

# Equalities Training Annual Report

2010 - 2011



## EQUALITIES TRAINING REPORT FOR THE ACADEMIC YEAR 2010-2011

### 1. INTRODUCTION

- 1.1 The report looks at the development of Welsh language and Equalities training courses during the academic year 2010-2011 for Caerphilly CBC and a number of external partners.

### 2. THE REPORT

#### 2.1 LANGUAGE

##### Welsh Language Courses

- In the academic year 2010-2011, a total of 104 members of staff, staff from partner organisations and staff from local authorities enrolled on Welsh language training courses. Courses on offer ranged from Taster Courses, Year 1 Beginner Courses through to Advanced courses.
- Courses offered included; 3 Welsh in the Workplace courses, 36 courses based within the community, 10 Welsh Taster Courses, 13 Welsh Day Schools (held on Saturdays) and 9 Intensive Welsh Weekends, 1 Intensive Welsh Week courses and a local online learning website was piloted called Say Something in Welsh for staff.
- There was no Canolradd 1 or Canolradd 2 course running within Caerphilly County Borough, therefore 3 members of staff had to attend these courses out of county in Pontypool.
- Another member of staff attended a course in Cardiff during the evening as it was more convenient.
- From the courses offered, the numbers enrolled on each were as follows;

TYPE OF WELSH COURSE	COURSES OFFERED	No. ENROLLED
Welsh in the Workplace	3	26
Welsh in the Community	36	22
Welsh Tasters	10	44
Out of County	0	4
(Saturday Welsh Day Schools*)	(13)	(17)
(Intensive Welsh Weekends*)	(9)	(6)
Intensive Welsh Weeks	2	4
Online - <i>Say Something in Welsh</i>	1	4

\* These figures are not included in overall total learners as mentioned above as these courses are considered a part of the Welsh in the Workplace and Welsh in the Community Courses.

- The Welsh in the Workplace, Welsh in the Community and the Out of County courses are all delivered by tutors from the Gwent Regional Welsh for Adults Centre, based at Coleg Gwent's Pontypool Campus.
- Of the taster courses offered to staff, 3 were delivered by the Equalities Training and Promotion Officer, 1 of which was specifically requested by the Flying Start team for their staff working out in the community. 5 Courses were collaboratively arranged by the South East Wales Network of Equalities and Welsh Language Officers. A 10 week course was arranged for School-based staff in September, which merged with the same course being delivered at Ysgol Gymraeg Penalltau, to make one course with enough numbers on the register to make it sustainable. The Family Information Service received a Cymraeg i'r Teulu (Welsh for the Family) Taster Course delivered by the Welsh for the Family Development Officer from the Gwent Regional Welsh for Adults Centre.
- Courses offered were also attended by staff from partner organisations, neighbouring local authorities and members of the public.

ORGANISATION	COURSE TITLE	TOTAL
South Wales Fire Service	1/2 Day Welsh Taster	2
Cardiff Council	Collaborative Welsh Taster	2
Rhondda Cynon Taf CB Council	Collaborative Welsh Taster	2
Monmouthshire County Council	Collaborative Welsh Taster	1
Members of the Public	Sylfaen 1 - 30 Week Course	2

- 6 of the 23 enrolled onto the Welsh in the Workplace Courses; 9 of the 20 enrolled on the Welsh in the Community Courses have also sat their WJEC Welsh for Adults exam relating to the level that they have reached (8 = Mynediad 2-Year 2, 4 = Sylfaen 2-Year 4, 3 = Canolradd 2-Year 6).
- 13 members of staff passed their exam but 2 narrowly failed by a few marks

For a detailed analysis on the Welsh courses as a whole, please see **Appendix 3**.

### **British Sign Language Courses**

- In the academic year 2010-2011 a total of 35 staff members and 9 staff members from partner organisations enrolled on BSL courses. BSL courses on offer ranged from BSL tasters to BSL Advanced.
- 10 staff members and 9 staff members from partner organisations enrolled on BSL taster courses.
- The Equalities Training and Promotion Officer was contacted by two service areas requesting BSL courses to meet their specific needs;

- A Flying Start Group running in Graig-y-rhacca had a little girl attending the childcare group, and although the staff had attended a BSL Taster Course in the past, these skills were no longer adequate to cater for the child's developing needs. The group leader contacted the Equalities Training and Promotion Officer for advice on a suitable course to assist them in developing their skills. A 10 week BSL Introduction Course was arranged and held at the Graig-y-rhacca Flying Start Resource Centre. All 3 thoroughly enjoyed the course and passed the exam.
- The Headteacher at Glyngaer Primary contacted the Equalities Training and Promotion Officer with concerns that they had a little boy starting at the school at the beginning of the new year who only communicated through sign language. A 10 week BSL Introduction course was arranged and held at the school to make it accessible for as many teachers to attend as possible. 15 members of staff and a student attended the course. Of the 16 who attended the course only 9 sat the exam, due to work commitments, but all 9 passed the exam. The view now is in September 2011, some will continue to learn by attending a BSL Foundation Course at Ystrad Mynach College.
- 1 staff member enrolled on the BSL Intermediate A Course, after successfully completing the BSL Introduction and Foundation Course last academic year and passing the exam.
- 4 members of staff enrolled onto the BSL Foundation Course at Ystrad Mynach College, this includes the 3 members of staff from Graig-y-rhacca's Flying Start Resource Centre.
- 1 member of staff enrolled on a BSL Week Intensive Course to be delivered 25-28 July 2011, unfortunately this course was cancelled by the tutor.

TYPE OF BSL COURSE	STAFF ENROLLED	STAFF FROM PARTNER ORGANISATIONS ENROLLED
BSL Taster	10	9
BSL 10 Week Introduction	19	0
BSL Foundation	4	0
BSL Intermediate A	1	0
BSL Week Intensive	1	0

BSL courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 4**.

## 2.2 AGE

### Age Awareness Course

- 3 Age Awareness courses were delivered by the Development Officer for Older People with 12 members of CCBC staff, 1 member of the 50+ Partnership and 4 staff members from partner organisations in attendance.

- The success of the Age Awareness Courses and the work of the Development Officer for Older People have raised awareness internally with one service area requesting a course for their staff members.
  - The Manager of Twyncarn Day Centre, Risca, requested an Age Awareness Course for herself and 5 members of staff in September 2010.
- An Age Proofing Course was piloted in December 2010, with 2 staff members enrolled. The course had to be cancelled due to lack of interest.
- The outcomes following each training session is that those in attendance each pledge an immediate action on returning to their workplace.

### **Involving Older People**

- The council's Development Officer for Older People also delivered the Involving Older People courses.
- 3 Involving Older People courses were held and a total of 19 people attended, 13 of these were CCBC members of staff, 5 were from partner organisations and 1 a member of the 50+ Partnership.
- The outcomes following this training session were that the 19 in attendance each pledged an immediate action on returning to their workplace.

### **Intergenerational Working**

- A new course was developed for this academic year by the Development Officer for Older People and the Equalities Training and Promotion Officer. The aim of the course is to assist officers in delivering the Welsh Government's 50+ and Intergenerational Strategies. The Course is delivered by the Development Officer for Older People
- 2 Intergenerational Working courses were arranged with 12 members of staff attending and 5 from partner organisations.
- An Intergenerational Course has been arranged to run in September 2011 at Twyn Primary School, details of this course will be included in next year's Equalities Courses Training Report 2011-12.

### **Maximising Income for the 50+**

- A course was arranged in December 2010 and had 7 people enrolled, most of which were from one organisation. The Development Officer for Older People decided to cancel the course and instead deliver the course as an outreach course at the place of work of those enrolled.
- This course was requested by JobMatch and was attended by 3 CCBC members of staff and 10 from partner organisations, which include; JobMatch, Disability CanDo, the Alzheimer Society and Sight Support.

Age Awareness, Involving Older People, Intergenerational Working and Maximising Income for the 50+ courses form part of the wider Equalities training analysis. For the detailed analysis on the Equalities courses as a whole, please see **Appendix 4**.

## 2.3 DISABILITY

### Deafblind Awareness

- A Deafblind Awareness Course, delivered by Deafblind Cymru, was arranged for November. This course was rescheduled to run in February as there were only 5 people initially enrolled. The course held in February was attended by 10 people, 9 members of staff and 1 staff member from a partnership organisation.

### Deaf Awareness

- A course was arranged, but was cancelled due to only 1 person enrolled.

### Disability Awareness

- 2 Disability Awareness courses were held during this academic year. These courses are delivered by members of Caerphilly Local Access Group.

DISABILITY AWARENESS COURSE	STAFF ENROLLED	STAFF FROM PARTNER ORGANISATIONS ENROLLED
Disability Awareness	10	6

### Learning Disability Course

- 14 members of staff from the Housing Department attended a Learning Disability Course delivered by Learning Disability Cymru.

### Visual Impairment Awareness Course

- A member of staff requested training on Visual Impairment Awareness Course, but as there was no course running internally at the time, the Equalities Training and Promotion Officer arranged for her to attend a Visual Impairment Awareness Course delivered internally by a Rehabilitation Officer based in Social Services.

Deafblind Awareness, Deaf Awareness, Disability Awareness, Learning Disability Awareness and Visual Impairment Awareness courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 4**.

## 2.4 SEXUAL ORIENTATION

### LGBT History Month Event

- In February 2 members of staff from the Youth Service attended the LGBT History Month Conference with the Senior Policy Officer (Equalities and Welsh Language) and the Equalities Training and Promotion Officer who were delivering a presentation at the conference.

Sexual Orientation courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 4**.

## 2.5 RACE

### Race Equality

- A Race Equality Course was arranged to run in November 2010, but failed to attract sufficient numbers to run, so the course was rescheduled for March 2011.
- 22 people attended the course in March, which included 10 members of CCBC staff and 12 from partner organisations.

Race Equality courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 4**.

## 2.6 RELIGION AND BELIEF

### Religious Awareness

- A Religious Awareness course was held in December 2010 and was well attended, with 15 people. 1 of these was a Councillor, 5 were members of staff and 9 were from partner organisations.
- A further course was arranged to run in Summer 2011, but failed to attract enough numbers, so this course will be rescheduled for Autumn 2011, and the 2 who had enrolled will be offered places on this course.

The Religious Awareness course forms part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 4**.

## **2.7 GENERAL EQUALITIES COURSES**

### **Equalities Awareness**

- Two Equalities Awareness courses were arranged this academic year. The first course took place in November and had 13 people enrolled, 9 members of staff and 4 people from partner organisations.
- The second course was scheduled to run in June and had 15 members of staff enrolled from two service areas, 7 members of staff from the Information Service for Children and Young People (ISCYP) and 8 staff members from the Mobile Crèche Unit at St Martins Comprehensive School. Unfortunately the course was cancelled last minute by the trainer. Arrangements are currently being made to deliver the Equalities Awareness course to the two service areas at a time, date and location that suit them.

### **Equality Act 2010 – Employment Law**

- In conjunction with a solicitor from CCBC's Legal Department, a course was put together to discuss the implications the new Equality Act 2010 has on Employment.
- A session was arranged in March 2011 and 10 people attended from diverse working background. 7 CCBC members of staff and 3 from partner organisations.
- A second session was arranged, but failed to recruit enough numbers to run the session. This course will be rescheduled for Autumn 2011 and the person enrolled will be registered to attend that session instead.

### **Equalities in Policy Development**

- This course was put together by the Policy Officer (Equalities & Welsh Language), Performance Manager and Equalities Training and Promotion Officer, in response to service areas completing their service improvement plans and in particular the Equalities Impact Assessments.
- 3 sessions were arranged and 11 people attended in total, 8 members of staff and 3 from partner organisations.
- Another session was run for senior management team within Social Services on request by the Director. This was a very well attended session with 24 members of the team in attendance. This shows that when there is support from CMT and Heads of Service this increases attendance and participation on courses.



## Mainstreaming Equalities

- The Housing Department requested the Senior Policy Officer (Equalities and Welsh Language) and Tai Pawb deliver a session for managers within the Housing Team on the context of equalities in the workplace.
- 19 members of staff attended this session from this section.

## Equality Impact Assessments

- The Housing Department requested the Senior Policy Officer (Equalities and Welsh Language) deliver a second session managers and senior officers within the Housing Team on how to complete Equality Impact Assessments.
- Two sessions were delivered and 13 team members attended the sessions.

## ILM - Diversity in the Workplace

- Carrying on from the success of this course last academic year, a session was arranged for December. The course however failed to attract enough numbers to run it with only two people registering an interest.

## ILM – Equalities in Procurement

- Following the introduction of the Equality Act 2010 in October, the Procurement Department contacted the Equalities Training and Promotion Officer to discuss possible training from them on this new legislation and what implications its arrival had on us as an organisation.
- The Equalities Training and Promotion Officer discussed the proposal with Ethnic Business Support Partnership, and jointly an ILM accredited course was put together and delivered. This made Caerphilly County Borough Council the first local authority in Wales to deliver this training since the Equality Act was introduced.
- 2 sessions were held for the Procurement Department, and a total of 18 members of staff enrolled.

The Equalities Awareness, Equality Act 2010-Employment Law, Equalities in Policy Development, Mainstreaming Equalities, Equality Impact Assessments ILM - Diversity in the Workplace and the ILM – Equalities in Procurement courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 4**.

## 2.8 OTHER COURSES

### Basic Skills Awareness – City & Guilds 9295 Qualification

- Two Basic Skills Awareness Courses were arranged this academic year, the first in October/November 2010 (2 day course), not enough enrolled on the course so it was rearranged for Spring 2011.
- The course in March 2011 had 8 members of staff enrolled, two however were taken ill on the day of the training.
- All 6 who attended the course passed and achieved the City & Guilds Level 2 Learning Support Qualification.

### Dyslexia, Dysgraphia, Dyscalculia and Dyspraxia Awareness

- Two Dyslexia, Dysgraphia, Dyscalculia and Dyspraxia Awareness courses were run this academic year, and in total 16 people attended.

ORGANISATION	STAFF IN ATTENDANCE
Caerphilly County Borough Council	12
Aneurin Bevan Health Board	2
Charter Housing	1
Gwent Police	1

- On the day of the training 2 members of staff withdrew, 1 due to illness and the other due to staffing issues.

### Financial Capability

- In joint working with the Citizens Advice Bureau (CAB), the Financial Capability Courses were put on for staff who work frontline and closely with members of the community.
- 4 sessions were put on for staff. The Equalities Training and Promotion Officer targeted 2 of these sessions specifically for staff within the Housing Department.

ORGANISATION	STAFF IN ATTENDANCE
Communities First	6
Equalities	2
Genesis	2
Housing Department	17
Information Service for Children and Young People	5
Partner Organisation	1
Youth Service	11
<b>TOTAL</b>	<b>44</b>

## PREVENT Awareness

The current threat level to the UK from international terrorism is severe. The most significant international terrorism threat to the UK remains violent extremism associated with and influenced by Al Qa'ida.

The Prevent strategy, launched in 2007, seeks to stop people becoming terrorists or supporting terrorism. It is the preventative strand of the government's counter-terrorism strategy, CONTEST.

<http://www.homeoffice.gov.uk/counter-terrorism/review-of-prevent-strategy/>

- The Equalities Training and Promotion Officer met with PC Andrew Mason and DS Alyn Jones from Gwent Police's Community Cohesion Unit, to discuss how best to introduce this subject matter through training and which training would be most appropriate.
- We opted for the PREVENT Awareness Course which is a Home Office created interactive DVD, presentation. Facilitators lead syndicate groups, exploring Extremism and radicalisation. (The package has been created for delivery to large public bodies such as the NHS, Education etc).
- 3 courses were organised this academic year, 1 of which had to be cancelled as we trialed running 2 sessions on the same day but it did not work.
- 22 people enrolled to attend the sessions altogether, 21 were CCBC members of staff and 1 was from a partner organisation. Of the 22 staff members, 1 session was made up of 5 CCTV Control Room Operators and 6 Community Safety Wardens.

## Hate Crime Awareness

- This was a new course offered this academic year, but ties in all the other awareness training delivered.
- A session was delivered in June 2011 and had 16 members of staff in attendance. 6 of these were from the Community Safety Team.
- This session was funded as part of 5 sessions Gwent Police received Community Cohesion funding to run within Caerphilly County Borough. A further 2 have been aimed at two comprehensive schools, St Martins Comprehensive and Lewis School Pengam. The remaining two sessions are still being arranged but it is intended that they will be delivered to staff within the Housing Department.

Basic Skills Awareness, Dyslexia, Dysgraphia, Dyscalculia and Dyspraxia Awareness, Financial Capability, PREVENT Awareness and the Hate Crime Awareness courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 4**.

## 4.9 FUNDED COURSES

### Cymorth Funding – Diversity Project

Since 2005 Cymorth funding has been available from the Welsh Government to enable Children and Young People's Partnerships to enable them to develop improved services and outcomes for children and young people. The fund has clear objectives and criteria to ensure a range of services are developed to support children and young people (between 0-25 years of age) and their families. It is important that services and support are targeted at those in greatest need. Cymorth gives priority to Communities First areas, though other disadvantaged areas can also benefit from Cymorth funding, so long as the decision can be justified. Sustainability is paramount to any project's application. Cymorth Funding will only be available in its current form until 2011 when it becomes Families First; therefore it is vital that groups clearly consider how they can change to become sustainable.

One project, which received funding, was Barnardos – Diversity Project. The purpose of this project was to;

- Identify and address gaps in engagement and participation of young people in Caerphilly County Borough.
- Promote inclusivity and the rights of young people, particularly those where there are cases on religion and belief, and sexual orientation.
- Engage with and provide training, advice and support for partner agencies and individual professionals who work directly with young people, specifically targeting those who work with young people accessing existing services.
- Provide guidance, advice and support to any young people who may be referred to, or contact the project.
- Provide and evaluate group work sessions with young people in a variety of settings.
- Promote a partnership approach of working, liaising closely with all relevant partners including young people.
- Set up a network base for young people and partner agencies to keep in touch.
- To date 7 training sessions have been held, with one more to take place in September 2011. The September 2011 course will be detailed in the Equalities Training Report 2011-12.
- 24 staff have attended this training with another 6 booked on to attend the September session. All of these staff members are from the Education and Lifelong Learning Directorate.

## Community Cohesion Funding – Equality and Diversity Training Project

Welsh Government announced that the Community Cohesion Fund allocation for 2010/11 for this local authority area would be £117,980.

The Community Cohesion Fund is intended to strengthen links between local authorities, Community Safety Partnerships (CSPs) and Communities First (CF) Partnerships in each area.

Reference to CF partnerships is not intended to exclude local partnerships in non-CF areas; the Assembly Government wishes to encourage their involvement. However the involvement of partnerships from non-CF areas is not a condition of grant.

- In September 2010, the Senior Policy Officer (Equalities and Welsh Language) and the Equalities Training and Promotion Officer submitted a bid for £10,000 to run a project entitled - *Equality and Diversity Training Project*.
- CCBC already provides a central Equalities Training Programme to its staff and has also extended the training opportunities to partner organisations such as the former Caerphilly LHB and GAVO under an agreed SLA, and during 2009/2010 made proposals to Gwent Police and 8 local officers have attended joint-training sessions.
- This project therefore offers to extend these existing services to the Community Partnerships, as given that the training structure already exists, the Partnerships have immediate access to them and therefore benefit from not having to allocate resources to set up, administer and monitor Equalities training systems.
- The project can deliver the following courses to Community Partnerships:-

<b>COURSES</b>	
<b>Welsh Language</b>	<b>Maximising Income for the 50+</b>
<b>British Sign Language</b>	<b>Equalities Awareness</b>
<b>LGBT Awareness</b>	<b>Typetalk Awareness</b>
<b>Age Awareness</b>	<b>Equality in Policy Development</b>
<b>Deaf Awareness</b>	<b>Understanding Sight Loss</b>
<b>Dyslexia Awareness</b>	<b>Race Equality Awareness</b>
<b>Disability Awareness</b>	<b>ILM Level 2 Equalities</b>
<b>Basic Skills Awareness</b>	<b>Visual Impairment Awareness</b>
<b>Deafblind Awareness</b>	<b>Hard of Hearing Awareness</b>
<b>Involving Older People</b>	<b>Intergenerational Working</b>
<b>Financial Capability</b>	<b>Gender Awareness</b>
<b>Religious Awareness</b>	<b>Hate Crime Awareness</b>
<b>PREVENT Awareness</b>	<b>Other Bespoke Equalities Training Requested</b>

- The project details were amended in February 2011 to include organisations represented on the Community Cohesion Forum.

- The project achieved the following;
  - 29 courses were attended by 37 people, either members of the Community Partnerships or staff member from the organisations represented on the Community Cohesion Forum.
  - Courses attended include; Age Awareness, Financial Capability, Equalities in Policy Development, BSL Taster, Intergenerational Working, Equality Act 2010 – Employment Law, Race Equality, Involving Older People, Intergenerational Working, Dyslexia Awareness, Age Awareness, Age Proofing Services and Religious Awareness.
- Following a request from a CCBC Councillor for a Maximising Income type course for low income, lone parent families, Financial Capability Courses were piloted.
- Through joint working with the Financial Literacy Officer at the Citizens Advice Bureau and CCBC officers working in the field of parenting groups within the local communities, namely Flying Start and Genesis, three areas were piloted Bargoed, Phillipstown and St James.
- A total of 12 courses were run and 48 people in total attended the sessions.
- The sessions look at the following;

<b>FINANCIAL CAPABILITY COURSE CONTENT</b>
<b>Banking</b>
<b>Customer rights</b>
<b>Dealing with bailiffs</b>
<b>Finding good deals and bargains</b>
<b>How to deal with debt</b>
<b>Insurance &amp; pensions</b>
<b>Savings</b>
<b>Sessions on money management - budgeting</b>
<b>Understanding credit (loans/credit, store cards/APRs)</b>
<b>Value in contracts of mobile phones / utilities</b>

- Welsh Government has announced that the Community Cohesion Fund allocation for 2011/12 for this local authority area will be £117,757. The Safer Caerphilly Community Safety will administer this Partnership, on behalf of the Caerphilly Community Cohesion Forum.
- The Senior Policy Officer (Equalities and Welsh Language) and the Equalities Training and Promotion Officer submitted another bid, and this year have been awarded £20,000 to continue to run the Equality and Diversity Training Project for another year 2011/12.

## Dignity in Care Pilot – Playing the Dignity Game

With the support of the Welsh Government's "Dignity In Care" grants scheme, a collaboration between Caerphilly's 50+ Positive Action Partnership, the Local Authority's Equalities Department, Social Services Directorate and Newport City Council Older People's Team developed 2 games packs that tackle issues around Dignity, Respect and Equalities. These games offer an informal easy to use and effective way of generating discussion, challenging stereotypes and raising awareness.

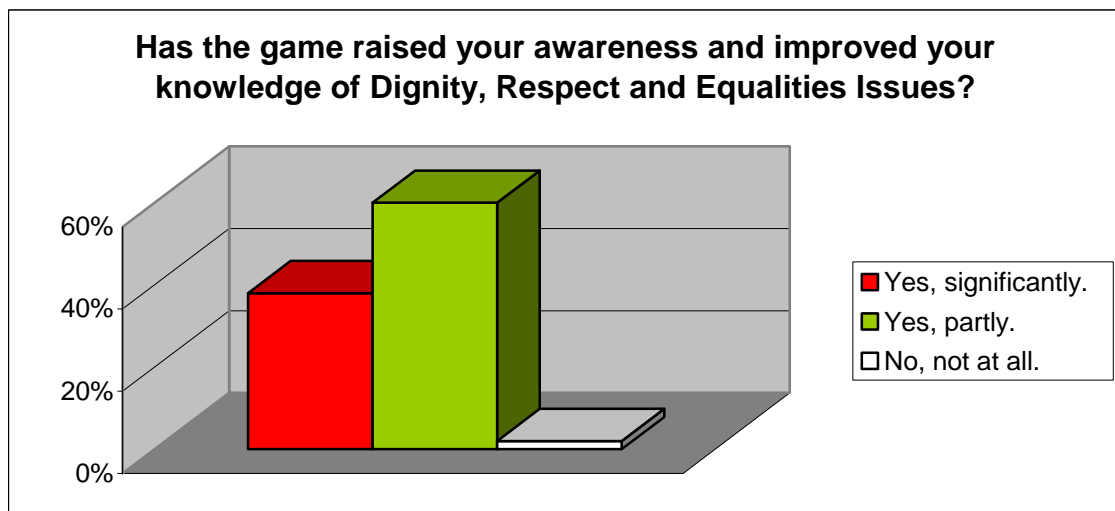
As part of the project and to ensure maximum accessibility locally and across Wales, there is a web page available where you can download via PDF the core elements of the 2 games packs we have developed. One designed specifically for "professionals" and one for social settings such as 50+ clubs and day centres.

[www.caerphilly.gov.uk/communityplanning/en/cross\\_themes/50plus/dignity\\_games.html](http://www.caerphilly.gov.uk/communityplanning/en/cross_themes/50plus/dignity_games.html)

## Snakes and Ladders

We delivered 5 pilot training sessions with a range of groups across 3 sectors including a Policy advisory group to the Welsh Government, a Voluntary Sector charity team development day, a Gwent NHS equality and dignity training session and 2 Local Authority residential homes with residents and staff.

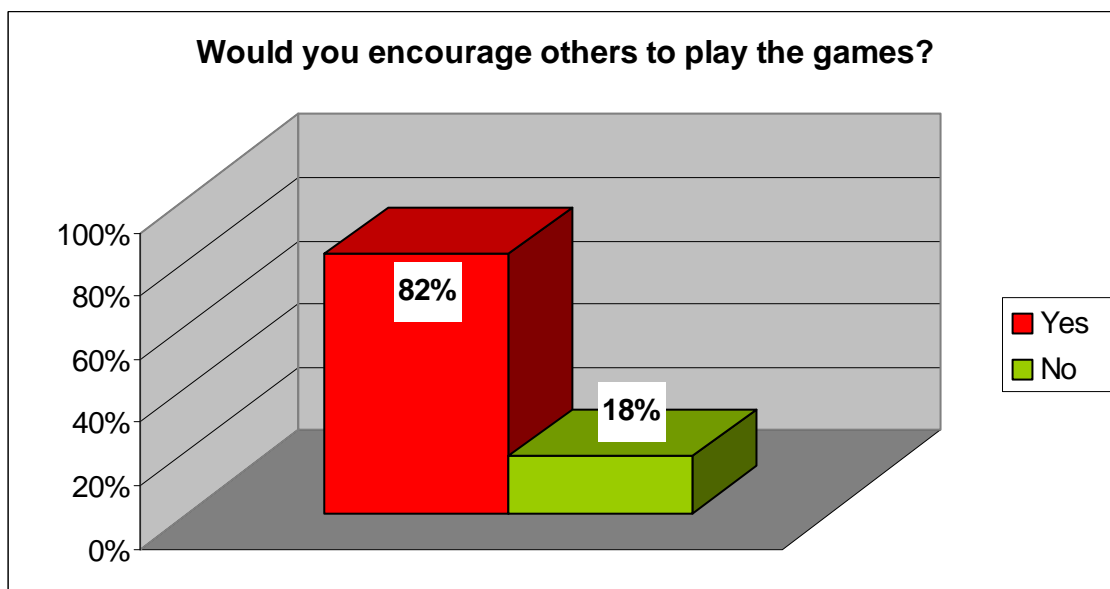
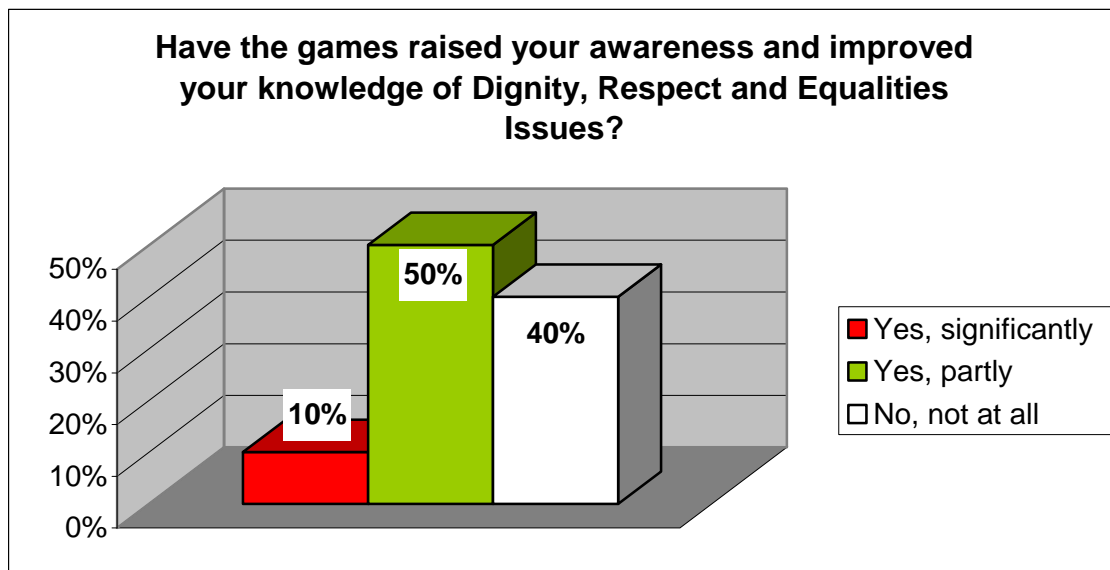
The following results are taken from the 64 feedback forms we received;



## Tidy Gin

We then piloted the games within a range of structured and social settings. Including; a school setting, a 50+ lunch club, residential homes and day centres and collated the feedback from the 133 feedback forms we had returned to us.

The following results are taken from the 133 feedback forms we received.



Cymorth Funding – Diversity Project, Community Cohesion Funding – Equality and Diversity Training Project and the Dignity in Care Pilot – Playing the Dignity Game courses form part of the wider Equalities training analysis. For a detailed analysis on the Equalities courses as a whole, please see **Appendix 4**.

## 2.10 Issues

- Issues were raised by staff attending Welsh courses at Ystrad Mynach College, these issues pointed to the suitability of these courses for Council employees. A decision was made that for the new academic year 2011-12 staff would not be supported to attend Welsh Language courses at the college.



- Other issues included courses being cancelled last minute by training providers, staff withdrawing from courses due to staff shortages which then result in courses having to be cancelled due to low numbers in attendance.

### 2.11 Analysis of Course Participants

Please see **Appendices 3** and **4** for Analysis of Course participants. If you require a more detailed analysis, please contact the Equalities Training and Promotion Officer.

### 2.12 Drop-outs

COURSE TITLE	CCBC STAFF	EXTERNAL PEOPLE
Welsh Language 30 Week Course	3	2
Welsh Taster Course	1	0
Age Awareness	2	1
Basic Skills Awareness	2	0
British Sign Language Taster	0	4
Deafblind Awareness	1	1
Disability Awareness	1	3
Dyslexia Awareness	2	0
Equality in Policy Development	0	1
Equalities Awareness	3	0
Equality Act 2010 – Employment Law	0	1
Financial Capability	5	0
Hate Crime Awareness	4	0
ILM - Equalities in Procurement	1	0
Involving Older People	9	4
PREVENT Awareness	2	0
Race Equality Awareness	1	1
<b>TOTAL</b>	<b>38</b>	<b>17</b>

### 2.13 Feedback from Course Participants

- For a selection of feedback from course participants please see **Appendix 5**.

## 3. INCOME

### Welsh Language Training Courses

- There were no cases where money had to be reclaimed from Line Managers for staff withdrawing from Welsh Courses.

- There were two cases where two members of staff leaving the authority were Sundry Debtor for the remainder of their course fees, in line with the terms and conditions of the training. The fee to be reclaimed was worked out depending on how many months of the course had been completed and how many were remaining. Total cost reclaimed in these cases was £116.23p.
- Processes have been put in place where every Learning Agreement Form that staff complete for each course they attend is IDOXed by the Human Resources Department, therefore if a member of staff was to leave the authority, the system would flag up that they had course fees to repay.
- The total amount of income received from Welsh Courses was £250.00.
- The academic year crosses two financial years because the academic year runs from September to August and the training records are kept in accordance with that.

### Equalities Training Courses

- £201.25p was reclaimed in total from line managers whose staff members failed to attend or withdrew from Equalities Courses prior to them running.
- No member of staff had to be Sundry Debtor for leaving the authority to recoup course fees. However, processes have been put in place where every Learning Agreement Form that staff have to complete for each course they attend are IDOXed by the Human Resources Department so if a member of staff was to leave the authority, the system would flag up that they had course fees to repay.
- Income was also received from the Community Cohesion Fund, where members of the Community and staff members of organisations represented on the Community Cohesion Forum attended Equalities Courses organised internally for staff and elected members. This generated a further £670.96
- The total amount of income received from staff from partner organisations and neighbouring local authorities that attended our Equalities Courses was £1285.00.
- The academic year crosses two financial years because the academic year runs from September to August and the training records are kept in accordance with that.
- The aim for 2011 – 2012 is to increase participation on the Equalities Courses by elected members, school governors, teaching and other school staff, in line with statutory legislation, which will come into force in April 2012.
- To generate more income received by encouraging participation by more and more partner organisations and neighbouring local authorities to take advantage of the equalities training structure and courses Caerphilly county borough council have in place. A number of discussions have taken place already.

#### 4. IMPACT

- The impact all these courses have had on the organisation are that more and more staff now have a greater awareness of equalities issues and are better prepared to deal with issues that may arise from the new legislation.
- The equalities training courses offered to staff, elected members and staff from partner organisations by Caerphilly county borough council is seen as an example of best practice by the Welsh Local Government Association, Equality and Human Rights Commission and several training providers.
- Caerphilly county borough council have been the first local authority in Wales to run a number of Welsh and Equalities courses, for example, the ILM Level 2 – Equalities in Procurement Course and piloting the Say Something in Welsh Online Course.

---

**Author -** Anwen Rees, Equalities Training and Promotion Officer  
Ext. 4404 / [reesma@caerphilly.gov.uk](mailto:reesma@caerphilly.gov.uk)  
August 2011

**Appendix 1** Welsh Language Courses Breakdown  
**Appendix 2** Equalities Courses Breakdown  
**Appendix 3** Feedback from Course Participants

**Internal Consultees** Dan Perkins, Head of Legal and Governance  
Gareth Richards, Principal Solicitor  
Jackie Dix, Policy Unit Manager  
David A Thomas, Senior Policy Officer Equalities & Welsh Language  
John Elliott, Research Officer  
Mandy Sprague, Development Officer for Older People  
Elizabeth Rogers, Organisational Development Manager  
Jane Haile, Learning and Development Manager  
Ros Roberts, Performance Manager  
Mark Jennings, Housing Strategy Officer

**External Consultees** Lisa Chilcott, Citizens Advice Bureau  
Suzi Moore, Barnardos  
Superintendent Jon Burley, Heddlu Gwent Police  
Andrew Mason, Heddlu Gwent Police  
Cath Baldwin, South Wales Fire & Rescue Service  
Melanie Warburton, Rhondda Cynon Taf County Borough Council  
Anna Morgan, WLGA  
David Morgan, WLGA  
Jill Evans, Aneurin Bevan Health Board

**WELSH LANGUAGE COURSES BREAKDOWN – 2010-2011**

DIRECTORATE	MALE	FEMALE	TOTAL
Chief Executive's	2	2	4
Corporate Services	4	10	14
Education and Leisure	4	53	57
Environment	5	6	11
Social Services	0	9	9
External	3	6	9

104

EXTERNAL PARTNERS	MALE	FEMALE	TOTAL
Rhondda Cynnon Taf Council	0	2	2
Members of the Public	0	2	2
Monmouthshire Council	0	1	1
South Wales Fire Service	2	0	2
Cardiff Council	1	1	2

GENDER	MALE	FEMALE	TOTAL
Male	18	0	18
Female	0	86	86

104

AGE	MALE	FEMALE	TOTAL
16 – 25	6	4	10
26 – 39	5	50	55
40 – 49	6	20	26
50 – 65	1	9	10
66+	0	1	1
Not Disclosed	0	2	2

104

SEXUAL ORIENTATION	MALE	FEMALE	TOTAL
Heterosexual	16	67	83
Gay / Lesbian	0	0	0
Bisexual	0	1	1
Other	1	0	1
Not Disclosed	1	18	19

104

MARITAL STATUS	MALE	FEMALE	TOTAL
Single	11	13	24
Married	5	50	55
Separated	0	2	2
Divorced	0	2	2
Living With Partner	2	14	16
Not Disclosed	0	5	5

104

<b>EMPLOYMENT STATUS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Permanent (Full-time)	12	41	53
Permanent (Part-time)	0	19	19
Temporary (Full-time)	3	1	4
Temporary (Part-time)	0	2	2
Casual (Part-time)	0	1	1
Fixed Term (Full-time)	2	13	15
Fixed Term (Part-time)	0	6	6
Not Disclosed	1	3	4

104

<b>GRADE/SALARY</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
1 – 3	2	5	7
4 – 7	4	45	49
8 – 10	5	17	22
11 – 12	1	0	1
Teacher	1	0	1
Adult Tutor	0	0	0
Soulbury	0	0	0
Hay Grade	0	0	0
Not Disclosed	5	19	24

104

<b>DISABILITY</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
I am not Disabled	18	77	95
Learning Difficulties	0	1	1
Hearing Impaired	0	2	2
Mobility Impaired	0	2	2
Speech Impaired	0	0	0
Visually Impaired	0	0	0
Other	0	1	1
Not Disclosed	0	3	3

104

<b>LONG TERM ILLNESS/HEALTH PROBLEM</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Yes	1	8	9
No	17	76	93
Not Disclosed	0	2	2

104

<b>WELSH LANGUAGE SKILLS</b>					
	<b>A Little</b>	<b>Moderate</b>	<b>Quite Well</b>	<b>Fluently</b>	<b>TOTAL</b>
Speak	48	14	0	0	62
Understand	48	14	0	0	62
Read	34	15	0	0	49
Write	37	12	0	0	49

<b>BRITISH SIGN LANGUAGE SKILLS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Use	0	1	1
Understand	2	2	4
Not Disclosed / None	16	83	99

104

<b>OTHER LANGUAGE SKILLS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Basic BSL	0	3	3
Czech	0	1	1
French	0	3	3
German	0	1	1
Makaton	0	1	1
Russian	0	1	1
Not Disclosed / None	18	76	94

104

<b>NATIONAL IDENTITY</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
British	4	21	25
Scottish	0	0	0
English	1	2	3
Welsh	13	51	64
Northern Irish	0	0	0
Other	0	2	2
Not Disclosed	0	10	10

104

<b>ETHNICITY</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
White British	18	79	97
Irish	0	1	1
Other	0	1	1
Not Disclosed	0	5	5

104

<b>RELIGION</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Christian	4	44	48
No Religion	11	37	48
Not Disclosed	3	5	8

104

<b>WITHDRAWN</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Chief Executive's	0	0	0
Corporate Services	0	0	0
Education and Leisure	1	3	4
Environment	0	0	0
Social Services	0	0	0
External	0	0	0
Members of the Public	0	2	2

6

**EQUALITIES COURSES BREAKDOWN – 2010-2011**

<b>DIRECTORATE</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Chief Executive's	3	17	<b>20</b>
Corporate Services	31	43	<b>74</b>
Education and Leisure	19	162	<b>181</b>
Environment	18	31	<b>49</b>
Social Services	9	42	<b>51</b>
External	34	43	<b>77</b>
Not Disclosed	17		<b>17</b>

469

<b>EXTERNAL PARTNERS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
50+ Forum	2	0	<b>2</b>
Alzheimer's Society	0	1	<b>1</b>
Aneurin Bevan Health Board	0	1	<b>1</b>
Barnardos	0	1	<b>1</b>
Cardiff Council	1	0	<b>1</b>
Cefn Fforest Communities First Partnership	1	0	<b>1</b>
Chwarae Teg	0	2	<b>2</b>
Citizens Advice Bureau	0	1	<b>1</b>
Deri & Groesfaen Communities First Partnership	4	0	<b>4</b>
Disability Cando	6	2	<b>8</b>
Gofal	0	5	<b>5</b>
Gwent Police	10	1	<b>11</b>
Jobmatch	3	2	<b>5</b>
Member of the Public	0	1	<b>1</b>
Rhondda Cynon Taf Council	0	1	<b>1</b>
RNIB Cymru	1	0	<b>1</b>
Sight Support	0	1	<b>1</b>
Upper Sirhowy Valley Communities First Partnership	0	21	<b>21</b>
Valleys Regional Equalities Council (VALREC)	4	3	<b>7</b>
Ystrad Mynach Community Partnership	2	0	<b>2</b>

<b>GENDER</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Male	116	0	<b>116</b>
Female	0	338	<b>338</b>
Not Disclosed Gender	15		<b>15</b>

469

<b>AGE</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
16 – 25	12	56	<b>68</b>
26 – 39	32	105	<b>137</b>
40 – 49	17	98	<b>115</b>
50 – 65	24	38	<b>62</b>
66+	1	0	<b>1</b>
Not Disclosed Age	30	41	<b>71</b>
Not Disclosed Gender	15		<b>15</b>

469

<b>SEXUAL ORIENTATION</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Heterosexual	78	257	335
Gay / Lesbian	4	5	9
Bisexual	1	0	1
Other	0	5	5
Not Disclosed Sexual Orientation	33	71	104
Not Disclosed Gender	15		15

469

<b>MARITAL STATUS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Single	31	76	107
Married	34	141	175
Separated	4	5	9
Divorced	5	23	28
Civil Partnership	4	3	7
Widowed	0	1	1
Living With Partner	10	49	59
Not Disclosed Marital Status	28	40	68
Not Disclosed Gender	15		15

469

<b>EMPLOYMENT STATUS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Permanent (Full-time)	58	147	205
Permanent (Part-time)	2	45	47
Temporary (Full-time)	8	14	22
Temporary (Part-time)	2	2	4
Casual (Full-time)	0	3	3
Casual (Part-time)	0	2	2
Fixed Term (Full-time)	5	50	55
Fixed Term (Part-time)	0	25	25
Employed 30 Hrs+ (Full-time)	4	14	18
Retired	7	0	7
Other	3	1	4
Not Disclosed Employment Status	27	35	62
Not Disclosed Gender	15		15

469

<b>GRADE/SALARY</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
1 – 3	1	17	18
4 – 7	25	120	145
8 – 10	25	74	99
11 – 12	2	16	18
Teacher	1	6	7
Soulbury	0	1	1
Hay Grade	3	0	3
Not Disclosed Grade / Salary	59	104	163
Not Disclosed Gender	15		15

469



<b>DISABILITY</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
I am not Disabled	75	274	349
Learning Difficulties	2	2	4
Hearing Impaired	2	6	8
Mobility Impaired	4	1	5
Speech Impaired	0	0	0
Visually Impaired	0	1	1
Other	1	1	2
Not Disclosed Disability	32	53	85
Not Disclosed Gender	15		15

469

<b>LONG TERM ILLNESS/HEALTH PROBLEM</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Yes	7	18	25
No	80	278	358
Not Disclosed Long Term Illnes / Health Problem	29	42	71
Not Disclosed Gender	15		15

469

<b>WELSH LANGUAGE SKILLS</b>					
	<b>A Little</b>	<b>Moderate</b>	<b>Quite Well</b>	<b>Fluently</b>	<b>TOTAL</b>
Speak	135	13	6	10	164
Understand	139	12	6	10	167
Read	111	13	5	10	139
Write	105	15	2	9	131

<b>BRITISH SIGN LANGUAGE SKILLS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Use	0	3	3
Understand	2	13	15
Not Disclosed / None	114	322	436
Not Disclosed Gender	15		15

469

<b>OTHER LANGUAGE SKILLS</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Basic British Sign Language	0	1	1
English	0	2	2
Maltese	1	0	1
French	2	3	5
German	1	8	9
Portugese	1	0	1
Spanish	1	2	3
Dalek	3	0	3
Not Disclosed / None	107	322	429
Not Disclosed Gender	15		15

469

<b>NATIONAL IDENTITY</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
British	36	104	140
Scottish	1	1	2
English	9	5	14
Welsh	41	175	216
Northern Irish	0	2	2
Other	1	8	9
Not Disclosed National Identity	28	43	71
Not Disclosed Gender	15		15

469

<b>ETHNICITY</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
White British	84	284	368
Irish	0	2	2
White & Black Caribbean	1	0	1
White & Black African	1	0	1
Other	2	9	11
Not Disclosed Ethnicity	28	43	71
Not Disclosed Gender	15		15

469

<b>RELIGION</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Christian	48	171	219
No Religion	28	106	134
Muslim	1	0	1
Other	0	4	4
Not Disclosed Religion	39	57	96
Not Disclosed Gender	15		15

469

<b>WITHDRAWN</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
Chief Executive's	0	2	2
Corporate Services	3	1	4
Education and Leisure	2	14	16
Environment	0	12	12
Social Services	0	0	0
Left Authority	0	0	0
External	10	5	15
Members of the Public	0	0	0

49

## FEEDBACK FROM A SELECTION OF COURSE PARTICIPANTS 2010-11

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

### Age Awareness

- I feel quite aware of older people and age proofing, this has just added to my knowledge and has given me things to consider to benefit the public – a very good training session. Thank you!
- Really enjoyed the course – informal, informative and interactive.
- Very energetic facilitator, kept us motivated. Educational and informative!

### Basic Skills Awareness

- Excellent course, excellent training provider. I would like to complete higher course, as I'm extremely interested in learning more. Roma was fab! 😊
- Excellent course and tutor – would like to learn more. Very useful for my job.

### BSL Taster

- Would like to do another course if available. Inspiring morning. Thank you very much for your patience with me.
- This was a fantastic course. The tutor was fabulous. I will highly recommend this to others.
- Trainer excellent and extremely patient!

### Deafblind Awareness

- Very useful

### Disability Awareness

- Would be good to see some pictures of good and bad examples of problems affecting disability awareness

### Dyslexia Awareness

- Found the training very good and well delivered.
- Very interesting. Will be of use in my workplace role. The enthusiasm of the tutor was evident in the energy of the presentation. Has really raised my awareness.
- Thoroughly enjoyable day, thank you.
- The trainer made the course very interesting and appeared very approachable. The course was very useful and informative and I enjoyed it very much.

### Equalities Awareness

- Interesting day and discussions. Well presented.
- Would recommend all my team to do this course.

### **Equalities in Policy Development**

- Very informative. Q&A at end useful. Thanks.
- Expected more time to be spent on impact assessments. Nevertheless course content still very helpful.

### **Equality Act 2010 – Employment Law**

- Very good response to staff questions.
- Protected Characteristics needed to be listed earlier i.e. at the start.

### **Financial Capability**

- Useful training session that will not only help support my work with young people but has also given me ideas in which I can achieve better financial capability myself personally.

### **Hate Crime Awareness**

- The presenter's approach to the session was helpful and informative.
- Enjoyed session very informative keep up the good work.
- Very interesting session.

### **Intergenerational Working**

- Very helpful, thank you.
- Excellent course and trainer, material well targeted.

### **Race Equality Training**

- Excellent informative session.
- Very informative and well structured around the new legislation.
- Useful and informative.

### **Religious Awareness**

- Excellent content. Wide-ranging, yet good focus.
- The trainer was good and listened and commented on all views throughout the course.

### **Say Something in Welsh – Online Learning Course**

- Basically I have used the mp3 download of the first sessions, which have been really beneficial. I used it to coincide with my Mynediad 1 and used it between classes
- I have found the site very useful as a practice tool in between classes, and in particular over the holidays. I have used it to listen to the lessons and improve my listening as well as oral skills.
- I have downloaded the first 12 lessons on my phone and am working through them, up to number 6 at the moment, but keep going over the others, which is great. Personally, I think the style and content is great and is definitely help.

### **Welsh Taster Course**

- Very good course for beginners in Welsh.
- I have been wanting to learn Welsh for a while, it's encouraged me to take it further.
- It was set out with enough time so that all understood before moving on.
- Always wanted to speak fluent Welsh and this has given me the drive to do so.