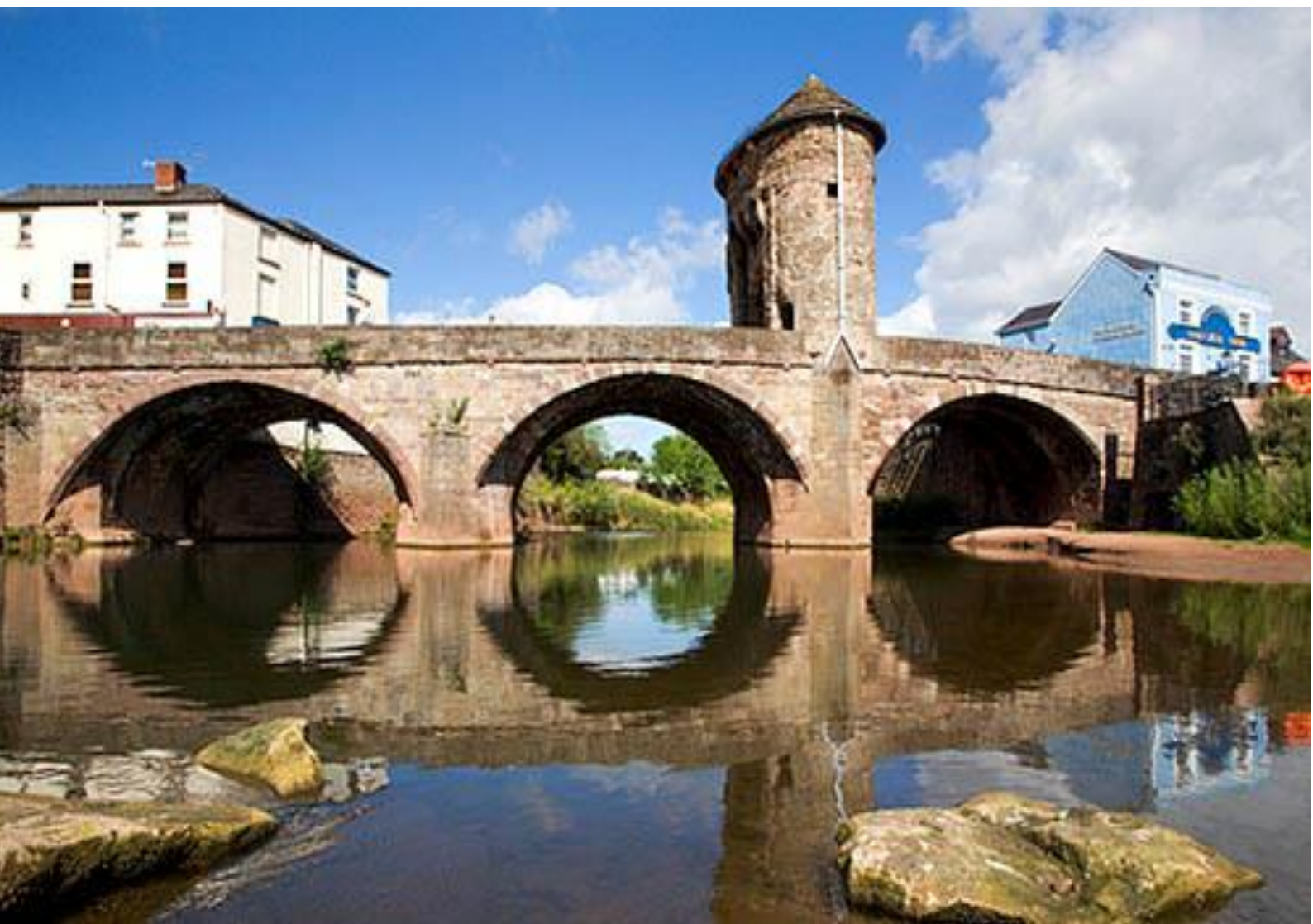


Equality and Diversity  
Cydraddoldeb ac  
Amrwyiaeth



Strategic Equality Plan

4th Annual Report

Period 2014 – 2015



monmouthshire  
sir fynwy

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# Version Control

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# Strategic Equality Plan

## Annual Report 2014 to 2015

This document is available on the Council's website at

[www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

If you require a hard copy of this document or a copy in a different format, e.g. large print, Braille, audio version, word format for screen readers etc. please contact the:

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## Foreword

The Public Sector Equality Duty requires that all public authorities covered under the specific duties in Wales should produce an annual equality report by the 31<sup>st</sup> March each year and, therefore, we are delighted to present Monmouthshire County Council's fourth and final annual report on its original Strategic Equality Plan. The Equality Act 2010 continues to present real challenges for Monmouthshire County Council. Ensuring that its functions, decisions and behaviours fully take into account the impact they make on people/groups of people with protected characteristics whilst operating with such reduced funding is proving very difficult but has to be done. Having said that, no matter how we endeavour to make the best of our financial settlement, our adoption of the obligations under the Act require that we fully take into account the impacts and effects these decisions have on those that the Equality Act 2010 seeks to protect. As you will see from our outstanding good practice examples over the last 4 years Monmouthshire County Council has worked exceptionally hard to deliver for its citizens who come under the umbrella of the protected characteristics .

Councillor Phylip Hobson

Paul Matthews

Deputy Leader of the Council

Chief Executive

& Equality and Welsh Language Champion

# Glossary of acronyms

EqlA – Equality Impact Assessment

WLGA – Welsh Local Government Association

EHRC – Equality and Human Rights Commission

SEWREC – South East Wales Regional Equality Council

STONEWALL CYMRU – an organisation that engages with lesbian, gay and bi-sexual people

CAIR – Monmouthshire Disablement Association

SACRE - Standing Advisory Council on Religious Education

GAVO – Gwent Association of Voluntary Organisations

MEDG – Monmouthshire Equality and Diversity Group

CEN – Corporate Equality Network

FGE – Future Generations Evaluations

LGBTQ – Lesbian, Bi-sexual, Trans-gender, (Gender) Queer

# Introduction

## Links to strategies

The Council's Strategic Equality Plan 2011-16 is not a standalone plan and has close links to a number of other key council, partnership and national strategies, plans and policies. Some of these have been specifically focussed on equality and others which have included equality as a key theme. Examples being:

- Welsh Language Scheme (2012-2015).
- Welsh Language Measure (Wales) Act 2011
- “Strategaeth Mwy na geiriau”/”More than words strategy” 2011
- Monmouthshire Inclusive and Accessible Events Guide 2013
- Monmouthshire Local Development Plan 2011-21
- Strategy for Older People Wales Phase 3
- Monmouthshire Domestic and Sexual Abuse Strategy 2011-14
- Monmouthshire Single Integrated Plan 2013-17
- Monmouthshire County Council Improvement Plan 2014- 17
- Well Being of Future Generations Act 1<sup>st</sup> April 2016
- Social Care and Well-being (Wales) Act 2014

The Equality Act 2010 not only requires the Council to comply with its general and specific duties (highlighted below), but also provides an opportunity for it to demonstrate its commitment to the principles of equality which have been a feature of its functions prior to the implementation of the Act.

## The 3 aims of the General Duty of the Equality Act 2010

In exercising its functions the Council must have due regard to:

1. eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;
2. advance equality of opportunity between people who share a relevant protected characteristic and those who do not;
3. foster good relations between people who share a protected characteristic and those who do not;

The act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.



## **The Specific Duties in Wales**

The broad purpose of the specific duties is to help public bodies, such as this Council, in their performance of the general duty, and to aid transparency. In Wales the specific duties are set by the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

The following are the specific duties:

- Setting equality objectives and publishing strategic equality plans
- Engagement
- Assessment of impact
- Equality information
- Employment information, pay differences and staff training
- Procurement
- Reporting and publishing

Below is how we have performed in complying with the specific duties:

# Setting equality objectives and publishing Strategic Equality Plans

Monmouthshire's **Equality Objectives** are listed below:

1. Make Equality a key element of our thinking and decision making process.
2. Be an equal opportunity employer, with a workforce and leadership that is aware of, understands and respects the equality agenda
3. Getting to know the people we serve and employ
4. Protect and support vulnerable people in our communities
5. Encourage people to become more active and involved in helping to shape the Council's decisions and service provision.

## Outstanding actions from the SEP action plan – 2012-2016

There are no outstanding actions from the SEP action plans 2012 – 2016 but there are actions that need further work. Progress has been detailed in Appendix 1 of this report.

# Engagement

Initial engagement for the 2015/2016 Budget started in September 2014 and enabled people to not only to be informed but also provide their feelings about what they feel is important when looking ahead. The engagement took place prior to our settlement being released from Welsh Government – this information would later impact on future budgets. The engagement had two distinct elements: roadshows and public meetings.

Why did we engage so early? We wanted to ensure the public were aware of the struggles the local authority was facing from an early stage.

## How did we find out what people think?

### Publicity

- **Poster**
- **Leaflets**
- **Social Media**
- **Website**
- **Emails** : to All Staff, Community and Town Councils, Local Service Board Partners
- **Internal and external networks** including third sector groups so that as many people and groups had an opportunity to have their say.

**Surveys:** People were asked their views on the importance of services via survey both paper and online via our website and iPad's at the roadshows.

**Roadshows:** These were opportunity's to talk to people in each of our towns to find out what was important and we promoted the public meetings which took place two weeks later in October. We also invited partners of the Local Service Board to our roadshows and public meetings including the Aneurin Bevan Health Board used the

experience as an opportunity to engage with communities for their Gwent Wide GP Satisfaction Survey. This showed excellent partnership working.

**Public Meetings:** A mix of information sharing and an opportunity for the public to ask questions and discuss what they had heard. They were able to have their say, scribes took notes and they were encouraged to sign up to Monmouthshire Made Open (our new online engagement tool will provide the public with way to improve services and their communities). The public meetings were held in leisure centres across Monmouthshire and young people were supported by Monmouthshire Youth Service to attend the meetings and also helped provide more sessions in youth centres.

**Social Media:** Facebook and Twitter were extensively used to promote the roadshows and public meetings and urged our followers to retweet and share our posts.

The meetings were not as well attended as our previous Monmouthshire Engages meetings in October 2013 and January 2014 but importantly those who attended participated and provided us with meaningful ideas. It was important that we provided people with the opportunity to talk to us.

### **Winter Engagement December and January 2015**

The next stage of our budget engagement process took place in December and January. Since the earlier engagement sessions that took place in September and October we were informed of the reduced financial settlement from Welsh Government. Mandates were drawn up that provided our ideas to continue to provide services that were important to our communities. These included some of the suggestion that had been provided by our communities in the last round of public engagement session in September and October.

In November, 42 mandates were proposed and discussed at Cabinet, the 12 week consultation process ended January 14<sup>th</sup> 2015 and the culmination of the process would be the proposals and budget set at Cabinet in January 2015.

Our challenge was to engage with our communities within the Christmas and New Year period. Our methods and actions needed to be effective and targeted.

## **Our Key Message**

**‘Times are Tough but we are fighting to keep the services that matter’**

Yes we had to make changes but we are not closing services but our key message which is different to other local authorities.

We are transforming the way we provide the most important services for our communities. Some of the mandates such as the Community Hub proposal looks at changing the way our Library and one stop services are delivered. Communities are very passionate about both services, the staff that provide them and the buildings that they are contained in. Mandates such as this needed targeted approach- making sure we talk to those people involved both staff and the public who use them.

We needed to get this message out into our communities by as many mechanisms possible.

## **How did we share our information?**

### **Leaflets**

**‘Times are Tough but we are fighting to keep the services that matter’**

The message was clear that we have to make savings and we have some ideas (mandates) how we are going to do it. A simplified version of the mandates had been produced and was available on the Roadshows and Public

Meeting. The version was also available on the website and links were made available on our face book page and twitter page. We have made every effort to give people an opportunity to tell us what they think.

### **Press Release**

Press releases were sent out to our media colleagues and we had coverage in many local papers. This was important as it enabled the media to be able to print the information over the Christmas period.

### **YouTube**

We took advantage of our MCC YouTube channel. Information does not just have to be written ready to read, in order to reach out to a wide audience we used YouTube to share our ideas and enable communities to digest our plans. The interviews, live streamed meetings and the Budget Presentation was available on the channel.

### **Social Media**

It was important that the message was constantly on social media and in the press. We started early to publicise the meetings in December to ensure people had a chance to think about it and plan to attend a roadshow or public meeting. This was different to the approach that has been taken in previous engagement sessions. Social Media is key to this method as tweets and Facebook posts were updated over Christmas which was essential to keep the engagement session in people's minds when they may have not expected any information from us.

### **Mandate Info Interview with Cllr Phil Murphy**

An interview situation was filmed to get the message across. Cllr Phill Murphy and Abigail Barton (Communications Manager) were filmed talking about the things that we were proposing. The message was consistent 'Times are Tough but we are fighting to keep services'. This was important and we aimed to maintain this throughout the Monmouthshire Engages Budget 15/16 campaign.

## **Information via a short film**

Cllr Phil Murphy filmed the presentation that was presented at the public meetings. This enabled those who were not able to personally come along to a public meeting or roadshow to see what was discussed.

## **Monmouthshire Engages Budget Meeting at County Hall - January 14<sup>th</sup>**

On Wednesday 14<sup>th</sup> January a Monmouthshire Engages Budget Meeting took place for those people who may not have been able to come along to a public engagement event. The meeting was made up of the following groups Access for All Forum, Monmouthshire Equality and Diversity Group and the Older People's Network coming together was live streamed on our YouTube channel enabling communities to view the meeting.

The meeting provided the group and wider communities with the presentation that was shared at the four public meetings and provided an opportunity for the group to ask questions to the Cabinet Members present.

The publicity generated lots of interest from those groups affected by some of the mandates and wider communities who felt that being able to have their voices heard and receive information about our proposals. We provided many opportunities to do this:

## **Wider public: Roadshows**

Our roadshows took place on the same day as public meetings in each of the Abergavenny, Caldicot, Monmouth, Chepstow and we also explored our more rural areas, Tintern, Magor, Devauden, Raglan, Usk and Gilwern.

We used our Local Service Board mini bus to drive around our county and talk to people on the street and taking their comments onto consideration. The easy read mandate leaflets were very successful and provided a concise overview of the mandates and we also included a feedback form attached to the mandates so that we could capture equality information which is important to ensure we are complying with the Equalities Act 2010.

## **Public Meetings**

The public meetings took place in central locations to enable as many people to attend. We used our local secondary schools and Monmouth Leisure Centre. The venues lent themselves well to the meeting.

The approach we took to our public meeting was different to the previous session. We decided to provide a presentation and an opportunity for the public to ask questions to the Leader, Cllr Phil Murphy and other officers and councillors who attended.

The room was set up in theatre style opposed to cabaret style which allowed the public to sit and take in the information that was provided, the Q+A session was a positive approach and allowed everyone to have an opportunity to find out more and ask the officers responsible for the mandates about the issues that they care about.

## **Targeted Groups:**

The mandates that people felt very strongly about include Additional Learning Needs, Transport for Young People with ALN and Community Hubs. We went out to talk to the groups affected and provided them with the opportunity to ask the questions to the officers leading on the mandates.

We went out to talk to **CAIR** a group that lobby and care about access for disabled people in Monmouthshire.

## **Library Users**

Friends of Library groups have been engaged with meetings in libraries across Monmouthshire. Officers have been out to talk to them and listen to their concerns and ideas about the changes due to be made to libraries and one stop shops. They care very passionately and so meetings were very well attended.



## **Young People**

Pupils from Caldicot School and King Henry VIII School were provided with an opportunity to become informed of the challenges we are facing as an authority. The approach was different to the public meetings as the session needed to be interactive and the information provided relatable to young people.

The session saw young people take part in a post it note exercise, yes and no card session and an Q+A session with Cllr Fox and Chief Executive Paul Matthews.

### **How did we capture views?**

Questions raised at the public meetings were recorded

Feedback /Equality Form attached to the Easy Read Mandate list it asked two questions:

- 'How will the proposals impact on you?
- How do you think we can continue to provide the services that are important to you?

Live Twitter Q+A session

Comment Cards at Roadshows

Emails to the Future Monmouthshire email account.

## Other engagement information/groups and partners

- Monmouthshire Inclusion Group (formerly the Monmouthshire Equality and Diversity Group – **MEDG**) - (consisting of: Aneurin Bevan Health Board, GAVO, Heddlu Gwent Police, Charter Housing, SACRE, CAIR, Monmouthshire Housing, The Police Authority, Action 50+ Abergavenny, SEWREC, Melin Housing Association). This group acts as an independent engagement group and continues to play a key role in advising/challenging and also scrutinising the Council's future financial savings proposals.
- **CAIR** – (Monmouthshire Disablement Association) continues to be a critical friend to the Council by reviewing issues for the Highways department, carrying out access audits for schools, assisting with drop kerb locations etc. The Council's Policy Officer Equality and Welsh Language continues to attend regularly and work closely with the group.
- **GAVO** (Gwent Association of Voluntary Organisations) has an extensive database to which they circulate relevant Council information.
- The **Access for All Forum** continues to grow in popularity and brings together disabled groups quarterly to discuss issues that affect them. SEWREC organise the Forums and the Council provides the accessible transport which allows disabled people to attend.
- An **Older People's Forum** has been established and enables our ageing population to be consulted and engaged in matters that directly affect them, whilst affording them the opportunity to be a 'voice' for older people in Monmouthshire through consultations, questionnaires, surveys, dissemination of information, interaction between service users and service supplier, relating to the development and delivery of the services received. The Older People's Forum is the main consultation group for the Ageing Well Executive group, and will provide feedback and inform the Ageing Well Executive Group action plan and priorities

## Engagement 2015 - 2016 – Protected Characteristics

<b>Month</b>	<b>Engagement</b>	<b>Characteristics affected / engaged</b>	<b>Methods</b>
May 2015	A Boards and Static Advertising	People with disabilities Older People Parents and carers	Public meetings with businesses
June 2015	Additional Learning Needs Strategy – Review	Parents Children and Young People with disabilities	Meetings Workshop with children and young people Drop in sessions Info on website
	Children with Disabilities Team – Respite provision	Parents and Carers Children and young people	Drop in Session – for parents and carers Online survey Info on the website
	Proclamation – Caldicot	Welsh Speakers Parents Older People	Face to face engagement with residents raising awareness of the National Eisteddfod - Monmouthshire 2016.
July 2015	Gypsy Traveller Engagement	Gypsy Traveller communities living in Monmouthshire	WG Consultation: GT Pitches, number of pitches needed in the authority worked with Gypsy & Traveller Liaison Worker of the South East Wales Regional Equality Council to obtain views and opinions.
	Royal Welsh	Welsh Speakers Parents Children and Young People	Face to face engagement with visitors to the Royal Welsh raising the profile and awareness of the National Eisteddfod- Monmouthshire 2016.
August 2015	National Eisteddfod	Welsh Speakers	Face to face engagement with visitors to 2015 Eisteddfod in Meifod raising the profile and awareness of the National Eisteddfod- Monmouthshire 2016.
October – November 2015	Budget 16/ 17 Engagement	Older People People with disabilities Young people	Public Meeting with Access for All forum Online survey Drop in sessions in towns

		Parents and Carers	Social Media engagement: Twitter and Facebook Q+ A Twitter Polls
November 2015	Statutory Consultation- Closure of Deri View Resource Base	Parents Carers Children and Young People	Meetings with : Staff Parents and Carers Governors
December 2015			
January 2015			
February 2016	Go Red Day	Staff Children and young people Older people Welsh learners	County wide campaign to raise the profile and awareness of the National Eisteddfod- Monmouthshire 2016. Schools, groups, adult learning groups. Social Media, Face to face work in schools.
March 2016	International Women's Day.		

## Assessment of Impact

Over the last 4 years the Equality Impact Assessment toolkit (EqIA) has been repeatedly updated in order to ensure that it is both increasingly robust and user friendly and is used across all the Council's decision-making processes. In support of this an EqIA training programme, lead by Anna Morgan from the WLGA was rolled out for Elected Members and appropriate officers. Unfortunately that team has now been disbanded by Welsh Government and Local Government has lost a great source of advice and support in the equality field.

## Equality Information

For the Council the collection of relevant equality information is essential when it comes to knowing our service users and shaping the services that we need to provide. It is widely recognised that there are significant challenges when it comes to collecting accurate information in relation to equality and diversity, particularly for some of the more “sensitive” of the protected characteristics such as sexual orientation and gender reassignment. Indeed, there have already been dissenting voices from members of the public regarding the need to collect some of this information but the Council has remained firm in its support of the principles of the Equality Act 2010.

## Employment Information

Human Resources Division has an on-line data collection system which provide all the information the council needs to understand the make up of its staff in respect of the protected characteristics. Even though the system itself is sufficiently robust it continues to be a challenge to get staff to complete these forms and it is recognised that more work needs to be done across the council to ensure that we are in possession of all the data as required by the Equality Act 2010.

## Pay Differences

In support of the comprehensive equal pay exercise an Equal Pay Action Plan was developed to support its smooth operation. All of the actions have since been completed well ahead of schedule and the Council remains fully

committed to the principles of Equality and all new posts continue to be evaluated using the GLPC job evaluation process.

## Staff and Elected Member Training

- The Council's Induction Programme is now run less often as recruitment has slowed down due to the financial climate. Having said that the programme has a specific section which deals with the Equality Act 2010, equalities in general and the Welsh Language.
- The Social Services Sensory Team continue to run 4 half day sessions per annum for staff and partner organisations on sight, hearing and dual sensory loss.
- Since the disbanding of the WLGA's Equality Training Team who provided all of our training needs we are considering developing our own in house training package

## Procurement

The Council's Procurement process uses the documentation of the Welsh Purchasing Consortium therefore it is comprehensive in how Equalities is considered.

## Reporting and Publishing

This report is being published as per the requirements of the Equality Act 2010 and will be available in alternative formats upon request from the 1<sup>st</sup> April 2015.

## The Welsh Language

- The Council's third Welsh Language Scheme (2012 – 2015) was scheduled to be replaced in the near future but with the imminent arrival of the Welsh Language Standards on 1<sup>st</sup> April 2016 the scheme will continue to be our guiding document in relation to Welsh Language compliance until this date.
- A working group continues to meet regularly to discuss the requirements and potential implications of the “More than words Strategy 2011”/ “Strategaeth Mwy na geiriau 2011”. This strategy from the Welsh Government requires that providers of social care make an “active offer” regarding providing services through the medium of Welsh if the service user so wishes. The Council have made significant progress in respect of their action plan and continue to work in partnership with Aneurin Bevan Health Board and partner Council's to provide this service.
- The Welsh Language Monitoring Report 2014-15 was produced and sent to the Commissioners office by the 30<sup>th</sup> June 2014
- A Welsh Language training programme including awareness training is devised annually.

## Good practice 2014 – 2015

8 members of Registrars team attended “Same sex” marriage seminar

School Governor Equality training by WLGA 8th April 2014 (24 attended)

Insport accreditation run through Disability Sport Wales – Bronze Award May 2014

Close working with Monmouthshire voices Disability (Access 4 All), BME and Deaf projects

**Time to change** (Mental health awareness) pledge adopted and action plan taken on July 2014

Mental Health week celebrated in conjunction with above

Stonewall Diversity Champion members June 2014

Agreement of Leisure concessions for people with Disability war pension. Parity with other people with disability benefits.

White Ribbon Day 25<sup>th</sup> Nov – Ambassadors signed up. (Domestic Abuse Rachel Allen)

Agreement of Relocation of Afghanistan Civilians in Monmouthshire Feb 2015

Welsh Language Training for staff caring for elderly lady with dementia “Mwy na geiriau”

“Dignity at Work” – anti bullying policy for school based employees July 2014

EQIA panel established in October 2014- Cabinet, Council, Individual member



EQIA training 15 dept managers 13<sup>th</sup> Oct 14

Governor training on Equality Act 2010 Oct 2014 – 10 attended representing 8 schools

Memorial walk in Monmouth to commemorate the fallen in the world wars on 2<sup>nd</sup> Nov 2014

CAIR scrutinizing access plans for Abergavenny and Chepstow Comps and visiting for site visits

Disability War Pension accepted for concessions for Leisure services

White Ribbon Rugby Tournament 25<sup>th</sup> November sponsored by MCC

Holocaust Memorial Day celebrated 27<sup>th</sup> Jan 2015 – add details

LGBT Forum talking to assemblies (17 pupils revealed homophobic bullying in one assembly to one year group in one school)

5 LGBT awareness sessions

2 bullying sessions all taken by Youth services

International womens day events W/c 10<sup>th</sup> March 2015.

Time to change Mental health champions 40 volunteers

Stonewall Equality Index 246 out of 400 in first year

March 12<sup>th</sup> EQIA training 15 officers and 6 Elected members

# Key achievements over the last 4 years

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## **Stonewall Employers Index**

In 2014 Monmouthshire County Council made a decision to work with Stonewall Cymru and engage in the Stonewall Employers Index (the first time the Council had taken part). Monmouthshire, as do all other public bodies, have (Lesbian Gay Bisexual Transgender ) LGBT staff but were not demonstrating their commitment to being a place where these staff could be themselves and be valued for the work they do rather than for their sexuality. The Council was placed a very creditable 256<sup>th</sup> out of 397. For our 2015 submission we have been placed 244 out of 415 and will meet with Stonewall to discuss key areas of future development. The Council is fortunate to have role models and champions at both Elected member and Chief Officer level which gives LGBT staff a safe environment where they can thrive.

## **(Lesbian Gay Bisexual (Gender) Queer +) LGBTQ+ Group**

The LGBTQ+ Group was started in May 2013.

The group came into being as a result of the numbers of Young People (YP) being referred into counselling from the Mental Health Team and it became apparent that some of the YP did not need to be involved with Mental Health Services, they simply needed to be who they were born to be (LGBT+)

It started with 4 members who were accessing counselling services and discussed promoting and advertising the group, a poster was designed and distributed to schools, G.P. surgeries, Youth Centres etc. There were a couple of enquiries from YP who had seen the posters and so it has grown.

Presentations have been made to assemblies for Years 10 & 11 in 3 of our Comprehensive schools. The Counsellor introduces the group followed by 5 members telling their stories. The most positive feedback has been from teaching staff as well as some pupils asking about the group.

Digital stories of some members have been recorded which have been used in training within the authority but also the Police use the stories in their training for LGBT/Hate Crime officers.

The group is a supportive, educative environment which is a safe place to come to. There have been guest speakers who are positive LGBT role models for the members. There have also been social trips, attending Pride Cymru in Cardiff, bowling and a meal out.

There has been a residential organised for our Trans members, doing workshops around body image, voice, self-esteem building with developing a sense of self.

The group has grown, meets on the first Wednesday of every month, and is now affiliated to 'Umbrella Gwent' and some members will be joining the founder to help start groups in other parts of Gwent.

### **Afghan Interpreters and Syrian Refugees**

The Council has successfully facilitated the relocation of 13 households of Afghan Interpreters to Monmouthshire and are in the process of working with the UK Home Office to relocate 20 households of vulnerable Syrian Refugees to the County over the next 5 years.

### **Promotion of the Welsh Language**

In the recent Wales Audit Office Annual Report compiled after an authority- wide Inspection, the Council were commended on its work to promote the use of the Welsh Language.

## **Equality Champions**

As a commitment to the equality agenda the Council has designated the Deputy Leader as the Equality, Diversity and Welsh Language Champion in order to promote and support the equality agenda at political level across the Council. He is also Chair of the Monmouthshire Inclusion Group. Also the Leader of the Council take a personal responsibility for Equality issues and other Elected Members take a lead for specific characteristics.

## **Equality Impact Assessments**

- In order to streamline the separate requirements to undertake an Equalities Impact Assessment, a Sustainability Checklist and report on the impact on safeguarding and corporate parenting, Monmouthshire has developed, piloted and implemented an integrated Future Generations Evaluation for all reports that are going to Councillors for decision. The Future Generations Evaluation incorporates all of these requirements and also helps officers and members to identify how their proposals contribute to the Wellbeing Goals and the Sustainable Development principles outlined in the Wellbeing of Future Generations Act.

## **EQIA's, the Council's annual financial savings proposals and the setting up of the Financial Savings Panel**

Over the last 3 years the Council has impact assessed the mid term financial savings proposals and every year we have looked at the process and re-developed it to make the system more robust in order that Equality is one of the

key considerations of every decision made. A development this year has been setting up of a Financial Savings Panel lead by two senior officers to look in depth at all aspects of the proposals. Officers from Human Resources, Legal Services and the Policy Officer Equality and Welsh Language are able to scrutinise proposals with the instigators of the proposals to discuss any potential issues and to look at any potential mitigations.

### **BSL Interpreter**

A hearing impaired officer required an interpreter for him to access key personal training. This was done for two courses and will be done for any future need.

### **Raglan Project**

The Raglan Project won a prestigious Social Care Council for Wales Accolade in 2015 (Excellent Outcomes for Older People with Dementia). This project provides full time carers for dementia sufferers so that they have consistency of carer and service provision which is all important for them. It is anticipated that this type of service will be rolled out in other towns and communities in Monmouthshire in the future.

**World Autism Awareness Week 2015** The ASD (Autistic Spectrum Disorder) Team launched a mission to get Monmouthshire to be the first Council in Wales that is ASD Aware. As of the 30<sup>th</sup> November 2015 over 1636 members of staff have completed the ASD quiz and been given a certificate.

## **Disability Sport / Insport Development**

The insport Development programme is part of the broader insport project, which aims to support the physical activity, sport, and leisure sectors delivering inclusively of disabled people. Disability Sport Wales know that the best understanding for local delivery, and the clearest understanding of the demographics of the immediate community is the local authority, and for sport – this starts with the LA Sport Development department.

The principle behind insport Development is for DSW to develop a Toolkit which will support the development of inclusive thinking, planning, development and delivery by everyone within the Sport Development team so that ultimately they will deliver across the spectrum to disabled and non-disabled people, at whatever level they wish to participate or compete.

The intention is to initiate and then support cultural change with regards to the approaches the local authority have towards disabled people, and to support the identification of an understanding of what inclusion means to them. The result will be that opportunity is widened, participation increases, disabled people become more active and engaged (either as players, or officials, coaches, or volunteers), and we collectively achieve the sector vision for a nation who is hooked on sport for life, and one which consists of many champions.

The programme consists of 4 incremental standards (Ribbon, Bronze, Silver and Gold), against which a series of aims have been identified. At Ribbon standard the local authority will be assigned a Case Officer who will support the sport development team in achieving the aims against each standard (and this will mean greater partnership working throughout the Council at the higher-level standards); and at the end of each stage the team will present

their journey so far to an independent panel. Demonstration of support for each aim is identified by uploading relevant documents and information to a bespoke portal , and the content of the presentation then serves to illustrate the extent to which philosophies of inclusion have been embedded throughout the organisation, and the difference that working towards inclusion has made.

### Monmouthshire insport Timeline

<b>Insport Development Award</b>	<b>Date Award Completed</b>	<b>Proposed Completion Dates</b>
Ribbon	February 2014	
Bronze	February 2015	
Silver	IN PROGRESS	2016.17
Gold		2018.19

## Monmouthshire Key Performance Indicator's

<b>Year</b>	<b>No. of Clubs/Sessions</b>	<b>No. of Accredited Clubs</b>	<b>Participants under 16</b>	<b>Participants 16-64</b>	<b>Total Number of Participant Opportunities</b>
2013	36	13	241	152	15599
2014	50	17	272	352	23896
2015	Data collected annually in December (Jan-Dec) – Next report will be January 2016				



## In Conclusion

This is the Council's fourth annual report and is an accurate statement of the steps that we have and are taking to tackle this challenging piece of legislation.

The Strategic Equality Plan has been operation since 2012 and considering the severe financial situation faced by the Council and some of its key partners over the past 4 years it is proud with what has been achieved and confident that despite these financial constraints it has demonstrated a firm commitment to the Equality Act 2010 and to the people of Monmouthshire who come under the umbrella of the protected characteristics.

Whilst completing this Monitoring Report the Council has been working hard to draw up a new Strategic Equality Plan to cover the period 2016 – 2020. It is anticipated that this will build on the foundations laid by the first one and will concentrate more on actions and making a difference.

## Appendix 1 Strategic Equality Plan Action Plan

Equality Objective One - Make Equality a key element of our thinking and decision making process.

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
1	Report annually on progress of Strategic Equality Plan through Council political and professional structures  <b>COMPLETED</b>	Annually	Policy Officer Equality + Welsh Language  Corporate Equality Network	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
2	Proactively publish the equality information required as part of the Council specific duties e.g. Equality Impact Assessments, Staff information etc <b>COMPLETED</b>	Annually, in-line specific duties	Human Resources  Policy Officer Equality + Welsh Language, Communications Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

3	Work with Monmouthshire partner organisations to raise profile of the equality agenda, <b>ONGOING WORK BEING CARRIED OUT</b>	2012 -16	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
4	Promote equality agenda through Monmouthshire Local Service Board Strategic Partnership structure <b>COMPLETED</b>	2012 -16	Strategic Partnership + Engagement Lead  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
5	Promote the Monmouthshire Strategic Equality Plan and Equality Objectives <b>COMPLETED</b>	2012 -16	Communications Team  Corporate Equality Network  Monmouthshire Equality + Diversity Group  Elected Member Equality Champion	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

6	Develop the role and work programme for the Elected Member Equality Champion  <b>ONGOING WORK BEING DONE</b>	December 2012	Policy Officer Equality + Welsh Language  Democratic Services  WLGA Training	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
7	Hold Elected Member Briefing Sessions on relevant equality topics  <b>TRAINING ARRANGED</b>	2012 -16	Policy Officer Equality + Welsh Language  Members Secretary	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
8	Provide advice and guidance to elected members and Council staff on equality issues as required  <b>ONGOING WORK BEING DONE</b>	As required	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

9	Annually review and improve the Equality Impact Assessment process. <b>ONGOING WORK BEING DONE</b>	Annual review and update	Policy Officer Equality + Welsh Language + Performance and Improvement Officer	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
10	Ensure that research and statistics are used to give better quality data when carrying out Equality Impact Assessments <b>NEEDS MORE WORK</b>	2012 -16	Policy Officer Equality + Welsh Language All Council Departments	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
11	Work with partners and colleagues to improve data and information related to protected characteristics <b>NEEDS MORE WORK</b>	2012 -14	Policy Officer Equality + Welsh Language Improvement + Democracy WLGA (Welsh Local Government Association) Other Council's	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

12	Existing strategies, policies and procedures will be subject to a structured programme of review to assess any potential impact on the protected characteristics  <b>ONGOING</b>	2012 - 2014	Representatives from departments  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
13	Ensure that the Councils' Contract/procurement process takes into account Equality considerations – review existing contract documentation.  <b>COMPLETED</b>	April 2013	Policy Officer Equality + Welsh Language  Procurement Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
14	Ensure that Functional public bodies are aware of their obligations under the Equality Act 2010 – Town + Community Councils etc  <b>COMPLETED</b>	May 2013	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

15	Monitor the Council Complaints and compliments procedure for any equality issues –. <b>ONGOING WORK. COMPLAINTS REDUCED SIGNIFICANTLY</b>	Quarterly	Corporate Complaints Officer Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

## Equality Objective Two - Be an equal opportunity employer, with a workforce and leadership that is aware of, and respects the equality agenda

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
				S	A	D	R
16	Draw up a schedule to review all Human Resources policies and procedures e.g. Dignity at Work Policy, Domestic Abuse Policy. Pregnancy/maternity and Adoption etc.  <b>COMPLETED</b>	January 2013	Human Resources  Policy Officer Equality + Welsh Language	✓	SO	✓	
				✓	GR	✓	
				✓	M & CP	✓	
				✓	P & M	✓	
				✓	W	✓	
17	Re-establish the Councils Corporate Equality Network. Members to champion equality agenda across their divisions.  <b>COMPLETED</b>	December 2012	Policy Officer Equality + Welsh Language	✓	SO	✓	
				✓	GR	✓	
				✓	M & CP	✓	
				✓	P & M	✓	
				✓	W	✓	



18	Develop corporate training programme for raising awareness and understanding of Equality Act 2010 and equality and diversity issues  <b>DEVELOP IN-HOUSE PROVISION</b>	June 2013	Policy Officer Equality + Welsh Language  Workforce Development Manager  Departmental Training Officers	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
19	Investigate opportunities to provide training with partner organisations and neighbouring local authorities  <b>ONGOING</b>	November 2013	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
20	Research equality related campaigns and promote appropriately. e.g. International Women's Day, Holocaust Week, UN International Day for Older People Celebration  <b>DEVELOPING AN ANNUAL PROGRAMME OF CAMPAIGNS – Added as an Objective for the 2<sup>nd</sup> Strategic Equality Plan</b>	2012 -15	Policy Officer Equality + Welsh Language  Communications Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

21	Produce equality focused communications e.g. stories and articles for Team Spirit magazine and the Council website <b>BEING DONE</b>	Bi-monthly	Policy Officer Equality + Welsh Language  Communications Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
22	Ensure the relevant Equality web pages of the Council website contain up-to-date equality information <b>COMPLETED</b>	March 2013 and continually update	Policy Officer Equality + Welsh Language  Communications Manager	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
23	Re launch the Councils' Corporate Branding Guidelines to raise staff awareness on accessibility and Welsh Language considerations <b>COMPLETED</b>	January 2013	Communications Team  Policy Officer Equality + Welsh Language	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓

24	Complete the revised Welsh Language Scheme and get agreed by Council <b>COMPLETED</b>	December 2012	Policy Officer Equality + Welsh Language  Welsh Language Support Officer	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓
25	Implement the Welsh Language Scheme 3 year Action Plan and produce an annual monitoring plan. <b>COMPLETED</b>	2012 - 15	Policy Officer Equality + Welsh Language  Welsh Language Support Officer  Corporate Equality Network	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓
26	Develop a Welsh Language Linguistic Skills Strategy <b>COMPLETED</b>	April 2013	Policy Officer Equality + Welsh Language  Welsh Language Support Officer	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	✓

27	Implement the Linguistic Skills Strategy 3 year Action Plan and monitor annually  <b>COMPLETED</b>	2012 -15	Policy Officer Equality + Welsh Language	S		SO	
				A	✓	GR	
			Welsh Language Support Officer	D	✓	M & CP	
				R		P & M	
			Corporate Equality Network	R&B		W	✓
28	Develop a bilingual and accessible Council Website  <b>COMPLETED</b>	1 <sup>st</sup> April 2013	Communication Team	S		SO	
				A	✓	GR	
			Policy Officer Equality + Welsh Language	D	✓	M & CP	
				R		P & M	
				R&B		W	✓

## Equality Objective Three - Getting to know the people we serve and employ.

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
29	Develop and circulate a questionnaire to collect information regarding all existing staff across all the protected characteristics  <b>NEED GREATER RESPONSE FROM STAFF</b>	February 2013	Policy Officer Equality + Welsh Language  Human Resources	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
30	Ensure the Council's recruitment process collects the relevant equality information  <b>COMPLETED</b>	January 2013	Human Resources  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

31	Review customer services data collection methods to ensure relevant equality information being collected  <b>COMPLETED</b>	April 2013	Policy Officer Equality + Welsh Language  Customer Service Lead Officer	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
32	Utilise research and statistical sources, e.g. Census 2011 (available from July 2012) to help build a better picture of equality  <b>COMPLETED</b>	September 2013	Policy Officer Equality + Welsh Language  Improvement + Democracy	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
33	Develop and promote standardised equality questions for use on questionnaires, consultations and engagement activity  <b>COMPLETED</b>	July 2013	Policy Officer Equality + Welsh Language  Partnership + Engagement	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

<b>34</b>	Work in partnership with other listed public bodies to engage hard-to-engage citizens.  <b>ONGOING WORK BEING DONE</b>	2012 - 16	Policy Officer Equality + Welsh Language  Partnership + Engagement	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
<b>35</b>	Work in partnership with organisations that can support and help both the Council and people from protected characteristics (WLGA, Stonewall, SEWREC Transgender Wales, Welsh Language Commissioner etc)  <b>ONGOING WORK BEING CARRIED OUT</b>	2012 - 16	Policy Officer Equality + Welsh Language  Partnership + Engagement  Monmouth Equality + Diversity Group	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

## Equality Objective Four - Protect and support vulnerable people in our communities

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
36	Publish the equality information required as part of the Council specific duties e.g. Equality Impact Assessments, Staff information etc <b>DONE IN ANNUAL REPORTS</b>	Annually, in-line specific duties	Human Resources Communication Team	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
37	Develop a Community Cohesion Action Plan <b>COMPLETED</b>	November 2012	Community Cohesion Officer	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓



38	Work with local and regional partners to implement and promote community cohesion in Monmouthshire  <b>ONGOING WORK BEING DONE</b>	2012/16	Community Cohesion Officer  Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
39	Implement the Monmouthshire Domestic and Sexual Abuse Action Plan.  <b>COMPLETED</b>	2012 - 13	Domestic Abuse Co-ordinator	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
40	Improve accessibility for disabled students and staff in our secondary schools through reasonable adjustments being made  <b>PROGRAMME OF IMPROVEMENTS IN PLACE AND BEING CARRIED OUT</b>	2012 - 16	Additional Learning Needs + Inclusion  Property Services	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

41	Improve access to services for the sensory impaired <b>BSL CHARTER BEING DISCUSSED WITH PARTNERS</b>	2012 -16	Social Services Policy Officer Equality + Welsh Language Equality + Diversity Group	S		SO	
				A		GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	
42	Ensure that all contractors comply with current equality legislation <b>DOCUMENTATION IN PLACE. NEED TO REVIEW MONITORING PROCESS FOR COMPLIANCE</b>	November 2013	Procurement Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
43	Provide accurate accessible information on Website and key distribution to outlets e.g. surgeries, Hospitals etc <b>WEBSITE DONE. OTHERS SOURCES DO NOT EXIST</b>	2012 - 16	Customer Relations	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

44	Deliver the 5 core elements of the “Frailty Project” <b>COMPLETED</b>	2012 – 13	Social Care + Health	S		SO	✓
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B	✓	W	✓
45	Develop the School Reporting Toolkit for Bullying and Racial Incidents Pilot for 1 year and review <b>COMPLETED</b>	October 2012 – September 2013	School Improvement	S		SO	✓
				A	✓	GR	
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
46	Continue to run “My Life” courses for post 16 students with learning, physical and mental health illness <b>COMPLETED</b>	2012 – 13	Adult + Community Education Service	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

47	Undertake a recruitment campaign to enhance our pool of foster carers <b>ONGOING PIECE OF WORK</b>	2012 – 13	Health + Social Care (Fostering + Adoption)	S		SO	✓
				A	✓	GR	
				D	✓	M & CP	✓
				R	✓	P & M	
				R&B	✓	W	✓
48	Review + develop the Councils' Telecare services <b>ONGOING PIECE OF WORK DUE TO BUDGETARY PRESSURES</b>	2012 – 14	Social Care + Health	S		SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B		W	

## Equality Objective Five - Encourage people to become more active and involved in helping shape Council decisions and service provision

Ref	Action	Timescale	Responsibility	Impact on Protected Characteristics			
49	Find out what barriers prevent people from becoming involved with public service providers  <b>COMPLETED</b>	October 2013	Policy Officer Equality + Welsh Language  Partnership + Engagement  CAIR, Abergavenny Carers, Monmouthshire Equality + Diversity Group	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	
				R	✓	P & M	
				R&B	✓	W	✓
50	Encouraging and enabling regional partner organisations to explore innovative ways of encouraging people to become involved with the Council e.g. Stonewall Cymru, Diverse Cymru, Disability Wales etc  <b>NEEDS MORE WORK</b>	November 2013	Policy Officer Equality + Welsh Language  Partnership + Engagement	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

51	Attend Cair and Abergavenny Carers etc to engage, support and exchange information  <b>ONGOING ATTENDANCE</b>	2012 - 16	Policy Officer Equality + Welsh Language	S	✓	SO	
				A	✓	GR	
				D	✓	M & CP	
				R		P & M	
				R&B	✓	W	✓
52	Attend and Support the 50+ Forum  <b>ONGOING ATTENDANCE</b>	2012 -16	Policy Officer Equality + Welsh Language	S	✓	SO	
				A	✓	GR	
				D	✓	M & CP	
				R	✓	P & M	
				R&B	✓	W	✓
53	Support and work with the Menter Iaith, Urdd and Greater Gwent Fforwm Iaith to improve Welsh Language provision within Monmouthshire.  <b>WORKING CLOSELY WITH THESE PARTNERS</b>	2012 - 16	Policy Officer Equality + Welsh Language  Menter Iaith Blaenau Gwent/ Torfaen, Mynwy.  The Urdd	S		SO	
				A	✓	GR	
				D		M & CP	
				R		P & M	
				R&B		W	✓

54	Actively promote the Council 's complaints and compliments policy to members of public with protected characteristics <b>COMPLETED</b>	December 2013	Corporate Complaints Officer Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
55	Implement the agreed action plan for the Monmouthshire Equality + Diversity Group and revisit the remit of the group <b>COMPLETED</b>	2012 -13	Monmouthshire Equality + Diversity Group members	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
56	Develop the role and work programme for the Disability Equality Champion <b>COMPLETED</b>	April 2013	Policy Officer Equality + Welsh Language Leader of the Council Head of Democracy	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

## Appendix 2 MCC Employment data

Data must be collected specifically for people:-

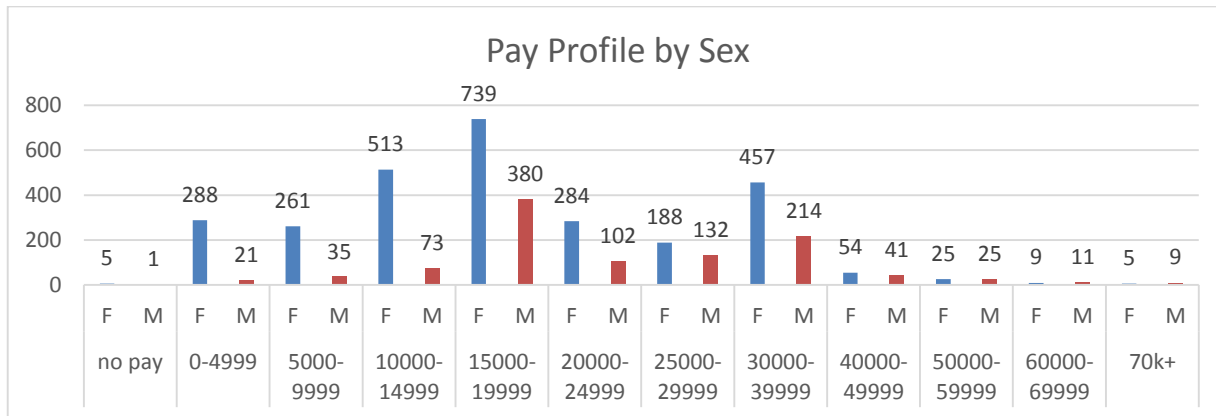
- employed by the authority on 31 March each year by the **protected characteristics**
- People who have applied for jobs with the authority over the last year
- Employees who have applied to change position within the authority, identifying how many were successful in their application and how many were not
- Employees who have applied for training and how many succeeded in their application
- Employees who completed the training
- Employees involved in grievance procedures either as complainant or as a person against whom a complaint was made
- Employees subject to disciplinary procedures
- Employees who have left the Councils employment.

### **Gender monitoring is required by**

- Men and women employed, broken down by:
  - job
  - grade (where grading system in place)
  - pay
- contract type (including permanent and fixed term contracts) working pattern (including full time, part time and other flexible working patterns)



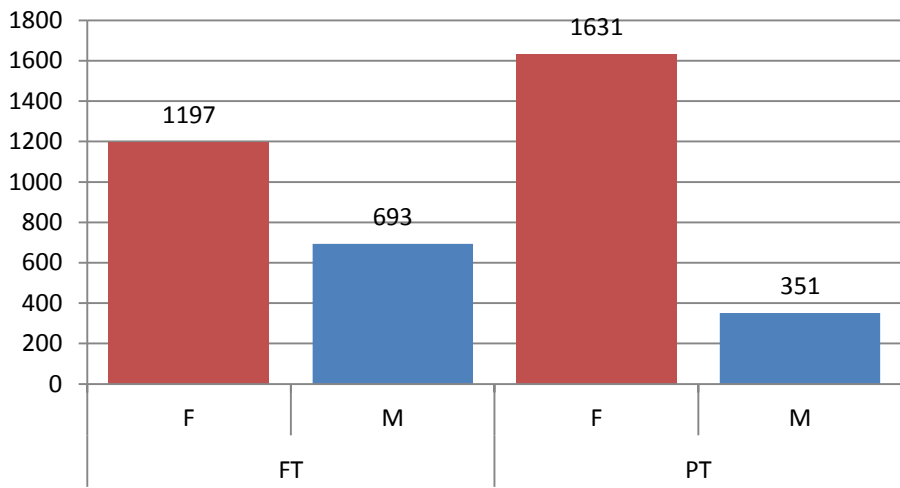
# Employees



Salary Profile	Pers Sex	Total
no pay	F	5
	M	1
no pay Total		6
0-4999	F	288
	M	21
0-4999 Total		309
5000-9999	F	261
	M	35
5000-9999 Total		296
10000-14999	F	513
	M	73
10000-14999 Total		586
15000-19999	F	739
	M	380
15000-19999 Total		1119
20000-24999	F	284
	M	102
20000-24999 Total		386

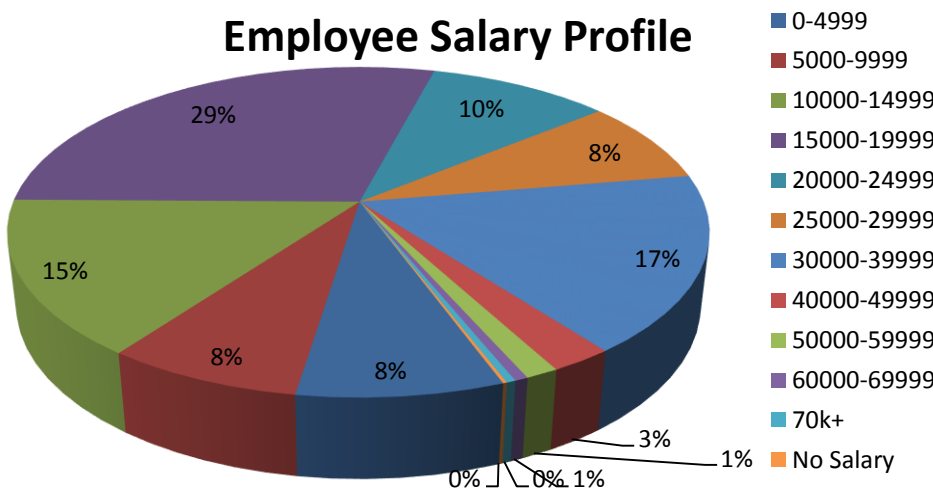
Salary Profile	Pers Sex	Total
25000-29999	F	188
	M	132
25000-29999 Total		320
30000-39999	F	457
	M	214
30000-39999 Total		671
40000-49999	F	54
	M	41
40000-49999 Total		95
50000-59999	F	25
	M	25
50000-59999 Total		50
60000-69999	F	9
	M	11
60000-69999 Total		20
70k+	F	5
	M	9
70k+ Total		14
Grand Total		3872

## Employment Occupancy by Sex



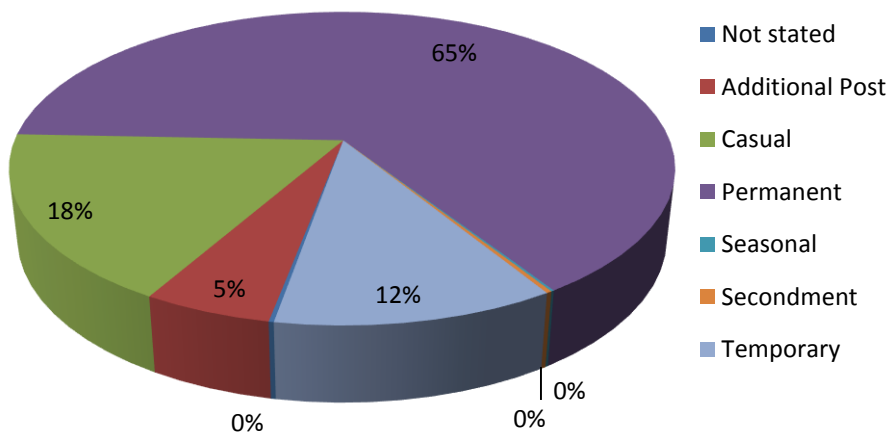
Row Labels	Count of Employee Number
FT	1890
F	1197
M	693
PT	1982
F	1631
M	351
Grand Total	3872

## Employee Salary Profile



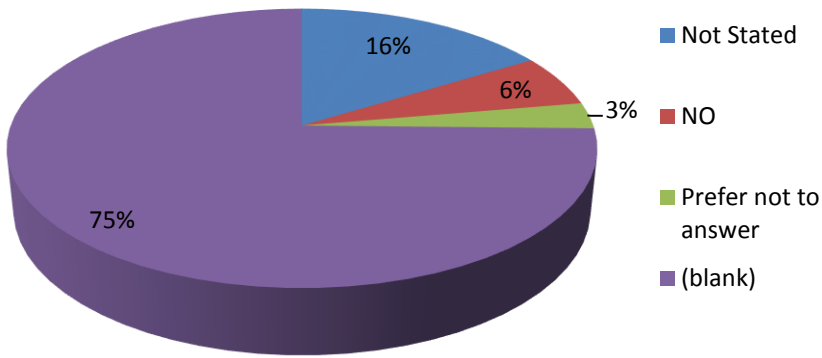
Row Labels	Count of Employee Number
No Salary	6
0-4999	309
10000-14999	586
15000-19999	1119
20000-24999	386
25000-29999	320
30000-39999	671
40000-49999	95
50000-59999	50
5000-9999	296
60000-69999	20
70k+	14
Grand Total	3872

## Employee by Post Status



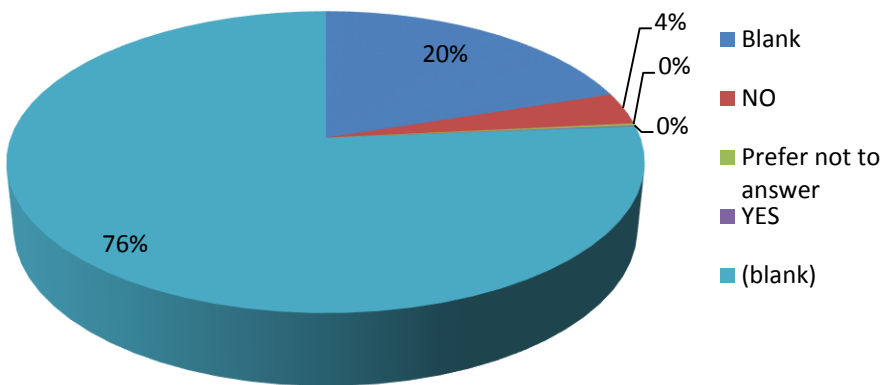
Row Labels	Count of Employee Number
Not stated	8
Additional Post	205
Casual	672
Permanent	2524
Seasonal	5
Secondment	9
Temporary	448
Grand Total	3871

## Employee Transgender



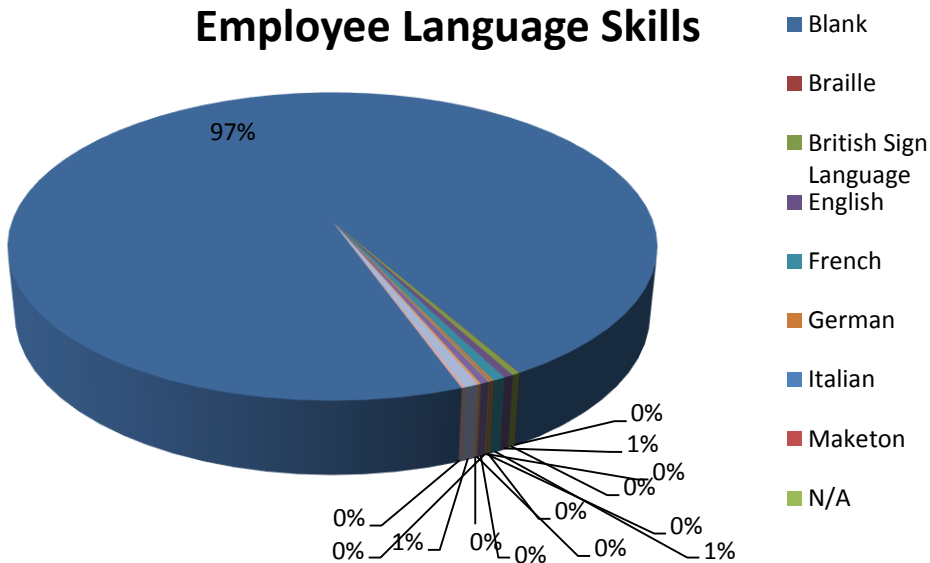
Count of Employee Number	
Pers Transgender	Total
Not Stated	631
NO	233
Prefer not to answer (blank)	117
Grand Total	3873

## Employee Maternity/Pregnancy



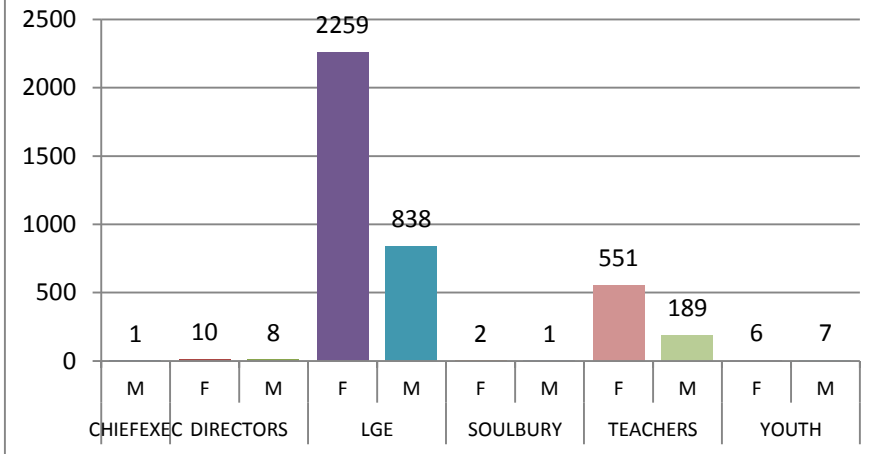
Count of Employee Number	
Pers Pregnancy Maternity	Total
Blank	775
NO	132
Prefer not to answer	9
YES	4
(blank)	2953
Grand Total	3873

## Employee Language Skills



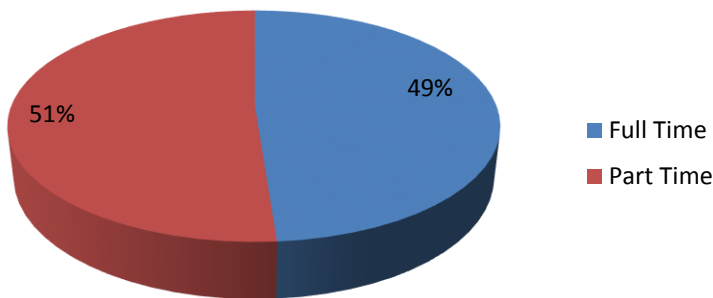
Count of Employee Number	
Language	Total
Blank	3764
Braille	1
British Sign Language	13
English	16
French	21
German	5
Italian	1
Maketon	1
N/A	2
OTHER	14
Polish	1
Spanish	4
Welsh	24
(blank)	5
Grand Total	3872

## Employee by Job Category



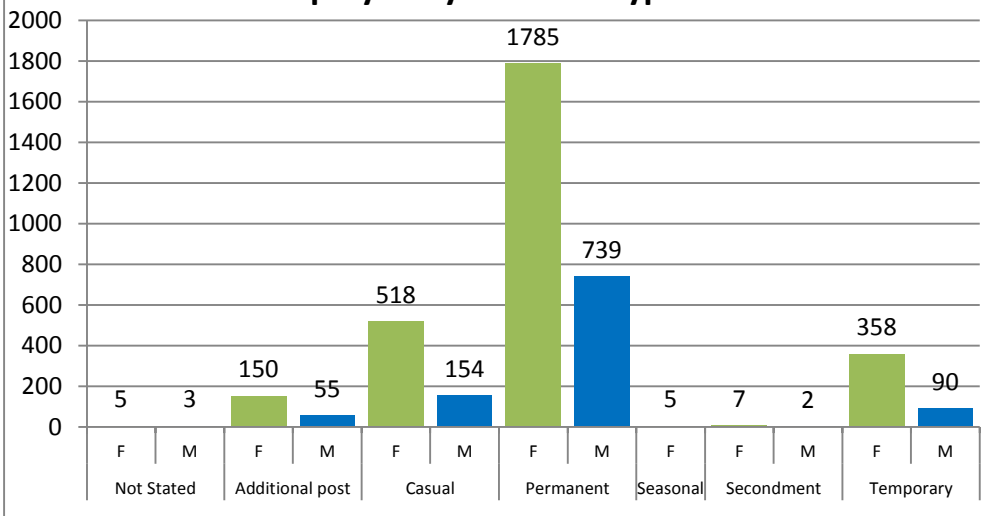
Count of Employee Number		
Job Number	Pers Sex	Total
CHIEFEXEC	M	1
CHIEFEXEC Total		1
DIRECTORS	F	10
	M	8
DIRECTORS Total		18
LGE	F	2259
	M	838
LGE Total		3097
SOULBURY	F	2
	M	1
SOULBURY Total		3
TEACHERS	F	551
	M	189
TEACHERS Total		740
YOUTH	F	6
	M	7
YOUTH Total		13
Grand Total		3872

## Employee FT/PT

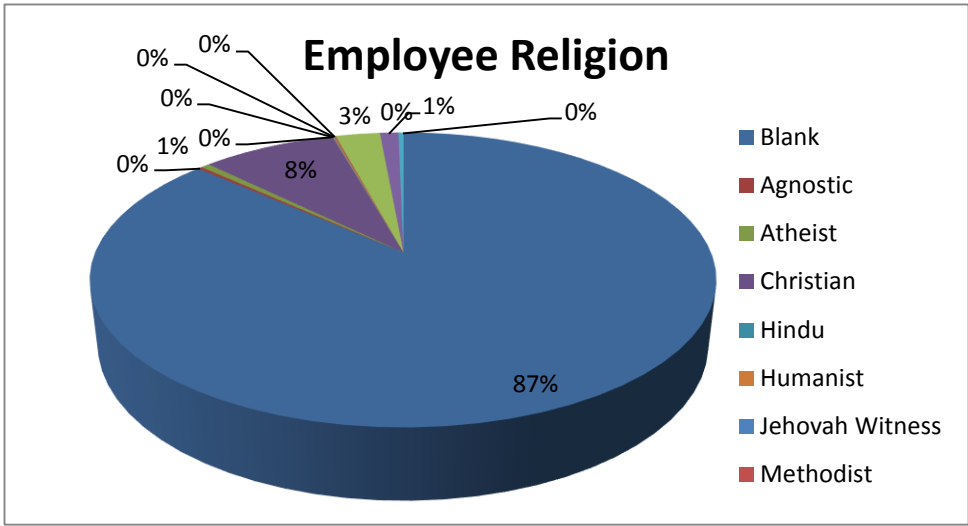


Count of Employee Number	
FT/PT	Total
Full Time	1890
Part Time	1982
Grand Total	3872

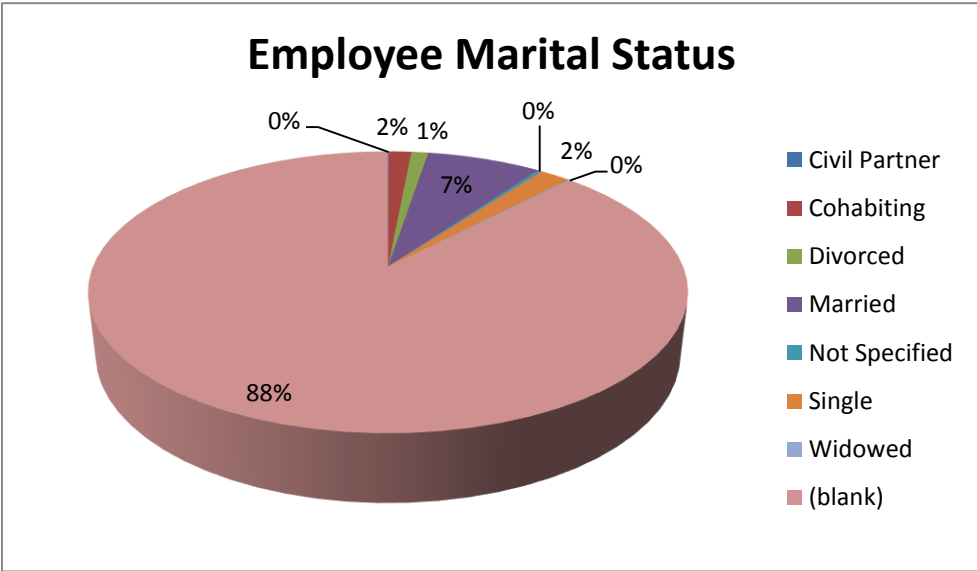
## Employee by Contract Type



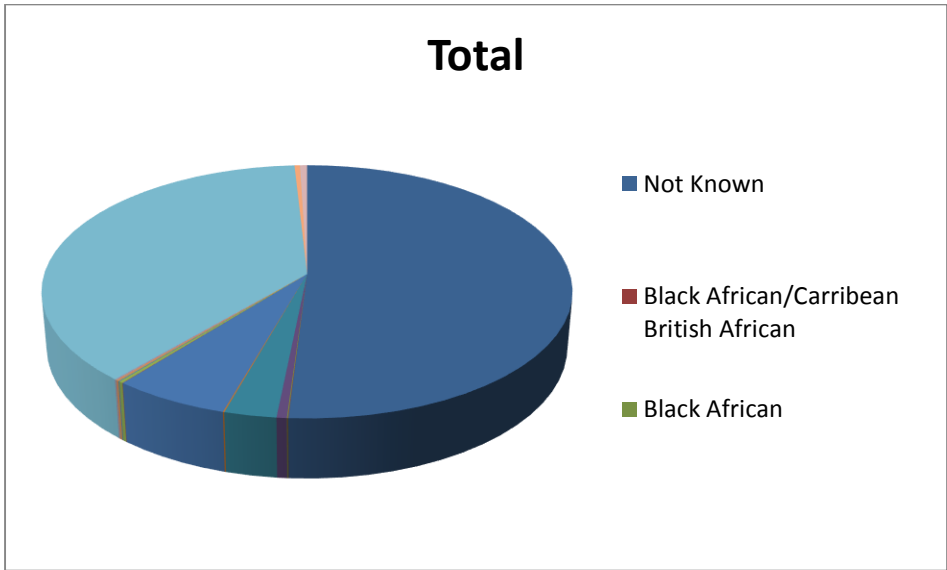
Count of Employee Number		
Emp Post Occ Type	Pers Sex	Total
Not Stated	F	5
	M	3
Not Stated Total		8
Additional post	F	150
	M	55
Additional post Total		205
Casual	F	518
	M	154
Casual Total		672
Permanent	F	1785
	M	739
Permanent Total		2524
Seasonal	F	5
Seasonal Total		5
Secondment	F	7
	M	2
Secondment Total		9
Temporary	F	358
	M	90
Temporary Total		448
Grand Total		3871



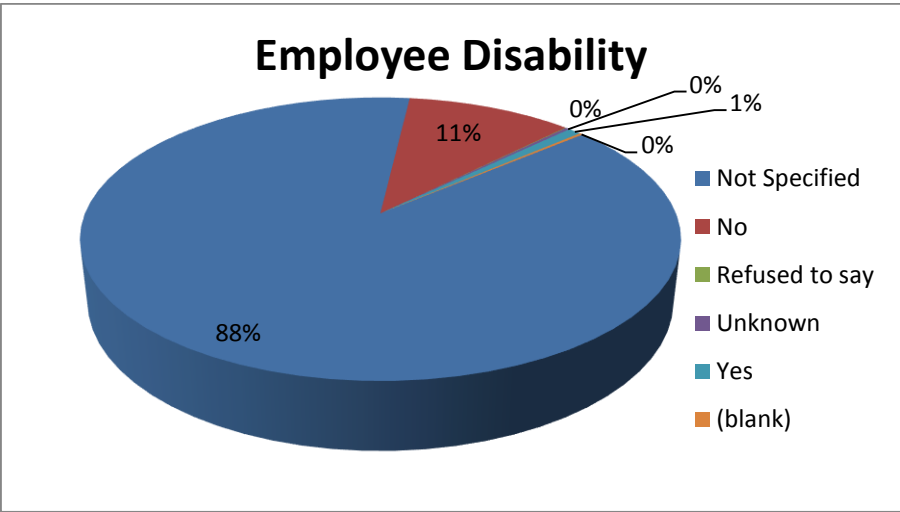
Count of Employee Number	
Pers Religion	Total
Blank	3348
Agnostic	10
Atheist	21
Christian	319
Hindu	2
Humanist	3
Jehovah Witness	1
Methodist	3
None	106
Not Stated	44
Other Religion	11
Sikh	1
<b>Grand Total</b>	<b>3869</b>



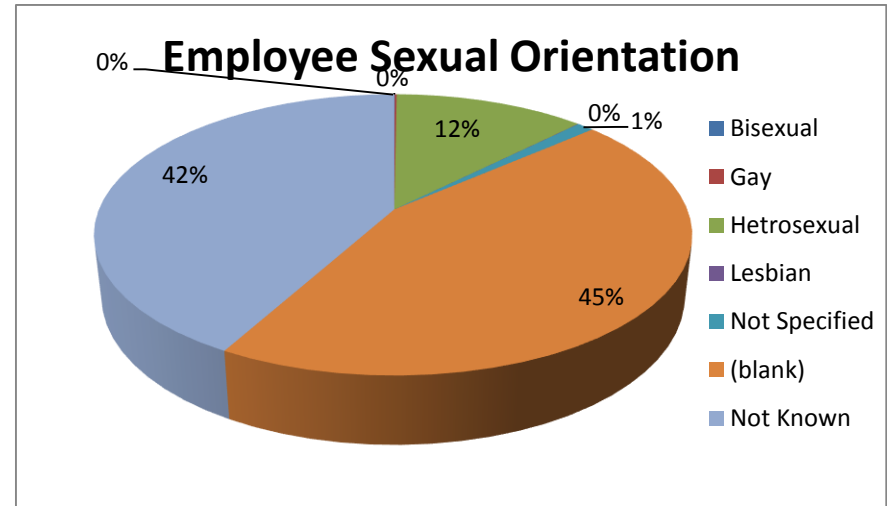
Count of Employee Number	
Pers Marital Status	Total
Civil Partner	2
Cohabiting	56
Divorced	42
Married	284
Not Specified	11
Single	78
Widowed	5
(blank)	3394
<b>Grand Total</b>	<b>3872</b>



Count of Employee Number	
Pers Ethnic Origin	Total
Not Known	1974
Black African/Carribbean British African	1
Black African	2
Any other white background	21
British	108
Chinese	3
English	242
Indian	1
Irish	9
White and Asian	1
White and Black Carribbean	2
Any other mixed background	4
Northern Irish	1
Not Specified	2
Any other asian background	1
Other ethnic group	2
Welsh	1464
Scottish	15
White any other	1
White English/Welsh/Scottish/N Irish	18
<b>Grand Total</b>	<b>3872</b>

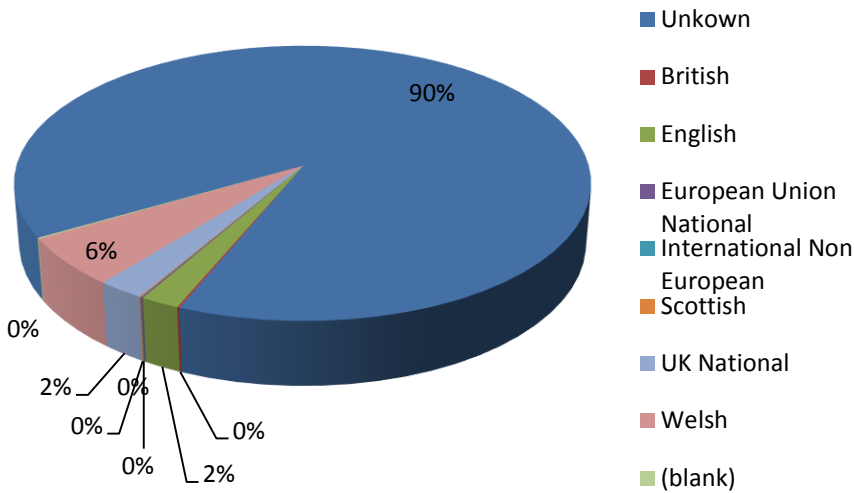


Count of Employee Number	
Pers Disable Flag	Total
Not Specified	3407
No	412
Refused to say	2
Unknown	10
Yes	32
(blank)	9
<b>Grand Total</b>	<b>3872</b>



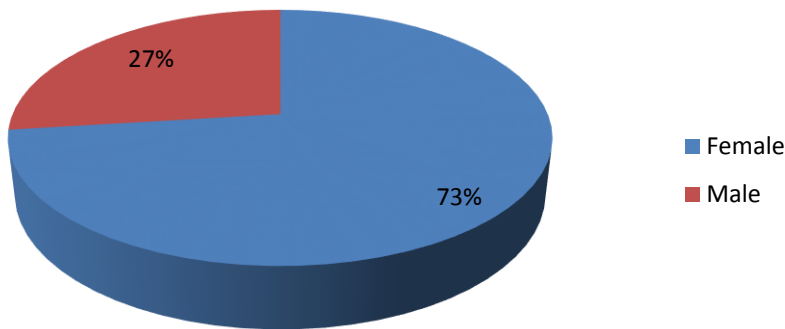
Count of Employee Number	
Pers Sexual Orientation	Total
Bisexual	1
Gay	5
Hetrosexual	476
Lesbian	1
Not Specified	43
(blank)	1721
Not Known	1625
<b>Grand Total</b>	<b>3872</b>

## Employee Nationality/Citizenship



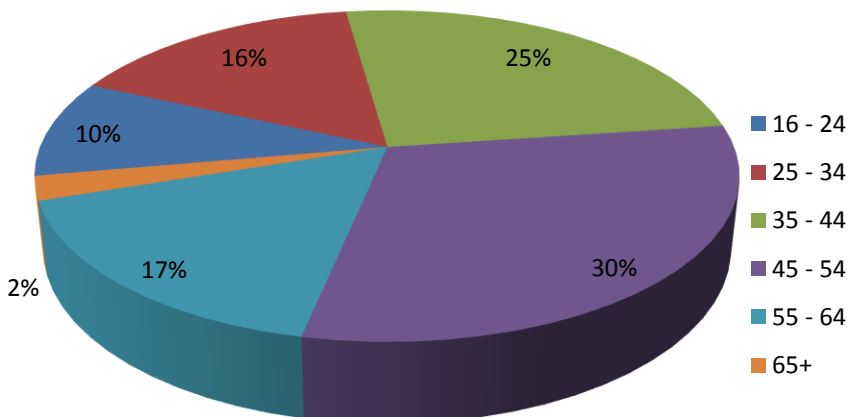
Count of Employee Number	
Pers Nationality Citizenship	Total
Unknown	3467
British	5
English	75
European Union National	4
International Non European	1
Scottish	3
UK National	90
Welsh	222
(blank)	5
<b>Grand Total</b>	<b>3872</b>

## Employee Sex



Count of Employee Number	
Pers Sex	Total
Female	2828
Male	1044
<b>Grand Total</b>	<b>3872</b>

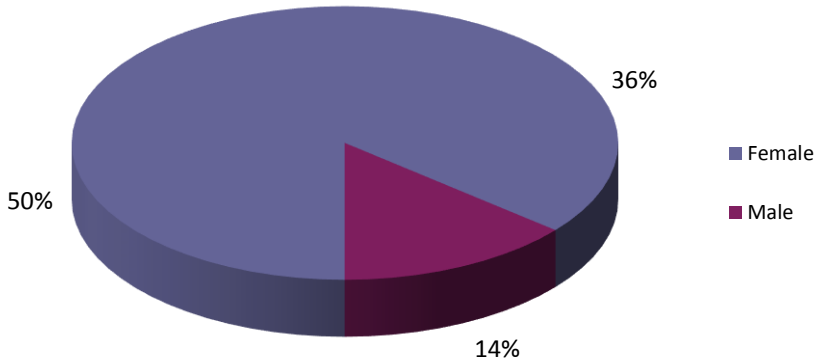
## Employee Age Profile



Count of Employee Number		
Age Profile	Employee Number	Total
16 - 24		367
25 - 34		620
35 - 44		970
45 - 54		1177
55 - 64		641
65+		91
<b>Grand Total</b>		<b>3866</b>

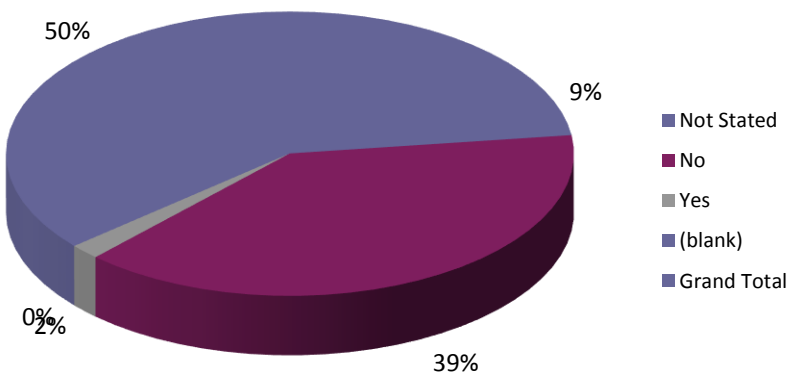
# Applicants

## Applicants by Sex



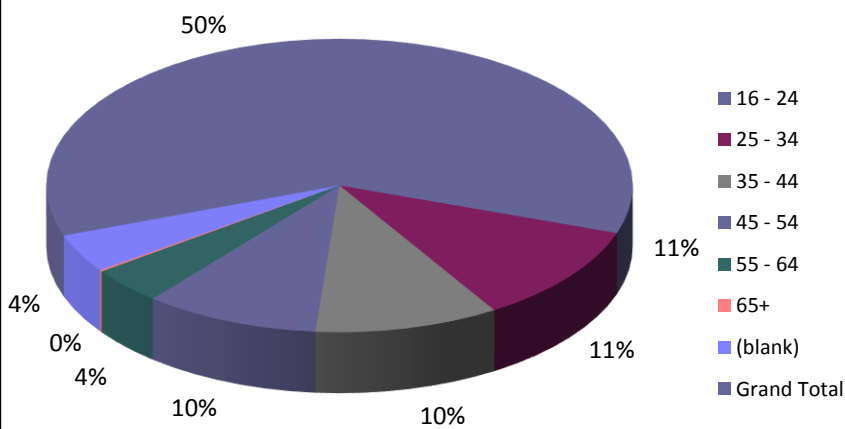
Count of Applicant Id	
Pers Sex	Total
Female	1913
Male	744
Grand Total	2657

## Applicants by Disability



Count of Applicant Id	
Pers Disable Flag	Total
Not Stated	481
No	2076
Yes	92
(blank)	9
Grand Total	2658

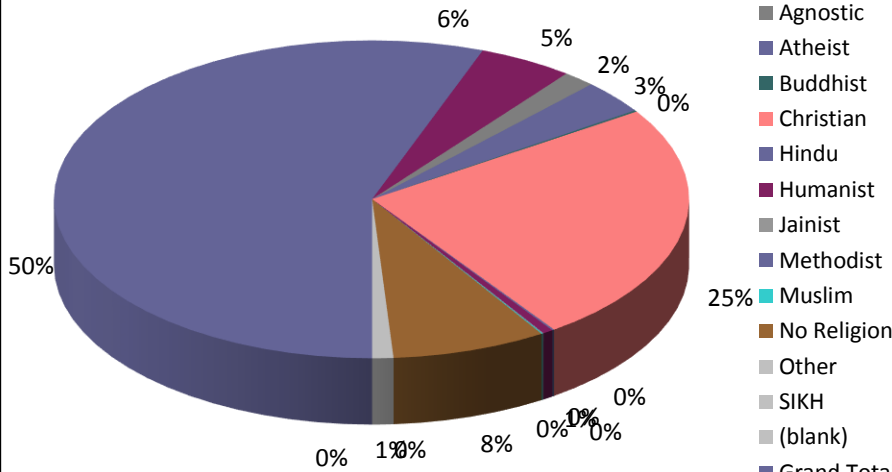
## Applicants Age Profile



Count of Applicant Id	
Age Profile	Total
16 - 24	575
25 - 34	579
35 - 44	540
45 - 54	514
55 - 64	216
65+	8
(blank)	226
Grand Total	2658

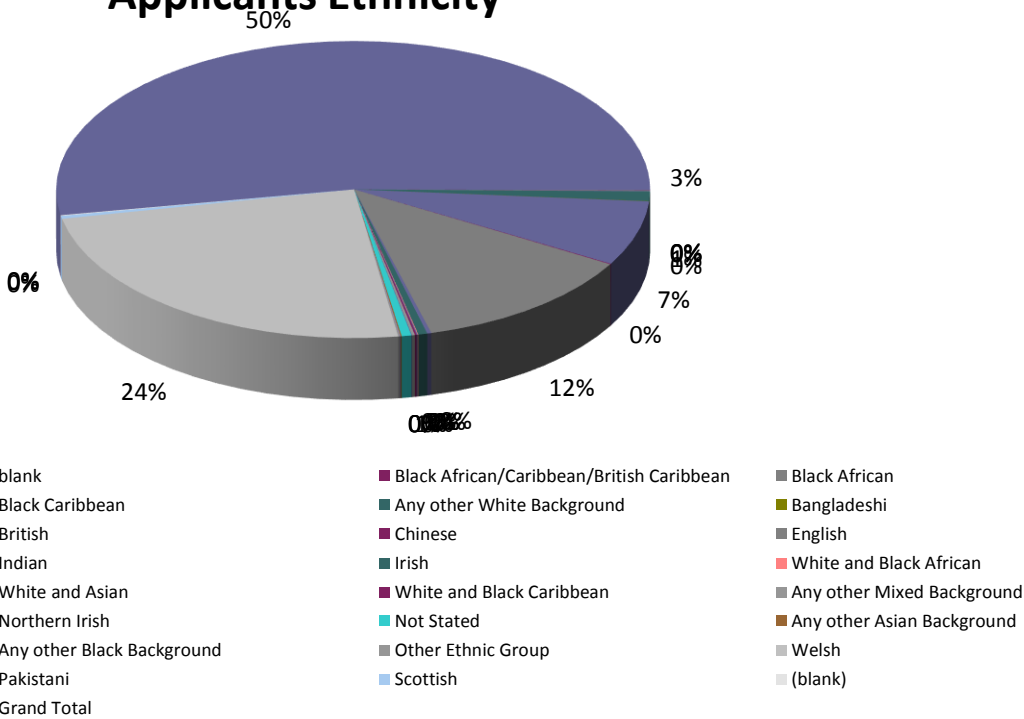


## Applicants Religion



Count of Applicant Id	
Pers Religion	Total
Not Stated	301
Blank	256
Agnostic	88
Atheist	182
Buddhist	8
Christian	1308
Hindu	6
Humanist	28
Jainist	2
Methodist	1
Muslim	3
No Religion	418
Other	43
SIKH	7
(blank)	7
Grand Total	2658

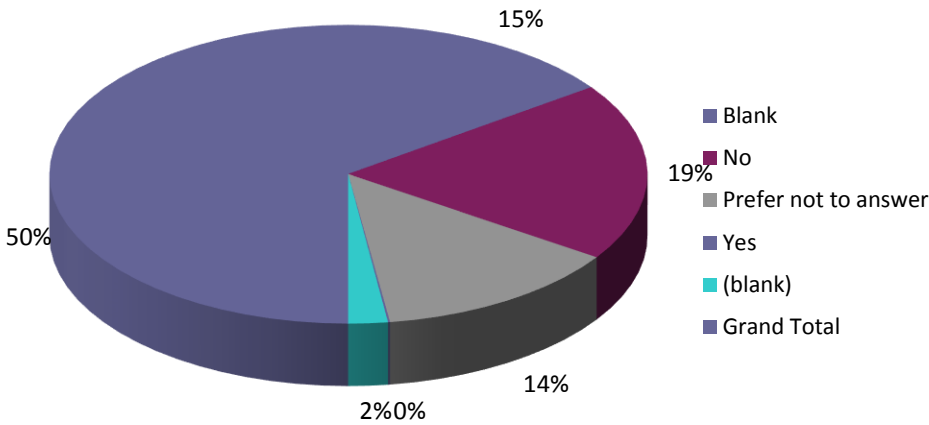
## Applicants Ethnicity



Count of Applicant Id	
Pers Ethnic Origin	Total
blank	152
Black African/Caribbean/British Caribbean	1
Black African	4
Black Caribbean	2
Any other White Background	56
Bangladeshi	1
British	375
Chinese	3
English	661
Indian	12
Irish	26

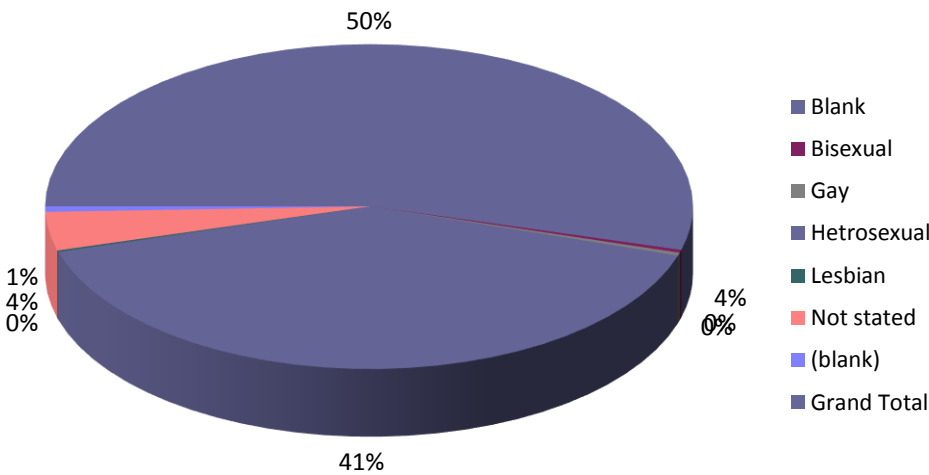
Pers Ethnic Origin	Total
White and Black African	2
White and Asian	3
White and Black Caribbean	5
Any other Mixed Background	8
Northern Irish	2
Not Stated	28
Any other Asian Background	4
Any other Black Background	1
Other Ethnic Group	5
Welsh	1285
Pakistani	1
Scottish	17
(blank)	4
Grand Total	2658

### Applicant Transgender



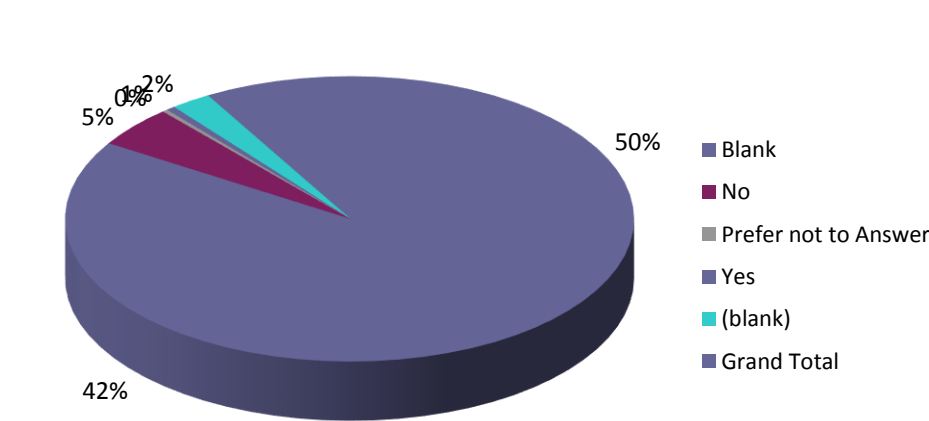
Count of Applicant Id	
Pers Transgender	Total
Blank	803
No	1027
Prefer not to answer	709
Yes	6
(blank)	113
Grand Total	2658

### Applicant Sexual Orientation



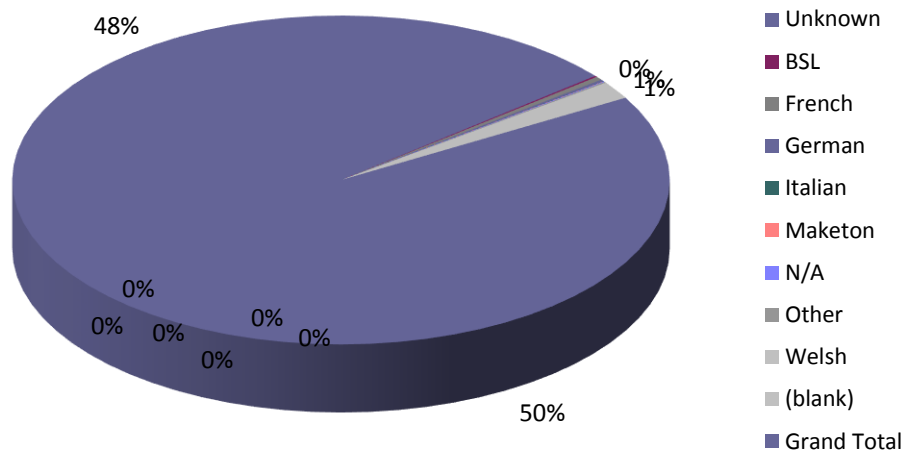
Count of Applicant Id	
Pers Sexual Orientation	Total
Blank	230
Bisexual	15
Gay	16
Hetrosexual	2155
Lesbian	9
Not stated	204
(blank)	29
Grand Total	2658

### Applicant Pregnancy/Maternity



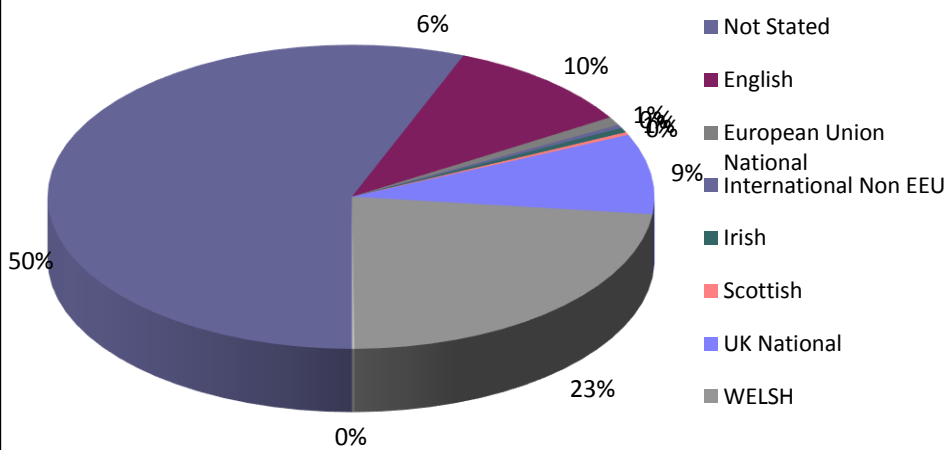
Count of Applicant Id	
Pers Pregnancy Maternity	Total
Blank	2245
No	248
Prefer not to Answer	16
Yes	27
(blank)	122
Grand Total	2658

### Applicants Language Skills



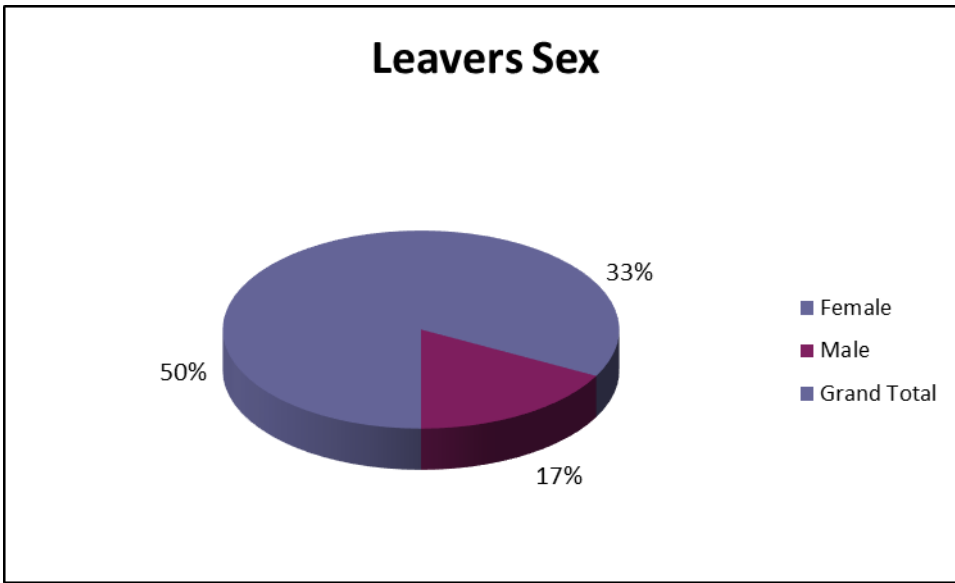
Count of Applicant Id	
Pers Country Of Birth	Total
Unknown	2521
BSL	6
French	19
German	9
Italian	1
Maketon	1
N/A	3
Other	5
Welsh	68
(blank)	25
<b>Grand Total</b>	<b>2658</b>

### Applicants Nationality/Citizenship

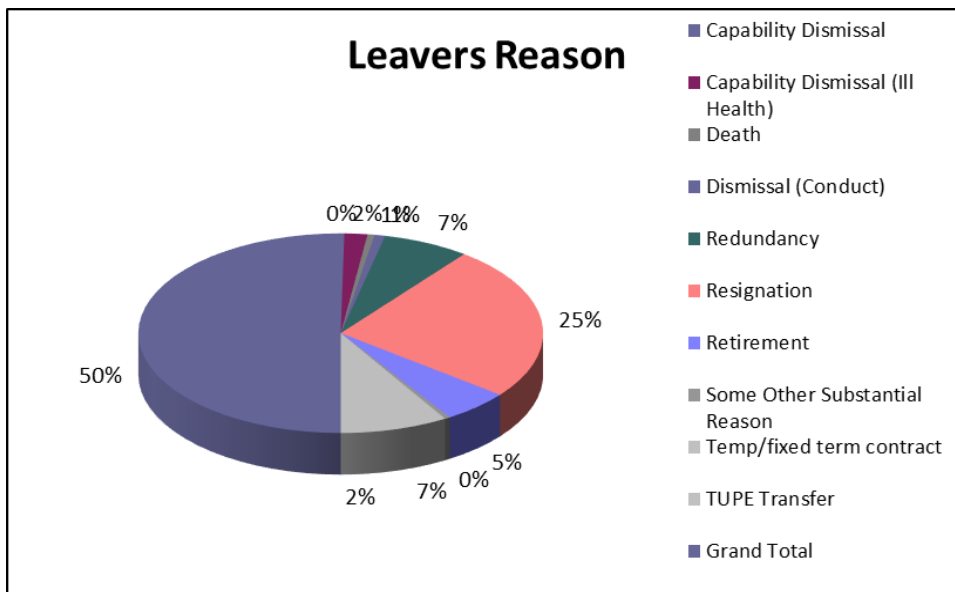


Count of Applicant Id	
Pers Nationality Citizenship	Total
Not Stated	318
English	546
European Union National	48
International Non EEU	19
Irish	27
Scottish	16
UK National	453
WELSH	1224
(blank)	7
<b>Grand Total</b>	<b>2658</b>

# Leavers

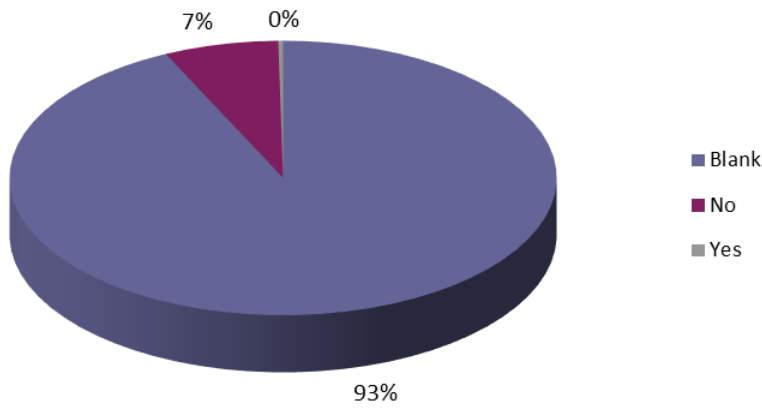


Count of Employee No	
Pers Sex	Total
Female	232
Male	122
Grand Total	354



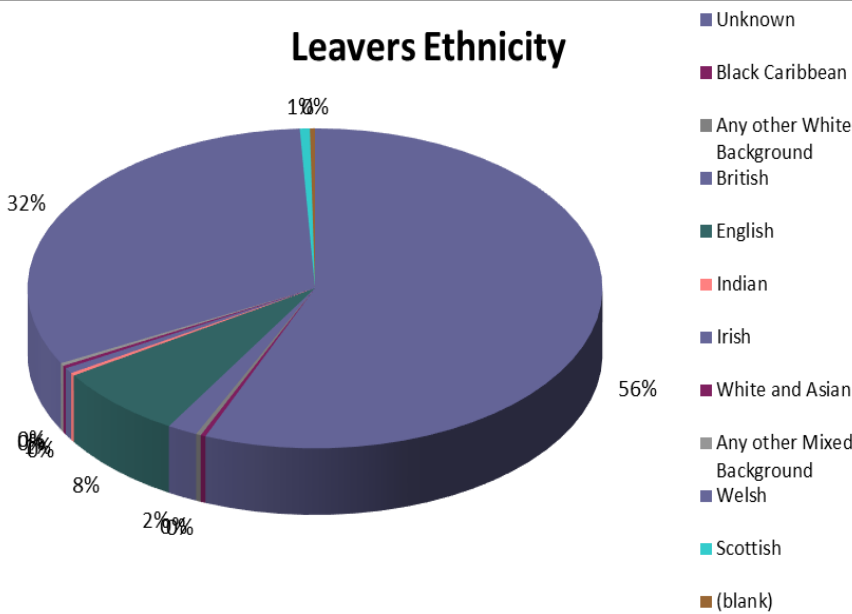
Count of Employee No	
Termination	Total
Capability Dismissal	2
Capability Dismissal (Ill Health)	13
Death	4
Dismissal (Conduct)	6
Redundancy	49
Resignation	178
Retirement	38
Some Other Substantial Reason	3
Temp/fixed term contract	48
TUPE Transfer	13
Grand Total	354

### Leavers Disability



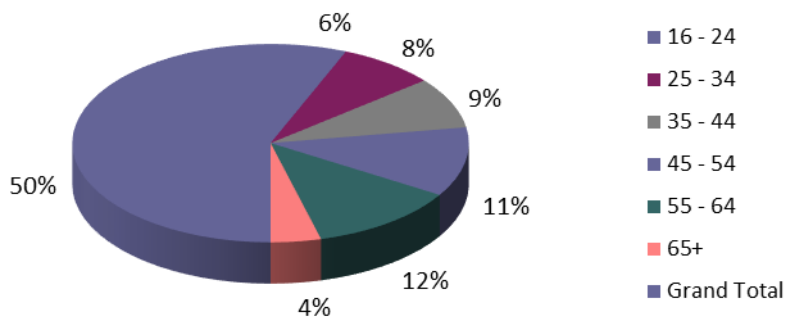
Count of Employee No	
Pers Disable Flag	Total
Blank	329
No	24
Yes	1
<b>Grand Total</b>	<b>354</b>

### Leavers Ethnicity



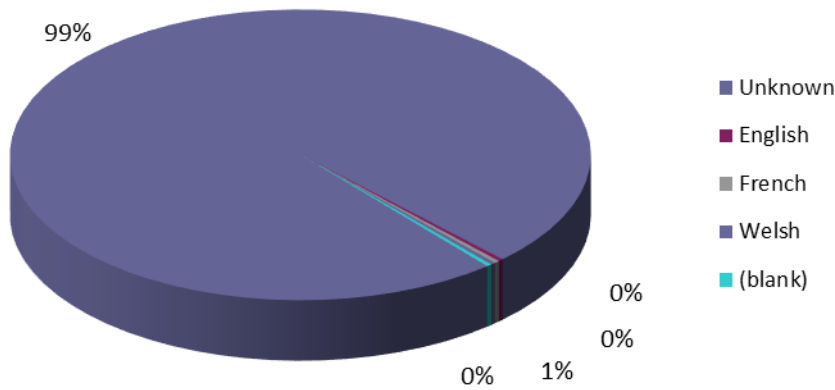
Count of Employee No	
Pers Ethnic Origin	Total
Unknown	199
Black Caribbean	1
Any other White Background	1
British	6
English	26
Indian	1
Irish	2
White and Asian	1
Any other Mixed Background	1
Welsh	113
Scottish	2
(blank)	1
<b>Grand Total</b>	<b>354</b>

### Leavers Age Profile



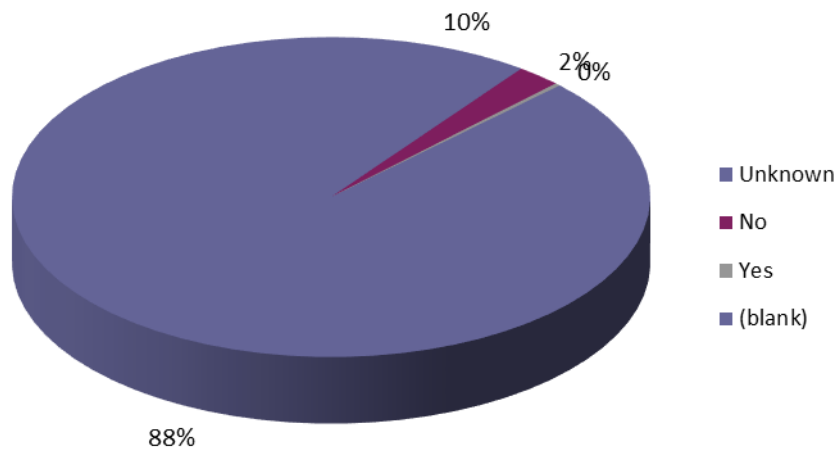
Count of Employee No	
Age Profile AB	Total
16 - 24	44
25 - 34	56
35 - 44	59
45 - 54	80
55 - 64	86
65+	29
<b>Grand Total</b>	<b>354</b>

### Leavers Language Skills



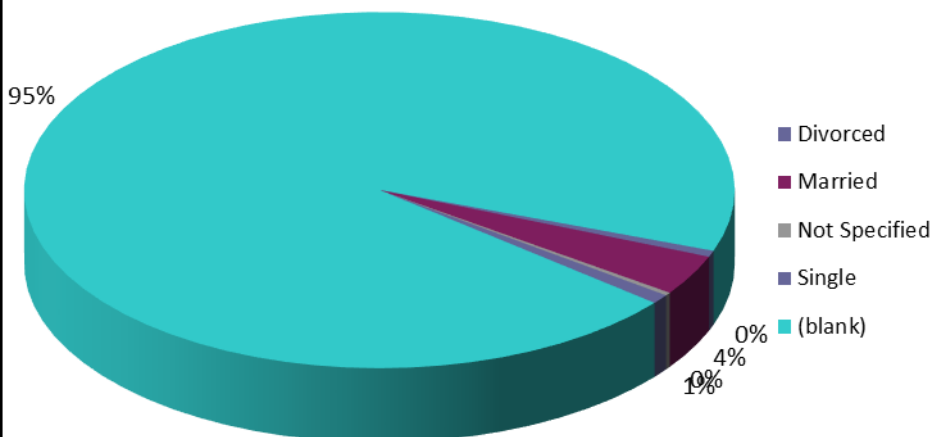
Count of Employee No	
Pers Country Of Birth	Total
Unknown	350
English	1
French	1
Welsh	1
(blank)	1
<b>Grand Total</b>	<b>354</b>

### Leavers Pregnancy/Maternity



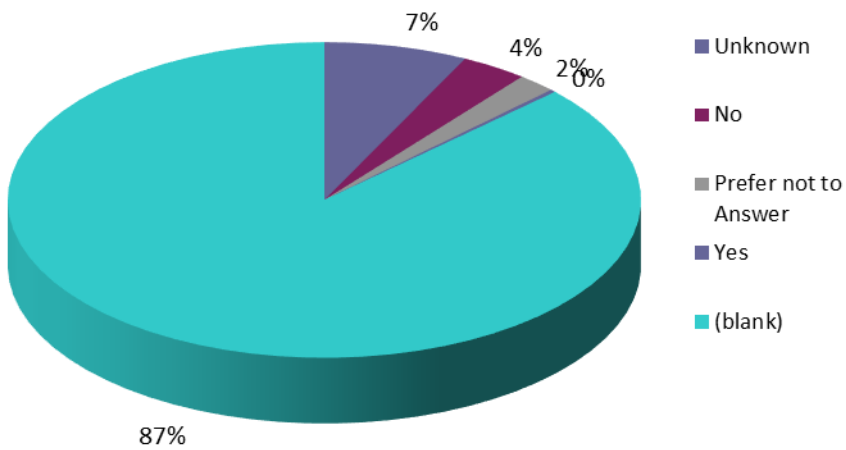
Count of Employee No	
Pers Pregnancy Maternity	Total
Unknown	36
No	8
Yes	1
(blank)	309
<b>Grand Total</b>	<b>354</b>

### Leavers Marital Status



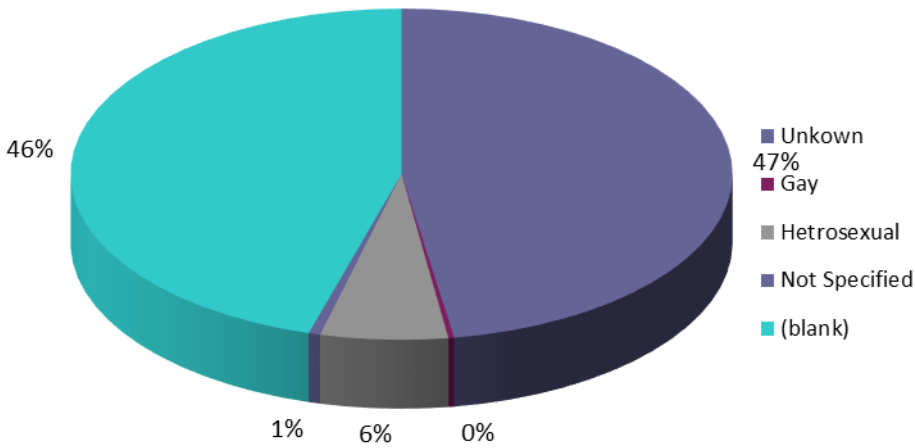
Count of Employee No	
Pers Marital Status	Total
Divorced	2
Married	13
Not Specified	1
Single	3
(blank)	335
<b>Grand Total</b>	<b>354</b>

### Leavers Transgender



Count of Employee	
No	
Pers Transgender	Total
Unknown	26
No	12
Prefer not to Answer	7
Yes	1
(blank)	308
Grand Total	354

### Leavers Sexual Orientation



Count of Employee	
No	
Pers Sexual Orientation	Total
Unkown	168
Gay	1
Hetrosexual	22
Not Specified	2
(blank)	161
Grand Total	354

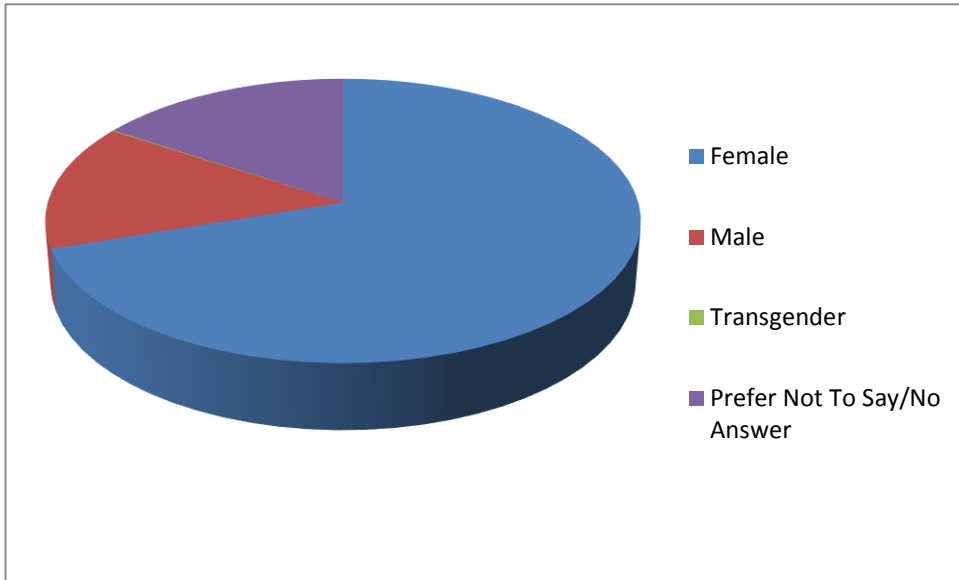
# Appendix 3 Training

Total Forms Completed  
January 2015 - December 2015

1977

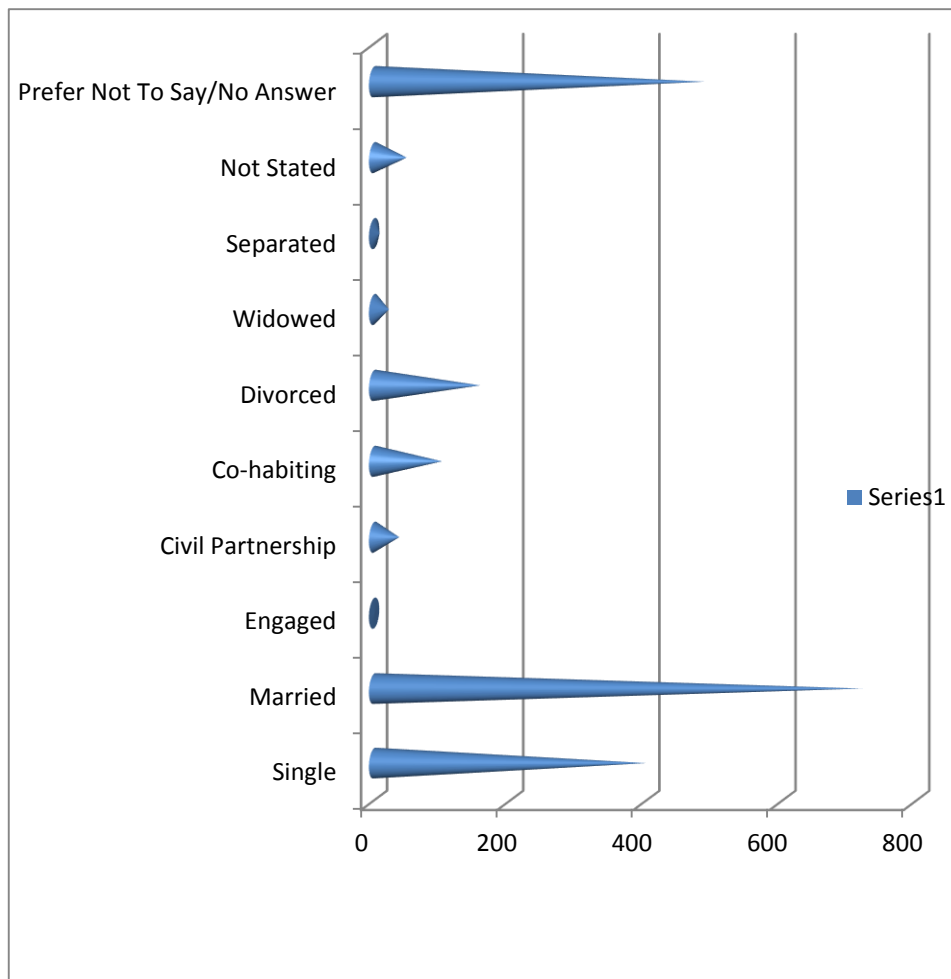
## Gender

Female	1381
Male	284
Transgender	2
Prefer Not To Say/No Answer	310



## Marital Status

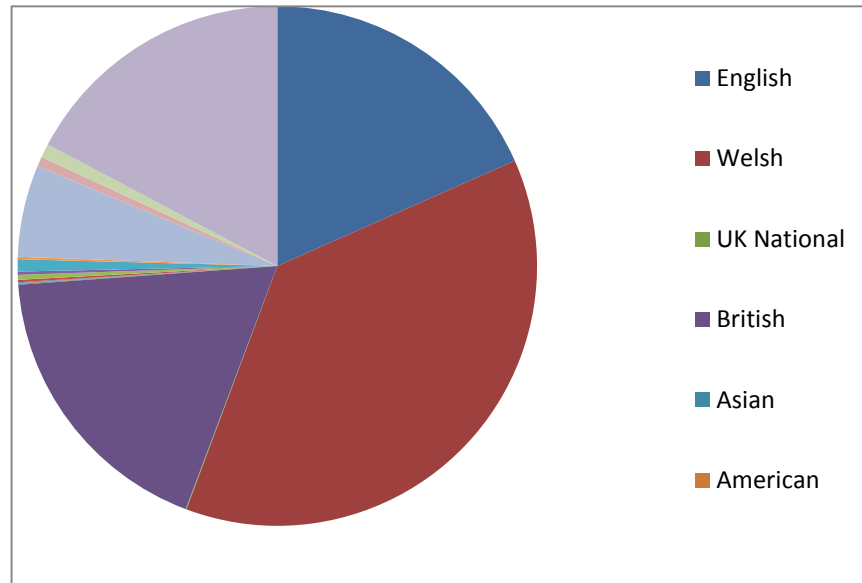
Single	400
Married	719
Engaged	1
Civil Partnership	37
Co-habiting	100
Divorced	156
Widowed	22
Separated	8
Not Stated	48
Prefer Not To Say/No Answer	486





## Nationality

English	363
Welsh	738
UK National	1
British	358
Asian	1
American	1
Chinese	1
Caribbean	3
Irish	6
EU or European	4
Scottish	15
Romanian	3
White	113
Non EU/International	12
Other	17
Prefer Not To Say/No Answer	341



## Ethnicity

British	73
Welsh	144
White	1210
African	7
American	1
Caribbean	2
Chinese	1
English	64
Filipino	10
Asian	1
Northern Irish	4
Pakistani	1
Indian	3
Romanian	1
Scottish	1
Irish	1
Any Other Asian Background	1
Any other Black Background	4
Any Other Mixed Background	1
White Chinese	1
White & Black African	5
White & Black Caribbean	3
White Welsh	72

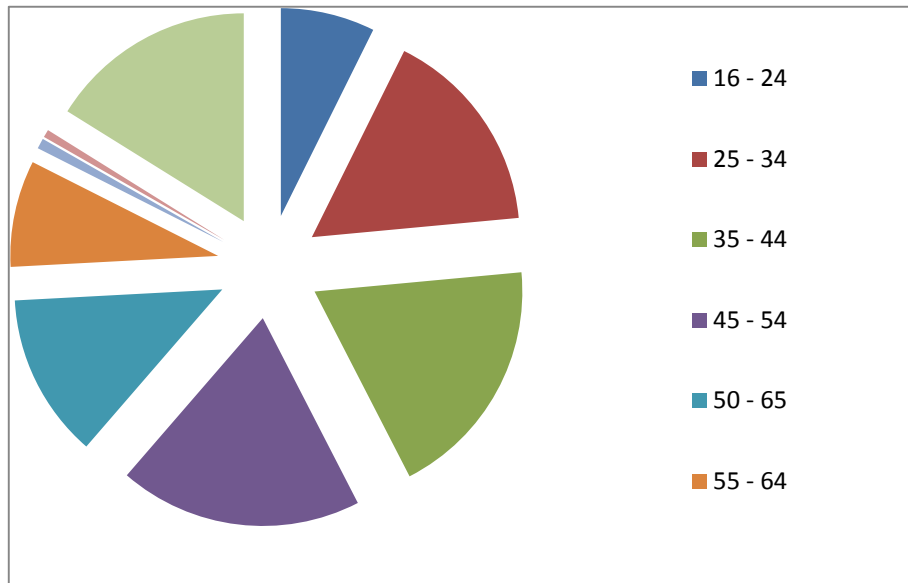
Other	29
Prefer Not To Say/No Answer	337

**Disabled**

Yes	10
No	1967

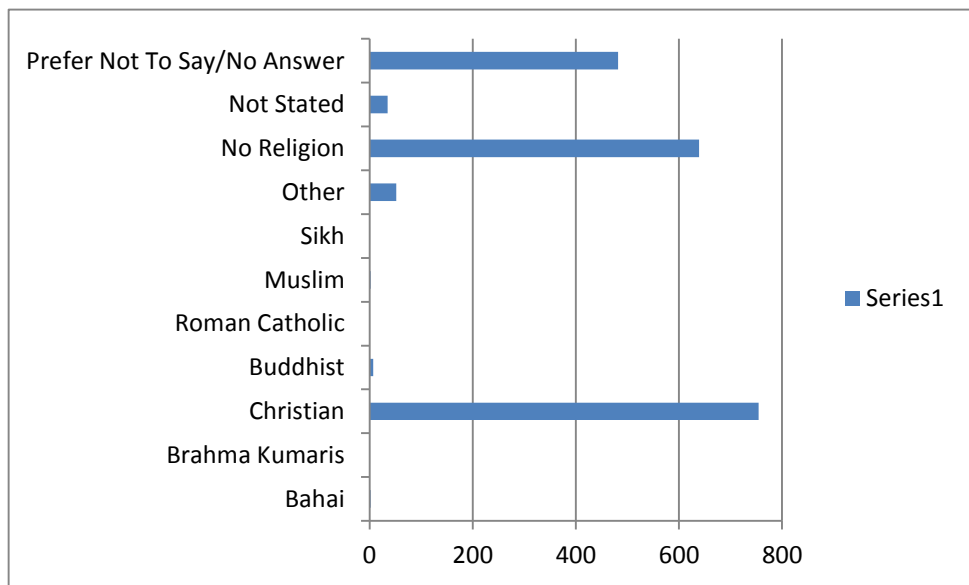
**Age**

16 - 24	145
25 - 34	320
35 - 44	374
45 - 54	374
50 - 65	253
55 - 64	164
65+	16
66 - 75	12
Prefer Not To Say/No Answer	319



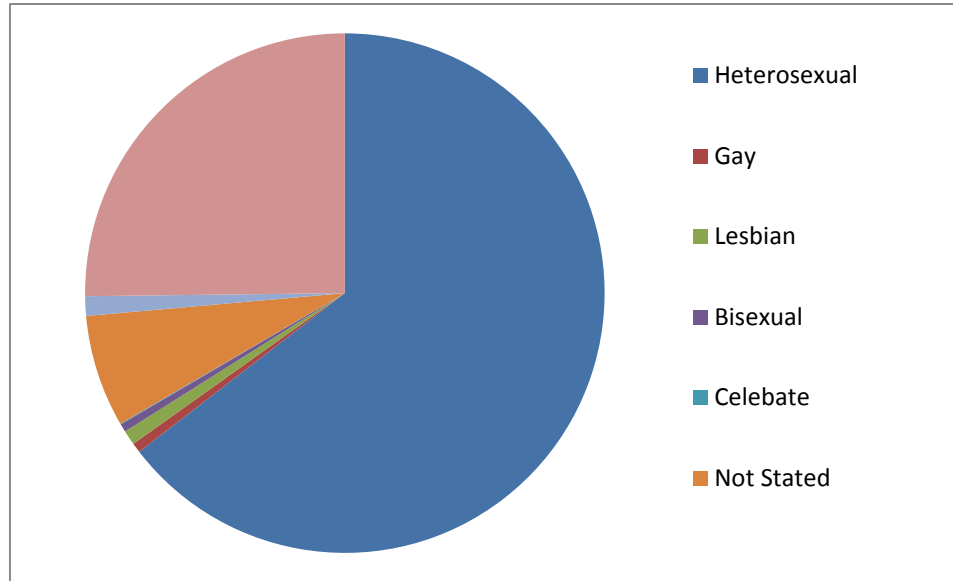
**Religion**

Bahai	2
Brahma Kumaris	1
Christian	755
Buddhist	7
Roman Catholic	1
Muslim	2
Sikh	1
Other	52
No Religion	639
Not Stated	35
Prefer Not To Say/No Answer	482



### Sexual Orientation

Heterosexual	1276
Gay	12
Lesbian	18
Bisexual	10
Celebrate	1
Not Stated	138
Other	24
Prefer Not To Say/No Answer	498



### Welsh

No Skills	1491
Little	396
Moderate	44
Quite Well	23
Fluent	23

