emergency, providing evacuation equipment suitable for use by disabled community, general accessibility improvements to the office environment and improvements to car parking provision.
- **Central Square and Bus terminal development**– The CCAFG has been involved with the redevelopment of Central Square and bus station since its inception. Consultation has resulted in the creation of an Equality Impact Assessment, which highlights many considerations including, signage, colour contrasting, acoustics, tactile paving, taxi and private vehicle drop off and bus services.
- **Cardiff Cycling Strategy** – The CCAFG has continued to provide timely advice regarding the issue of cycling in the city, working with the cycling officer to implement schemes and designs that will safely allow pedestrians and cyclists to use the built environment without conflict. The issue of cycling on Queen Street has led to the CCAFG working in conjunction with transport policy to create alternative cycle routes, a cycling charter and improved signage.
- **Theatre Personal Assistant Policy** – The CCAFG has been extensively consulted regarding the implementation of a Personal Assistant Policy and disabled persons concessions, aimed at improving disabled individuals enjoyment of venues and removing potential abuse. This engagement highlighted the need for a third party to oversee and adjudicate Personal Assistant applications based on fixed definable evidence such as DLA (Disability Living Allowance); this is now being fulfilled by Diverse Cymru.

*'Since the role of the access officer and Cardiff Council Access Focus Group came into existence in Cardiff council there has been a notable improvement in the way that the disabled community is represented and our needs catered for by council services and Cardiff developments. Notable developments such as St David's retail shopping centre, the White water rafting centre, improvements to the accessibility of castle and city centre as a whole have vastly helped disabled people enjoy our capital city'.*

**Marin Vaivods – Chair Cardiff Access Group**

## External Partners

6.7. Cardiff Council has partnership agreements with many organisations including Age Concern, Age Cymru, Cardiff Third Sector Council, Voluntary Community Service, Race Equality First and Diverse Cymru to support us in complying with the requirements of the general and specific duties in the Equality Act 2010. We also work in partnership with South Wales Police, Public Health and wide range of community and voluntary sector groups that support and contribute to the deliver of our equality agenda.



## Examples of Cardiff Council Partnership work

At the end of the reporting period for 2011/12 and 2012/13 Cardiff Council entered into a relationship with the **Network for Black Professionals**. The Network of Black Professionals (NBP) is a social justice, not for profit organisation that is committed to supporting Black, Minority and Ethnic (BME) professionals to achieve their full career and civic potential. Progress on this relationship will be included in future reporting periods.

**Remploy** have also been working with Cardiff Council to help remove barriers to employment and have dedicated a member of staff to Cardiff Council to assist with reasonable adjustments through their retention service which has also been included as information within the recruitment packs along with information on the equality employee networks. Remploy have also been consulted with, regarding the recruitment process and application form in order to consider ways of removing further barriers to employment; the feedback from a number of workshops run with their staff and clients will feed into the Recruitment and Selection Policy review in the next reporting period.



**Displaced People in Action**, an organisation who raise awareness of refugees living in the UK, their employability and the challenges refugees face when applying for jobs was invited to give training to the Recruitment and Selection Managers for Cardiff Council and Cardiff Works; the feedback generated will also feed into the Recruitment and Selection Policy review in 2013.

**Race Equality First (REF), Discrimination Casework Service.**

During 2011/13 we continued to work in partnership for Race Equality First's casework service. The Discrimination Casework Services works with individuals from all protected groups where they have encountered discrimination / harassment in relation to employment or access to services. During 2011/13, 154 victims of discrimination / harassment were provided with timely and correct advice about their rights under the Equality Act 2010; 42 full cases were prepared, 5 applications were made on behalf of the client to employment tribunals, 4 cases were settled, 1 Case Management Discussion was conducted. REF also established 5 monthly outreach sessions at community locations throughout Cardiff & the Vale of Glamorgan, such as: Cardiff Central Library, Barry Library, LGBT Excellence Centre, Age Concern, Cardiff and Vale of Glamorgan and Diverse Cymru. Weekly drop in sessions at REF offices are also held. In addition REF contributed to a number of key initiatives:



- **Strategic Equality Plan** - They contributed to the development of the councils Strategic Equality Plan through both attending involvement events and one to one meetings.
- **Training** - They delivered 7 training courses for council employees on hate crime, community engagement and cultural awareness. They also undertook sessions in a number of schools.
- **Equality in Employment** - They contributed to the development of the Council's Equality & Diversity Employee Handbook and Dignity at Work Policy.
- **Newsletter** – They produced a quarterly newsletter publicising their work for community groups/individuals
- **Anti-Racism Workshops** - They delivered workshops at Fitzalan High school and several primary schools as part of the schools against racism and poster competition.



**Diverse Cymru**

During 2011/13, Cardiff & Vale Coalition of Disabled People and Awetu merged, forming an organisation called Diverse Cymru working to remove societal barriers that impair the full participation and inclusion of people from all the protected characteristics.



- **Advocacy & volunteering** - Diverse Cymru provided a range of services including advocacy, volunteering opportunities and placements.

- **Workshops** - Diverse Cymru provided 16 equality and diversity workshops for Cardiff Council employees. They reached 627 people and 97% of participants found the workshops and training useful and relevant.
- **Strategic Work** – Diverse Cymru were actively involved in many strategic work streams including the Olympic Operational group.

*'Diverse Cymru have always undertaken equality monitoring in respect of service users and we are pleased to have been involved with Cardiff Council in developing their Strategic Equality Plan. A commitment to treating people fairly is central to the role of any equality plan, and Diverse Cymru will continue to support the development of an inclusive society, in partnership with Cardiff Council, and encourage the active participation of stakeholders. Our aim is to maintain an open dialogue with all partners where those involved have a demonstrable influence on the decision-making process and any resulting decision which tackles inequality'*

**Paul Warren - Director of Policy and Planning, Diverse Cymru**

## **Equality Development Grant - 2011/12 to 2012/13**

6.7. The Equality Development Grant Scheme exists to provide small one-off grants to local community and voluntary groups for a wide variety of activities that involve and benefit local communities. The scheme directly feeds into the 7 wider outcomes for the city, with specific reference to: ***Promoting Inclusive Communities, People in Cardiff are Safe and Feel Safe, People in Cardiff reach their Full Potential and Cardiff has a Thriving and Prosperous economy.***

In 2011/13 funding was given to 18 organisations to help promote equality across all protected groups. The Equality Development Grant aims to:

- Help support new groups.
- Provide support where no alternative financial support is available from the Council.
- Provide support to new community projects/initiatives.
- Support community and voluntary groups in areas which suffer from high levels of deprivation.

Grants have previously been awarded in the following areas:

- Start-up costs for new groups
- Equipment costs
- Community/Local events
- Contributions towards running costs
- Community day trips

The organisations funded during the 2011/12 to 2012/13 reporting periods include:

- **Hijinx theatre** The grant of £500 contributed towards the costs of running workshops for both able and disabled people (including those with learning

disabilities) during the Unity Arts Festival. The workshops promote the joint working of people of various abilities, in the arts and promote inclusion.

- **Welsh Refugee Council** The grant of £500 was used towards the costs of 200 t-shirts that were used during an umbrella parade event as part of Refugee Week. It will enable Refugees, asylum seekers, local community groups, schools, faith based groups and other organisations to come together to show support and to highlight the importance of welcoming people to Wales who are forced to flee their home country due to fear or persecution.
- **Gwyl Ifan Folk Dance Festival**, Cwmni Dawns Werin Caerdydd organised and held a Welsh Folk Dance Festival over the weekend nearest to St John's Day which promoted traditional heritage. The £500 grant contributed towards advertising and marketing costs of the festival.
- **Support for Parents of Lesbians and Gay Men (SPLAG)**, The grant of £500 was used as general running costs for the organisation which provides support and information for parents and friends of Gay, Lesbian and bi-sexual children during the 2011 / 12 financial year. The running costs go towards updating their website, producing publicity materials conference fees, training costs, fees enabling the group to attend the LGBT Mardi Gras and the cost of a helpline.
- **Grangetown Community Concern**, The grant of £500 contributed towards the costs of their summer festival. A week long summer festival culminating in a parade and fete on June 23<sup>rd</sup> 2011. The festival aims to bring together Grangetown residents (several hundred) in order to promote positive relations, tolerance and understanding across Grangetown's diverse community.
- **Daily Hope Foundation**, The grant of £500 was used to pay for costs towards cookery classes. The classes brought together members of the community in order to promote community cohesion and racial harmony via cookery classes which focussed on the cooking of traditional dishes from Wales, Asia and Africa.
- **Somali Education Foundation (SEF) Cymru**, The grant of £500 was used to meet the costs of running a 10 week pilot project of ESOL classes for BME, refugee / asylum seeker and Eastern European parents to enable them to interact better and improve their ability to communicate and access services.
- **Eritrean Community Association in Cardiff**, The grant of £500 assisted towards the costs of holding an Independence day event. Approximately 150 members of the community attended.
- **Sikh Association South Wales**, The grant of £500 was used towards the costs of a Vaisakhi cultural festival event with Vaisakhi being a significant cultural event in the Sikh calendar.
- **Hayaat Women Trust**, The grant of £500 was used to meet the costs of organising an Eid Celebration event with Eid being a significant religious festival for Muslims.
- **The Kerala Cultural Association Cardiff**, The organisation holds an annual Cultural Festival event to celebrate Onam, a significant festival in the Kerala culture. The grant of £500 contributed towards the costs of organising and hosting the event.

- **African Mothers foundation** The grant of £500 contributed towards the costs of a healthy eating programme organised by the foundation including the booking venues, promoting the sessions and the cost of materials.
- **Fresh Ideals CIC** The grant of £500 contributed towards the costs of training BME young people to become advocates within their communities and increase employment opportunities.
- **Safer Wales** The grant of £500 was used to meet the costs of organising an education day as part of an LGBT international film festival. It highlighted usage of short films from the festival to tackle homophobia and transphobia in a school environment and share best practice with the participants who will be pupils and teachers from various schools.
- **Ministry for Life** Ministry of Life is a music based youth outreach and skills development programme specialising in urban and street based performing arts. The grant of £500 contributed to an integration project for Czech Roma and British youths giving them the opportunity to come together using a music arts approach.
- **Full Circle Community Interest Co.** The grant of £500 contributed towards an event during Anti Bullying Week for approximately 150 pupils enabling participants explore peer pressure / bullying to try new activities and learn about academic and social opportunities available to them.
- **Theatre versus Oppression** The grant of £500 contributed to the costs of developing a play about human trafficking and performing this to community groups at an international conference based in Cardiff on Human Trafficking.

## **2011/12 and 2012/13 Equality and Cultural Awareness Activities**

6.8. During 2011/13 we worked with voluntary sector partners and community groups to celebrate a number of events and festivals. These included:

- **LGBT History Month** – We worked with Stonewall and other Welsh Diversity Champions to host an event on ‘Women in Sport’ during 2011 and 2012. The Citizen Focus team are also supporting the LGBT internal network with promoting LGBT issues during the 2013 LGBT history month.
- **Cardiff Multi Cultural Mela** – An event showcasing Asian music, arts, dance, fashion, foods and culture which is enjoyed by thousands. Our BME Network, Ethnic Minorities Communities First and Neighbourhood Learning teams hosted a stall at the event during 2011 and 2012. Plans to support this event in the future will depend upon the financial capabilities set out in next year’s budget.
- **Cardiff Mardi Gras** – We contributed funding to this major event in Bute Park in 2011 and 2012. Our LGBT Network hosted a stall at the event. We also hosted an evening event for the LGBT community at Central Library in the lead up to Mardi Gras during 2011/12.
- **Black History Month** – A major event coordinated by Black Voluntary Network Sector Wales in the Millennium Centre highlighting Black history and culture attended by thousands. Our BME Network and other Council colleagues contributed towards planning the event during 2011/12.

- **Re-launch of the Equality Networks** – Our four Employee Equality Networks ‘re-launched’ themselves with endorsement from the Council’s Chief Executive. The event was attended by over 70 employees and external stakeholders, successfully raising awareness of the networks and increasing their membership during 2011/13.
- **Other events** - A host of other events were also held during 2011/13 and supported by Cardiff Council. These included: Chinese New Year, Gypsy and Traveller History Month, Diwali, Refugee Week Wales and the Lord Mayor’s Carol Concert.

## 7. Equality Impact Assessments

7.1 The Council continues to Equality Impact Assess its main policies, strategies, functions and decisions upon all protected characteristics, including the Welsh language. During 2011/12 and 2012/13 we reviewed and updated our **Equality Impact Assessment (EIA) Toolkit & Guidance** in line with the Equality Act 2010. Once an EIA is completed and where appropriate, advised upon by the Citizen Focus Team, it is uploaded onto the Cardiff Improvement System (CIS) along with the document or Policy. Key assessments undertaken during 2011/12 and 2012/13 reporting periods include:

- Council 2012/13 and 2013/14 budget
- Housing Strategy
- Attendance and Wellbeing Policy
- Living Wage
- Competency Assessment Toolkit
- Reasonable Adjustments
- Voluntary Early Retirement Scheme
- Single Status
- Schools Exit Interviews
- Redeployment
- Flexible Working
- Employee Support Framework
- Procurement Strategy
- Protocol for Closure of Homes
- Category Management Process for Supported Living Re/tender
- Adult Services Engagement Strategy
- Older People Commissioning Strategy
- Specification on Supported Living Re/Tendering Exercise
- Remodelled Assessment & Care Management
- Families First commissioning process
- What Matters strategy
- Closure of Ty Mawr
- Closure of Cae Glas
- Carers Policy
- Schools Organisational Planning

- Bute Park and Nursery
- Cardiff Castle Lifts
- Central Library Revolving Doors
- Central Square / Bus Terminal Redevelopment
- Cycling Network Plan (all cycle network schemes)

## **Equality Impact Assessment of Budget Proposals 2012/13 and 2013/14**

7.2. In line with guidance issued by the Equality and Human Rights Commission, Cardiff Council carried out a vigorous process, enabling equality and diversity to be built into its budgets setting processes for 2012/13 and 2013/14. This process ensured that there is as minimal detrimental impact as possible upon front line services and vulnerable citizens who have a protected characteristic. This can be evidenced by the following: In September 2011, Chief Officers undertook an initial equality screening assessment of all the savings proposals they offered for their service area to contribute towards the Council's overall savings target. All Chief Officers also equality risk assessed all growth proposals. A Corporate Equality Budget Proposal Assessment Working Group was established in November 2011 to carry out a screening exercise of all returned equality budget assessments.

7.3 The working group independently scrutinised the equality risk ratings given to each savings proposal. The group requested that equality impact assessments of budget proposals were undertaken for any proposals rated as Red, Red / Amber equality risks and ensured the quality and consistency of assessments. Through the compilation of the assessment information, the Council's Executive Members considered initial savings proposals with the benefit of the equality risk values and equality impact assessments, thus making decisions based on this information. The Executive's recommendations mirrored the agreed equality risk values, therefore protecting cuts from key services that support equalities – such as social care, schools, community development, and voluntary sector grants. In terms of overall costs, savings proposals bearing a red equality risk rating represented just £84,000 of the Council's overall £14.2 million savings for 2012/13.

7.4. From the beginning of April 2012, each Chief Officer who submitted a proposal bearing a Red or Amber equality risk that was subsequently accepted or partially accepted has been asked to explain what they will do to mitigate and minimise an equality impact resulting from the implementation of that proposal. Plans for 2013 include increasing the awareness of the importance of such measures across all service areas, whilst tailoring support packages in accordance to service area needs and capabilities.

7.5. The 2013/14 budget setting process followed a similar pattern. A major change however, was the consultation period around the savings and proposals for 2013/14. A decision was made to publish the budget and open this up for public consultation. This was fully accessible online and opinions could additionally be taken by telephone. Service areas have been asked to engage with service users and wider communities that are affected by the saving proposals with citizen engagement support if required being provided by the citizen focus team. Public feedback is then

reflected in updated Equality Impact Assessment which are available as background papers during Scrutiny and full Council meetings. These changes further reinforce our commitment as a Local Authority to not only meet our statutory equality duties but to also become a Council that listens to its citizens in order to effectively target resources in line with citizen need.

## Physical Achievements

7.1. Cardiff Council is working towards creating a fully accessible city. A number of key activities and achievements relating to physical access have taken place during 2011/12 and 2012/13. These include:

- **Bute Park Nursery** - Improved nursery facilities and visitor centre – providing accessible training and events for the community regardless of ability.
- **Cardiff Castle** - Working alongside the Castle team to install an accessible lift into the main house – for the first time providing access to the old house within the historic Castle.
- **Evacuation Training and consultation regarding Disability / Equality** - Working with Facilities Management and Health and Safety issues concerning the suitability of evacuation processes and equipment is assessed and consulted on in respect of dignity, access, equalities and practicality. This activity has improved the health and safety and access considerations of staff and visitors.



## Accessible Communications

- **DVD for Gypsies and Travellers** – A DVD was produced in 2011 for Gypsies and Travellers in Cardiff. The DVD explains the Council's tenancy agreement and what the individuals' responsibilities are in relation to their tenancy agreements. The DVD features Gypsies and Travellers who live on the two authorised council sites; it was launched on the Shirenewton site by the Deputy Leader and was very well received. The DVD created established a successful formula for producing accessible information for under represented groups.
- **Booklet for Deaf People** - During 2011/2012, a booklet was produced and updated for Deaf People in Cardiff. The booklet provides information on accessing council services and other useful organisations such as Safer Wales, where disability hate crime / harassment can be reported.

## 8. Training

### Briefing & Awareness Raising Sessions

8.1. During 2011/12 and 2012/13 the Citizen Focus team provided 25 Equality Awareness Sessions and 9 Equality Act Briefings. These briefings included the Welsh Language Act and our duties under the Equality Act. They were attended by employees from across the Council at all levels.

8.2. Although equalities awareness training and equalities act briefing sessions have been a positive element towards ensuring we met our statutory duties, we recognise a lot more still needs to be done when promoting the importance of this developmental need for all Cardiff Council employees with both internal and external functions. We will seek to promote the training across all services areas more effectively and increase accessibility through embedding booking information through our internal intranet systems. Monitoring of service area attendance of training will also be tightened to enable a clear depiction of service area participation and needs assessments.

### Cardiff Academy

8.3. Cardiff Academy - During 2011/12 and 2012/13 Cardiff Academy was created to provide learning & development opportunities for all Council staff. Equality is a key 'stream' within the Academy, so learning needs in this area are assessed regularly.

8.4. **Induction** - Half day equality & diversity course continues to be delivered as part of the Corporate Induction and is subject to regular review and evaluation.

8.5. **E Learning** - An Equality & Diversity E Learning Module was reviewed and redeveloped in light of the Equality Act. This is available for all staff on the Learning Pool site. The Recruitment & Selection E learning module and course materials were also updated in relation to the Equality Act. Equality resources were developed to be included within the Cardiff Academy's Virtual Zone.

8.6. **Academy Activities** - The Academy delivered a wide range of activities to all levels of staff, for example: ICT, Interview skills, Essential Skills, Welsh Language, Community Cohesion, DigiGov support, First Steps, Money Advice, Service Improvement. Only the Cardiff Leadership programme was directed at a particular level; the rest were open to all appropriate audiences.

8.7. **Equality Training** - An Equality & Community Cohesion training programme was developed and delivered at the three levels of the Academy (First Steps / Foundation / Practitioner). Attendees were able to gain a detailed understanding of meeting the needs of communities and understand the diversity of Cardiff.

8.8 It is noted that the main Human Resources and People Services system has not yet been set up to capture data in the format requested for the training section of



the Annual Report; however, this has been logged as an immediate area of attention in preparation for the next Annual Report which is to be submitted in 2014.

## **9. Procurement**

**9.1. Equality Impact Assessment** - During 2011/2013 we ensured that all OJEU (Official Journal of the European Union) contracts were subject to an equality impact assessment at the Pre-qualifying Questionnaire stage. Pre-Qualifying Questionnaire - The Pre-qualifying Questionnaire used on larger contracts asks potential contractors for a range of information on Equalities issues to be provided including: demonstrating compliance with the Equalities Act 2010, a copy of their Equalities Policy, details of monitoring of the composition of their workforce and whether they have been subject to any formal Equalities investigation.

**9.2. Equality Clause in Contracts** - We ensured that our suppliers complied with our equality policies through including a clause in the Council's standard Terms and Conditions of Contract addressing compliance with Equalities legislation; this is monitored by the contract manager on OJEU contracts and as required on other contracts.

**9.3. Discrimination and Equality** - The Wales Purchasing Consortium has now adopted common Terms and Conditions which include a standard clause on Discrimination and Equality. We are continuing to proactively work with the Wales Purchasing Consortium to promote the equality agenda and develop a standard approach across other Welsh local authorities and public bodies.

## 10. Way forward for 2013/14 – Summary

10.1 Whilst developing the strategic equalities plan in 2011/12 to 2012/13 and now being nearly one year into the plan, this gives us the opportunity to reflect on the actions previously agreed, and how *'Everyone Matters'* can be developed going forward. This reflective process has allowed us to highlight some key areas that will be added to the operational plans for 2013/14, and allow us to concentrate on areas where the council can have the greatest effect. This will also assist the council targeting areas of most need in the next phase of delivering *'Everyone Matters'*

10.2. Cardiff Council will initiate the pioneering coproduction approach towards delivering citizen focused services. Coproduction pilots will be launched in 2013 linking in with the Cardiff Partnership Group work stream. The partnership group will share good practice stories, offer guidelines on coproduction and help service areas and partners respond to citizen need

10.3. Due to many pressures facing local communities including, financial, welfare reforms and a more transient population, **Community Cohesion** needs to be embedded into all of Cardiff Council's work plus their partners. A high level community cohesion plan will be initiated in 2013/14 which will work to increase reporting of Hate Crime as well as working with targeted communities through restorative approaches to tackle community cohesion issues.

10.4. In relation to the welfare reform, we will continue to offer localised community support in the form of initiatives with our partners via projects such as the coproduction pilots, advice road shows and information stands.

10.5. We recognise the important role of the Citizen Focus Team and individual officers in service areas (HRPS, Education and Adults) with regards to promoting, implementing and monitoring the equalities agenda, whilst ensuring the correct equality ethos and relevant information is permeated throughout all of our service areas. It will be increasingly crucial to support service areas with meeting the needs of our citizens in such hard economic times and with ensure the discussion making process is fair and transparent.

10.6. **Monitoring and evaluating** council services will be key in 2013/14. The monitoring report performed in 2012/13 showed that Cardiff Council performs well in some areas with regards to monitoring but there are significant areas for improvement in others. Equality monitoring Council Service users, where appropriate, is not only a legal requirement but does inform the Council of who uses their services. This is particularly important in the current economic climate. The Council wide monitoring form will be disseminated during 2013/14 to appropriate service areas and other services areas will update their current processes.

10.7. It is clear that the current **internal data collection methods** used for the obtainment of employee information can and will be significantly improved upon and actions identified throughout this document shall be assigned to the relevant service areas in reference to these issues. Rigorous monitoring systems shall also be

implemented to ensure we improve on our current processes to allow us to capture the most relevant and accurate data to support our work as an authority whilst promoting equality of opportunity across our vibrant and valued workforce.

10.8. In summary there have been many important developments from 2011 to the present day. There have been many areas of good practice to highlight whilst identifying there are areas for improvement. These areas will be targeted in the operational plans for 2013/14. We are committed as a Council to continue to embed *'Everyone Matters'* and the culture of ensuring our services and our own staff experience equal access and opportunities.

## Appendix 1 - Employee and Monitoring Information

### Age

#### Age by Group

AGE GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
16 – 24	717	202	288	1207
25 – 34	922	1428	1328	3678
35 – 44	713	1780	1726	4219
45 – 54	704	2370	1653	4727
55 – 64	537	1540	867	2944
65 – 74	212	227	115	554
75 +	26	31	15	72
Grand Total	3831	7578	5992	17401

The table shows that the 45 – 54 age group has the greatest concentration of employees, with the 75+ age group having the least.

Casual / Relief workers tend to be aged between 25 – 34 although the numbers are quite similar across a number of age categories for that job status; therefore it is appropriate to assume that 16 – 54 is the general concentration.

Comparing Council employed figures; the greatest concentration is within the 45 – 54 age range which is noticeably higher than the next nearest age range. The second and third highest concentrations are relatively similar which are 35 – 44 and 55 – 64.

This correlation may be explained by the recruitment process where jobs are advertised internally with the exception of temporary posts which are advertised externally.

The figures also display a low number of employees over 65 which could be linked to retirement rather than health, as the disability disclosures that can be found below identify that there is only a small proportion of employees recording a disability who are aged over 65. There are also a low number of employees aged 16 – 24 which in summary means the Council based staff are an ageing population, with younger employees being restricted to casual or relief based roles.

The school based employees is slightly in demographics with the majority of employees being aged between 25 – 54 collectively; which may be determined by the requirement of a specific teaching qualification.

This picture could be improved by removing barriers to younger applicants from relief / casual work to Council based, which should allow the figures to become more balanced.

## Age by Gender

AGE GROUP	GENDER	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
16 - 24	Female	388	116	223	727
	Male	329	86	65	480
25 - 34	Female	541	796	1062	2399
	Male	381	632	266	1279
35 - 44	Female	541	1090	1423	3054
	Male	172	690	303	1165
45 - 54	Female	526	1445	1391	3362
	Male	178	925	262	1365
55 - 64	Female	369	916	690	1975
	Male	168	624	177	969
65 - 74	Female	135	141	88	364
	Male	77	86	27	190
75 +	Female	17	18	11	46
	Male	9	13	4	26
Grand Total		3831	7578	5992	17401

There are 5474 Male employees and 11,927 Female employees with female employees figures being higher across all age ranges and job status categories.

The greatest concentration of employees collectively are female and located in the 45 – 54 age range.

The highest concentration of male employees collectively are aged 45 – 54 which compared to female employment figures is the fifth highest concentration (grand totals).

The age range 16 – 24 for casual / relief workers have comparatively similar numbers of male to female employees; however the gap widens between the genders when the age range increases. The most noticeable gap between genders within this job status is within the 35 – 44 range.

When looking at the Council employed status, the figures are generally similar with the exception of the age ranges 35 – 44 and 55 – 64 where the difference favours female employees at a noticeable level.

Where school based employees are concerned the numbers of females noticeably outweigh males at every age range, which identifies a need to promote gender equality of opportunities in this area.

### Age by Sexuality

AGE GROUP	SEX ORIENTATION	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total	LGB / Other Disclosure
16 - 24	Bisexual	1	1		2	5
	Gay		1		1	
	Heterosexual	18	37	4	59	
	Not disclosed	697	159	284	1140	
	Other		2		2	
	Prefer not to say	1	2		3	
25 - 34	Bisexual		5		5	38
	Gay	2	18		20	
	Heterosexual	85	505	9	599	
	Lesbian	2	6		8	
	Not disclosed	825	867	1319	3011	
	Other		5		5	
	Prefer not to say	8	22		30	
35 - 44	Bisexual	2	4		6	34
	Gay	3	16		19	
	Heterosexual	51	586	10	647	
	Lesbian	2	3		5	
	Not disclosed	653	1147	1716	3516	
	Other	1	3		4	
	Prefer not to say	1	21		22	
45 - 54	Bisexual		2		2	14
	Gay		6		6	
	Heterosexual	52	689	17	758	
	Lesbian		3		3	
	Not disclosed	648	1637	1635	3920	
	Other		3		3	
	Prefer not to say	4	30	1	35	
55 - 64	Gay		1		1	7
	Heterosexual	29	411	4	444	
	Lesbian		2		2	
	Not disclosed	506	1098	862	2466	
	Other		4		4	
	Prefer not to say	2	24	1	27	
65 - 74	Gay		1		1	1
	Heterosexual	8	25		33	
	Not disclosed	202	199	115	516	
	Prefer not to say	2	2		4	
75 +	Heterosexual		1		1	0
	Not disclosed	26	30	15	71	
Grand Total		3831	7578	5992	17401	99

Looking at the figures for Age by Sexuality, unsurprisingly there are a high number of un-disclosures. This is not completely due to employees wishing not to complete this field as data was originally stored on a separate system, where sexuality was not a required field, when the data was transferred to the current system, it was therefore absent. What this does identify is a need to run a data cleansing and updating campaign in order to reduce the deficit in the figures.

Across all of the age categories, heterosexual has the highest number of entries with a total of 2541 employees disclosing this data; which still only accounts for 15% of the employee population.

There were 99 disclosures for a sexual orientation that was either gay, lesbian, other, or bisexual; which is very positive and reflects the active work of the LGBT Employee Network and the comfortable working environment, brought about through the Stonewall membership.

Disclosures from the LGB and Other options were highest amongst the 25 – 34 age range, and closely followed by the 35 – 44 age range, with 45 – 54 also displaying positive number of reporting but 41% less recording than the previous age range.

There are a variety of reasons to explain why numbers of disclosures of LGB or Other are lower across the other age ranges, which range from social attitudes, norms and values to fear of bullying or a perception of having a hindered progression of employment. These factors can be targeted as part of the ongoing Stonewall and LGBT Employee Network commitments, to continually improve the working environment for LGB and Other employees, which in turn may increase disclosures.

#### Age by Disability

AGE GROUP	DISABILITY	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
16 - 24	N	716	201	288	1205
	Y	1	1		2
25 - 34	N	919	1411	1326	3656
	Y	3	17	2	22
35 - 44	N	708	1735	1721	4164
	Y	5	45	5	55
45 - 54	N	699	2314	1641	4654
	Y	5	56	12	73
55 - 64	N	533	1486	852	2871
	Y	4	54	15	73
65 - 74	N	207	225	115	547
	Y	5	2		7
75 +	N	26	31	15	72
Grand Total		3831	7578	5992	17401

There is a noticeable difference in the number of disclosures for having a disability between Casual / School and that for Council employees. Council employees, generally have higher disclosure rates across the age ranges.

It would be a worth while exercise to understand what is causing the numerical difference; which may be identified as barriers to employment.

The age range 55 – 64 has the highest level of recorded disability (proportionally) with the age range 45 – 54 also having a higher rate with 2.4% Council employees disclosing a disability.

The 35 – 44 age range has the third highest disclosure rate; there is then a steep decline in the number of disclosures when looking at the age ranges below the 35 – 44 age range.

An assumption could be made that age and health are related; however there may be other factors that can explain this correlation. A system for recording reasonable adjustments will be running from February 2013, therefore more information can be used during the analysis of these trends in the future.

### Age by Ethnicity

AGE GROUP	ETHNICITY GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
16 - 24	Asian	14	8	9	31
	Black	11	9	4	24
	Far East	1	1		2
	Mixed	26	5	6	37
	Not Disclosed	29	12	40	81
	Other	2	1		3
	White	634	166	229	1029
25 - 34	Asian	34	52	25	111
	Black	16	41	6	63
	Far East	4	6	1	11
	Mixed	30	31	10	71
	Not Disclosed	46	86	234	366
	Other	3	3	2	8
	White	789	1209	1050	3048
35 - 44	Asian	29	46	51	126
	Black	14	37	18	69
	Far East	6	7	4	17
	Mixed	7	25	13	45
	Not Disclosed	70	151	316	537
	Other	2	13	3	18
	White	585	1501	1321	3407
45 - 54	Asian	16	51	17	84
	Black	13	45	8	66
	Far East	4	5	4	13
	Mixed	8	48	8	64
	Not Disclosed	67	209	266	542
	Other	2	5	1	8
	White	594	2007	1349	3950
55 - 64	Asian	9	18	2	29
	Black	4	22	1	27
	Far East	2	6		8
	Mixed	7	16	3	26
	Not Disclosed	53	123	127	303
	Other		1	1	2
	White	462	1354	733	2549
65 - 74	Asian	2	2		4
	Black		2		2
	Mixed			1	1
	Not Disclosed	27	11	25	63
	White	183	212	89	484
75 +	Not Disclosed	7	1	2	10
	White	19	30	13	62
Grand Total		3831	7578	5992	17401



White employees have the highest concentration across all age groups with a combined job status value of 14529 employees (83%).

1839 employees did not disclose the data, which accounts for 11% of all employees engaging with Cardiff Council.

6% of all employees have identified themselves as having an alternative ethnicity than that already outlined above; with the most common ethnicity being Asian and then Black.

The age group 35 – 44 has the highest level of diversity of ethnicity and closely followed by the age group 25 – 34.

The age group with the lowest levels of diversity amongst ethnicity exists within the 75+ age range and then followed by the 65 – 74 age range.

Within the age range 16 – 24 it is quite noticeable that the majority of casual employees are white compared to any other ethnicity. This figure also accounts for the majority of employees within this age range engaging with the Council.

The trend continues throughout the age ranges for white employees in a casual post; however the figures do narrow slightly between other ethnicities within the age range 25 – 34.

The age ranges 16 – 24 and 25 – 34 removing the white employees would favour Asian or Mixed ethnicities; this changes to Asian and Black between the age ranges 35 – 74. It would be useful to compare this to the community statistics, to identify a potential change in local demographics.

There is clearly some work needed to reduce the gap between the numbers of white employees across all job status fields and that of any other ethnicity categories, some consultative work could be useful to understand why this trend is; please see the recruitment and selection section to view applications by ethnicity as this may identify potential barriers / explanations to employment levels on ethnicity.

School posts have on average the highest levels of non-disclosure, some work could be targeted in this area to improve reporting.

### Age by Faith

AGE GROUP	FAITH	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
16 - 24	Christian	6	13		19
	Muslim		3		3
	None	10	21	1	32
	Not Disclosed	699	163	286	1148
	Other	2			2
	Prefer Not To Say		1	1	2
	Rastafarian		1		1
25 - 34	Buddhist	1	2		3
	Christian	36	185	3	224
	Hindu		6		6
	Muslim	1	9		10
	None	42	259		301
	Not Disclosed	836	906	1325	3067
	Other	2	23		25
	Prefer Not To Say	4	35		39
	Rastafarian		1		1
	Sikh		1		1
Zoroastrian		1		1	
35 - 44	Buddhist		4		4
	Christian	29	314	6	349
	Hindu		3		3
	Muslim	1	17	1	19
	None	22	209	1	232
	Not Disclosed	659	1176	1717	3552
	Other	1	21		22
	Prefer Not To Say	1	34		35
	Rastafarian		1		1
	Sikh		1	1	2
45 - 54	Buddhist		4		4
	Christian	36	461	13	510
	Hindu		3		3
	Jewish		1		1
	Muslim	2	9		11
	None	12	200	3	215
	Not Disclosed	648	1629	1636	3913
	Other	1	26		27
	Prefer Not To Say	4	33	1	38
	Rastafarian		1		1
Sikh	1	2		3	
Zoroastrian		1		1	
55 - 64	Buddhist		2		2
	Christian	19	312	7	338
	Hindu	1	1		2
	Jewish	1			1
	Muslim	1	3		4
	None	8	105		113
	Not Disclosed	506	1082	860	2448
	Other	1	20		21
	Prefer Not To Say		15		15
65 - 74	Christian	6	18	1	25
	None	1	4		5
	Not Disclosed	205	200	114	519

	Other		3		3
	Prefer Not To Say		2		2
75 +	Christian		1		1
	Not Disclosed	26	30	15	71
Grand Total		3831	7578	5992	17401

Reporting of faith is consistently low for all age groups and all employment types; although the original system for recording employee data did not hold faith information and as such when it was transferred across, the data was absent.

Despite numbers of disclosures being low, generally the most popular faiths recorded are Christian, None and then Other. The greatest number of disclosures of a particular faith have been made within the Council employed staff field more generally, and more specifically in the age range 35 – 44, which also is the most diverse.

There are low levels of disclosures especially in the 16 – 24 age range and the 75+ age range.

A wider action to refresh data should assist capture the data, however engagement with the two age ranges identified would be a good approach in order to understand why disclosures have been limited, this will assist in tailoring the data refreshment exercise.

## Disability

### Disability by Group

DISABILITY	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
N	3808	7403	5958	17169
Y	23	175	34	232
Grand Total	3831	7578	5992	17401

Records show that there are 232 employees who have identified themselves as disabled which equates to 1.3% of the total number of employees engaging with Cardiff Council.

The highest numbers of employees identifying themselves as disabled are directly employed by Cardiff Council which in numerical terms accounts for 2.3% of the workforce directly employed by Cardiff Council.

## Disability by Age

DISABILITY	AGE GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
N	16 - 24	716	201	288	1205
	25 - 34	919	1411	1326	3656
	35 - 44	708	1735	1721	4164
	45 - 54	699	2314	1641	4654
	55 - 64	533	1486	852	2871
	65 - 74	207	225	115	547
	75 +	26	31	15	72
Y	16 - 24	1	1		2
	25 - 34	3	17	2	22
	35 - 44	5	45	5	55
	45 - 54	5	56	12	73
	55 - 64	4	54	15	73
	65 - 74	5	2		7
Grand Total		3831	7578	5992	17401

Generally, according to the data, the majority of disclosures for disability are for employees aged 35 – 64. As the Council has been predominantly recruiting Council Staff internally due to the economic pressures, it may be worth looking at whether the staff had / developed disabilities throughout their employment or whether there is a barrier to employment based on disability, given that there is a substantial difference between disclosures of employees aged 16 – 34.

The number of casual / relief staff disclosing a disability are relatively low, with all age bands having a similar number of disclosures; this links back to the above statement, in that work may need to be focussed around barriers to employment.

## Disability by Gender

DISABILITY	GENDER	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
N	Female	2502	4428	4860	11790
	Male	1306	2975	1098	5379
Y	Female	15	94	28	137
	Male	8	81	6	95
Grand Total		3831	7578	5992	17401

According to the figures there are more females than males disclosing a disability; however there are more females than males employed across the Authority. Statistically there are 2.1% Council employees disclosing a disability that are female compared to 2.7% who were male; therefore males have a higher disclosure rate than female employees.

It would be a useful exercise to conduct a study into what factors have helped identify that trend and whether something can be implemented to improve the statistics; an example of a cause may be a health risk through the role carried out, leading to a disability, to understand the factors / statistics will enable the Council to respond to any needs/risks.

## Sexuality by Disability

SEX ORIENTATION	DISABILITY	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Bisexual	N	3	12		15
Gay	N	4	38		42
	Y	1	5		6
Heterosexual	N	236	2161	43	2440
	Y	7	93	1	101
Lesbian	N	4	13		17
	Y		1		1
Not disclosed	N	3542	5072	5913	14527
	Y	15	65	33	113
Other	N	1	14		15
	Y		3		3
Prefer not to say	N	18	93	2	113
	Y		8		8
Grand Total		3831	7578	5992	17401

The table shows that from the 99 disclosures for a sexuality which is other than heterosexual 10 disclosures were from employees who also disclosed a disability, with the majority of these stemming from the Council employee status field.

## Disability by Ethnicity

DISABILITY	ETHNICITY GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
N	Asian	102	175	103	380
	Black	58	150	37	245
	Far East	17	25	9	51
	Mixed	78	121	41	240
	Not Disclosed	299	588	1008	1895
	Other	8	23	7	38
	White	3246	6321	4753	14320
Y	Asian	2	2	1	5
	Black		6		6
	Mixed		4		4
	Not Disclosed		5	2	7
	Other	1			1
	White	20	158	31	209
Grand Total		3831	7578	5992	17401

According to the table there are more white employees identifying themselves as disabled in comparison to any other ethnicity. However, when we look at this statistic proportionally according to the ethnicity statistics; it suggests that when ethnicities other than White are grouped together, there are a higher percentage of employees disclosing a disability for that field.

There are 17401 total employees, 14529 are White, 1839 non-disclosed and 1033 Black, Minority, Ethnic (BME); when the numbers in the table are viewed in accordance with these figures they show that 1.4% White employees have disclosed a disability compared to 1.5% BME disclosing a disability. When the BME figures are

separated back out, White employees therefore have a higher disclosure rate for a disability than any other single ethnicity.

### Disability by Faith

DISABILITY	FAITH	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
N	Buddhist	1	11		12
	Christian	130	1240	29	1399
	Hindu	1	12		13
	Jewish	1	1		2
	Muslim	5	40	1	46
	None	92	778	5	875
	Not Disclosed	3561	5117	5920	14598
	Other	7	85		92
	Prefer Not To Say	9	109	2	120
	Rastafarian		4		4
	Sikh	1	4	1	6
	Zoroastrian		2		2
	Y	Buddhist		1	
Christian		2	64	1	67
Hindu			1		1
Muslim			1		1
None		3	20		23
Not Disclosed		18	69	33	120
Other			8		8
Prefer Not To Say			11		11
Grand Total		3831	7578	5992	17401

Employees disclosed a disability in every faith group with the exception of Rastafarian, Sikh, Jewish and Zoroastrian.

The statistics show that numerically there are more Christians who have identified themselves as Disabled; with employees identifying themselves as not having a faith being the second highest disclosure group, and the 'Other' category ranking third.

When these figures are looked at proportionally based on the total number of employees within those faith groups they outline a different trend.

There are 1466 Christians of which 4.6% are registered disabled; whereas, there are 100 employees disclosing as 'Other' of which 8% are disabled.

Therefore the highest number of employees disclosing a disability belong to the Christian category; however when ratios are considered amongst the numbers of employees falling within each faith group, proportionally the 'Other' category has the highest percentage of employees with a disability disclosure.

The No Religion category has the second highest number of employees disclosing a disability

## Faith

### Faith by Group

FAITH	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Buddhist	1	12		13
Christian	132	1304	30	1466
Hindu	1	13		14
Jewish	1	1		
Muslim	5	41	1	47
None	95	798	5	898
Not Disclosed	3579	5186	5953	14718
Other	7	93		100
Prefer Not To Say	9	120	2	131
Rastafarian		4		
Sikh	1	4	1	
Zoroastrian		2		
<b>Grand Total</b>	<b>3831</b>	<b>7578</b>	<b>5992</b>	<b>17401</b>

There are 9 different faiths identified in total with the majority of the disclosures made by the Council employed field; although the 'Other' option has been selected but no specification of the faith has been disclosed.

The majority of disclosures indicate that Christianity is the most selected faith; this is consistent across all of the employment status fields.

The second most selected faith is 'None' and is also consistent across all employment status fields.

The 'Other' category carries the third greatest number of disclosures; however it is unclear which faiths these relate to. In terms of the third highest identifiable faith across the employment fields the Muslim category displays greater numbers, but is considerably lower in numbers than the aforementioned three categories.

Data held is low in this reporting category which is reinforced by the number of not disclosed entries which is 14718. In line with other recommendations falling out of other data sections, there is a need to complete a data exercise to cleanse the data held and improve disclosures.

Using the data above, it could be argued that the facilities provided to staff in the form of prayer and reflection rooms, diet in the canteen and equality networks are sufficient for the numbers identified; this may alter depending on new data being submitted by employees.

## Faith by Age

FAITH	AGE GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Buddhist	25 - 34	1	2		3
	35 - 44		4		4
	45 - 54		4		4
	55 - 64		2		2
Christian	16 - 24	6	13		19
	25 - 34	36	185	3	224
	35 - 44	29	314	6	349
	45 - 54	36	461	13	510
	55 - 64	19	312	7	338
	65 - 74	6	18	1	25
	75 +		1		1
Hindu	25 - 34		6		6
	35 - 44		3		3
	45 - 54		3		3
	55 - 64	1	1		2
Jewish	45 - 54		1		1
	55 - 64	1			1
Muslim	16 - 24		3		3
	25 - 34	1	9		10
	35 - 44	1	17	1	19
	45 - 54	2	9		11
	55 - 64	1	3		4
None	16 - 24	10	21	1	32
	25 - 34	42	259		301
	35 - 44	22	209	1	232
	45 - 54	12	200	3	215
	55 - 64	8	105		113
	65 - 74	1	4		5
Not Disclosed	16 - 24	699	163	286	1148
	25 - 34	836	906	1325	3067
	35 - 44	659	1176	1717	3552
	45 - 54	648	1629	1636	3913
	55 - 64	506	1082	860	2448
	65 - 74	205	200	114	519
	75 +	26	30	15	71
Other	16 - 24	2			2
	25 - 34	2	23		25
	35 - 44	1	21		22
	45 - 54	1	26		27
	55 - 64	1	20		21
	65 - 74		3		3
Prefer Not To Say	16 - 24		1	1	2
	25 - 34	4	35		39
	35 - 44	1	34		35
	45 - 54	4	33	1	38
	55 - 64		15		15
	65 - 74		2		2
Rastafarian	16 - 24		1		1
	25 - 34		1		1
	35 - 44		1		1
	45 - 54		1		1



Sikh	25 - 34		1		1
	35 - 44		1	1	2
	45 - 54	1	2		3
Zoroastrian	25 - 34		1		1
	45 - 54		1		1
Grand Total		3831	7578	5992	17401

The most commonly disclosed faiths are Christian 1466, None 898, and Other 100; however there are 14718 non-disclosures which will need to be addressed going forward.

The 45 – 54 age range is the most likely age bracket for disclosures according to the data presented, while the 75+ age range is the least likely.

Generally 25 – 64 age ranges populate data on faith as shown in the table with limited responses from the 16 – 24 age range and also the 65 – 74; however this is most likely reminiscent of the large difference in employees falling into those age categories.

Generally the numbers of employees disclosing a faith within age groups do not differ too much from one age group to another, based on the total number of disclosures no real trends can be highlighted at this stage.

### Faith by Gender

FAITH	GENDER	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Buddhist	Female	1	7		8
	Male		5		5
Christian	Female	79	821	29	929
	Male	53	483	1	537
Hindu	Female	1	11		12
	Male		2		2
Jewish	Female	1			1
	Male		1		1
Muslim	Female	3	20	1	24
	Male	2	21		23
None	Female	52	412	4	468
	Male	43	386	1	430
Not Disclosed	Female	2373	3135	4851	10359
	Male	1206	2051	1102	4359
Other	Female	3	50		53
	Male	4	43		47
Prefer Not To Say	Female	3	63	2	68
	Male	6	57		63
Rastafarian	Male		4		4
Sikh	Female	1	3	1	5
	Male		1		1
Zoroastrian	Male		2		2
Grand Total		3831	7578	5992	17401

The table indicates that more female Christians in the Council group overall have disclosed their faith than any other gender and faith group, although care has to be taken with the gender statistics as there are more females employed than males.

When the gender balance is considered for all employees 7.8% of the female employee population is Christian compared to 9.8 % of the male employee population; so whilst there are more female Christians in employment than male Christians, the ratio of Christians within the male employee population is greater than that compared to females.

Looking purely at the numbers disclosed there are noticeably greater numbers of female employees to male employees in the fields: Hindus, No Religion and Christian.

There are no female Rastafarians, whereas there are male employees within this field.

Where numbers (not looking at the gender ratio) are considered for: Prefer not to say, Sikh, Other, Muslim and Buddhist, the employee figures between males and females is relatively balanced; it is only when the ratio is considered that more males than females would be recorded.

### Faith by Sexuality

FAITH	SEX ORIENTATION	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Buddhist	Gay		1		1
	Heterosexual	1	9		10
	Not disclosed		2		2
Christian	Bisexual		4		4
	Gay	2	11		13
	Heterosexual	102	1101	23	1226
	Lesbian		3		3
	Not disclosed	18	148	5	171
	Other	1	3		4
	Prefer not to say	9	34	2	45
Hindu	Heterosexual		8		8
	Not disclosed	1	4		5
	Prefer not to say		1		1
Jewish	Heterosexual		1		1
	Not disclosed	1			1
Muslim	Heterosexual	4	35		39
	Not disclosed	1	5	1	7
	Prefer not to say		1		1
None	Bisexual	1	7		8
	Gay	3	23		26
	Heterosexual	81	663	5	749
	Lesbian	4	9		13
	Not disclosed	3	76		79
	Other		3		3
	Prefer not to say	3	17		20
Not Disclosed	Bisexual	2	1		3

	Gay		3		3
	Heterosexual	45	297	14	356
	Lesbian		1		1
	Not disclosed	3529	4871	5939	14339
	Other		2		2
	Prefer not to say	3	11		14
Other	Gay		3		3
	Heterosexual	5	64		69
	Not disclosed	1	13		14
	Other		7		7
	Prefer not to say	1	6		7
Prefer Not To Say	Gay		2		2
	Heterosexual	4	69	2	75
	Lesbian		1		1
	Not disclosed	3	16		19
	Other		1		1
	Prefer not to say	2	31		33
Rastafarian	Heterosexual		3		3
	Other		1		1
Sikh	Heterosexual	1	2		3
	Not disclosed		2	1	3
Zoroastrian	Heterosexual		2		2
Grand Total		3831	7578	5992	17401

Across all of the faith categories the Heterosexual classification is the greater disclosure category.

The second greatest sexual orientation classification identified was Gay and this was evidenced in the No Religion category.

The Religion categories that only identified one sexual orientation; which was Heterosexual were Zoroastrian, Sikh and Jewish. There were additional religion categories that did not identify a particular alternative sexuality, but due to the use of the 'Prefer not to say' option it could not be confirmed that Heterosexual was the only orientation; these categories were Muslim, and Hindu.

### Faith by Disability

FAITH	DISABILITY	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Buddhist	N	1	11		12
	Y		1		1
Christian	N	130	1240	29	1399
	Y	2	64	1	67
Hindu	N	1	12		13
	Y		1		1
Jewish	N	1	1		2
Muslim	N	5	40	1	46
	Y		1		1
None	N	92	778	5	875
	Y	3	20		23
Not Disclosed	N	3561	5117	5920	14598

	Y	18	69	33	120
Other	N	7	85		92
	Y		8		8
Prefer Not To Say	N	9	109	2	120
	Y		11		11
Rastafarian	N		4		4
Sikh	N	1	4	1	6
Zoroastrian	N		2		2
Grand Total		3831	7578	5992	17401

Employees disclosed a disability in every faith group with the exception of Rastafarian, Sikh, Jewish and Zoroastrian.

The highest number of employees disclosing a disability belong to the Christian category; however when ratios are considered amongst the numbers of employees falling within each faith group, proportionally the 'Other' category has the highest percentage of employees with a disability disclosure.

The No Religion category has the second highest number of employees disclosing a disability.

### Faith by Ethnicity

FAITH	ETHNICITY GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Buddhist	Asian		1		1
	Far East		1		1
	Other		1		1
	White	1	9		10
Christian	Asian		3		3
	Black	1	27	1	29
	Far East	1	2		3
	Mixed	1	24		25
	Not Disclosed	2	12		14
	Other		1		1
	White	127	1235	29	1391
Hindu	Asian	1	13		14
Jewish	White	1	1		2
Muslim	Asian	2	27		29
	Black	3	7		10
	Mixed		2	1	3
	Not Disclosed		1		1
	Other		3		3
	White		1		1
None	Asian		3		3
	Black		7		7
	Far East	1	3		4
	Mixed	2	12		14
	Not Disclosed		6		6
	Other	1			1
	White	91	767	5	863
Not Disclosed	Asian	100	122	103	325
	Black	54	112	36	202

	Far East	15	19	9	43
	Mixed	74	82	40	196
	Not Disclosed	297	569	1010	1876
	Other	8	18	7	33
	White	3031	4264	4748	12043
Other	Asian		2		2
	Black		2		2
	Mixed	1	3		4
	Not Disclosed		3		3
	White	6	83		89
Prefer Not To Say	Asian		2		2
	Mixed		2		2
	Not Disclosed		2		2
	White	9	114	2	125
Rastafarian	Black		1		1
	White		3		3
Sikh	Asian	1	4	1	6
Zoroastrian	White		2		2
Grand Total		3831	7578	5992	17401

The table shows that there are more White employees overall in the Rastafarian, Zoroastrian, Other, No Religion, Jewish, Buddhist and Christian faith categories.

The data also showed that there was a 100% Asian majority for the Sikh faith and also the Hindu faith. There was a 100% White majority for the Zoroastrian and Jewish faith whilst other faith categories had a greater diversity of employees.

Within the Muslim faith the majority of the employees recognised themselves as either Asian or Black, although other ethnicities were also featured.

The highest majority of employees overall was found in the Christian category and the employees recognised themselves as White. The lowest majority of employees overall was shared between the Jewish and Zoroastrian which both only featured two employees, the four employees from these categories were identified as White.

## Ethnicity

### Ethnicity by Group

ETHNICITY GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Asian	104	177	104	385
Black	58	156	37	251
Far East	17	25	9	51
Mixed	78	125	41	244
Not Disclosed	299	593	1010	1902
Other	9	23	7	39
White	3266	6479	4784	14529
Grand Total	3831	7578	5992	17401

Looking at the figures, across all employment types white employees had the highest number of disclosures, which accounted for the majority of the employees.

There was a high number of non-disclosures across the fields, with more data gaps from the school based employees.

Asian employees disclosed the second highest data sets predominantly from Cardiff based employees.

### Ethnicity by Age

ETHNICITY GROUP	AGE GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Asian	16 - 24	14	8	9	31
	25 - 34	34	52	25	111
	35 - 44	29	46	51	126
	45 - 54	16	51	17	84
	55 - 64	9	18	2	29
	65 - 74	2	2		4
Black	16 - 24	11	9	4	24
	25 - 34	16	41	6	63
	35 - 44	14	37	18	69
	45 - 54	13	45	8	66
	55 - 64	4	22	1	27
	65 - 74		2		2
Far East	16 - 24	1	1		2
	25 - 34	4	6	1	11
	35 - 44	6	7	4	17
	45 - 54	4	5	4	13
	55 - 64	2	6		8
Mixed	16 - 24	26	5	6	37
	25 - 34	30	31	10	71
	35 - 44	7	25	13	45
	45 - 54	8	48	8	64
	55 - 64	7	16	3	26
	65 - 74			1	1
Not Disclosed	16 - 24	29	12	40	81
	25 - 34	46	86	234	366
	35 - 44	70	151	316	537
	45 - 54	67	209	266	542
	55 - 64	53	123	127	303
	65 - 74	27	11	25	63
	75 +	7	1	2	10
Other	16 - 24	2	1		3
	25 - 34	3	3	2	8
	35 - 44	2	13	3	18
	45 - 54	2	5	1	8
	55 - 64		1	1	2
White	16 - 24	634	166	229	1029
	25 - 34	789	1209	1050	3048
	35 - 44	585	1501	1321	3407
	45 - 54	594	2007	1349	3950
	55 - 64	462	1354	733	2549
	65 - 74	183	212	89	484
	75 +	19	30	13	62
Grand Total		3831	7578	5992	17401

The table identifies that the majority of employees who had disclosed data were aged between 45 – 54 and were White; within this category the Council employees had the highest number of disclosures.

Employees identifying themselves as Mixed, had an overall concentration in the age range 25 – 34, although the Council employees tended to be aged 45 – 54 which was still the employment type with the highest disclosure levels.

The Far East ethnicity category demonstrated more employees in the 35 – 44 age ranges which was also the same for Black employees and Asian employees.

### Ethnicity by Gender

ETHNICITY GROUP	GENDER	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Asian	Female	87	134	101	322
	Male	17	43	3	63
Black	Female	26	83	32	141
	Male	32	73	5	110
Far East	Female	10	20	8	38
	Male	7	5	1	13
Mixed	Female	45	76	38	159
	Male	33	49	3	85
Not Disclosed	Female	211	298	805	1314
	Male	88	295	205	588
Other	Female	9	16	5	30
	Male		7	2	9
White	Female	2129	3895	3899	9923
	Male	1137	2584	885	4606
Grand Total		3831	7578	5992	17401

The table identifies that across the ethnicity categories, the numbers of employees who are male or female are closely the same within the casual staff category; with the exception of Asian, where there is a significant difference between the numbers, showing females as the highest gender.

Council posts and school posts show a clear difference in the gender numbers, where there are significant higher numbers of females in employment; this is true of all ethnic origin fields.

The highest concentration of employees were from the White Female category; the highest male concentration was also from the White category.

The second highest category for females was Asian; whereas for males it was Black.

## Ethnicity by Sexuality

ETHNICITY GROUP	SEX ORIENTATION	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Asian	Heterosexual	3	43		335
	Not disclosed	101	130	104	
	Prefer not to say		4		
Black	Heterosexual	4	49	1	196
	Not disclosed	54	106	36	
	Other		1		
Far East	Heterosexual	4	6	1	
	Not disclosed	13	18	8	
	Prefer not to say		1		
Mixed	Heterosexual	4	43		192
	Not disclosed	73	78	41	
	Other		1		
	Prefer not to say	1	3		
Not Disclosed	Heterosexual	1	26	2	1869
	Lesbian		1		
	Not disclosed	297	564	1008	
	Prefer not to say	1	2		
Other	Heterosexual	1	6		7
	Not disclosed	8	17		
White	Bisexual	3	12		2347
	Gay	5	43		
	Heterosexual	226	2081	40	
	Lesbian	4	13		
	Not disclosed	3011	4224	4742	
	Other	1	15		
	Prefer not to say	16	91	2	
Grand Total		3831	7578	5992	17401

White employees have tended to disclose details regarding their sexuality, more so than that of any other ethnicity according to the table above. White employees account for 96 from the 99 disclosures of a sexuality other than heterosexual.

## Ethnicity by Disability

ETHNICITY GROUP	DISABILITY	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Asian	N	102	175	103	380
	Y	2	2	1	
Black	N	58	150	37	245
	Y		6		
Far East	N	17	25	9	51
Mixed	N	78	121	41	240
	Y		4		
Not Disclosed	N	299	588	1008	1895
	Y		5	2	
Other	N	8	23	7	38
	Y	1			
White	N	3246	6321	4753	14320
	Y	20	158	31	209
Grand Total		3831	7578	5992	17401



According to the table there are more white employees identifying themselves as disabled in comparison to any other ethnicity. However, when we look at this statistic proportionally according to the ethnicity statistics; it suggests that when ethnicities other than White are grouped together, there are a higher percentage of employees disclosing a disability for that field.

There are 17401 total employees, 14529 are White, 1839 non-disclosed and 1033 Black, Minority, Ethnic (BME); when the numbers in the table are viewed in accordance with these figures they show that 1.4% White employees have disclosed a disability compared to 1.5% BME disclosing a disability. When the BME figures are separated back out, White employees therefore have a higher disclosure rate for a disability than any other single ethnicity.

### Ethnicity by Faith

ETHNICITY GROUP	FAITH	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Asian	Buddhist		1		1
	Christian		3		3
	Hindu	1	13		14
	Muslim	2	27		29
	None		3		3
	Not Disclosed	100	122	103	325
	Other		2		2
	Prefer Not To Say		2		2
Black	Sikh	1	4	1	6
	Christian	1	27	1	29
	Muslim	3	7		10
	None		7		7
	Not Disclosed	54	112	36	202
	Other		2		2
Far East	Rastafarian		1		1
	Buddhist		1		1
	Christian	1	2		3
	None	1	3		4
Mixed	Not Disclosed	15	19	9	43
	Christian	1	24		25
	Muslim		2	1	3
	None	2	12		14
	Not Disclosed	74	82	40	196
	Other	1	3		4
Not Disclosed	Prefer Not To Say		2		2
	Christian	2	12		14
	Muslim		1		1
	None		6		6
	Not Disclosed	297	569	1010	1876
Other	Other		3		3
	Prefer Not To Say		2		2
	Buddhist		1		1
	Christian		1		1
Other	Muslim		3		3
	None	1			1
	Christian		1		1
	Muslim		3		3

	Not Disclosed	8	18	7	33
White	Buddhist	1	9		10
	Christian	127	1235	29	1391
	Jewish	1	1		2
	Muslim		1		1
	None	91	767	5	863
	Not Disclosed	3031	4264	4748	12043
	Other	6	83		89
	Prefer Not To Say	9	114	2	125
	Rastafarian		3		3
	Zoroastrian		2		2
Grand Total		3831	7578	5992	17401

School based employees show a high percentage of non-disclosure, this is predominantly due to the system used to capture school data not holding this information, therefore when data was transferred to the general data base some data was absent.

Council employees have the highest rate of disclosure, this is due mainly to employees having direct access to the information system that holds their data.

It is clear from the information that the highest number of employees generally, disclosing data have been White and Christian.

Within the Muslim faith the employees disclosing data favoured the Asian ethnicity.

The Black category identified more employees in that field as Christian than any other faith.

For employees disclosing a Far-East ethnicity, the majority of employees also identified themselves as having No Faith.

The Mixed ethnicity category demonstrated a higher number of Christian employees.

### **Maternity/Paternity/Adoption**

Adoption Leave	6
Maternity (Not Returning)	56
Maternity (Returning) 12W	321
Maternity (Returning) 33W	137
Paternity Leave	74
Grand Total	594

The table identifies that 56 employees are not returning to work following their Maternity Leave; this is something that could be looked at with regards to the reasons why; such as child care costs, health and flexible hours to name a few.

By identifying the reasons why employees are not returning to work following maternity will assist the Council to remove any potential barriers to employment.

## Sexuality

### Sexuality by Group

SEX ORIENTATION	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Bisexual	3	12		15
Gay	5	43		48
Heterosexual	243	2254	44	2541
Lesbian	4	14		18
Not disclosed	3557	5137	5946	14640
Other	1	17		18
Prefer not to say	18	101	2	121
Grand Total	3831	7578	5992	17401

There are more classifications as Heterosexual across all three employment types than any other orientation. The classification as Gay has the second highest disclosure with the majority being registered within the Council employed field.

Lesbian and Other are the third most recorded orientation across the fields, once again, with the majority of these disclosures made by the Council employed field.

The school field has no disclosures other than a small number marking heterosexual, there is a piece of work that could be conducted to encourage reporting on this information; there may be a perception of how the data is being used, therefore an awareness campaign would also sit well with the plan going forward.

### Sexuality by Age

SEX ORIENTATION	AGE GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Bisexual	16 - 24		1	1	2
	25 - 34			5	5
	35 - 44	2		4	6
	45 - 54			2	2
Gay	16 - 24			1	1
	25 - 34	2		18	20
	35 - 44	3		16	19
	45 - 54			6	6
	55 - 64			1	1
	65 - 74			1	1
Heterosexual	16 - 24	18		37	59
	25 - 34	85		9	599
	35 - 44	51		10	647
	45 - 54	52		17	758
	55 - 64	29		4	444
	65 - 74	8		25	33
	75 +			1	1
	Lesbian	25 - 34	2		6
	35 - 44	2		3	5
	45 - 54			3	3

	55 - 64		2		2
Not disclosed	16 - 24	697	159	284	1140
	25 - 34	825	867	1319	3011
	35 - 44	653	1147	1716	3516
	45 - 54	648	1637	1635	3920
	55 - 64	506	1098	862	2466
	65 - 74	202	199	115	516
	75 +	26	30	15	71
Other	16 - 24		2		2
	25 - 34		5		5
	35 - 44	1	3		4
	45 - 54		3		3
	55 - 64		4		4
Prefer not to say	16 - 24	1	2		3
	25 - 34	8	22		30
	35 - 44	1	21		22
	45 - 54	4	30	1	35
	55 - 64	2	24	1	27
	65 - 74	2	2		4
Grand Total		3831	7578	5992	17401

Looking at the figures for Age by Sexuality, unsurprisingly there are a high number of non-disclosures. This is not completely due to employees wishing not to complete this field as data was originally stored on a separate system, where sexuality was not a required field, when the data was transferred to the current system, it was therefore absent. What this does identify is a need to run a data cleansing and updating campaign in order to reduce the deficit in the figures.

Across all of the age categories, heterosexual has the highest number of entries with a total of 2541 employees disclosing this data; which still only accounts for 15% of the employee population.

There were 99 disclosures for a sexual orientation that was either gay, lesbian, other, or bisexual; which is very positive and reflects the active work of the LGBT Employee Network and the comfortable working environment, brought about through the Stonewall membership.

Disclosures from the LGB and Other options were highest amongst the 25 – 34 age range, and closely followed by the 35 – 44 age range, with 45 – 54 also displaying positive number of reporting but 41% less recording than the previous age range. There are a variety of reasons to explain why numbers of disclosures of LGB or Other are lower across the other age ranges, which range from social attitudes, norms and values to fear of bullying or a perception of having a hindered progression of employment. These factors can be targeted as part of the ongoing Stonewall and LGBT Employee Network commitments, to continually improve the working environment for LGB and Other employees, which in turn may increase disclosures.

### Sexuality by Gender

SEX ORIENTATION	GENDER	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Bisexual	Female		8		8
	Male	3	4		7
Gay	Female	2	5		7
	Male	3	38		41
Heterosexual	Female	132	1268	40	1440
	Male	111	986	4	1101
Lesbian	Female	4	13		17
	Male		1		1
Not disclosed	Female	2367	3153	4846	10366
	Male	1190	1984	1100	4274
Other	Female	1	10		11
	Male		7		7
Prefer not to say	Female	11	65	2	78
	Male	7	36		43
Grand Total		3831	7578	5992	17401

Female employees on average tend to complete data on sexuality more than males according to the table above; however, in contrast the numbers of non-disclosures is actually higher amongst the female employee population.

Females have also indicated that they are more likely to select the 'prefer not to say' option, whilst selecting heterosexual option is quite balanced between the genders.

The numbers of disclosures show that 43 females and 56 males identified a sexuality that was not heterosexual; these numbers show there were more males than females disclosing this data.

When these figures are considered in respect of the gender ratio of males to females where there are 11927 females against 5474 males; the disclosure rate of a sexuality other than heterosexual suggests 0.4% disclosure for females and 1% disclosure for males.

### Sexuality by Disability

SEX ORIENTATION	DISABILITY	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Bisexual	N	3	12		15
Gay	N	4	38		42
	Y	1	5		6
Heterosexual	N	236	2161	43	2440
	Y	7	93	1	101
Lesbian	N	4	13		17
	Y		1		1
Not disclosed	N	3542	5072	5913	14527
	Y	15	65	33	113
Other	N	1	14		15
	Y		3		3
Prefer not to say	N	18	93	2	113
	Y		8		8
Grand Total		3831	7578	5992	17401

The table shows that from the 99 disclosures for a sexuality which is other than heterosexual 10 disclosures were from employees who also disclosed a disability, with the majority of these stemming from the Council employee status field.

### Sexuality by Ethnicity

SEX ORIENTATION	ETHNICITY GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Bisexual	White	3	12		
Gay	White	5	43		
Heterosexual	Asian	3	43		
	Black	4	49	1	
	Far East	4	6	1	
	Mixed	4	43		
	Not Disclosed	1	26	2	
	Other	1	6		
	White	226	2081	40	2347
Lesbian	Not Disclosed		1		
	White	4	13		
Not disclosed	Asian	101	130	104	335
	Black	54	106	36	196
	Far East	13	18	8	
	Mixed	73	78	41	192
	Not Disclosed	297	564	1008	1869
	Other	8	17	7	
	White	3011	4224	4742	11977
Other	Black		1		
	Mixed		1		
	White	1	15		
Prefer not to say	Asian		4		
	Far East		1		
	Mixed	1	3		
	Not Disclosed	1	2		
	White	16	91	2	109
Grand Total		3831	7578	5992	17401

White employees have tended to disclose details regarding their sexuality, more so than that of any other ethnicity according to the table above. White employees account for 96 from the 99 disclosures of a sexuality other than heterosexual.

### Sexuality by Faith

SEX ORIENTATION	FAITH	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Bisexual	Christian		4		
	None	1	7		
	Not Disclosed	2	1		
Gay	Buddhist		1		
	Christian	2	11		13
	None	3	23		26
	Not Disclosed		3		
	Other		3		

	Prefer Not To Say		2		
Heterosexual	Buddhist	1	9		10
	Christian	102	1101	23	1226
	Hindu		8		
	Jewish		1		
	Muslim	4	35		39
	None	81	663	5	749
	Not Disclosed	45	297	14	356
	Other	5	64		69
	Prefer Not To Say	4	69	2	75
	Rastafarian		3		
	Sikh	1	2		
	Zoroastrian		2		
Lesbian	Christian		3		
	None	4	9		13
	Not Disclosed		1		
	Prefer Not To Say		1		
Not disclosed	Buddhist		2		
	Christian	18	148	5	171
	Hindu	1	4		
	Jewish	1			
	Muslim	1	5	1	
	None	3	76		79
	Not Disclosed	3529	4871	5939	14339
	Other	1	13		14
	Prefer Not To Say	3	16		19
Other	Sikh		2	1	
	Christian	1	3		
	None		3		
	Not Disclosed		2		
	Other		7		
	Prefer Not To Say		1		
Prefer not to say	Rastafarian		1		
	Christian	9	34	2	45
	Hindu		1		
	Muslim		1		
	None	3	17		20
	Not Disclosed	3	11		14
	Other	1	6		
Prefer Not To Say	2	31		33	
Grand Total		3831	7578	5992	17401

According to the table above, the majority of disclosures of faith according to sexuality were made by employees who stated their faith as 'none'; whilst the second most likely disclosure of sexuality was by those identifying themselves as Christian.

The majority of employees identifying themselves as Gay identified themselves as having no religion, although the second highest faith for those identifying themselves as gay were Christian.

This trend is replicated in those employees identifying themselves as Lesbian and also for Bi-sexual.

Employees marking the 'Other' option for sexuality also have been shown by the statistics to select the 'Other' option for Faith.

## Transgender

The Equal Opportunity Forms used throughout the recruitment and selection process do capture data on Transgender, however the system that holds this data does not filter this data out into a report; therefore the data cannot be presented in an accessible format.

This is something that will need to be addressed going forward, to ensure the data can be utilised to respond to any new demands as an employer.

## Marriage and Civil Partnerships

This data is collected at every stage in employee monitoring and the recruitment and selection process, however the data was not able to be extracted from the system that records employee records in an accessible format.

This will need to be addressed for the next annual report, an exercise will need to be carried out to firstly get employees to update their details as to avoid the ratio of non-disclosures and then to enable the system used for recording data to extract a report of the information.

## Gender

### Gender by Group

GENDER	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Female	2517	4522	4888	11927
Male	1314	3056	1104	5474
Grand Total	3831	7578	5992	17401

There are more female employees across all employment types compared to males.

Council posts and school posts have very similar numbers of females in employment, whereas there are significantly less males employed within schools and a noticeable difference in Council posts and Casual/relief posts with less males being employed.

Out of the total numbers presented, 69% of the workforce are female compared to 31% male employees.



## Gender by Age

GENDER	AGE GROUP	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Female	16 - 24	388	116	223	727
	25 - 34	541	796	1062	2399
	35 - 44	541	1090	1423	3054
	45 - 54	526	1445	1391	3362
	55 - 64	369	916	690	1975
	65 - 74	135	141	88	364
	75 +	17	18	11	46
Female Total		2517	4522	4888	11927
Male	16 - 24	329	86	65	480
	25 - 34	381	632	266	1279
	35 - 44	172	690	303	1165
	45 - 54	178	925	262	1365
	55 - 64	168	624	177	969
	65 - 74	77	86	27	190
	75 +	9	13	4	26
Male Total		1314	3056	1104	5474
Grand Total		3831	7578	5992	17401

The female employees in the casual field and the Council field have a higher concentration in the 45 – 54 category, whereas the School posts have a higher concentration in the 35 – 44 age range.

Males however, have a higher concentration of employees in the 25 – 34 age range for casual staff, 45 – 54 age range for Council posts and 35 – 44 for school based staff.

Overall the main age range for female staff is 45 – 54, which is also the same for male employees.

## Gender by Sexuality

GENDER	SEX ORIENTATION	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Female	Bisexual		8		8
	Gay	2	5		7
	Heterosexual	132	1268	40	1440
	Lesbian	4	13		17
	Not disclosed	2367	3153	4846	10366
	Other	1	10		11
	Prefer not to say	11	65	2	78
Male	Bisexual	3	4		7
	Gay	3	38		41
	Heterosexual	111	986	4	1101
	Lesbian		1		1
	Not disclosed	1190	1984	1100	4274
	Other		7		7
	Prefer not to say	7	36		43
Grand Total		3831	7578	5992	17401

Female employees on average tend to complete data on sexuality more than males according to the table above; however, in contrast the numbers of non-disclosures is actually higher amongst the female employee population.

Females have also indicated that they are more likely to select the 'prefer not to say' option, whilst selecting heterosexual option is quite balanced between the genders.

The numbers of disclosures show that 43 females and 56 males identified a sexuality that was not heterosexual; these numbers show there were more males than females disclosing this data.

When these figures are considered in respect of the gender ratio of males to females where there are 11927 females against 5474 males; the disclosure rate of a sexuality other than heterosexual suggests 0.4% disclosure for females and 1% disclosure for males.

### Gender by Disability

DISABILITY	GENDER	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
N	Female	2502	4428	4860	11790
	Male	1306	2975	1098	5379
Y	Female	15	94	28	137
	Male	8	81	6	95
Grand Total		3831	7578	5992	17401

According to the figures there are more females than males disclosing a disability; however there are more females than males employed across the Authority. Statistically there are 2.1% Council employees disclosing a disability that are female compared to 2.7% who were male; therefore males have a higher disclosure rate than female employees.

It would be a useful exercise to conduct a study into what factors have helped identify that trend and whether something can be implemented to improve the statistics; an example of a cause may be a health risk through the role carried out, leading to a disability, to understand the factors / statistics will enable the Council to respond to any needs/risks.

### Gender by Ethnicity

ETHNICITY GROUP	GENDER	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Asian	Female	87	134	101	322
	Male	17	43	3	63
Black	Female	26	83	32	141
	Male	32	73	5	110
Far East	Female	10	20	8	38
	Male	7	5	1	13
Mixed	Female	45	76	38	159
	Male	33	49	3	85
Not Disclosed	Female	211	298	805	1314

	Male	88	295	205	588
Other	Female	9	16	5	30
	Male		7	2	9
White	Female	2129	3895	3899	9923
	Male	1137	2584	885	4606
Grand Total		3831	7578	5992	17401

The table identifies that across the ethnicity categories, the numbers of employees who are male or female are closely the same within the casual staff category; with the exception of Asian, where there is a significant difference between the numbers, showing females as the highest gender.

Council posts and school posts show a clear difference in the gender numbers, where there are significant higher numbers of females in employment; this is true of all ethnic origin fields.

The highest concentration of employees were from the White Female category; the highest male concentration was also from the White category.

The second highest category for females was Asian; whereas for males it was Black.

### Gender by Faith

FAITH	GENDER	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Buddhist	Female	1	7		8
	Male		5		5
Christian	Female	79	821	29	929
	Male	53	483	1	537
Hindu	Female	1	11		12
	Male		2		2
Jewish	Female	1			1
	Male		1		1
Muslim	Female	3	20	1	24
	Male	2	21		23
None	Female	52	412	4	468
	Male	43	386	1	430
Not Disclosed	Female	2373	3135	4851	10359
	Male	1206	2051	1102	4359
Other	Female	3	50		53
	Male	4	43		47
Prefer Not To Say	Female	3	63	2	68
	Male	6	57		63
Rastafarian	Male		4		4
Sikh	Female	1	3	1	5
	Male		1		1
Zoroastrian	Male		2		2
Grand Total		3831	7578	5992	17401

The table indicates that more female Christians in the Council group overall have disclosed their faith than any other gender and faith group, although care has to be taken with the gender statistics as there are more females employed than males.

When the gender balance is considered for all employees 7.8% of the female employee population is Christian compared to 9.8 % of the male employee population; so whilst there are more female Christians in employment than male Christians, the ratio of Christians within the male employee population is greater than that compared to females.

Looking purely at the numbers disclosed there are noticeably greater numbers of female employees to male employees in the fields: Hindus, No Religion and Christian.

There are no female Rastafarians, whereas there are male employees within this field.

Where numbers (not looking at the gender ratio) are considered for: Prefer not to say, Sikh, Other, Muslim and Buddhist, the employee figures between males and females is relatively balanced; it is only when the ratio is considered that more males than females would be recorded.

## Gender Pay and Contract

### Gender by Salary

SALARY RANGE	Casual/Relief Worker		Council less School Posts		School Posts		Grand Total
	Female	Male	Female	Male	Female	Male	
0 - 10,000	1846	1054	1566	368	1276	96	6206
10,001 - 20,000	252	186	1476	1407	1608	263	5192
20,001 - 30,000	111	30	898	777	722	170	2708
30,001 - 40,000	308	44	507	410	1073	461	2803
40,001 - 50,000			24	21	85	20	150
50,001 - 60,000			33	44	85	58	220
60,001 - 70,000			12	23	27	18	80
70,001 +			6	6	12	18	42
Grand Total	2517	1314	4522	3056	4888	1104	17401

There are more females employed at every salary range within the Casual / Relief employee field than males.

Based on the ratios there is a noticeable inequality between males and females across all salary brackets in this employment group; however, there is only a small difference between the genders within the 10,001 – 20,000 salary range.

Council Posts demonstrate that there are more females than males employed in the salary ranges 0 – 50,000; then there are more males than females in the salary ranges 50,001 – 70,000, with an equal balance of genders within the 70,001+ range.

These figures are identifying that overall there are more females employed throughout the salary ranges until the higher salary brackets are reached, although there is a balance at the highest salary range.

Females within the school based category are the majority throughout all the salary ranges with the exception of the very highest pay bracket where males have a small majority

When the data is considered in respect of the ratio of males to females employed at Cardiff Council a different outcome is clearly projected.

It is easier to outline these findings in separate tables below; these figures have been identified through taking the ratio of males to females into consideration and by calculating and accounting for the differential, using the following formula:

Total number of females per salary range / the total number of posts in the salary range x 100 = % of females in that salary range from the total number of posts

Total number of males per salary range / the total number of posts in the salary range x 100 = % of males in that salary range from the total number of posts

Assuming a 50/50 split is required to account for the ratio difference between males and females employed, the female % and the male % are outlined and the % difference between the two data sets is accumulated (e.g. Females 60% - Males 40% = +10% in favour of Female employees); in order to establish a 50/50 ratio, the +10% differential is taken away from the female data set and added to the male data set (e.g. Female -10%, Male +10% = new % of Females 50%, Males 50%).

**Casual / Relief**

Salary Range	Actual % (F66% to M34%)		Ratio Accounted % (+16% F to M)		Actual Numbers
	Male	Female	Male	Female	
0 - 10,000	36	64	52	48	2900
10,001 - 20,000	42	58	58	42	438
20,001 - 30,000	21	79	37	63	141
30,001 - 40,000	12	88	28	72	352
40,001 - 50,000					
50,001 - 60,000					
60,001 - 70,000					
70,001 +					

The original percentages show that females had the highest majority employed at all salary ranges; however once the differential is included to account for the difference in the numbers of males to females employed in this employment category the table demonstrates that males have a higher majority within the two lowest pay brackets and the females have a higher majority in the two highest salary brackets for this employment category.

This demonstrates that in this employment category there is a significant gender inequality between males and females, favouring females over males.

### **Council Posts**

Salary Range	Actual % (F60% to M40%)		Ratio Accounted % (+10% F to M)		Actual Numbers
	Male	Female	Male	Female	
0 - 10,000	19	81	29	71	1934
10,001 - 20,000	49	51	59	41	2883
20,001 - 30,000	46	54	56	44	1675
30,001 - 40,000	45	55	55	45	917
40,001 - 50,000	47	53	57	43	45
50,001 - 60,000	57	43	67	33	77
60,001 - 70,000	66	34	76	24	35
70,001 +	50	50	60	40	12

The original data shows that females hold the majority on the first five salary ranges, after which the males have the majority for the sixth and seventh range, and an equal balance for the eighth salary range.

When the differential is accounted for the females have a significant majority in the lowest salary bracket and then males hold the majority throughout the remaining seven salary ranges, with a more noticeable un-balance in the sixth and seventh salary range.

This identifies that when the ratio of males to females employed at this employment category are considered, there is a inequality between males and females, favouring the males throughout the top seven salary brackets.

### **School Posts**

Salary Range	Actual % (F82% to M18%)		Ratio Accounted % (+32% F to M)		Actual Numbers
	Male	Female	Male	Female	
0 - 10,000	7	93	39	61	1372
10,001 - 20,000	14	86	46	54	1871
20,001 - 30,000	19	81	51	49	892
30,001 - 40,000	30	70	62	38	1534
40,001 - 50,000	19	81	51	49	105
50,001 - 60,000	41	59	73	27	143
60,001 - 70,000	40	60	72	28	45
70,001 +	60	40	92	8	30

Similarly to the Council category when the ratio is accounted for the inequality favours the male gender when looking at the higher salary ranges; in this instance the new data shows more females in the bottom two ranges and more males in the top six ranges.

## Gender by Full Time and Part Time

FT/PT	Casual/Relief Worker		Council less School Posts		School Posts		Grand Total
	Female	Male	Female	Male	Female	Male	
FT	2	1	1963	2537	2701	914	8118
PT	2515	1313	2559	519	2187	190	9283
Grand Total	2517	1314	4522	3056	4888	1104	17401

There are far greater numbers of females working on a part time basis than that of males; which is evident across all employment fields.

It would be beneficial to run a data capture exercise to understand the reasons behind working full or part time; this will enable trends or potential barriers to employment to become identified.

## Gender by Temporary, Permanency and Casual

POST TYPE	Casual/Relief Worker		Council less School Posts		School Posts		Grand Total
	Female	Male	Female	Male	Female	Male	
Casual/Relief	2509	1308	53	22	7	1	3900
Permanent	8	6	4226	2863	4667	1051	12821
Temporary			243	171	214	52	680
Grand Total	2517	1314	4522	3056	4888	1104	17401

There are more females employed than males at every employment category and post type, with the greatest numbers and differentials being identified in the permanent section for school posts or council posts.

It would be useful to conduct an exercise into the female to male ratio to understand why there are more females employed at Cardiff Council; this would rely heavily upon data from the recruitment section to see who is applying more for particular graded jobs.

An exercise of this nature could identify barriers to employment, trends or actions needed to balance the applications received.

It is also likely based on the previous table (full time or part time) that there are generally more roles in certain Service Areas that are part time and attract more interest by one gender than another – to understand these reasons and trends will allow greater transparency of the figures presented.

## Career Progression and Application

Applications to Cardiff Council can be made online via the Council Internet Site or by paper application sent through the post; however the Online System is encouraged.

All Applications received online are processed through a software system called Tribal; which also records the Equality Monitoring Form; where paper applications

are submitted the personal data is entered onto the tribal system with the original application scanned and stored in a separate data file.

Internal and External posts are all pushed through the same process so all employment data from application to promotion or secondment would be held on the Tribal system.

There are gaps however with Ring Fenced positions where all that is requested is an expression of interest to be sent to the Manager seeking a position to be filled; these applications do not get processed via the HR People Services Team nor populated onto the Tribal System, a monitoring process to ensure transparency, fairness and equality could be considered as an action going forward.

Due to the Tribal System sitting separately to the main HR system, the data requested in the report was difficult to categorise as needed by the Annual Report; therefore time is required in order to allow the system to become compatible with expectations of the Annual Report, on this occasion the data was unable to be produced, but with actions expected to take place, the data should be available for the next Annual Report in 2014.

## Grievance and Disciplinary Measures

These measures are dealt with by HR People Services and records held in accordance with the Policies that sit behind the processes.

Due to time constraints in this Annual Reporting period; agreements on data and monitoring categories were unable to be set, as such the data requested was unable to be analysed and presented.

Measures should be put in place in order to ensure that the data is present for the next Annual Report in 2014.

## Reason for Leaving

### Total number of Leavers

Leaving Reason	Casual/Relief Worker	Council less School Posts	School Posts	Grand Total
Death in Service		7	6	13
Dismissal - Capability		2	1	3
Dismissal - Conduct		26	5	31
Dismissal - Long Term Absence		31	13	44
Dismissal-Persistent Short Term Abs		2	1	3
End of Seasonal/Casual Appt	75	2	1	78
End of Temporary Contract	1	328	259	588
Ill Health - Retirement		10	3	13
Normal Retirement	1	84	76	161
Redundancy - Compulsory		12	6	18



Redundancy - Voluntary		3	1	4
Resign - Disciplinary Inv.		2		2
Resign - Follow Mat Leave		7	7	14
Resign - No Reason Given	3	140	80	223
Resign - Personal Reasons	1	302	278	581
Resign- Alternative Employment	2	116	87	205
Retirement - Early		4	5	9
Terminate - Not Worked	29	8	6	43
TUPE Transfer		5	6	11
Unsatisfactory Probation		8		8
Voluntary Severance	1	150	35	186
<b>Grand Total</b>	<b>113</b>	<b>1249</b>	<b>876</b>	<b>2238</b>

Casual and Relief Workers have ceased employment mainly due to an end of a casual position, which reflects the employment category.

Where Council posts are considered the main reason is an end to a temporary position, but is closely followed by a resignation through personal reasons; although it is unclear what a personal reason may mean.

With School posts there are similar main reasons for leaving to that of Council employees, but with a resignation due to personal reasons being the main selection.

There are a high number of options that could be selected by an employee when completing a form on why they are leaving employment; some of them are too broad to identify a case of inequality leading to an employees departure such as the option 'Personal Reason'; this may be an area for action to better record leaver data by breaking the options down further in order to identify better trends.

An exercise to record and monitor Exit Interviews would also assist the strength in this section and assist in the identification of trends and potential areas of concern relating to equality.

### Leavers by Gender

Leaving Reason	Casual/Relief Worker		Council less School Posts		School Posts		Grand Total
	Female	Male	Female	Male	Female	Male	
Death in Service			5	2	5	1	13
Dismissal - Capability			1	1		1	3
Dismissal - Conduct			7	19	3	2	31
Dismissal - Long Term Absence			26	5	11	2	44
Dismissal-Persistent Short Term Absence				2	1		3
End of Seasonal/Casual Appt	46	29	2		1		78
End of Temporary Contract	1		166	162	223	36	588
Ill Health - Retirement			5	5	2	1	13
Normal Retirement	1		45	39	60	16	161
Redundancy - Compulsory			5	7	6		18
Redundancy - Voluntary				3	1		4
Resign - Disciplinary Inv.			1	1			2

Resign - Follow Mat Leave			7		7		14
Resign - No Reason Given	1	2	94	46	69	11	223
Resign - Personal Reasons		1	217	85	234	44	581
Resign- Alternative Employment		2	73	43	71	16	205
Retirement - Early			2	2	4	1	9
Terminate - Not Worked	16	13	7	1	5	1	43
TUPE Transfer			1	4	6		11
Unsatisfactory Probation			5	3			8
Voluntary Severance	1		103	47	25	10	186
<b>Grand Total</b>	<b>66</b>	<b>47</b>	<b>772</b>	<b>477</b>	<b>734</b>	<b>142</b>	<b>2238</b>

There appears to be a consistent and common trend between both the genders for leaving employment as shown in the table above.

The most common reasons for leaving are an end to a temporary contract or through personal reasons.

### Leavers by Age

Leaving Reason	18-24	25-34	35-44	45-54	55-64	65-74	75+	Grand Total
Death in Service	1		2	6	3	1		13
Dismissal - Capability			1	1	1			3
Dismissal - Conduct	6	8	8	6	3			31
Dismissal - Long Term Absence		5	14	8	10	7		44
Dismissal-Persistent Short Term Absence	1	1	1					3
End of Seasonal/Casual Appt	18	29	6	13	4	6	2	78
End of Temporary Contract	219	151	97	78	35	6	2	588
Ill Health - Retirement	1		1	3	5	3		13
Normal Retirement		1		1	95	60	4	161
Redundancy - Compulsory	2	1	1	6	7	1		18
Redundancy - Voluntary		1		3				4
Resign - Disciplinary Inv.			1		1			2
Resign - Follow Mat Leave	1	10	3					14
Resign - No Reason Given	18	60	48	61	27	8	1	223
Resign - Personal Reasons	74	163	152	98	65	29		581
Resign- Alternative Employment	31	69	51	43	10	1		205
Retirement - Early					7	2		9
Terminate - Not Worked	8	8	10	8	5	4		43
TUPE Transfer	1	6	3	1				11
Unsatisfactory Probation	4	1		3				8
Voluntary Severance		9	13	40	118	6		186
<b>Grand Total</b>	<b>385</b>	<b>523</b>	<b>412</b>	<b>379</b>	<b>396</b>	<b>134</b>	<b>9</b>	<b>2238</b>

The table demonstrates that for 18 – 24 year old employees they tend to leave through an end of a temporary contact or secondly through personal reasons; whereas the ages 25 – 54 tend to leave due to personal reasons most commonly, secondly through end to temporary contracts, or leave without giving a reason.

The age group 55 – 64 most commonly leave due to voluntary severance or normal retirement; after these ages normal retirement is the main reason by a noticeable difference.

The age group 25 – 34 has the highest concentration of employees leaving at a noticeable level; whereas the 65+ age groups have the lowest level of employees leaving employment.

These trends are suggestive of a potential gap in the workforce as time progresses as the employment data on age suggests an ageing population with limited younger workers; which in turn may lead to a skill gap resulting from retirement or temporary contracts ending.

### **Leavers by Ethnicity**

These figures have been produced, however the numbers identified are less than ten employees within all ethnicity categories other than White British, therefore the data has not been presented as it would have the potential to identify specific employees.

Overall however the most common reason for leaving was End of Temporary Contract, closely followed by personal reasons.

### **Leavers by Faith**

These figures have been produced however the figures were less than 10 for all faith categories other than 'None' and Christian, therefore there is potential to identify specific employees.

The most common reason was voluntary severance for the Christian Group or more generally across all fields End of Contract and then Resign Personal Reason.

### **Leavers by Sexuality**

These figures have been produced but due to the low numbers within some Sexuality Categories there is potential to identify certain employees; the majority of entries were for Heterosexual or Not Disclosed and the figures were consistent with the general reasons for leaving.

### **Leavers by Disability**

The figures presented were low for employees disclosing a disability and as such may potentially identify an employee; of those identifying a disability the main reason for leaving was due to Voluntary Severance.

## **Appendix 2 -Employee Guide to the Proposed Single Status Pay and Grading Package**

## Our Strategic Equality Objectives....

The table below sets out our equality objectives under each strategic outcome and indicates how they relate to different groups of people that may share one or more “protected characteristics”.

Our Objectives...	Supporting Citizens and Protected Characteristics									
	Age	Disability	Gender Reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion or Belief	Sex	Sexual Orientation	Welsh Language
<b>People in Cardiff are healthy</b>										
Work to reduce differentials in life expectancy and health inequalities across the city	✓	✓	✓			✓		✓		
Ensure health services and preventative programmes are communicated effectively and meet the needs of service users	✓	✓			✓	✓				✓
Ensure mental health support and prevention programmes are tailored to meet the needs of different groups of service users	✓	✓	✓			✓		✓		✓
<b>Cardiff has a clean, attractive &amp; sustainable environment</b>										
Improve access to sustainable transport	✓	✓								
Ensure households vulnerable to fuel poverty receive assistance and advice	✓		✓			✓				✓
Improve equality of access to parks and green spaces	✓	✓	✓							✓
<b>People in Cardiff are safe and feel safe</b>										
Work with partners to reduce violence and domestic abuse, increase reporting and improve support mechanisms				✓		✓		✓		✓
Work with partners to reduce the fear of crime, especially amongst vulnerable groups.	✓	✓	✓			✓		✓		✓
Reduce incidents of bullying, increase reporting and improve support mechanisms for those vulnerable to bullying within specific groups	✓	✓	✓			✓		✓		✓

Our Objectives...	Supporting Citizens and Protected Characteristics									
	Age	Disability	Gender Reassignment	Marriage and Civil Partnership	Pregnancy & Maternity	Race	Religion or Belief	Sex	Sexual Orientation	Welsh Language
Work with partners to increase reporting and decrease incidents of hate crime		✓	✓			✓	✓		✓	✓
Cardiff has a thriving and prosperous economy										
Work with partners to address barriers to employment within Cardiff	✓	✓	✓		✓	✓	✓	✓	✓	✓
Work to reduce the pay gap between men and women in Cardiff Council	✓			✓	✓	✓		✓		✓
People in Cardiff achieve their full potential										
Continue to work to raise standards of achievement for those vulnerable to underachievement.	✓	✓				✓			✓	✓
Increase the number of under-represented groups attending post 16 education.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cardiff is a great place to live, work and play										
Ensure the availability of high quality and affordable accommodation, particularly for those in most need.	✓	✓			✓					
Support people most at risk of losing their independence to live independently	✓	✓	✓							✓
Promote play, sport, culture, and volunteering opportunities for under-represented groups	✓	✓								✓
Cardiff is a fair, just and inclusive city										
Work to ensure citizens have the opportunity to participate in, and influence the design of services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Address the effects of socio-economic disadvantage, particularly child poverty	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## Extract from draft Corporate Plan 2013-17

<b>Our Strategic Equalities Objectives...</b>
Work to reduce differentials in life expectancy and health inequalities across the city
Ensure health services and preventative programmes are communicated effectively and meet the needs of service users
Ensure mental health support and prevention programmes are tailored to meet the needs of different groups of service users
Improve access to sustainable transport
Ensure households vulnerable to fuel poverty receive assistance and advice
Improve equality of access to parks and green spaces
Work with partners to reduce violence and domestic abuse, increase reporting and improve support mechanisms
Work with partners to reduce the fear of crime, especially amongst vulnerable groups
Reduce incidents of bullying, increase reporting and improve support mechanisms for those vulnerable to bullying within specific groups
Work with partners to increase reporting and decrease incidents of hate crime
Work with partners to address barriers to employment within Cardiff
Work to reduce the pay gap between men and women in Cardiff Council
Continue to work to raise standards of achievement for those vulnerable to underachievement
Increase the number of under-represented groups attending post 16 education
Ensure the availability of high quality and affordable accommodation, particularly for those in most need
Support people most at risk of losing their independence to live independently
Promote play, sport, culture; and volunteering opportunities for under-represented groups
Work to ensure citizens have the opportunity to participate in and influence the design of services
Address the effects of socio-economic disadvantage, particularly child poverty