

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO CABINET COMMITTEE - EQUALITIES

12 JUNE 2013

CORPORATE DIRECTOR RESOURCES

6 MONTHLY REPORT ON EQUALITY IN THE WORKFORCE

1. Purpose of Report

To provide the Cabinet Equalities Committee with data on the council's workforce, together with comparative information and an update on employment related developments.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

Analysing and using workforce data helps the council meet its statutory duties in respect of equalities. This supports a range of objectives within BCBC's Corporate Plan, Welsh Language Scheme and Strategic Equality Plan (SEP).

3. Background

3.1 Reliable workforce data enables us to assess performance in relation to the 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 WLGA's 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 within its workforce. The council is also required to include employee monitoring data by protected characteristic as part of its SEP annual 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 30 September 2011 until 31 March 2013.

4.1.2 Appendix 2 provides a summary of workforce information (as at 31 March 2013) based on gender/pay grade for all BCBC employees excluding casual/relief employees.

4.2 Developments

4.2.1 The equalities data capture exercise began in October 2012. Response rates to date have been lower than expected so an internal communications plan will be developed aiming to improve response rates before the project concludes in November 2013.

4.2.2 A requirement of the Public Sector Equality Duty is to publish employment information by protected characteristic on the 31 March annually. This is in addition to the employee information reported to Cabinet Equalities Committee on a half yearly basis. The council's first SEP Annual Report 2011/2012 was published on 31 March 2013 and highlighted:

- Employees who applied internally for a different job and those that were successful and those that were not;
- Employees who applied to undertake training and how many of those applications were successful;
- Employees involved in a grievance or disciplinary procedure.

4.2.3 The objective 'The council's role as an employer' within the SEP initially focused on the induction process and the development of staff information packs. The domestic abuse employee information pack is currently being developed.

4.2.4 Following the deaf awareness training and 'Start to Sign' sessions delivered to employees in 2011/12, Customer Contact Centre employees have received further BSL training enabling them to improve and maintain their skills when supporting deaf/hard of hearing customers.

4.2.5 Training:

- A draft matrix has been developed outlining equality and diversity training requirements for council employees.
- In accordance with business need, a range of training has been delivered from basic awareness to bespoke sessions designed to meet detailed objectives.
- Training was delivered and bilingual templates provided to head teachers and school governors to enable them to develop SEPs for their schools.
- EIA training has also been provided to relevant officers.
- It is envisaged that Elected Members will also require elements of training and this will be built into Member Development Plans for the coming year.

4.2.6 During 2012/13, in liaison with the University of Glamorgan telephone assessments were undertaken with Welsh learners to monitor their progress against identified business objectives. As a result, all parties were confident that they were attending appropriate study programmes suited to their learning and business needs.

Study programmes underway include:

- Cyrs Canolradd 1 (Intermediate 1);
- C1313 Canolradd (Intermediate) five day residential course;
- Welsh in the workplace (bespoke programme for Customer Contact Centre);
- 1:1 tuition for Chief Executive Officer as pre-learning to formal study programme.

4.2.7 No language awareness training has been provided although the council's induction e-learning module has been updated to include references to the Welsh language scheme and support available.

4.2.8 Unless a clear business link has been identified to justify training we are supporting learners by signposting them to community based learning.

4.2.9 The council gained the "2 ticks" Disability Symbol Award in 2010 in recognition of its commitment to employing, retaining and developing disabled people. The council was successfully reassessed for this award on 9 April 2013 and remains committed to:

- Interviewing all disabled job applicants who meet the minimum criteria for a job vacancy;
- Discussing, at least once a year, what both the council and the disabled employee can do to make sure the employee develops and uses her/his skills;
- Making every effort when employees become disabled to ensure they stay in employment;
- Taking action to ensure that all employees develop an appropriate level of disability awareness to make these commitments work, and;
- Reviewing these commitments every year to assess what has been achieved, plan ways to improve on them and let employees and Job Centre Plus know of our progress and future plans.

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

8. Recommendation

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

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Background papers: None.