

# Caerphilly County Borough Council Strategic Equality Plan Monitoring Report 2012

**This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.**

**We will also work to create equal access for everyone to our services, regardless of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.**

22<sup>nd</sup> October 2012

A greener place  
Man gwyrddach



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## 1. Introduction

Respect for diversity is a key issue as communities change and develop in the 21<sup>st</sup> century; respect for the old and the new and respect for every individual who lives or works in the county borough, represents the county borough, or who visits the county borough.

Council services must reflect these diverse needs and Caerphilly County Borough Council already has a strong background in delivering accessible services in a sensible, measured and cost-effective way. This first, comprehensive Equalities Progress Report shows the journey undertaken by the Council over the last few years and provides a range of evidence in order to prove that assertion, acting as a baseline for future reporting.

In this regard, this report is therefore very comprehensive and detailed, as it evidences the various requirements of reporting under the General Equality Duty up to the 31<sup>st</sup> March 2012, and is as much a position statement for the Council as it is a progress and monitoring report.

An Executive Summary will be produced by March 2013 noting key points, and future reports will be focused more on updating and noting progress, and sign-posting published information, and will therefore be more streamlined than this first document.

Caerphilly County Borough Council is committed to ensuring that everyone within the county borough of Caerphilly is treated with equal respect and that their individual circumstances are not a barrier to them receiving the services they need from us or our partners.



Harry Andrews  
Leader  
Caerphilly County Borough Council



Anthony O'Sullivan  
Chief Executive  
Caerphilly County Borough Council

This report is available in Welsh, and in other languages or formats on request.  
Mae'r adroddiad hwn ar gael yn Gymraeg, ac mewn ieithoedd neu fformatau eraill ar gais.

## 2. The Development of the Strategic Equality Plan (SEP)

- 2.1 During 2010 and the introduction of the Equality Act, the Council took stock of the existing situation regarding its Equalities policies and strategies, and also at the team of staff who would be responsible for overseeing and monitoring the new developments.
- 2.2 The Council had for many years complied with its statutory Equality duties in terms of Gender, Disability, Race and the Welsh Language and had individual schemes and action plans in place to demonstrate its commitment.
- 2.3 Many of these schemes (and the operational document covering Linguistic Skills) were due to come to an end by 2011, a year before the April 2012 deadline for compliance under the Public Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011. It therefore seemed the ideal opportunity to combine the existing policies into one document, as a pilot Single Equality Scheme for a year, to gauge how it would operate when the full requirement came into force on 2<sup>nd</sup> April 2012.
- 2.4 The draft Single Equality Scheme 2011 therefore replaced a number of existing council policies, namely the Race Equality Scheme, Gender Equality Scheme and Disability Equality Scheme and operational document called the Linguistic Skills Strategy and added to its remit the other new protected characteristics, together with references to Human Rights and the Welsh Language, making it a single, comprehensive policy and reference source for the public, elected members and staff alike.
- 2.5 As the Council has one central team that deals with Equalities and Welsh Language, and a single budget for all corporate work combining the two areas, it was felt that this unified approach would make the huge range of issues more manageable and achievable.
- 2.6 The draft Scheme was prepared late in 2010 and sent for extensive consultation with both internal and external partners from the public and voluntary sectors - the full list of consultees can be found in [Appendix A](#). 32 responses were received, and many of the suggestions were incorporated into the final version.
- 2.7 The report and draft Scheme were presented to Policy and Resources Scrutiny Committee on 24<sup>th</sup> January 2011 and was endorsed. It was subsequently presented to Cabinet on 15<sup>th</sup> February, and was accepted to be recommended to Full Council on 15<sup>th</sup> March 2011.

- 2.8 On the Friday before the full Council meeting, the Welsh Government published the details of what would be expected in the newly re-named Strategic Equality Plans. The draft Scheme had been partly based on the consultation document from the Welsh Government in terms of required content and was renamed the Strategic Equality Plan 2011.
- 2.9 The only significant omission from the Council's pilot Strategic Equality Plan (SEP) was the requirement for Strategic Equality Objectives to be developed as opposed to an action plan.
- 2.10 This then became the focus of the consultation during 2011/2012 as the SEP had been widely welcomed by elected members and staff, as a far more accessible document than the previous schemes and action plans.
- 2.11 One additional potential problem the Council was facing was that in addition to having to have a full SEP with related Strategic Equality Objectives in place by April 2012, its statutory Welsh Language Scheme also needed to be updated by the same time.
- 2.12 A decision was made, possibly the only one of its kind at present, that the SEP would be updated as necessary, as would the Welsh Language Scheme, but that a single set of Strategic Equality and Welsh Language Objectives and related actions would be developed, tying into the unified approach being adopted so far, in order to achieve economies of scale and ensure that the team was delivering measureable and practical outcomes.
- 2.13 This approach can be traced back to 2004 when the first Linguistic Skills Strategy was developed. Originally a requirement of the Welsh Language Board, Caerphilly CBC developed a three-strand approach that covered Welsh, British Sign Language and Other Spoken Languages, therefore at the time supporting work under three pieces of legislation (Welsh Language, Race and Disability).
- 2.14 The two schemes were updated over the summer of 2011, and the Strategic Equality Objectives developed by a combination of means that included advice and guidance from national and regional organisations, local objectives and input from the voluntary sector representing many of the protected characteristics.
- 2.15 By December 2012, after 3 months of consultation and engagement through meetings and presentations to a range of groups and individuals, this resulted in a set of 7 Strategic Equality Objectives, each one with a related set of actions and timetables.

- 2.16 The final version put forward for adoption between January and March 2012 was the 6<sup>th</sup> version following the comments received during the consultation and engagement process. 54 comments were received and a summary of those formed part of the covering report to Cabinet on 7<sup>th</sup> February, and Full Council on 13<sup>th</sup> March 2012.
- 2.17 The full SEP document and the Objective and Action Plan can be found online at [www.caerphilly.gov.uk/equalities](http://www.caerphilly.gov.uk/equalities) or hard copies can be requested.

### 3. Meeting the General Duty

3.1 The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities.

3.2 Caerphilly County Borough Council believes that it has developed a strong base for proving compliance with the general duties in the following ways :-

- Knowledge:
  - Staff and Member Awareness Training is embedded into Service Area Annual Plans and a diverse range of courses are offered every quarter (see the separate [Equalities Training Report 2011-2012](#) for details of the last academic year's training).
  - From 2008, Equalities issues were considered as part of all council reports Links to Strategy Section, with some success, but from February 2012, Equalities Implications was added to the corporate template alongside Personnel and Financial implications as a mandatory section in its own right. This means that every report author has to consider the implications, and any issues will be discussed by any or all of the following - Corporate Management Team, Scrutiny Committee, Cabinet, Full Council.
  - Specific guidance documents on how Equalities and Welsh Language relate to certain functions or service areas are published each year and are available on the intranet and external website for staff, members and the public e.g. Accessible Voting Guide, Consultation and Monitoring, Design and Print Guidance.
  - A new guidance document on Impact Assessments is being produced by December 2012.
  - The profile of the Equalities and Welsh Language team is very good, across service areas and with senior managers and elected members, up to and including the Corporate Management Team and Cabinet, making awareness of where to go for advice and support very high.
  - The unified approach to Equalities is helping service areas understand that their work in one area has a wider positive impact in other areas e.g. where Disability issues lead to accessible entrances, this could also help Older People, pregnant women and so on, an impact service areas may not have considered when thinking in equality strand silos.

- Timeliness:
  - The impact assessment process has highlighted a number of areas of good practice and also a number of areas where the authors and developers of policies are doing good work but have not made the right link with the Equalities agenda.
  - This has helped guide parts of the awareness training programme and Equalities Impact Awareness courses are run to help staff gain a better understanding of the links between service improvement plans, consultation and engagement, policy development and review.
  - This means that Equalities and Welsh Language issues are considered at all relevant parts of the policy or project development process, not at the last minute, or only during an evaluation and review period.
  
- Meaningful consideration:
  - The developments referred to so far in this section evidence that there is far more meaningful consideration given to the Equalities and Welsh Language agenda than has previously been achieved.
  - The list of policies and reports shown in [Appendix C](#) evidences the consideration given across all 18 of the Council's service areas.
  - Service Improvement Plans (SIP) from the 18 service areas contain a section on Equalities -shown in [Appendix H](#) - these are adapted each year as legislation changes but for example, the comprehensive Social Services SIP is used each year to help inform the statutory Annual Report by the Director of Social Services.
  - Corporate Property Services have a DDA Access Budget and every year will produce an action plan to improve access to council buildings, including offices, schools and other public buildings. Updates are reported to the Disability Group quarterly as are other disability related issues.
  - Specific annual or update reports on Equalities and Welsh Language issues are presented to the Corporate Management Team, Policy and Resources Scrutiny Committee and Cabinet, which means that the Chief Executive, Deputy Chief Executive and Corporate Directors as well as elected members consider specific Equalities and Welsh Language issues a number of times each financial year.
  - The Equalities Awareness courses and guidance documents will continue to be rolled out, so that staff and elected members are trained and have access to support at all times.



- Sufficient information:
  - The Council makes sure that whatever information it holds that can be broken down by protected characteristics and wider equalities issues, is used and distributed as far as possible.
  - At a more operational level the staff workforce profiles are currently being updated within the iTrent Payroll system to ensure that all the new categories can be reported upon in future.
  - The Complaints system is being updated and will also include the same categories as the Payroll system so that a fuller analysis of complaints can be made to help identify trends or patterns.
  
- Review:
  - The Council's Policy Framework is being reviewed and significantly updated, in order to provide review dates for policies by service area, which will create a cycle of policy review over a number of years that will ensure the Equalities and Welsh Language agendas are considered as part of the review process as a matter of course.
  - The SEP is in place for 4 years however it is the intention of the Equalities team to review the Strategic Equality Objectives and Action Plan every year as part of the annual reporting process.
  - Changes that are significant will be made after discussions with relevant groups in the community and formally agreed by the usual internal Council approval processes.
  
- Non-delegation:
  - Equalities and Welsh Language issues are included in procurement tendering, contract agreements, the commissioning process and the awarding of grants in order to ensure that third parties are aware of their responsibilities and that the Council is seen to be complying with this aspect of the statutory duties.
  - See [Section 4 ix\)](#) for more information on Procurement.

## 4. Meeting the Specific Duties

- 4.1 This part of the report has been set out in sub-sections, based on the specific duties listed in the Public Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.
- 4.2 This is done in order to evidence that the Council is complying with its statutory requirements.

### i) Objectives

As noted in Section 2, Caerphilly County Borough Council has 7 Strategic Equality Objectives:-

Equality Objective 1	-	Tackling Identity-Based Hate Crime
Equality Objective 2	-	Addressing the Gender Pay Gap
Equality Objective 3	-	Physical Access
Equality Objective 4	-	Communication Access
Equality Objective 5	-	Engagement and Participation
Equality Objective 6	-	Diversity in the Workplace
Equality Objective 7	-	Corporate Compliance

These are recognised as “umbrella” objectives as they are broad in scope, however the related actions, together with the lists of partners and links to existing strategy show that the Council is trying to add value to existing work, not duplicate current projects.

The actions also combine every requirement that was embedded in the action plan under the Welsh Language Scheme and so the two agendas, Equalities and Welsh Language are now integrated as of April 2012 and duplication of effort is therefore avoided here too.

The development of the pilot scheme for one year and the full SEP, Welsh Language Scheme and unified objectives and action plan has raised the profile of these issues hugely across the Council's various service areas.

## ii) Strategic Equality Plans

Caerphilly County Borough Council ran a pilot Strategic Equality Plan for 2011-2012 and published its full version, complete with Strategic Equality Objectives on 30<sup>th</sup> March 2012. The SEP, and the Objectives and Action Plan, together with a great deal of related information can be found on the Council's website at [www.caerphilly.gov.uk/equalities](http://www.caerphilly.gov.uk/equalities).

## iii) Engagement

During 2011 an Equalities Consultation and Monitoring Guidance document was developed that outlines the reasons why surveys, engagement events and the monitoring of service delivery and responses must include an Equalities perspective.

The Council's draft Consultation Strategy highlights this document as a vital part of the policy development and service delivery process.

Various groups in the community have been included in consultation exercises as a matter of course in accordance with internal guidance, but some have specifically been targeted and included in various events and engagement exercises in order to begin to gain a wider representation and fully engage with all sections of the community.

These groups include -

- 50+ Positive Action Partnership
- Caerphilly Access Group
- Disability CanDo
- Caerphilly People First
- Menter Iaith Caerffili
- LGBT Excellence Centre
- Stonewall Cymru
- BiWales
- VALREC
- Bargoed and Caerphilly Deaf Clubs
- SL First (the Deaf community magazine)

#### **iv) Assessing impact**

Since February 2012, reporting on Equalities Implications has been a mandatory part of the Council's internal reporting framework for reports to Scrutiny Committees, Cabinet and full Council.

The Equality Impact Assessment (EqIA) process has also been implemented but is being done patchily at present, however the list of policies shown in [Appendix C](#) demonstrates how the Council has taken Equalities issues into consideration across a range of services.

What has happened so far is that draft policies and projects are being sent for consultation comments to the Equalities team as a matter of course, and those comments are more often than not included in the final versions and the covering committee reports.

Therefore, whilst an actual EqIA document is not always evident for every policy, plan or project, the content of those policies, plans or projects clearly show that Equalities issues have been considered.

As a result of this, an internal guidance document is being developed to assist staff when undertaking an EqIA, and also training sessions have been in place for 2 years to outline to staff why EqIAs must be done, and what the links are to committee reports and the council's internal Service Improvement Plan process.

A section of the Equalities web pages is dedicated to Assessing the Services and this is where the Equalities Impact Assessments have been published in the past, and will be published here again under these new arrangements.

#### **v) Equality information**

The Council has 18 service areas and fully identifying all relevant information is a considerable task. Developments around self-reporting on the iTrent Payroll system and an update to the Complaints system, as well as the Equalities Consultation and Monitoring Guidance agreed in 2011, and the 2008 publication on Ward Profiles by Equalities Categories (to be updated with Census 2011 information when available) will all contribute to a greater range of information being gathered and analysed, and made available for publishing both as raw data if required and as supplementary information.

**vi) Employment information**

The Council has been collecting employment data for a number of years on the groups required at the time, and the Workforce Profile figures as at 31<sup>st</sup> March 2012 are provided in [Appendix G](#).

During 2011 and 2012, the Senior Policy Officer (Equalities and Welsh Language) has been working with the human resources staff within Corporate Services to update the Payroll system in order to begin collecting the new data on the wider protected characteristics and incorporating that new information into the quarterly workforce profile reports.

Further, discussions are already underway on ensuring that reporting on recruitment data as well as actual workforce numbers will be provided from 2013 onwards.

Under-reporting (mainly in the form of non-disclosure for various reasons) remains an issue and a number of targeting exercises are undertaken each year in order to increase the numbers on record.

**vii) Pay differences**

In 2005, the Council began its job evaluation process, which was to ensure that posts were graded appropriately to the level of their responsibility and function. This was done across thousands of posts regardless of the gender or other individual characteristics of the person undertaking that post at the time.

The results were delivered in 2009 but any staff who lost out in any way by being downgraded, were given 3 years' salary protection, ending in March 2012 in order to lessen the impact on them

During 2012, the Council has also made a decision to give a pay rise to more than 3,000 employees. From October 2012, workers currently on the minimum wage will be paid a 'living wage' of £7.20.

The living wage will make a huge difference to over 3,000 employees who, due to the gender balance of the council at lower grades, are mainly female.

## **viii)** Staff training

Caerphilly County Borough Council has been running a very comprehensive Equalities training programme since 2008, developed from what was Welsh Language training only from 2001, with BSL and Deaf Awareness being added in 2005. The full list of courses we have offered over the last 4 years is shown in [Appendix E](#).

During 2010-2011 and 2011-2012, the Equalities team were successful in winning Community Cohesion funding that allowed them to offer the internal staff courses to external partners also. This resulted in 52 courses being run or accessed in 2011-2012, with **864** people in total attending the various sessions.

Each year, in October/November time, a full training report and analysis is published on the training page of the Council's Equalities web pages for the previous academic year. The 2011-2012 Training Report is therefore being published alongside this report.

It contains a breakdown by protected characteristic of all those who have attended any of the Equalities training on offer. For future reporting, all corporate training data will be included in this report, broken down as required by the Public Sector Duty.

Monitoring of those who have had training requests turned down is not currently possible for many reasons and we would welcome wider discussions around how this requirement can be progressed.

[Appendix F](#) gives a summary of a specific Equalities in Education training project that was undertaken in late 2011. Following this pilot a great deal of ongoing work is underway and will be included in future annual reports.

## **ix)** Procurement

Since 2010, the Equalities team have been working closely with the Procurement section to ensure that Equalities and Welsh Language issues are fully integrated into the procurement process. In late 2012, 24 Procurement staff (almost the entire team) undertook training on these issues and each received an ILM Level 2 Certificate in Equality and Diversity, with specific focus on Procurement.

In June 2011, an Equalities in Procurement statement and an Equalities Pre-Tender Questionnaire were agreed and implemented and from then up to 31<sup>st</sup> March 2012, these documents were included in 112 contract tenders and sent to 1042 companies.

The Caerphilly Children and Young People's Partnership commissioned 7 projects during 2011, and each of the 7 tenders contained specific Equalities and Welsh Language clauses.

x) Annual reporting

This annual report on the Strategic Equality Plan will be submitted for comment and information to the Corporate Management Team and the Policy and Resources Scrutiny Committee prior to being published.

Future reports will also be submitted to Cabinet for approval.

The statutory requirement for reporting is that an annual report must be published by 31<sup>st</sup> March of the year following the year being reported upon i.e. for 2012-2013 the report must be published by 31<sup>st</sup> March 2014.

In order to fit in with current internal reporting timescales on similar annual reports, Caerphilly CBC intends to have the report written, approved and published by the 30<sup>th</sup> June each year so that the information remains timely and relevant.

xi) Publishing

The Council publishes information on its performance every year in the form of a public summary as hard copy and electronically and also in Newline, the Council's own newspaper.

This annual report, once approved internally within the Council, will then be submitted to the Equalities and Human Rights Commission and published on a dedicated page in the Equalities section of the Council's website, along with all other information on Equalities matters - [www.caerphilly.gov.uk/equalities](http://www.caerphilly.gov.uk/equalities).

By March 2013, the information for staff currently available on the intranet will be revamped and a new Equalities Portal launched, containing sections on Policies, Guidance Documents, Training Information, case studies, practical information and useful links.

The Council's website currently hosts 23 pages on Equalities and Welsh Language issues in a dedicated area within the Council and Democracy section.

The current list of pages are shown overleaf: -

- Equalities Homepage
- Age
- Assessing the Services
- Disability
- Equalities Guidance
  - Accessible Voting
  - Consultation and Monitoring Guidance
  - Designing and Printing Guidance / Accented Characters
  - Signage - Improving Access
  - Ward profiles by Equality Category
  - Welsh Language Scheme Editorial Policy
- Equalities objectives
- Equalities training
- Gender
- Gypsies and Travellers
- Human rights
- Linguistic skills
- Race relations
- Religion and Belief
- Schools and Equalities
- Sexual orientation
- Strategic Equality Plan
- Welsh language

By December 2012, each page will have been reviewed and updated to reflect changes, new information and new documents.

There are some pages of information on the Staff intranet at present, the full training information under the Learning and Development Site and a Translation Services site covering issues around Welsh, BSL, Other Languages and Braille in terms of printed and face-to-face translation and interpreting.

The intranet site Equalities pages are undergoing a major revamp at the time of writing this report and the new site should be live in January 2013.



**xii) Welsh Ministers' reporting**

Welsh Ministers have a specific duty to publish a report on how devolved public authorities in Wales are meeting their general duty.

By gathering the information required, and by producing annual reports, together with developing and publishing other documents such as the Strategic Equality Plan and related Equality Objectives, guidance documents and impact assessments, Caerphilly County Borough Council will be contributing to the national report and in doing so, it is hoped will demonstrate best practice in many areas.

**xiii) Review**

The Strategic Equality Plan will be reviewed every 4 years, unless there is a specific reason to do so sooner e.g. a change in legislation.

The Strategic Equality Objectives and Action Plan are to be reviewed each year, so that progress can be noted in preparation for the Annual Report. Some actions may cease if they are completed, others may be updated and new ones added.

By having the Objectives and Actions in a support document rather than in the main policy, this means that any operational changes can be made without the need to go through the full policy approval process.

**xiv) Accessibility**

Council documents are published bilingually, in hard copy and online as PDF versions.

In order to ensure that accessibility issues are considered, in accordance with guidance issued under the Strategic Equality Plan and the Welsh Language Scheme, a standard statement is included on an increasing number of documents.

This began in 2004, originally under the Council's Linguistic Skills Strategy, when a bilingual Equalities statement was adopted for use on publications that demonstrated commitment to legislation covering Welsh Language, Race and Disability issues.

It can be adapted to suit the type of publication but in general it follows one format for bilingual documents and a slightly different

one for separate English and Welsh documents: -  
Bilingual -

This publication is available in other languages and formats on request.  
Mae'r cyhoeddiad hwn ar gael mewn ieithoedd a fformatau eraill ar gais.

Separate English and Welsh documents - English version

This publication is available in Welsh, and in other languages and formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.

Separate English and Welsh documents - Welsh version

Mae'r cyhoeddiad hwn ar gael yn Saesneg, ac mewn ieithoedd a fformatau eraill ar gais.

This publication is available in English, and in other languages and formats on request.

This means that at the very least, the Council has clearly stated its willingness to meet the needs of anyone in the community.

This is of course only the baseline position, as in addition, where a defined mailing list or group of service users has been identified, their language and format choice is asked at the outset and they receive what they need.

For example the Council's Viewpoint Panel members receive copies in English only, Welsh only and large print, as has been requested. The Council's "Newslines" publication has been provided on audio and in the last 6 years, individual letters and leaflets have been provided in 9 different languages, large print and Braille, and a job application and person specification were provided as electronic files for read-aloud software to process.

In 2011, Trading Standards targeted takeaway establishments in the county borough with a leaflet related to Trading Standards Law and Food Hygiene, and working with the Senior Policy Officer (Equalities and Welsh Language), were successful in receiving Community Cohesion funding so that the leaflet was produced in 10 languages and one page was devoted to reporting Hate Crime. These leaflets can be found as PDF versions on the Council's Trading Standards web pages.

## 5. Contact Information

The Council's Equalities and Welsh Language team are based in the Policy Unit, part of the Council's Legal and Governance Division.

The team include: -

- Senior Policy Officer (Equalities and Welsh Language)
- Equalities Training and Promotion Officer
- Research Officer (specifically dealing with Race and Disability issues)

[equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)

- Welsh Language Translation Co-ordinator

[cymraeg@caerphilly.gov.uk](mailto:cymraeg@caerphilly.gov.uk)

Equalities and Welsh Language Team,  
Caerphilly County Borough Council,  
Policy Unit,  
Penallta House (1<sup>st</sup> Floor),  
Tredomen Park,  
Ystrad Mynach,  
CF82 7PG.

The Council also has a Disability Access Officer based in the Corporate Property division in Tredomen House.

[dixons@caerphilly.gov.uk](mailto:dixons@caerphilly.gov.uk)

Disability Access Officer,  
Caerphilly County Borough Council,  
Corporate Property Division,  
Tredomen House,  
Tredomen Park,  
Ystrad Mynach,  
CF82 7WF.

## Appendix A - List of Consultees on the 2010 draft SEP

### CCBC Internal

Nigel Barnett, Deputy Chief Executive / Chair of the Executive Equality Group  
Cllr Ron Davies, Cabinet Member for Regeneration and Planning  
Cllr Colin Mann, Deputy Leader and Cabinet Member responsible for Corporate Finance, Procurement and Sustainability  
Colin Jones, Head of Performance and Property  
Liz Lucas, Head of Procurement  
Pat Mears, Head of Planning  
Peter Gomer, Assistant Director for Communities and Leisure  
Alison Parker, Service Manager, Resourcing & Performance  
Rosemary Mathews, Communications Manager  
Ros Roberts, Performance Manager  
Katrina Evans, Personnel Manager (Policy & Performance)  
Susan Christopher, Personnel Officer  
Kailey Pritchard-Parton, Personnel Officer  
Jackie Dix, Policy and Research Manager  
Marion Solomon, EOTAS 14-19 Manager  
Liz Sharma, Consultation Officer  
John Elliott, Research Officer  
Anwen Rees, Equalities Training and Promotion Officer  
Della Mahony, Superintendent Registrar  
Mandy Sprague, Development Officer for Older People  
Cllr DM Gray, Chair of Caerphilly SACRE  
Cllr John Taylor, Vice-Chair of Caerphilly SACRE  
Members of the Disability Equality Group  
Members of the Strategic Co-ordinators Group  
Members of the Gypsy and Travellers Group  
UNISON

### External Partners

Superintendent John Burley, Heddlu Gwent Police

### Equalities and Welsh Language Officers/Teams of :-

Blaenau Gwent CBC, Torfaen CBC, Monmouthshire CC, Rhondda Cynon Taf CBC, Newport CBC, City and County of Cardiff, Swansea CBC, Merthyr Tydfil CBC, Bridgend CBC, University of Cardiff, National Assembly for Wales, Welsh Local Government Association, Cardiff and Vale NHS Trust, South Wales Fire and Rescue, Gwent Police.

### Equalities Organisations :-

Equality and Human Rights Commission, VALREC, Stonewall Cymru, Welsh Language Board, Menter Iaith Caerffili, LGBT Excellence Centre Wales, Caerphilly Access Group, Deaf Friendly.

## Appendix B - Equality Impact Assessment Form



## EQUALITY IMPACT ASSESSMENT FORM

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

<b>NAME OF NEW OR REVISED POLICY / FUNCTION / PROCEDURE</b>	
---	--

<b>DIRECTORATE</b>	
--------------------	--

<b>SERVICE AREA</b>	
---------------------	--

<b>CONTACT OFFICER</b>	
------------------------	--

<b>DATE POLICY WILL BE REVIEWED / REVISED NEXT</b>	
--	--

## PURPOSE OF THE POLICY / FUNCTION / PROCEDURE

1.	<b>What is the policy / function / procedure intended to achieve?</b> <i>(Please give a brief description of the purpose of the new or updated policy / function / procedure)</i>
2.	<b>Who are the service users for whom the policy / function / procedure has been developed?</b> <i>(Who will be directly affected by the delivery of this policy / function / procedure? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc.)</i>

## IMPACT ON THE PUBLIC AND STAFF

3.	<b>Does the policy / function / procedure ensure that everyone has an equal access to all the services available?</b> <i>(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)</i>
	<b><u>Actions required</u></b>
4.	<b>What are the consequences of the policy for particular groups?</b> <i>(Has the service delivery been examined to assess if there is any indirect affect on any groups? Could the consequences of the policy differ dependent upon people's disability, race, gender, sexuality, age, language, religion/belief?)</i>
	<b><u>Actions required</u></b>

## INFORMATION COLLECTION

5.	<b>Is full information and analysis of users of the service available?</b> <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more groups? If so, what has been done to address any difference in take up of the service?)</i>
	<b><u>Actions required</u></b>

## CONSULTATION

6.	<b>What consultation has taken place?</b> <i>(What steps have been taken to ensure that people from various groups have been consulted during the development of this policy / function / procedure? Has the Council's Equalities groups/staff been consulted?)</i>
	<b><u>Actions required</u></b>

## MONITORING AND REVIEW

7.	<b>How will the policy be monitored?</b> <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community? Are comments or complaints systems set up to record issues by Equalities category?)</i>
	<b><u>Actions required</u></b>

8.	<b>How will the policy be evaluated?</b> <i>(What methods will be used to ensure that the needs of all sections of the</i>
----	---

	<i>community are being met?)</i>
	<b><u>Actions required</u></b>

<b>9.</b>	<b>Have any support / guidance / training requirements been identified?</b> <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equality training of some sort?)</i>
	<b><u>Actions required</u></b>

<b>10.</b>	<b>What wider use will you make of this Equality Impact Assessment?</b> <i>(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)</i>
	<b><u>Actions required</u></b> <ul style="list-style-type: none"> <li>EIA, when completed, to be returned to <a href="mailto:equalities@caerphilly.gov.uk">equalities@caerphilly.gov.uk</a> for publishing on the Council's website.</li> </ul>

<b>Completed By:</b>	
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<b>Date:</b>	
--------------	--

<b>Position:</b>	
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<b>Name of Head of Service:</b>	
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## Appendix C - List of Equality Impact Assessed Policies

**List of Policies and Reports that have been Equality Impact Assessed or had Equalities and Welsh Language Consultation comments provided on them during the consultation stage (in date order from February 2012 to October 2012 inclusive)**

- No Smoking Policy
- Career Break Scheme
- Education Welfare Service Lone Workers Guidance
- Mileage Policy
- Sickness Absence
- Youth Unemployment Report
- Parental Leave Scheme
- Resident and User Feedback Guidance
- Mobility Scooters and Motorised Wheelchairs Policy (Sheltered Accommodation)
- Grievance Procedure
- Markham Resource Centre Report
- Smoke Free Play Areas Report
- Private Sector Housing Renewal Strategy – Empty Homes
- Education Report on Welsh Medium provision at St Ilan site
- Home Working Scheme
- Substance Misuse in Schools
- Guidance on Retention and Transfer of Safeguarding Records
- Homelessness Scheme service specification
- Leave of Absence Scheme
- Safeguarding in Schools
- Draft Capital Strategy Report
- Use of Time Out / Calming Rooms
- Free Sports Provision during Summer Holidays
- Cabinet Report on the Determination of Catchment Area for Woodland Terrace, New Tredegar
- Flexible Working Hours Scheme
- Schools Anti-bullying Policy
- Managing Underperformance Procedure
- CCBC Job Share Policy 2012
- Community Asset Fund Cabinet Report

- Estyn Self Evaluation toolkit - responses to key questions
- Children Missing Education Policy
- Education's Estyn Inspection self-evaluation evidence.
- Learning Education and Inclusion Equalities Monitoring Form
- Ex Offenders Policy
- Paternity Leave Scheme and Notes of Guidance
- Carers Policy
- Time Off For Reservists
- Redundancy Scheme
- Report to Council - Local Govt. (Misc. Provisions) Act
- Education's Skills Strategy Scrutiny Report
- Vehicle Tracking Policy
- Trading Standards Underage Sales Report
- Trading Standards Enforcement Report
- Trading Standards Consumer Advice Report
- Conserving Local Communities Heritage project Traineeship job adverts
- Education for Life Scrutiny Committee: Education Forward Capital Programme
- Adult Learner Handbook 2012 and Tutor Handbook 2012
- Newbridge Community Partnership – Capital Receipts Cabinet Report
- School Budget Forum - Appetite For Life Legislation Report
- Education and Leisure Grants - Scrutiny Report
- Housing and Council Tax Benefit Improvement Assessment - Audit Committee Report
- Write Off of Debts - Audit Committee Report
- Education and Leisure Financial Plan Report 2012-2013
- Housing Revenue Account Budget Report
- Education Estyn Report 2012
- Time off for Reservists P&R Report
- Local Carers Strategy for CCBC / BGCBC / ABHB
- BGCBC / CCBC Social Services Merger Project Plan
- St Ilan Welsh Medium Comprehensive Provision
- Authorisation of Officers Cabinet Report - Public Protection
- Sickness Absence Procedure - Managers Toolkit
- Exempt Cabinet Report - Woolworth Bargoed
- Rights of Way Complaints Report
- Exempt Cabinet Report - Review of Lease at Plaza Café
- Provision of Care Services at Tredegar Court
- WHQS Investment Strategy Report

- Employment of Ex-offenders Policy
- Cabinet Report on draft Memorandum of Understanding with Gwent Police on Dog Fouling
- Taxi Licensing Enforcement Activity Report
- Licensing Act Changes - Licensing Committee Report
- Licensing of Pleasure Boats and Navigators Report
- Tourist Signing Policy
- Cabinet Report on the Chief Medical Officer for Wales' Annual Report for 2011
- Cabinet Report on the Council's Performance Report
- Common Housing Register / Common Allocations Policy Report
- Draft Caerphilly Curriculum Policy Discretionary Housing Benefit Report
- Investment in Leisure Services Report

## Appendix D - Equalities in Procurement

### Caerphilly County Borough Council Procurement Services Equality Statement

#### 1. Introduction

- 1.1 Caerphilly County Borough Council aims to encourage, value and manage diversity, and is committed to equality for all and has detailed policies in relation to Equality in Service delivery and Employment.

The statutory duty to promote equality reinforces the Authority's commitments, and ensures that public money is not spent on practices that lead to unlawful discrimination, but is used instead to support and encourage equality and good community relations. To this end the aim of the Authority is to ensure that whilst carrying out its activities will give due regard to;

- Promoting equality of opportunity
- Promoting good relations
- Eliminating unlawful discrimination

- 1.2 This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

- 1.3 This statement will be cross-referenced to other council policies and strategies. These include, but are not limited to the following:

- Procurement Strategy
- Community Strategy
- Living Environment Strategy
- Health, Social Care and Wellbeing Strategy
- Safeguarding Children Action Plan
- Welsh Language Scheme
- Strategic Equality Plan
- Regeneration Strategy
- 50+ Positive Action action plan
- Children and Young Peoples Partnership Plan
- Safer Caerphilly County Borough Action Plan

## 2. Policy

The Council is under a statutory duty to comply with the Equality Act 2010 and complied with all preceding legislation and codes of practice - a list of which can be found in Appendix A:

## 3. Contract Clauses

The Supplier shall ensure that it complies (and shall take all reasonable steps to ensure that all Supplier Personnel comply) with all relevant requirements of all current Equalities legislation, regulations and duties in force together with any guidance or Codes of Practice issued by the Equality and Human Rights Commission and shall in addition discharge its obligation under any agreement with the Council and provide the services in a manner consistent with the Council's Single Equality Scheme.

The Supplier shall provide any information reasonably requested by the Council in respect of such equality legislation in so far as it relates to the performance of any agreements it has with the Council.

The Council is currently required by the Welsh Language Act 1993 to maintain a Welsh Language Scheme. The Supplier shall (and shall take all reasonable steps to ensure that all Supplier Personnel shall) comply with the Council's Welsh Language Scheme (available from [www.caerphilly.gov.uk/equalities](http://www.caerphilly.gov.uk/equalities))

The Supplier shall not (and shall ensure that the Supplier Personnel shall not) do or permit or allow anything to be done which may result in the Council acting incompatibly with the rights contained within the European Convention on Human Rights and the Human Rights Act 1998.

**This statement is available in other languages or formats on request.  
Mae'r datganiad hwn ar gael mewn ieithoedd neu fformatau eraill ar gais.**

## Caerphilly County Borough Council Procurement Services Equality Questionnaire

As an Employer and Service Provider Caerphilly County Borough Council has always, and continues to take, a proactive approach to its obligations arising from the Equality legislation shown in Appendix A of the Equality Statement, by implementing the Strategic Equality Plan and Welsh Language Scheme. These can be found at [www.caerphilly.gov.uk/equalities](http://www.caerphilly.gov.uk/equalities)

Caerphilly County Borough Council therefore considers it essential that all organisations wishing to provide a product or service on behalf of the council are able to demonstrate that all reasonably practicable steps are taken to allow equal access and equal treatment in employment, service delivery and training for all.

Please complete the questions within this document (which is underpinned by the Council's Equality statement, contained within the CCBC Strategic Equality Plan, contained within the above detailed website), bearing in mind that ALL Equalities and Welsh language issues must be considered each time.

### Question 1:

In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK)?

Yes                       No

If you answered 'Yes', please provide a summary of the finding or judgement and explain what action you have taken to prevent similar unlawful discrimination from reoccurring.

### Question 2:

In the last three years, has your organisation been the subject of formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in a jurisdiction other than the UK), on grounds of alleged unlawful discrimination?

Yes                       No

If you answered 'Yes', please provide a summary of the nature of the investigation and an explanation of the outcome (so far) of the investigation. If the complaint against your organisation was upheld, please provide an explanation of what action (if any) you have taken to prevent unlawful discrimination from reoccurring.

If you have answered Yes to questions 1 & 2 and fail to provide satisfactory information, your submission will be disqualified and your submission will not be considered.

When answering Questions 3,4,5 please note they relate to the following Equality Strands:

Age	Disability
Gender Reassignment	Human Rights
Marital Status	Pregnancy and Maternity
Race	Religion
Sex	Sexual Orientation
Welsh Language	

Question 3:

Does your organisation have an Equal Opportunities or Equality and Diversity Policy, a Welsh Language Scheme or any Personnel/Recruitment/Training policies that cover the Equality Strands detailed above?

Yes                       No

Question 3 - If you do not have relevant policies in place support can be provided in order for your organisation to implement such policies. It will be a requirement of the contract that policies are implemented in a timely manner

Question 4:

Does your organisation monitor the composition of the workforce by the Equality Strands detailed above?

Yes                       No

Question 5:

Are all staff with managerial responsibilities required to receive equalities training?

Yes (General)                       Yes (Specific by Equality issues)                       No

Question 6:

Would your organisation be able to demonstrate (via on-site audit or investigation) that the policies and procedures you have described in questions 3, 4, and 5 are reliable and comprehensively put into practice across your organisation?

Yes                       No

If you have answered No your submission may be disqualified

Question 7:

Do you have procedures in place to protect your employees from unlawful discrimination by other employees or by members of the public?

Yes                       No

If you have answered No your submission will be disqualified and your submission will not be considered.

Question 8:

Can you confirm that in the event that you use subcontractors(s) to deliver the required product or service, you will take proactive steps to ensure they comply with Equalities legislation, and have taken robust and appropriate action to prevent the reoccurrence of any unlawful discrimination found to have occurred by an Employment Tribunal, an Employment Appeal Tribunal, Court, the Equality and Human Rights Commission or its predecessors (or any comparable body in a non-UK jurisdiction) and that you understand this may be validated.

Yes                       No

Question 8 - If you have answered No your submission will be disqualified and your submission will not be considered.

If you require further guidance, information or support on Equalities and Welsh Language issues, please contact [procurement@caerphilly.gov.uk](mailto:procurement@caerphilly.gov.uk) or [equalities@caerphilly.gov.uk](mailto:equalities@caerphilly.gov.uk)



## Appendix E - Corporate List of Equalities Courses

(NB - this is the full range of courses offered to staff and partners since 2008. Each quarter a selection of courses is offered, based on both course availability and specific requests made by service areas for bespoke training.)

- Age Awareness
- Autism Awareness
- Basic Skills Awareness
- British Sign Language (BSL) Taster
- BSL Introduction and Foundation level classes
- Deaf Awareness
- Deafblind Awareness
- Dementia Awareness
- Disability Awareness
- Disfigurement Awareness
- Dyslexia Awareness
- Easy-Read Awareness
- Equality Act 2010 - Employment Law
- Equality in Policy Development (Consultation, Engagement and Impact Assessments)
- Financial Capability - Helping your clients
- Gender Awareness
- General Equalities Awareness
- Gypsy, Roma and Traveller Awareness
- Hard of Hearing Awareness
- Hate Crime Awareness
- Intergenerational Working
- Involving Older People
- Learning Disability Awareness
- Lesbian, Gay, Bisexual and Transgender (LGBT) Awareness
- PREVENT Awareness (Understanding of the Prevent Counter-terrorism agenda and recognising vulnerable people/groups open to radicalisation)
- Race Equality Awareness
- Religious Awareness
- Sensory Loss Awareness
- Visual Impairment Awareness
- Welsh Language - Taster Courses
- Welsh Language - 30 week courses (Mynediad 1 and 2, Sylfaen 1 and 2)
- Welsh Language - One-day and Weekend Schools
- Welsh Language - Magu Hyder (*Improving Welsh Language Skills and Confidence - for Welsh speaking classroom assistants and other Education staff who may be lacking in practice in a professional environment*)

## Appendix F - Equalities in Education

Because the Public Sector Equality Duty also covers governing bodies and schools (not only the Council and other public bodies) an Equalities in Education Project was delivered as part of the Equalities Training Programme between October and December 2011, covering Equalities awareness for CCBC Education Directorate staff, other education professionals, youth groups and school governors.

5 different sessions were run with the final one being a major event at Llancaiach Fawr, at which an information pack and CD was distributed. The pack and CD included hard copies of some documents but also pdfs of the larger ones :-

- The WLGA's new Equalities Guidance for Schools
- Respect and Resilience - the Welsh Government's document on Community Cohesion and Schools
- CCBC Strategic Equality Plan 2011
- A Model Strategic Equality Plan for Schools
- A monitoring excel file for reporting Bullying and Harassment incidents (updated to cover all protected characteristics)
- Governors Wales Fact File 03/11 on Equalities

The first session was held for CCBC staff from the Learning, Education and Inclusion division in the Directorate of Education, covering their links with the new Equalities duties and making links between inclusion, school bullying, cohesion and equalities.

**73 staff attended this session (CCBC staff)**

3 sets of Equalities awareness training were run for School Governors. Turnout was low given the numbers of school governors in the county borough, however the feedback of those who attended was very positive.

**17 people attended between the 3 sessions**

The final session was a half day event at Llancaiach Fawr aimed at schools and other education professionals around the need to have Strategic Equality Plans in place by April 2012, the links between equalities and school bullying and how greater monitoring of incidents was required.

37 of the county borough's 93 schools were represented, along with 5 other local authorities, the WLGA, the Children's Commission for Wales' Office, Gwent Police and 6 partner organisations dealing with education and youth work. The information pack and CD was also distributed to the schools who did not attend.

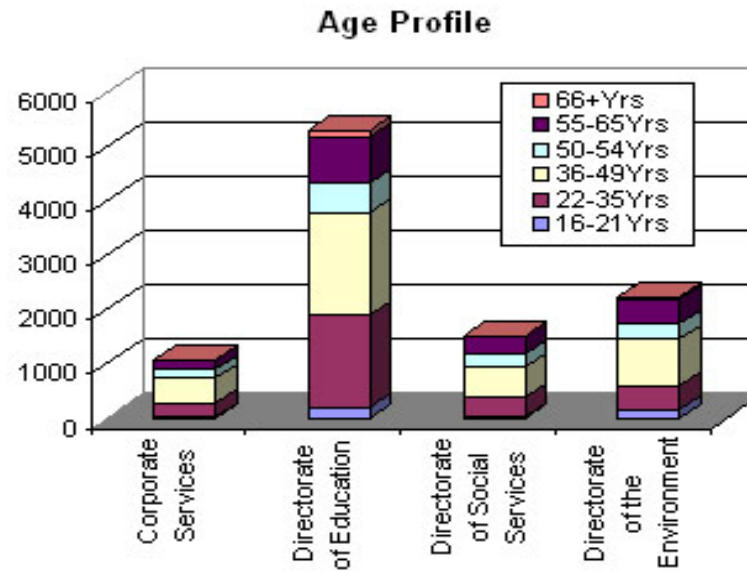
**64 people attended the half day session**

Feedback on the event was overwhelmingly positive and generated a great deal of discussion around identity based bullying, as many organisations noted that only race issues were being recorded routinely, not other equality strands.

## Appendix G - Workforce Profiles as at 31/03/12

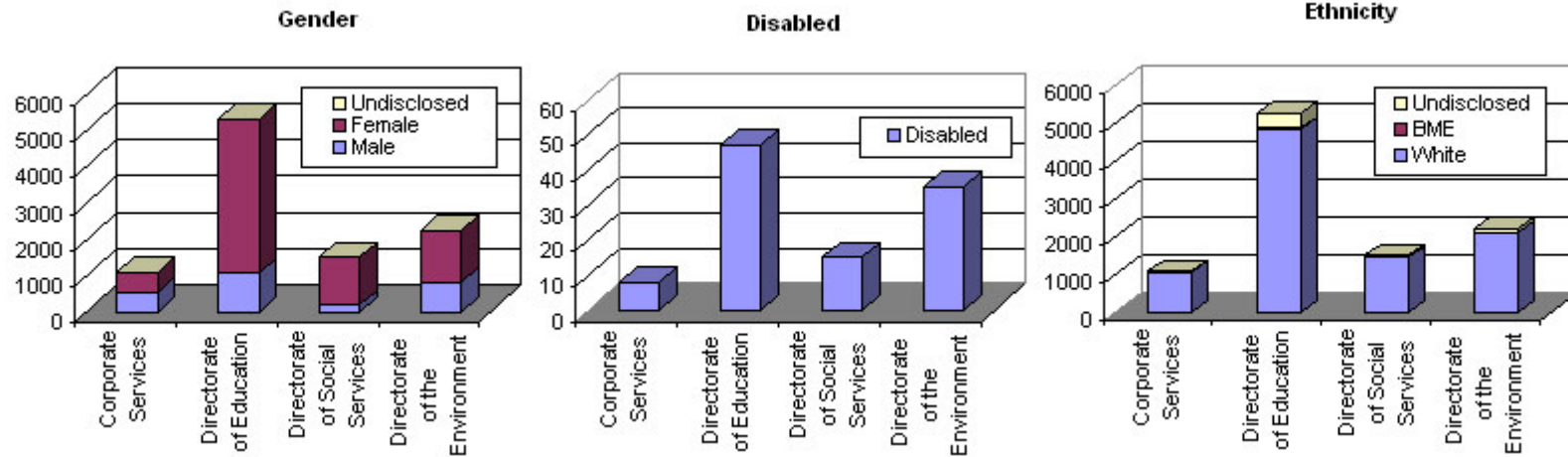
### Age Profile By Authority and Directorate - 31/03/2012

Directorate	Categories						Directorate Total
	16-21	22-35	36-49	50-54	55-65	66+	
Corporate Services & CE	18	258	452	153	196	2	1079
Directorate of Education & Lifelong Learning	199	1678	1908	537	853	105	5280
Directorate of Social Services	22	348	567	232	330	7	1506
Directorate of the Environment	146	450	846	290	448	43	2223
Overall Authority Totals	369	2621	3593	1170	1753	149	9655



Diversity Summary By Directorate 31/03/2012

Directorate	Male	Female	Undisclosed	White	BME	Undisclosed	Disabled
Corporate Services & CE	560	519	0	1051	10	18	8
Directorate of Education & Lifelong Learning	1070	4210	0	4835	37	408	47
Directorate of Social Services	198	1308	0	1452	22	32	15
Directorate of the Environment	807	1416	0	2094	12	117	35
Authority Total	2581	7074	0	9032	80	543	98



## Languages By Directorate 31/03/2012

### Corporate Services & CE

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
		<b>British Sign Language</b>	Reading				
Speaking/ Use					3		
Understanding					3		
Writing							3
<b>Total Staff who use British Sign Language</b>	<b>3</b>						
<b>Difference to previous quarter</b>	<b>-3</b>						
<b>% Change over previous quarter</b>	<b>50.00</b>		<b>Qtr3=6</b>	<b>Qtr2=6</b>	<b>Qtr1=7</b>	<b>Qtr4=7</b>	<b>Qtr3=7</b>

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
		<b>French</b>	Reading	1	3	1
Speaking/Use	1		1	3	8	1
Understanding	1		1	3	8	1
Writing	1		1	3	8	1
<b>Total Staff who use French</b>	<b>14</b>					
<b>Difference to previous quarter</b>	<b>-2</b>					
<b>% Change over previous quarter</b>	<b>12.50</b>		<b>Qtr3=16</b>	<b>Qtr2=17</b>	<b>Qtr1=17</b>	<b>Qtr4=17</b>

		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
		<b>German</b>	Reading			3
Speaking/Use			1	2	2	1
Understanding				2	2	2
Writing				3	1	2
<b>Total Staff who use German</b>	<b>6</b>					
<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.0</b>		<b>Qtr3=6</b>	<b>Qtr2=7</b>	<b>Qtr1=7</b>	<b>Qtr4=7</b>

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Italian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>

Maltese		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/ Use					
	Understanding					
	Writing					
	<b>Total staff who use Maltese</b>	<b>0</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=0</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	2		1	
	Speaking/ Use	1	1	1	1	
	Understanding	1		2	1	
	Writing	1		2	1	
	<b>Total staff who use Spanish</b>	<b>4</b>				
	<b>Difference to previous quarter</b>	<b>-1</b>				
	<b>% Change over previous quarter</b>	<b>20.00</b>	<b>Qtr3=5</b>	<b>Qtr2=5</b>	<b>Qtr1=5</b>	<b>Qtr4=5</b>

Turkish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/ Use					
	Understanding					
	Writing					
	<b>Total staff who use Turkish</b>	<b>0</b>				
	<b>Difference to previous quarter</b>	<b>-1</b>				
<b>% Change over previous quarter</b>	<b>100.00</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	6	6	5	8	
	Speaking/ Use	6	5	3	11	
	Understanding	7	3	5	9	1
	Writing	7	3	5	9	1
	<b>Total staff who use Welsh</b>	<b>25</b>				
	<b>Difference to previous quarter</b>	<b>-5</b>				
<b>% Change over previous quarter</b>	<b>16.66</b>	<b>Qtr3=30</b>	<b>Qtr2=32</b>	<b>Qtr1=33</b>	<b>Qtr4=32</b>	

Directorate of the Education & Lifelong Learning

Braille		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading	15	3	2			
	Speaking/ Use						20
	Understanding	15	4	1			
	Writing						20
	<b>Total staff who use Braille</b>	<b>20</b>					
	<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=20</b>	<b>Qtr2=20</b>	<b>Qtr1=20</b>	<b>Qtr4=20</b>	<b>Qtr3=20</b>	

Breton		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1		
	Speaking/Use			1		
	Understanding			1		
	Writing			1		
	<b>Total staff who use Breton</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

British Sign language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						23
	Speaking/Use	1	1	1	13	7	
	Understanding		1	1	12	9	
	Writing						23
	<b>Total staff who use British Sign Language</b>	<b>23</b>					
	<b>Difference to previous quarter</b>	<b>1</b>					
<b>% Change over previous quarter</b>	<b>4.54</b>	<b>Qtr3=22</b>	<b>Qtr2=23</b>	<b>Qtr1=23</b>	<b>Qtr4=24</b>	<b>Qtr3=24</b>	



Dutch		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/Use					
	Understanding					
	Writing					
	<b>Total staff who use Dutch</b>	<b>0</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=0</b>	<b>Qtr2=0</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	2	8	4	6	
	Speaking/ Use	3	4	7	6	
	Understanding	2	6	5	2	5
	Writing	2	7	5	6	
	<b>Total staff who use French</b>	<b>20</b>				
	<b>Difference to previous quarter</b>	<b>-1</b>				
	<b>% Change over previous quarter</b>	<b>4.76</b>	<b>Qtr3=21</b>	<b>Qtr2=21</b>	<b>Qtr1=22</b>	<b>Qtr4=24</b>

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	2	2		2	
	Speaking/ Use	2	1	1	2	
	Understanding	2	2		2	
	Writing	2	2		2	
	<b>Total staff who use German</b>	<b>6</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=6</b>	<b>Qtr2=8</b>	<b>Qtr1=8</b>	<b>Qtr4=8</b>

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	1	1	1	
	Speaking/ Use	1	1	1	1	
	Understanding	1		2		1
	Writing	1		2	1	
	<b>Total staff who use Italian</b>	<b>4</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=4</b>	<b>Qtr2=4</b>	<b>Qtr1=4</b>	<b>Qtr4=4</b>	

Makaton		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						1
	Speaking/ Use				1		
	Understanding				1		
	Writing						1
	<b>Total staff who use Makaton</b>	<b>1</b>					
	<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	<b>Qtr3=2</b>	

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing					1
	<b>Total staff who use Russian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Serbian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use		1			
	Understanding				1	
	Writing				1	
	<b>Total staff who use Serbian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	2		1	
	Speaking/ Use	1	2		1	
	Understanding	1	2		1	
	Writing	1	2		1	
	<b>Total staff who use Spanish</b>	<b>4</b>				
	<b>Difference to previous quarter</b>	<b>1</b>				
<b>% Change over previous quarter</b>	<b>33.33</b>	<b>Qtr3=3</b>	<b>Qtr2=4</b>	<b>Qtr1=4</b>	<b>Qtr4=6</b>	

Portugese		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1			
	Speaking/ Use		1			
	Understanding		1			
	Writing		1			
	<b>Total staff who use Portugese</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>1</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=0</b>			

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	73	5	5	18	
	Speaking/ Use	71	6	6	17	1
	Understanding	17	5	4	17	58
	Writing	68	10	4	16	3
	<b>Total staff who use Welsh</b>	<b>101</b>				
	<b>Difference to previous quarter</b>	<b>-3</b>				
<b>% Change over previous quarter</b>	<b>2.88</b>	<b>Qtr3=104</b>	<b>Qtr2=109</b>	<b>Qtr1=110</b>	<b>Qtr4=112</b>	

Directorate of the Environment

Arabic		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Arabic</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						5
	Speaking/Use		1		4		
	Understanding		1		4		
	Writing						5
	<b>Total staff who use British Sign Language</b>	<b>5</b>					
	<b>Difference to previous quarter</b>	<b>1</b>					
<b>% Change over previous quarter</b>	<b>25.00</b>	<b>Qtr3=4</b>	<b>Qtr2=6</b>	<b>Qtr1=5</b>	<b>Qtr4=5</b>	<b>Qtr3=3</b>	

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			2	7	1
	Speaking/Use			2	8	
	Understanding			1	6	3
	Writing			1	6	3
	<b>Total staff who use French</b>	<b>10</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=10</b>	<b>Qtr2=11</b>	<b>Qtr1=11</b>	<b>Qtr4=11</b>	

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1	2	2	
	Speaking/Use	1		2	2	
	Understanding		1	1	3	
	Writing		1	1	3	
	<b>Total staff who use German</b>	<b>5</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=5</b>	<b>Qtr2=5</b>	<b>Qtr1=5</b>	<b>Qtr4=5</b>	

Greek		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	<b>Total staff who use Greek</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
	<b>Total staff who use Italian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Kurdish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Kurdish</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	<b>Total staff who use Russian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				2	
	Speaking/ Use				2	
	Understanding				2	
	Writing				2	
	<b>Total staff who use Spanish</b>	<b>2</b>				
	<b>Difference to previous quarter</b>	<b>1</b>				
	<b>% Change over previous quarter</b>	<b>100.00</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>

Turkish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading			1		
	Speaking/ Use					1
	Understanding			1		
	Writing					1
	<b>Total staff who use Turkish</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	12	3	6	8	1
	Speaking/ Use	12	3	5	10	
	Understanding	9	3	5	8	5
	Writing	11	3	4	11	1
	<b>Total staff who use Welsh</b>	<b>30</b>				
	<b>Difference to previous quarter</b>	<b>1</b>				
<b>% Change over previous quarter</b>	<b>3.45</b>	<b>Qtr3=29</b>	<b>Qtr2=30</b>	<b>Qtr1=30</b>	<b>Qtr4=30</b>	



Directorate of Social Services

British Sign Language		Fluently	Quite Well	Moderately	A Little	Level Undisclosed	Not Applicable
	Reading						14
	Speaking/ Use		1	3	10		
	Understanding		1	3	9		1
	Writing						14
	<b>Total staff who use British Sign Language</b>	<b>14</b>					
	<b>Difference to previous quarter</b>	<b>0</b>					
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=14</b>	<b>Qtr2=13</b>	<b>Qtr1=13</b>	<b>Qtr4=13</b>	<b>Qtr3=14</b>	

Bulgarian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/Use					
	Understanding					
	Writing					
	<b>Total staff who use Bulgarian</b>	<b>0</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=0</b>	<b>Qtr2=0</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Croatian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Croatian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=0</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Dutch		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	1
	Speaking/Use	1	1			
	Understanding		1			1
	Writing			1		1
	<b>Total staff who use Dutch</b>	<b>2</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=2</b>	<b>Qtr2=3</b>	<b>Qtr1=3</b>	<b>Qtr4=3</b>	

French		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1	1	6	7	1
	Speaking/Use	1	1	6	8	
	Understanding	1	1	7	5	2
	Writing	1	1	6	7	1
	<b>Total staff who use French</b>	<b>16</b>				
	<b>Difference to previous quarter</b>	<b>1</b>				
<b>% Change over previous quarter</b>	<b>6.66</b>	<b>Qtr3=15</b>	<b>Qtr2=18</b>	<b>Qtr1=18</b>	<b>Qtr4=17</b>	

German		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	4			5	1
	Speaking/ Use	4		1	5	
	Understanding	4		1	4	1
	Writing	4		1	4	1
	<b>Total staff who use German</b>	<b>10</b>				
	<b>Difference to previous quarter</b>	<b>-1</b>				
<b>% Change over previous quarter</b>	<b>9.09</b>	<b>Qtr3=11</b>	<b>Qtr2=11</b>	<b>Qtr1=11</b>	<b>Qtr4=11</b>	

Greek		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading					
	Speaking/ Use					
	Understanding					
	Writing					
	<b>Total staff who use Greek</b>	<b>0</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=0</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Hindi		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1			
	Speaking/ Use				1	
	Understanding				1	
	Writing		1			
	<b>Total staff who use Hindi</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Hungarian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Hungarian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Italian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Italian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>-1</b>				
<b>% Change over previous quarter</b>	<b>50.00</b>	<b>Qtr3=2</b>	<b>Qtr2=2</b>	<b>Qtr1=2</b>	<b>Qtr4=2</b>	

Malayalam		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Malayalam</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Nepali		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding				1	
	Writing				1	
	<b>Total staff who use Nepali</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Portuguese		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	1				
	Speaking/ Use	1				
	Understanding	1				
	Writing	1				
	<b>Total staff who use Portuguese</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>

Romanian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	4				
	Speaking/ Use	4				
	Understanding	4				
	Writing	4				
	<b>Total staff who use Romanian</b>	<b>4</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=4</b>	<b>Qtr2=4</b>	<b>Qtr1=4</b>	<b>Qtr4=4</b>

Russian		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading				1	
	Speaking/ Use				1	
	Understanding					1
	Writing				1	
	<b>Total staff who use Russian</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
	<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>

Spanish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	2	1	1	2	
	Speaking/ Use	2	1	2	1	
	Understanding	3		2		1
	Writing	1	1	3		1
	<b>Total staff who use Spanish</b>	<b>6</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=6</b>	<b>Qtr2=6</b>	<b>Qtr1=6</b>	<b>Qtr4=6</b>	

Turkish		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading		1			
	Speaking/ Use		1			
	Understanding		1			
	Writing		1			
	<b>Total staff who use Turkish</b>	<b>1</b>				
	<b>Difference to previous quarter</b>	<b>0</b>				
<b>% Change over previous quarter</b>	<b>0.0</b>	<b>Qtr3=1</b>	<b>Qtr2=1</b>	<b>Qtr1=1</b>	<b>Qtr4=1</b>	

Welsh		Fluently	Quite Well	Moderately	A Little	Level Undisclosed
	Reading	12	13	5	9	2
	Speaking/ Use	14	4	12	11	
	Understanding	12	7	7	7	8
	Writing	11	9	10	9	2
	<b>Total staff who use Welsh</b>	<b>41</b>				
	<b>Difference to previous quarter</b>	<b>1</b>				
<b>% Change over previous quarter</b>	<b>2.50</b>	<b>Qtr3=40</b>	<b>Qtr2=42</b>	<b>Qtr1=42</b>	<b>Qtr 4=43</b>	

Age by Salary Ranges 31/03/2012

			£12312 -	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:	
			£41616								
<b>Corporate Services &amp; CE</b>	16-21	Female	6							6	
		Male	12							12	
		Unspecified									
	22-35	Female	145								145
		Male	113								113
		Unspecified									
	36-49	Female	241	2							243
		Male	203	6							209
		Unspecified									
	50-54	Female	62	1							63
		Male	85	5							90
		Unspecified									
	55-65	Female	61								61
		Male	127	8							135
		Unspecified									
	66+	Female	1								1
		Male	1								1
		Unspecified									
	<b>Total Staff</b>		1057	22						1079	

			£12312 -	£38463- £131645	Adult tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:	
			£41616								
<b>Education &amp; Lifelong Learning</b>	16-21	Female	121				6	1		128	
		Male	71							71	
		Unspecified									
	22-35	Female	767	3	14	16	8	534	2		1344
		Male	183		4	6		141			334
		Unspecified									
	36-49	Female	1085	10	30	70	3	399			1597
		Male	149	1	5	37		119			311
		Unspecified									
	50-54	Female	312	2	8	23		97	1		443
		Male	46		1	13		34			94
		Unspecified									
	55-65	Female	423	4	15	29		152	1		624
		Male	135	3	9	25		57			229
		Unspecified									
	66+	Female	67		2			5			74
		Male	29		1			1			31
		Unspecified									
	<b>Total Staff</b>		3388	23	89	219	17	1540	4	5280	

Directorate of the Environment		£12312		Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:	
		-								
		£41616								£38463-£131645
16-21	Female	85							85	
	Male	61							61	
	Unspecified									
22-35	Female	287							287	
	Male	163							163	
	Unspecified									
36-49	Female	560	4						564	
	Male	276	6						282	
	Unspecified									
50-54	Female	172							172	
	Male	117	1						118	
	Unspecified									
55-65	Female	278							278	
	Male	166	4						170	
	Unspecified									
66+	Female	30							30	
	Male	13							13	
	Unspecified									
Total Staff		2208	15						2223	

Social Services		£12312		Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:	
		-								
		£41616								£38463-£131645
16-21	Female	22							22	
	Male									
	Unspecified									
22-35	Female	307							307	
	Male	41							41	
	Unspecified									
36-49	Female	478	6						484	
	Male	80	3						83	
	Unspecified									
50-54	Female	205							205	
	Male	25	2						27	
	Unspecified									
55-65	Female	280	4						284	
	Male	44	1				1		46	
	Unspecified									
66+	Female	5	1						6	
	Male	1							1	
	Unspecified									
Total Staff		1488	17				1		1506	



## Marital Status by Salary Range 31/03/2012

Corporate Services & CE		£12312- £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	1							1
	Dissolved Civil Partnership								
	Divorced	63	1						64
	Married	602	17						619
	Separated	15							15
	Single	275	1						276
	Surviving Civil Partnership								
	Undisclosed	23							23
	Widowed	4							4
With Partner	74	3						77	
<b>Total Staff</b>	<b>1057</b>	<b>22</b>						<b>1079</b>	

Education & Lifelong Learning		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	5		1			1		7
	Dissolved Civil Partnership	1							1
	Divorced	155		3	11		47		216
	Married	1915	15	58	167	2	873	3	3033
	Separated	50	1		1		14		66
	Single	941	4	16	24	13	473	1	1472
	Surviving Civil Partnership	1					1		2
	Undisclosed	138	3	6	6	1	39		193
	Widowed	40			1		6		47
With Partner	142		5	9	1	86		243	
<b>Total Staff</b>	<b>3388</b>	<b>23</b>	<b>89</b>	<b>219</b>	<b>17</b>	<b>1540</b>	<b>4</b>	<b>5280</b>	

Directorate of the Environment		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	5							5
	Dissolved Civil Partnership	1							1
	Divorced	103	1						104
	Married	1203	12						1215
	Separated	26							26
	Single	610	1						611
	Surviving Civil Partnership								
	Undisclosed	133							133
	Widowed	17							17
	With Partner	110	1						111
<b>Total Staff</b>	<b>2208</b>	<b>15</b>						<b>2223</b>	

Social Services		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Civil Partnership	2							2
	Dissolved Civil Partnership								
	Divorced	123							123
	Married	887	14				1		902
	Separated	30	1						31
	Single	305	1						306
	Surviving Civil Partnership								
	Undisclosed	16							16
	Widowed	19	1						20
	With Partner	106							106
<b>Total Staff</b>	<b>1488</b>	<b>17</b>				<b>1</b>		<b>1506</b>	

## Ethnic Origin by Salary Range 31/03/2012

Corporate Services & CE		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	10							10
	Undisclosed	18							18
	White	1029	22						1051
<b>Total Staff</b>	<b>1057</b>	<b>22</b>						<b>1079</b>	

Education & Lifelong Learning		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	20		1	1	2	9		33
	Undisclosed	273	2	14	9	2	112		412
	White	3095	21	74	209	13	1419	4	4835
<b>Total Staff</b>	<b>3388</b>	<b>23</b>	<b>89</b>	<b>219</b>	<b>17</b>	<b>1540</b>	<b>4</b>	<b>5280</b>	

Directorate of the Environment		£12312 - £41616	£38463- £131645	Adult tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	11							11
	Undisclosed	117	1						118
	White	2080	14						2094
<b>Total Staff</b>	<b>2208</b>	<b>15</b>						<b>2223</b>	

Social Services		£12312 - £41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	BME	21							21
	Undisclosed	32	1						33
	White	1435	16				1		1452

<b>Total Staff</b>	<b>1488</b>	<b>17</b>				<b>1</b>		<b>1506</b>
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### Disability by Salary Range 31/03/2012

<b>Corporate Services &amp; CE</b>		<b>£12312 - £41616</b>	<b>£38463- £131645</b>	<b>Adult Tutor</b>	<b>Leadership</b>	<b>Less Than £12312</b>	<b>Teacher</b>	<b>Unknown</b>	<b>Sum:</b>
	<b>Not Disabled</b>	1027	22						<b>1049</b>
	<b>Not Known</b>	22							<b>22</b>
	<b>Disabled</b>	8							<b>8</b>
	<b>Total Staff</b>	<b>1057</b>	<b>22</b>						<b>1079</b>

<b>Education &amp; Lifelong Learning</b>		<b>£12312 - £41616</b>	<b>£38463- £131645</b>	<b>Adult Tutor</b>	<b>Leadership</b>	<b>Less Than £12312</b>	<b>Teacher</b>	<b>Unknown</b>	<b>Sum:</b>
	<b>Not Disabled</b>	3061	23	87	210	14	1427	4	<b>4826</b>
	<b>Not Known</b>	288			7	3	109		<b>407</b>
	<b>Disabled</b>	39		2	2		4		<b>47</b>
	<b>Total Staff</b>	<b>3388</b>	<b>23</b>	<b>89</b>	<b>219</b>	<b>17</b>	<b>1540</b>	<b>4</b>	<b>5280</b>

<b>Directorate of the Environment</b>		<b>£12312 - £41616</b>	<b>£38463- £131645</b>	<b>Adult Tutor</b>	<b>Leadership</b>	<b>Less Than £12312</b>	<b>Teacher</b>	<b>Unknown</b>	<b>Sum:</b>
	<b>Not Disabled</b>	2007	15						<b>2022</b>
	<b>Not Known</b>	166							<b>166</b>
	<b>Disabled</b>	35							<b>35</b>
	<b>Total Staff</b>	<b>2208</b>	<b>15</b>						<b>2223</b>

<b>Social Services</b>		<b>£12312 - £41616</b>	<b>£38463- £131645</b>	<b>Adult Tutor</b>	<b>Leadership</b>	<b>Less Than £12312</b>	<b>Teacher</b>	<b>Unknown</b>	<b>Sum:</b>
	<b>Not Disabled</b>	1448	17				1		<b>1466</b>
	<b>Not Known</b>	25							<b>25</b>
	<b>Disabled</b>	15							<b>15</b>
	<b>Total Staff</b>	<b>1488</b>	<b>17</b>				<b>1</b>		<b>1506</b>

## Gender by Salary Range 31/03/2012

Corporate Services & CE		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	541	19						560
	Female	516	3						519
	Undisclosed								
	<b>Total Staff</b>	<b>1057</b>	<b>22</b>						<b>1079</b>

Education & Lifelong Learning		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	613	4	20	81		352		1070
	Female	2775	19	69	138	17	1188	4	4210
	Undisclosed								
	<b>Total Staff</b>	<b>3388</b>	<b>23</b>	<b>89</b>	<b>219</b>	<b>17</b>	<b>1540</b>	<b>4</b>	<b>5280</b>

Directorate of the Environment		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	796	11						807
	Female	1412	4						1416
	Undisclosed								
	<b>Total Staff</b>	<b>2208</b>	<b>15</b>						<b>2223</b>

Social Services		£12312-£41616	£38463- £131645	Adult Tutor	Leadership	Less Than £12312	Teacher	Unknown	Sum:
	Male	191	6				1		198
	Female	1297	11						1308
	Undisclosed								
	<b>Total Staff</b>	<b>1488</b>	<b>17</b>				<b>1</b>		<b>1506</b>

## Appendix H - Service Improvement Plan template - 2011-2012

<b>Caerphilly County Borough - Annual Equalities Monitoring Form</b>			
<b>General Equalities Information - What has your service area achieved in Equalities terms, in relation to the following?</b>			
<b>What contribution does your service make to:</b>	<b>Key evidence - what has your service area achieved in the last year?</b>	<b>What additional contribution could your service make?</b>	<b>Actions for next 12 months (Transfer to main Service Improvement Plan)</b>
<ul style="list-style-type: none"> <li>• <b>Policy Development</b> (i.e. in terms of Links to Strategy in council reports; have policies been sent for consultation with relevant individuals or groups?)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• <b>Staff / Member Awareness and Training</b> (i.e. have staff been offered places on the Equalities courses on the Learning and Development Intranet site? any other Equalities related training?)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• <b>Equality Impact Assessments</b> (i.e. have service-specific policies, procedures and functions been impact assessed in line with the corporate list?)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• <b>Recruitment and Selection</b> (i.e. what use have you made of the quarterly HR Equalities statistics?)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• <b>Monitoring / Complaints / Feedback</b> (i.e. are your systems able to record such information by Equality category and what actions have resulted?)</li> </ul>	•	•	•

**Specific Equalities Information - *What changes have been made to your service to meet the needs of the following?***

<ul style="list-style-type: none"> <li>• People with different forms of disabilities (Disability Issues)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• Different Ethnic Groups (Race Issues)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• Men, Women and Transgendered people (Gender Issues)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• Welsh speakers, BSL users and speakers of other languages (Language Issues)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• Young People 0-25 or People aged 50+ (Age Issues)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• Members of the LGB community (Sexual Orientation issues)</li> </ul>	•	•	•
<ul style="list-style-type: none"> <li>• People and groups from different or no Faith backgrounds (Religion and Belief Issues)</li> </ul>	•	•	•