

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO CABINET COMMITTEE - EQUALITIES**  
**6 DECEMBER 2012**

**REPORT OF THE ASSISTANT CHIEF EXECUTIVE, PERFORMANCE**

**6 MONTHLY REPORT ON EQUALITY IN THE WORKFORCE**

**1. Purpose of Report.**

The purpose of this report is to provide the Cabinet Committee with data on the Council's workforce, together with comparative information and an update on developments that are employment related.

**2. Connection to Corporate Improvement Objectives/Other Corporate Priorities**

Analyses of workforce data help mitigate the risk of failure to meet our statutory duties in respect of equalities and a range of the objectives identified in the Corporate Plan, Welsh Language Scheme and Strategic Equality Plan.

**3. Background.**

3.1 Reliable workforce data enables us to assess our performance in relation to the Council's statutory duties set out under the Equality Act and the Council's Welsh Language Scheme. It is also crucial to achieving '*improving authority*' status within the Equality Improvement Framework and provides meaningful information to aid decision-making.

3.2 Additionally, the Wales Programme for Improvement requires the Council to report annually on ethnicity and disability rates within its workforce. The council is also required to include employee monitoring data by protected characteristic in its annual Strategic Equality Plan Report.

**4. Current situation / proposal.**

**4.1 Workforce Data**

4.1.1 Appendix 1 provides half yearly profiles and a data analysis of the contracted workforce from 31<sup>st</sup> March 2011 until 30<sup>th</sup> September 2012.

4.1.2 The table at appendix 2 outlines the reasons for 880 employees leaving between 1<sup>st</sup> October 2011 and 30<sup>th</sup> September 2012.

4.1.3 A summary of workforce information as at 30<sup>th</sup> September 2012 based on gender/pay grade for all BCBC Staff excluding casual/relief employees is included at appendix 3.

4.1.4 At Cabinet Equalities Committee on 26<sup>th</sup> June 2012, members requested a pan Wales analysis of Teachers, Head Teachers and Assistant/Deputy Head Teachers. This data has been compiled and is included in appendix 4 to this report.

4.1.5 Disabled Employees: At Cabinet Equalities Committee on 26<sup>th</sup> June 2012, members also asked for comparative data to be provided on the numbers of disabled employees in other Welsh Local Authorities. This information appears in appendix 5.

## 4.2 Developments.

4.2.1 Equalities Data Capture: A project to capture accurate and up to date equalities data on all employees began in October 2012. An electronic survey is an appropriate conduit to obtain equalities data for employees with access to a P.C. however this approach will not be appropriate for all employees and, therefore, alternative methods such as hard copy questionnaires will be required.

4.2.2 Strategic Equality Plan: A requirement of the plan is for the council to publish employment information by protected characteristic annually. In addition to the employee information reported to the Cabinet Committee on a half yearly basis, the council will, on the 31<sup>st</sup> March annually, commencing on 31<sup>st</sup> March 2013, also report on:

- The number of employees applying to change position with an outline of those that were successful and those that were not
- The number of employees applying for training with an outline of those that were successful and those that were not
- The number of employees involved in disciplinary and/or grievance procedures as a complainant or as an employee against whom an issues has been raised

The equalities data capture project described in paragraph 4.2.1 above will assist the council in providing accurate and up to date information.

Supporting the Strategic Equality Plan is an action plan. Development of the themes within the objective The Council's Role as an Employer will begin in 2012 with initial focus being on the development of staff networks and a review of the induction process.

4.2.3 British Sign Language: Following the Deaf Awareness Training and Start to Sign sessions delivered to employees in 2011/12, a programme of BSL at Work is planned for Customer Contact Centre employees to enable them to improve and maintain their skills relevant to their business requirements.

4.2.4 "Louder than Words" Charter: In October 2012, the council was awarded the "Louder than Words" Charter from Action for Hearing Loss (formerly RNID). The significant developments made by the council in its approach to employees and customers who are deaf or who have suffered hearing loss contributed to the award of the Charter.

4.2.5 Autism Awareness: An E: Learning Module was launched in the summer of 2012 raising employees' and managers' awareness of autistic spectrum disorder and the support tools and approaches that exist.

4.2.5 Employee Training and Development: A matrix has been developed outlining Equality and Diversity training requirements for council employees. In accordance

with identified need, a range of training has been delivered including basic awareness to bespoke sessions designed to meet detailed objectives. Training was delivered and bilingual templates provided to schools' Head Teachers to enable them to develop Strategic Equality Plans for their schools. It is envisaged that Elected Members will also require elements of these training sessions. This will be built into Member Development Plans for the coming year.

- 4.2.6 Welsh language study programmes have been funded for those employees identified with a business need. These are at levels commensurate with individual learner needs, ranging from taster sessions to advanced learning. A pilot study of Welsh in the Workplace is also planned for customer facing employees e.g. Customer Contact Centre. This will enable learners to improve their vocabulary in line with business needs. Learners are also encouraged to attend informal practice sessions facilitated by Menter Bro Ogwr which enable them to maintain and expand their confidence and language.

## **5. Effect upon Policy Framework & Procedure Rules.**

- 5.1 The report has no direct effect upon the policy framework or procedure rules but is required to effectively implement the Council's statutory duties in relation to equalities and human rights.

## **6. Equality Impact Assessment**

Whilst no Equality Impact Assessment has been carried out, this report provides the Committee with information which will positively assist in the delivery of the Authority's equality duties.

## **7. Financial Implications.**

None in this report.

## **8. Recommendation.**

- 8.1 That the Cabinet Equalities Committee receives and considers this workforce report.

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**Date:**

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**Background papers: None.**