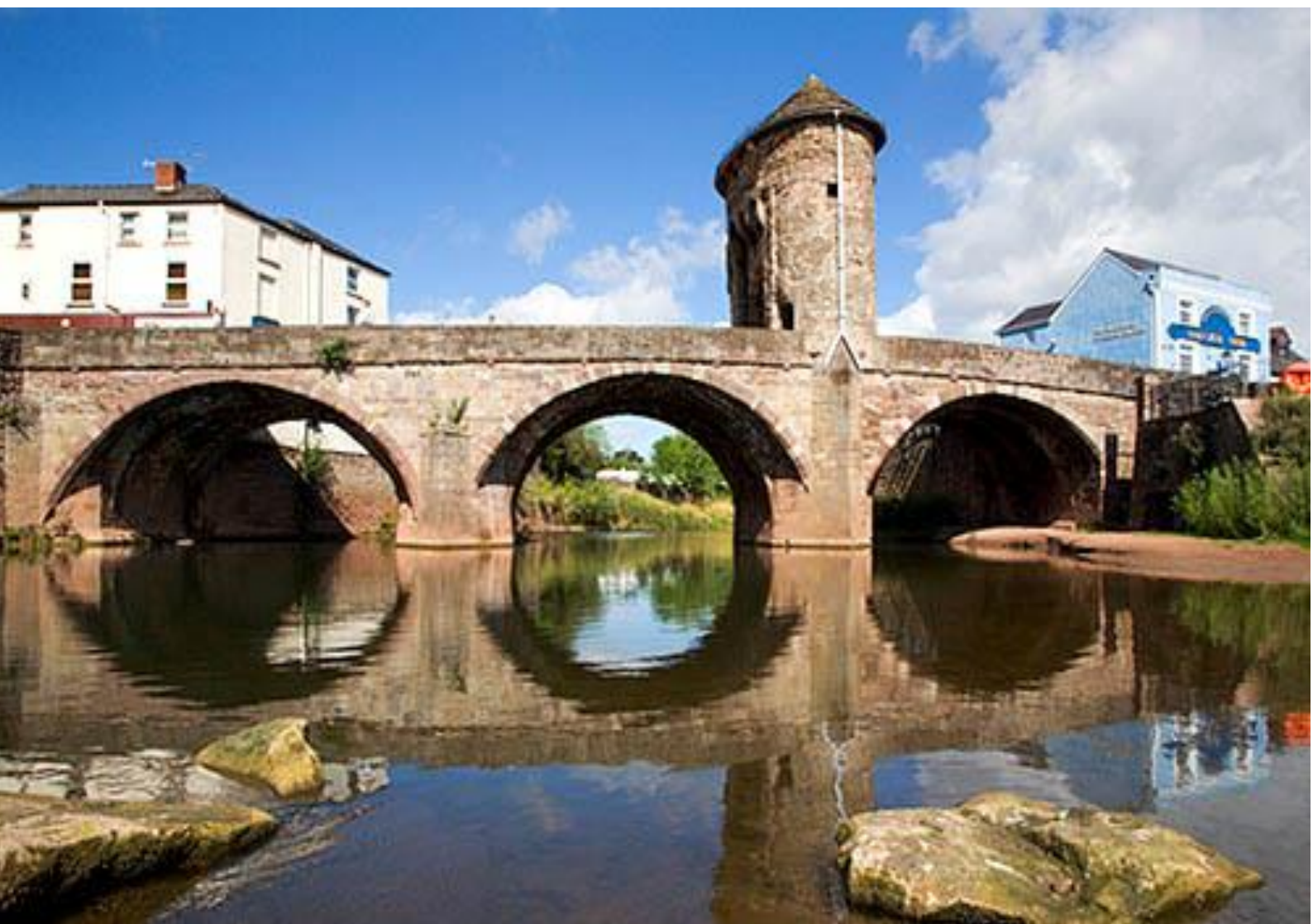


Equality and Diversity
Cydraddoldeb ac
Amrwyiaeth



Strategic Equality Plan

5th Annual Report

Period 2015 – 2016



monmouthshire
sir fynwy

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Strategic Equality Plan

Annual Report 2015 to 2016

This document is available on the Council's website at

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:

Policy Officer Equality and Welsh Language

Monmouthshire County Council

County Hall

Y Rhadyr

Usk

NP15 1XJ

Phone: 01633 644010

Email: alanburkitt@monmouthshire.gov.uk

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 31st March each year and, therefore, we are delighted to present Monmouthshire County Council's fifth 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 are specifically focussed on equality and others have included equality as one of the key themes. Examples being:

- 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 Single Integrated Plan 2013-17
- Monmouthshire County Council Improvement Plan 2014- 17
- Well Being of Future Generations Act 1st 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.

Engagement

Our officers have carried out extensive engagement with our citizens as evidenced in this section

Communications and Engagement



Whole Place Team

The team have met with many groups in Chepstow to talk about the Whole Place project and what they think is great about where they live and what could be done better.

The groups have included:

125 people from the U3A (age 50+)

6 men from the Naval Association (age 70+)

75 women from the Town Women's guild (age 45+)

23 people from Chepstow Rotary Club (age 50+)

40 men from Probus (50+)

13 young girl guides (11 – 17)

All of the other groups that were engaged were mixed ages and genders.

The Hubs

The Council's Hubs in their broadest capacity interact daily with groups and individuals that fall within many of the protected characteristics, for example...

- Age -Story Time and Rhyme Time with our younger library service customers
- Sex - Shared Reading, Men's Group and Knit and Natter sessions to which we have regular interaction.
- Disabilities - the Hub team play an important role in regards to the completion of Blue Badge applications with our residents and address when applications have been rejected. This is an important function from the social

and wellbeing agenda perspective as the awarding of a Blue Badge will have a massive impact on an individual's independence and can help address social exclusion and isolation.

- Generic - We support the community with regards to the following: council tax, housing benefit, home searches and homeless cases mean we are in constant contact with a really broad demographic in each of the Hub locations.

LGBT

Here are some of the things our LGBT groups have been doing

- Chepstow Comprehensive has a weekly lunchtime group for all pupils. They are heavily involved in making a difference in the school with a colourful display they have created, the delivering of assemblies and the planning of a Pride/Respect week which ended with a whole school march to celebrate the diversity of the school. Also during this week they raised money to buy LGBT books for their Library, buying and selling LGBT merchandise and rainbow fruit kebabs. Chepstow comprehensive has become a recognised Stonewall school and has appeared in one of their national magazines.
- The 6th form Leader at the school has created an awareness training package to deliver to young people and staff. This has been delivered at the Monmouthshire Youth Conference and to teachers from other schools.
- With the support of school pupils and Monmouthshire Youth Service the 6th Form Leader has delivered staff training to primary school teachers from all over Monmouthshire at events hosted at Pembroke and Thornwell primary schools.

- LGBT Conference 2 – this was the second LGBT conference hosted by the council and was once again a great success. One of the highlights was the showcasing of a toolkit for professionals
- LGBT Sessions have been delivered to the Pupil referral service at Chepstow and the Bridges Project in both Caerwent and Monmouth.
- Caldicot Comprehensive have followed the lead of Chepstow with school assemblies being delivered to years 9, 10 and 11 and a new group formed which is meeting weekly with 24 young people attending.
- Monmouthshire's main LGBT group became constituted.
- LGBT presentations have been delivered to the Building Bridges group in Caerwent and Monmouth and both sessions have been successful with young people wanting to meet and talk about their issues after the sessions
- The 6th Form Leader has supported young people's dreams of schools becoming more LGBT inclusive. Her toolkit for young people and professionals has reached groups outside of her school and all across Monmouthshire. She is sharing her ideas with other school teachers and professionals in Monmouthshire but more importantly advocating on behalf of young people and inspiring others to do the same.

Our engagement 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 the Council.
- **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.
- **GAVO** (Gwent Association of Voluntary Organisations) has an extensive database to which they circulate relevant Council information.
- The **Access for All Forum** is now an established forum that is very well supported by the public and brings together disabled groups quarterly to discuss issues that affect them. SEWREC continues to organise the Forums and the Council provides the accessible transport which allows disabled people to attend.
- The **Older People's Forum** runs in tandem with the Access for All Forum and enables our ageing population to be consulted and engaged in matters that directly affect them. Also it affords 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

Month	Engagement	Characteristics affected / engaged	Methods
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: Gypsy Traveller, the 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/speakers	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.	Sex	

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. A major facelift has taken place brought about by the specific requirements of the Well Being of Future Generations Act (WBFGA). The toolkit has taken on the following legislative requirements to become a unified assessment document:

- Well Being of Future Generations Act April 2016,
- Equality Act 2010 and the consideration of the needs of those with Protected characteristics,
- Corporate Parenting
- Safeguarding

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 remain 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. That said, the Council has remained firm in its support of the principles of the Equality Act 2010.

Employment Information

Human Resources Division operates 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

- The Equal Pay Action Plan was completed well ahead of schedule and the Council remains fully committed to the principles of Equality with all new posts continuing to be evaluated using the GLPC job evaluation process.

Staff and Elected Member Training

- The Council's Induction 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 and a lack of in house capacity the Council who provided all of our training needs we need to consider 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 1st April 2017.

The Welsh Language

- After a three year lead-in process which consisted of numerous consultations and appeals of individual standards, the council were allocated its final Welsh Language Standards on the 30th April 2016. This large (176+ Standards not including sub-sections) and exceptionally complicated piece of legislation has presented serious challenges not only in the interpretation of their exact meaning but also ensuring legal compliance by specific deadlines across the whole of the Council and its 3,500+ staff and 93,000 residents.
- 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 2015-16 was produced and sent to the Commissioners office by the 30th June 2016
- A Welsh Language training programme is devised and runs annually.

Key achievements over the last 4 years

Disability Sport

In relation to the insport Development accreditation we were awarded Bronze in February 2015. The Silver accreditation is a 2-3 year journey and we have pencilled in November 2017 for completion.

In 2015 (1st January – 31st December) Monmouthshire's Disability Sport Wales figures were as follows in comparison to 2014:-

Year	Total Number of Participations	Total Number of Clubs/Sessions	Insport/NGB Accredited Clubs
2014	23896	50	17
2015	27613	54	19
	3717 increased participations	4 new clubs/sessions	2 new accredited clubs

In this year we held our first Monmouthshire Sport Awards and Ieuan Coombes (Disabled Athlete/Coach) won Monmouthshire's Sports Personality of the Year and Gavin England won the prestigious Coach to Disabled Athletes of the Year Award.

Stonewall Employers Index

In 2014 Monmouthshire County Council made a decision to work closely 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. After an assessment of the process was carried out the council was placed a very creditable 256th out of 397 across the UK. 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 feel they can thrive.

Afghan Interpreters

In 15/16, Monmouthshire County Council became the first Welsh local authority to take part in the 'Ex-gratia Afghan Locally Engaged Staff' relocation scheme. A joint programme by the Ministry of Justice and the Home Office for Afghan staff who put themselves in the most danger whilst serving Her Majesty's Government. This included cultural advisors, interpreters and translators whose work with the British Army regularly took them outside the wire on the frontline in Helmand Province.

In addition to securing housing via the private-rented market for the Afghans, the council worked with Displaced People in Action (DPIA) to develop an integration package for the new arrivals which included a package of advice and assistance to cover employment, welfare benefits, housing, health, education and utility supply as well as orientation to the local area.

During the year we received 14 singles and one family for relocation and within a 12 month period, all of them were successful in securing employment with a number of them moving out of county in order to be closer to their place of employment.

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 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

Staff in Social Care & Health received a valued accolade from the Care Council for Wales when a Monmouthshire County Council initiative was recognised for the role it has played in transforming the lives of people with dementia. At a ceremony in Cardiff's City Hall The Raglan Project took first prize in the Care for Older People category in the prestigious Social Care Council for Wales Accolade in 2015 (Excellent Outcomes for Older People with Dementia). The Raglan Project supports 14 people living with dementia and focuses on carers undertaking activities after daily discussions with the person and family rather than working on fixed plans

and set times. The team has developed connections with the community and has supported people to re-engage with friends, family and the village as a whole. They have also established two community groups - regularly attended by more than 50 people - aimed at helping people to regain and develop skills. A number of those people assisted consequently need reduced levels of support.

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 30th November 2015 over 1636 members of staff completed the ASD quiz and were given certificates.

In Conclusion

This is the Council's fifth 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 of 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 drawn up a new Strategic Equality Plan to cover the period 2016 – 2020. This will build on the foundations laid by the first one and will concentrate more on actions and making a difference as the foundations which did not exist previously are now in place.

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 COMPLETED	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 COMPLETED	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, ONGOING WORK BEING CARRIED OUT	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 COMPLETED	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 COMPLETED	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 ONGOING WORK BEING DONE	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 TRAINING TO BE ARRANGED	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 ONGOING WORK BEING DONE	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. ONGOING WORK BEING DONE	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 ONGOING	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 ONGOING	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 ONGOING	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. COMPLETED	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 COMPLETED	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 –. ONGOING WORK. COMPLAINTS REDUCED SIGNIFICANTLY	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			
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. COMPLETED	January 2013	Human Resources Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
17	Re-establish the Councils Corporate Equality Network. Members to champion equality agenda across their divisions. COMPLETED	December 2012	Policy Officer Equality + Welsh Language	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

18	Develop corporate training programme for raising awareness and understanding of Equality Act 2010 and equality and diversity issues DEVELOP IN-HOUSE PROVISION	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 ONGOING	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 ANNUAL PROGRAMME OF CAMPAIGNS – Added as an Objective for the 2nd Strategic Equality Plan	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 ONGOING	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 COMPLETED	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 COMPLETED	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 COMPLETED	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. COMPLETED	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 COMPLETED	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 COMPLETED	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	✓
28	Develop a bilingual and accessible Council Website COMPLETED	1 st April 2013	Communication Team Policy Officer Equality + Welsh Language	S		SO	
				A	✓	GR	
				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 RE SEND TO STAFF	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 COMPLETED	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 COMPLETED	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 COMPLETED	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 COMPLETED	July 2013	Policy Officer Equality + Welsh Language Partnership + Engagement	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓

34	Work in partnership with other listed public bodies to engage hard-to-engage citizens. ONGOING WORK BEING DONE	2012 - 16	Policy Officer Equality + Welsh Language Partnership + Engagement	S	✓	SO	✓
				A	✓	GR	✓
				D	✓	M & CP	✓
				R	✓	P & M	✓
				R&B	✓	W	✓
35	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) ONGOING WORK BEING CARRIED OUT	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 DONE IN ANNUAL REPORTS	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 COMPLETED	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 ONGOING WORK BEING DONE	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. COMPLETED	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 PROGRAMME OF IMPROVEMENTS IN PLACE AND BEING CARRIED OUT	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 ONGOING WORK	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 DOCUMENTATION IN PLACE.	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 WEBSITE COMPLETED	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” COMPLETED	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 COMPLETED	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 COMPLETED	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 ONGOING PIECE OF WORK	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 IMPROVED UPTAKE OF THE SERVICE	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 COMPLETED	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 ONGOING	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 ONGOING ATTENDANCE AT CAIR/ABERGAVENNY CARERS HAVE CEASED TO EXIST	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 ONGOING ATTENDANCE	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. WORKING CLOSELY WITH THESE PARTNERS	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 COMPLETED	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 COMPLETED	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 COMPLETED	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	✓

