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**Bridgend County Borough Council**  
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



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**Date / Dyddiad:** 30<sup>th</sup> January 2015

Dear Councillor,

**CABINET COMMITTEE EQUALITIES**

A meeting of the Cabinet Committee Equalities will be held in Committee Rooms 2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Thursday, 5 February 2015 at 10.00 am.**

**AGENDA**

1. Apologies for Absence
2. Declarations of Interest
3. Approval of Minutes 3 - 12  
To receive for approval the minutes of a meeting of the Cabinet Committee - Equalities of the 16<sup>th</sup> October 2014.
4. Consultation in Bridgend County Borough Council 13 - 16
5. Six Monthly Report on Equality in the Workforce 17 - 22
6. Welsh Language (Wales) Measure 2011 / Welsh Language Standards 23 - 26
7. VALREC 6 Monthly Report on Casework Undertaken in Bridgend County Borough 27 - 34
8. Urgent Items  
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

**P A Jolley**

Assistant Chief Executive Legal and Regulatory Services

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**Distribution:**

Councillors:

HJ David  
M Gregory  
LC Morgan

Councillors

MEJ Nott OBE  
D Sage  
CE Smith

Councillors

PJ White

Invitees

Councillors

M Butcher  
C A Green  
D M Hughes

Councillors

C L Jones  
R C Jones  
A D Owen

Councillors

C L Reeves  
M Reeves  
M Thomas  
H J Townsend

MINUTES OF A MEETING OF THE CABINET COMMITTEE - EQUALITIES HELD IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND, ON THURSDAY, 16 OCTOBER 2014 AT 10.00AM

Present:

Councillor D Sage - Chairperson and Deputy Leader

Councillors

M E J Nott OBE  
H J David  
M Gregory

Councillors

C E Smith  
P J White

Invitees:

Councillors

M W Butcher  
M Thomas  
H J Townsend

Officers:

R Rees-Jones - Marketing and Engagement Manager  
P Williams - Equality and Engagement Officer  
H Coatsworth - Marketing and Engagement Assistant  
R Hassan - Regional Community Cohesion Co-ordinator  
G P Jones - Head of Democratic Services  
M A Galvin - Senior Democratic Services Officer - Committees

80 CHAIRPERSON'S ANNOUNCEMENT/INTRODUCTIONS

The Chairperson of the Committee invited to his first meeting the new Member of Cabinet, Councillor C E Smith.

He also asked all those present to introduce themselves to other Members/Officers.

81 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members for the reasons where given:-

Councillor L C Morgan	- Unwell
Councillor A D Owen	- Other Council Business
Councillor C A Green	- Holiday
Councillor R C Jones	- Holiday
Councillor C L Jones	- Prior Commitment
Councillor C Reeves	- Holiday
Councillor M Reeves	- Holiday

82 MINUTES OF THE PREVIOUS COMMITTEE MEETING

RESOLVED: That the minutes of the meeting of the Cabinet Committee - Equalities of 17 July 2014 be approved as a true and accurate record.

83 DECLARATIONS OF INTEREST

None.

84 DEMOCRATIC DIVERSITY

The Member Diversity Champion and the Head of Democratic Services jointly presented a report, the purpose of which, was to inform Cabinet Members of the action plan being developed by the Diversity Champion to take forward the diversification of democracy initiated by the Expert Group and set out in *On Balance: Diversification Democracy in Local Government in Wales*, published in March 2014.

The report contained some background information, and confirmed that on 27 May 2014 Cabinet appointed Councillor H Townsend as the Diversity Champion. She had met with Welsh Government representatives to discuss plans for progressing the aims of a report entitled the "On Balance: Diversifying Democracy in Local Government in Wales".

The "On Balance" report identified a number of recommendations for a variety of bodies including The Welsh Government, Political Parties, One Voice Wales and Local Authorities. The intention is to ensure that the people who make decisions on our behalf are in tune with their local communities and reasonably reflect the diversity of the people that they represent. A full list of the Expert Panel recommendations could be seen in Appendix 1, to the report.

The Member Diversity Champion, advised that there were several recommendations that are likely to require involvement of local authorities. Some of these were detailed in paragraph 4.2 of the report, upon which she elaborated.

She explained that discussions had been held with the Head of Democratic Services and the Equalities and Engagement Officer to determine possible courses of action which could facilitate these aims.

The Member Diversity Champion added, that an initial action plan has been developed and was shown at Appendix 2 to the report. Key actions of this would include:

- the collection and analysis of current diversity information;
- the recruitment of suitable Elected Member mentors;
- identifying appropriate mentees to shadow elected members;
- identifying members to participate in secondary school briefings

Further work would be undertaken to develop the action plan and the Diversity Strategy to meet the requirements of the "On Balance" report and improve the Democratic Diversity within the County Borough.

Some of this work had commenced, in that she together with Officers had visited the Mosque in Aberkenfig to meet with some of the Muslim community.

On 22 October next, a meeting would also be convened with Member Diversity Champions from other local authorities, to discuss how further work could be developed and taken forward.

A training programme would be developed for these Members, to be undertaken in January 2015, and a Forward Work Programme would then be rolled out by April 2015

Finally, she explained that the Authority has not received any funding from the Welsh Government to progress the recommendations of the "On Balance" report. Following

consideration of this report and confirmation of the proposed plans, appropriate levels of funding would be pursued through the Welsh Government.

A Member asked for clarification upon how potential would-be Councillors standing in the next local election would be mentored to become possible Diversity Champions.

The Member Diversity Champion, referred to Page 16 paragraph 1.2 of the report, and explained that work would be undertaken through the four main political groups both individually and collectively, and this would also form part of the introduction and induction process to becoming a Councillor, and form part of the next term of office Member Canvassing Programme. Individuals from under-represented groups in any community would be particularly encouraged to participate in issues of a diversity nature she added.

The Member Diversity Champion stated that she had also been involved recently in attending conferences in respect of the disabled to look for mentors in relation to diversity, and that future work would include visiting secondary schools and actively negotiating with bodies such as the Youth Council. The work was more about going into the community rather than the community coming to us she added.

A Member asked if the exercise also involved liaising with private businesses and the social enterprise.

The Head of Democratic Services confirmed that this would be the case as part of the Action Plan through the Marketing and Communications Team. It was planned to have a series of small events in towns within the County Borough to engage with the public on the democratic process and initiate a campaign promoting the benefits of being a Councillor, including other issues such as encouraging involvement in key topics such as diversity.

The Cabinet Member - Children and Young People stated that it could be beneficial to engage with the Bridgend Association of Section Heads rather than individual schools, to advocate briefings regarding the democratic process and role of a councillor, in conjunction with Local Democracy Week, that was planned for some time next year. Older pupils in schools should also be reminded that they now have to register to vote when they reach 18 years of age. Work could also be initiated through bodies such as the Citizen's Panel he added.

The Deputy Leader concluded debate on this matter, by applauding the Diversity Champion for the hard work she was committing to this important topic, and to the Officers who had supported her to this end.

**RESOLVED:** That the Cabinet Committee Equalities noted this report.

## 85 COMMUNITY COHESION

The Corporate Director - Resources submitted a report, which informed Members of the work undertaken by the Regional Community Cohesion Co-ordinator for Bridgend County Borough.

The Chairperson then introduced the above Officer to give a power point Presentation.

The Regional Community Cohesion Co-ordinator explained that Community Cohesion, was a term to describe how everyone in a geographical area lives alongside each other with mutual understanding and respect.

This was developed to promote a common sense of belonging; positively value diversity; tackle disadvantage and inequalities, and promote interaction in the workplace, schools and neighbourhoods.

By way of background information, he advised that Community Cohesion is a Welsh Government Initiative which started with 'Getting Together' - A Community Cohesion Strategy for Wales (launched on 3 December 2009). This was developed through the following three phases:-

Phase 1 : Funding towards Community Cohesion initiatives;

Phase 2 : 2012, Regional Community Cohesion Co-ordinators employed to mainstream Community Cohesion;

Phase 3 : 2014-16, Community Cohesion National Delivery Plan with seven key outcomes.

The Getting on Together - a Community Cohesion Strategy for Wales explained that we lived in increasingly diverse communities which face challenges such as economic migration, intergenerational differences, the impact of poverty, growing influence of extremism, integration, valuation difference and, focussing on the shared values that join people together.

The Regional Community Cohesion Co-ordinator explained that we were living in a changing world, whereby in 1965 75m people lived outside the home country, now this was 200m, 600,000 British people live in Spain, many more from other countries; and other parts of the world (e.g. 200,000 NZ); or, with second homes. In terms of travel, 25m tourists visited the UK in the course of a year, added to 70m visitors from within the UK. Globalisation in many forms that included international students, business and finance.

There were therefore some key challenges to meet, with impacts on our neighbourhoods, for example

- Broader diversity: Over 300 languages in London schools; 150 + in other cities;
- Rural areas becoming more diverse too;
- Changing population composition: e.g. schools becoming more diverse.

In terms of managing the interface, the Regional Community Cohesion Co-ordinator confirmed this included:

- Between and within black minority ethnic communities;
- Recognising it was no longer a black v white issue;
- Between generations;
- Dealing with the extremism issue - and understanding diversity within communities

With regard to a measured approach being taken to Community Cohesion, he explained that this was done through the Welsh Government Community Cohesion National Delivery Plan; Supported by the Regional Community Cohesion Co-ordinator. It also involved practices such as the Local Delivery and Governance of Community Cohesion.

The Regional Community Cohesion Co-ordinator then referred to the CoCo National Delivery Plan. The aim here was to continue to strengthen, mainstream and sustain both local and regional CoCo approaches and support high level outcome communities across Wales, to ensure they are safer, cohesive and resilient (Future Generation Bill). He went on to explain of the need to tackle the greatest cohesion challenges in Wales across communities, and of the need for implementation of the delivery plan via regional co-ordinator posts across Wales.

The aim of the Strategy was to provide seven key outcomes. These were:

- To understand hate crime, victims make reports/get appropriate support;
- To understand modern slavery, victims reports/get appropriate support;
- Increased awareness and engagement across G&T communities;

- Increased awareness and data established on immigration;
- To ensure C1st staff are knowledgeable about CoCo issues and communities across the protected characteristics are involved in the C1st programme;
- To ensure key policies and programmes are evidencing delivery against coh priorities;
- Ensuring policies and services are responsive to changes in communities.

The Regional Community Cohesion Co-ordinator then referred to the following in some more detail.

#### Hate Crime:-

- Welsh Government - tackling hate crime and incidents: Introducing A Framework for Action;
- The introduction of an all Wales Hate Crime Reporting Centre and Support Service;
- To encourage an increase in the number of reported hate crime/incidents;
- Staff and Members accessing Hate Crime training and E-learning resource (including third sector organisations);
- Increase multi-agency approaches to address high risk levels of hate crime (MARAC)

#### Modern Day Slavery/Human Trafficking:-

- The illegal trade of human beings mainly for the purpose of sexual exploitation, forced labour, domestic servitude and less common but human tissue (organ harvesting);
- A significantly low level of awareness around modern slavery/human trafficking was a barrier;
- Establish a focal point for the organisation;
- Establishing a WB Regional Anti-Slavery/Human Traffic Multi-Agency Forum;
- The introduction of a victim pathway process to support the development of MARAC approach;
- To train the trainer sessions - Awareness sessions to staff/Members and key agencies;
- With regards to safeguarding and exploitation, there was a need to review the current governance arrangements;
- Strengthening the existing arrangements and assess how we share and record relevant information and undertake trend analysis and take necessary actions, if and when needed.

#### Gypsy and Traveller Communities:-

- This is a complex and challenging area due to strong public attitude towards the Gypsy and Traveller community;
- To raise awareness via training, and collaboration amongst key service providers;
- To establish a regional gypsy and traveller multi-agency forum;
- The new Housing (Wales) Bill places a duty on local authorities to provide sites for gypsies and travellers where such need has been identified;
- No local authority gypsies and traveller sites in Bridgend County Borough Council, but the accommodation need of neighbouring Neath Port Talbot could affect demand for pitches in Bridgend County Borough due to cross-boundary migration;
- To note that residents from Cae Garw site in Neath Port Talbot currently access Health and Education Services in Bridgend County Borough.

Immigration:-

- Estimated population is 140,480 (30 June 2013 ONS), increase by 2% (2,697 people), in the last five years. International net migration between 2005-2010 were -230 (1,020 in and 1,250 out);
- 97.8% people were white, 1.1% Asian (British), 0.7% mixed and 0.2% black African/Caribbean British. Anecdotal evidence suggest the Eastern European population is increasing.
- 62.9% are belonged to 16-64 and 18.9% were in the age group 65+;
- There remains no accurate method of calculating the number of people including migrant workers in the UK, Wales or Bridgend. Contact/Customers services to start recording ethnicity and nationality monitoring process;
- Myths and rumours remains a key concern. To dispel myths about immigration it would be beneficial to have a co-ordinated multi-agency approach.

Communities First and Engagement:-

- Residents engagement and participation can promote positive relations e.g. special schemes - church/mosque visits, living libraries, cooking together, cultural, faith and community facilities;
- Establish the numbers and profile of people belonging to different groups and communities;
- Communications programme, to dispel myths, to provide information and to tackle real concerns;
- Clusters to develop equality and diversity monitoring systems;
- In partnership with Clusters, develop best practice of engagement across PC communities across three themes;
- Support the Community Involvement Plan and Cluster Delivery Plan.

Mainstream:-

- Local Authorities to understand which key policies and programmes are relevant to community cohesion;
- The Single Integrated Plan to reflect and deliver against local cohesion priorities;
- The Strategic Plan being able to demonstrate priorities through promoting Good Relations to reflect this element of Equality Act 2010;
- To explore and develop community cohesion training as part of core Equality and Diversity Training within local authorities;
- To raise awareness, engage and support Third Sector Organisations to develop cohesion related projects and work.

Changes in Communities:-

- The Local Authorities to recognise changes to community demographics through Community profiles and mapping;
- Bridgend population rose by 10,500 between 2001 and 2011, higher average age in Porthcawl, the second largest religion after Christianity is Islam, followed by Buddhists and Hindus, Bridgend also has a large Polish group.
- The Local Authority to understand which key policies and programmes are relevant to community cohesion;
- To ensure tension monitoring systems are sustainable and responsive to emerging tensions when they arise;
- To fully take account of the impact of welfare reform on most vulnerable groups.



With regard to Community Cohesion and Equality Duty, the Regional Community Cohesion Co-ordinator explained that this duty clearly overlaps with the aims and ambitions of the community cohesion agenda. The equality duty places a legal requirement on local authorities to address matters critical to community cohesion (equality, tackle discrimination/inequality and promote good community relations),

He added that equalities was important to community cohesion, as equality and freedom from discrimination were pre-requisites for community cohesion, actual/perceived inequalities and unfairness undermine cohesion. He further added, that the equality duty requires local authorities to remove/minimise disadvantages suffered by protected groups, taking steps to meet their needs and participation in public life.

In respect of community cohesion, and the role of Elected Members, the Regional Community Cohesion Co-ordinator advised that Members had a very important role to play in championing community cohesion. This included to make sure how the Council went about its day to day business, and not to consider community cohesion to be just another initiative. There was also a need he felt, for allocating Member responsibility for championing community cohesion as part of mainstreaming. However, Members may need support in order to fulfil their role here through Member training and awareness sessions.

In conclusion of his submission, the Regional Community Cohesion Co-ordinator advised that whilst prioritising work, Members may wish to consider the following areas of focus:-

- The effects of these key challenges and the subsequent impacts on policy, service delivery and decision making;
- To assess current CoCo structure and Governance arrangement, and see if it is fit for purpose;
- To check to see if procedures and mechanisms are robust? For example, would the Authority's designated child protection lead officers know what to do? Are children's Social Services specifically highlighting concerns for child trafficking;
- How the Council measures and identifies potential incidents;
- Establishing the make-up of the different communities and finding out just who is using Council services.

The Chairperson thanked the Regional Community Cohesion Co-ordinator for his submission.

A Member was concerned with regard to immigration and how this was interpreted and publicised by radical groups. He felt there was a need to engage within social media to publicly emphasise the true facts regarding this and to dispel misinterpretation by some of the public at large.

The Regional Community Cohesion Co-ordinator agreed with this, and this was compounded by the fact that some political parties such as UKIP were anti-immigration and this was being actively published through the national press and news media. The immigration population in the UK was just 3%, however, a poll undertaken with the public would reflect that they believe this figure to be far more than this, at around 30%.

He added that key staff such as Equalities, Marketing and Communications staff, needed to get out to members of the public through door to door leaflets or via the Bridgend County Borough Council website the true facts relating to matters such as immigration laws, and human trafficking, racism and other related issues referred to in his presentation. It would be worthwhile he felt, for elected Members to receive relevant training in mainstreaming community cohesion work in committees comprising the Bridgend County Borough Council, and to get the right messages out through engagement with the public. He offered to provide awareness raising sessions to this end.

A Member also felt it would be worthwhile to target certain problem areas in the County Borough, where racism was targeted against individuals from Eastern-block countries such as Poland, and to educate people with a view to breaking down animosity between neighbours.

The Leader confirmed that he agreed with the points made by Members, and that the national press were pointing the wrong picture. He pointed out that people from certain other European countries were entitled to reside in the UK due to European law and guidelines and that they embraced this opportunity fully by not just being here but working also. He also felt that laws needed to be firmer in respect of human trafficking, and that the Courts needed to consider issuing stiffer sanctions to offenders of this.

The Regional Community Cohesion Co-ordinator advised that there was training planned for the Crown Prosecution and Police in relation to dealing with individuals who break the law through human trafficking.

A Member advised that Officers were also undertaking work through Projects such as "Show Racism the Red Card", where this would be shared with pupils in schools at Pyle where children of gypsy travellers were being educated. Members would also receive a Member Development session on this topic, as a number of them were school governors, and this would allow them to get the message over to schools with regard to problems of racism and hate crime etc. It was crucial she felt to educate people especially those of a young age.

The Regional Community Cohesion Co-ordinator further added that a Victim Reporting Centre was going to be established, in order where people subjected to various forms of abuse could go to seek guidance and support.

**RESOLVED:** That the Cabinet Equalities Committee received, considered and noted the report and accompanying Presentation.

86 SIX MONTHLY UPDATE ON THE IMPLEMENTATION OF THE STRATEGIC EQUALITY PLAN ACTION PLAN

The Equalities and Engagement Officer presented a report, the purpose of which was to provide Members with an update on the implementation of the Strategic Equality Plan and Equality objectives.

The background to the report, highlighted that the Equality Act 2010 introduced a general duty for public bodies to eliminate discrimination, harassment and victimisation, absence of equality of opportunity and to foster good relations in relation to certain protected characteristics. These were outlined in paragraph 3.1 of the report.

Arising from the above Act, there was a requirement for bodies such as local authorities, to produce a Strategic Equality Plan supported by an Action Plan that was introduced in September 2012. Progress on this Action Plan was detailed in Appendix 1 to the report.

The Equalities and Engagement Officer reminded Members that in April 2012 the Strategic Equality Plan was approved and published, and as a result of this, equality objectives had since been mainstreamed into Directorate Business Plans which would be monitored by the Cabinet Committee.

The revised Action Plan would be updated six monthly where objectives would be included therein, under a RAG type status, Red (not achieved) Amber (ongoing) Green (fully achieved). He pointed out to Members that a lot of objectives in the Action Plan were now showing green ahead of time.

In terms of a few notable headline achievements, he confirmed these to be as follows:-

- (1) Visiting the Mosque in Aberkenfig and introducing Awareness Raising Sessions regarding their religious beliefs.
- (2) Introducing a “Stamp out Bullying calendar competition” where pupils within 12 different schools have been invited to give their interpretations surrounding a certain topic. This would culminate in an Awards event in November 2014.
- (3) “Show Racism the Red Card” training, to be rolled out to schools and the subject of an elected Member training session, to be held probably around January 2015.
- (4) The Holocaust Memorial Day - as a result of the 70<sup>th</sup> Anniversary of the Auschwitz Liberation next January, where a Holocaust survivor would be speaking.
- (5) The introduction of a LGBT Forum. There was also planned for some time in November, a LGBT Network meeting.
- (6) The re-launch of an Employer/Member Data Collation exercise, under a new and revised marketing campaign.
- (7) To undertake a process of community engagement on the topic of Community Cohesion, particularly addressing some of the important issues raised in the presentation made earlier in the meeting.

Members also felt that it would be beneficial to include within the Strategic Equality Plan Action Plan, plans for proposals to more effectively integrate individuals and families from countries such as Poland into the Bridgend County Borough Community as part of a push to increase and enhance diversity.

The Deputy Leader closed debate on this item, by thanking the Equality and Engagement Officer and Members of his team for the achievements that had been made as identified in the Action Plan.

**RESOLVED:** That the Cabinet Equalities Committee considered the progress being made in relation to the Strategic Equality Plan 2013 - 2016 Action Plan.

## 87 EQUALITY AND DIVERSITY LEARNING AND DEVELOPMENT

The Equalities and Engagement Officer submitted a report, the purpose of which was to provide the Cabinet Committee with an update on equality and diversity learning and development for Council staff, Elected Members and citizens.

Following some introductory background information, he confirmed that the Strategic Equality Plan and Welsh Language Scheme outlined a commitment to implement, evaluate and monitor the effectiveness of equality, diversity and Welsh language training for staff covering the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex and sexual orientation related to job roles.

A 3 year learning and development plan had been developed outlining the level and type of training, together with targeted numbers of staff.

The delivery of equality and diversity training would be a mix of E Learning packages, in house provision, and with partners covering the topics such as those listed in Paragraph 4.2 of the report.

The Equality and Engagement Officer added that, specific, targeted training would also be considered, such as British Sign Language and Mental Health Awareness, where there is a clear business case for these.

There was for these training proposed for Members as specified in Paragraph 4.3 of the report, whilst Equality and Diversity training would also inform the ongoing development of the Council's Workforce Plan.

**RESOLVED:** That the Cabinet Equalities Committee received, considered and noted the above progress report.

The meeting closed at 12.30pm

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO CABINET COMMITTEE - EQUALITIES**  
**5 FEBRUARY 2015**

**REPORT OF THE CORPORATE DIRECTOR - RESOURCES**  
**CONSULTATION IN BCBC**

**1. Purpose of Report**

The purpose of this report is to inform members of the consultation work undertaken by the Council's Engagement Team.

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

2.1 The Strategic Equality Plan is a statutory plan and a cross cutting issue impacting on the whole of the council. It is linked to the Customer Care Programme and supports the community cohesion agenda.

2.2 This report also supports the following priorities in the Corporate Plan 2013 – 2017:

- **Priority 2:** Working together to raise ambitions and drive up educational achievement;
- **Priority 3:** Working with children and families to tackle problems early;
- **Priority 6:** Working together to make the best use of our resources.

**3. Background**

In July 2010, Cabinet Equalities Committee agreed to receive reports and presentations on topic areas relevant to their remit. This includes community representatives presenting on relevant topics for members to gain a broader understanding of issues faced in our communities.

**4. Current situation / proposal.**

Effective consultation and engagement forms an integral part of councils' decision making processes and, in some situations, is a statutory requirement.

4.1 Consultation is the process followed involving citizens, service users and other groups and individuals who contribute their views and suggestions as part of a review of policy, strategy and proposed budget reductions.

4.2 Engagement is a less formal and more participative process where, using a wide range of techniques, groups and individuals are able to influence and shape strategy and policy.

- 4.3 The council's Engagement Team has developed an internal toolkit which clarifies when to engage and/or consult and to understand the methods and techniques available. The toolkit is based on Participation Cymru National Principles for Engagement which comprises 10 principles including:
- Working with relevant partner organisations;
  - Using jargon free, appropriate and understandable information;
  - Making it easy for people to take part and to do so effectively;
  - Participants are told the impact of their contributions and
  - Learning and sharing lessons learned.
- 4.4 The toolkit also includes advice and guidance on the role of the equality agenda in consultation and engagement.
- 4.5 The Engagement Team has recently led on 2 high profile consultations, these being Learner Travel and the Medium Term Financial Strategy.
- 4.6 Non effective consultation can have legal implications for the council if equality of opportunity is not afforded to every individual wishing to participate.
- 4.7 The Engagement Team and the toolkit add significant value to the council in terms of consultation, engagement and equalities.

## **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**

No equality impact assessment has been carried out as this report provides the committee with information that 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 report.

**Ness Young**  
**Corporate Director – Resources**  
**Date: 12 December 2014**

**Contact officers:**  
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Consultation and Engagement Officer

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**Telephone: 643664**

**Background papers: None.**

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**BRIDGEND COUNTY BOROUGH COUNCIL  
REPORT TO CABINET COMMITTEE - EQUALITIES**

**5 FEBRUARY 2015**

**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 equality duties and support the following Corporate Priorities:

- **Priority 2:** Working together to raise ambitions and drive up educational achievement;
- **Priority 4:** working together to help vulnerable people to stay independent;
- **Priority 6:** working together to make the best use of our resources.

**3. Background**

**3.1** Reliable workforce data enables us to:

- assess our performance in relation to the statutory duties set out under the Equality Act and the council's Welsh Language Scheme;
- work within the WLGA's Equality Improvement Framework;
- provide meaningful information aiding decision making.

**3.2** The council is also required to include employee monitoring data by protected characteristic in 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 31 March 2013 until 30 September 2014. Profiles now include data relating to the number of employees disclosing as lesbian, gay, bisexual and transgender captured following the recent data collection exercise and also a more detailed breakdown of employees' Welsh speaking, reading and writing skills.

At members' request, the age profile of the council's employees will, in future, be reported in 5 yearly profiles.

## 4.2 Developments

4.2.1 The revised data capture project is underway focusing on the benefits to employees of completing the questionnaire and disclosing sensitive information. The project's end date is 31 March 2015 and good progress is being made with an additional 80 Resources employees having completed the exercise. In total 1,237 employees in Resources and Communities Directorates have completed the sensitive and equality related data survey. The benefits to the council and its employees include:

- an opportunity to better understand our employees and help create better workplaces;
- support for BCBC objectives to address inequality in the workplace and treat people with dignity and respect;
- help in setting up staff networks and improve employee training on diversity;
- publicise "zero tolerance" approach to bullying and harassment in the workplace;
- BCBC credibility enhanced by openly recognising diversity;
- Positive messages sent to employees.

4.2.2 Good progress has been made in meeting the four actions in the "Council's Role as an Employer" objective which are due for completion in 2015. These relate to:

- staff networks – an LGBT Staff Network is established and met for the first time on 9 December 2014;
- equality and diversity learning and development for staff – approximately 70 employees from the Resources Directorate form a pilot training programme. Training took place in November 2014 with further training planned throughout January 2015. The training programme will then be implemented in other service areas.
- equality and diversity learning and development for managers – this will commence following completion of the pilot training programme;
- employee policy updates.

4.2.3 Further developments include:

- the development of employee guidance on Race, Religion and Belief;
- the flexible working policy has been further promoted to employees targeting men in particular;

- Progress is being made on developing a staff network for BCBC employees who are carers.

## **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.

**Ness Young**  
**Corporate Director Resources**  
**Date: 12 December 2014**

## **9. Contact officers:**

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**Background papers: None.**

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Half yearly analysis of the council's workforce from 30.9.12 to 31.3.14

Description	31 March 2013				30 September 2013				31 March 2014				30 September 2014			
	Schools	All Other Services	BCBC Total	BCBC %	Schools	All Other Services	BCBC Total	BCBC %	Schools	All Other Services	BCBC Total	BCBC %	Schools	All Other Services	BCBC Total	BCBC %
Total Headcount			6665				6549				6462				6298	
Of the above:-																
Full Time	1660	1917	3577	53.7	1675	1972	3647	55.7	1673	1943	3616	55.9	1696	1495	3191	50.7
Part Time - 1post held	855	1632	2487	37.3	844	1503	2347	35.8	858	1424	2169	33.6	818	1707	2525	40.1
Multi Part Time	450	149	599	9	411	144	555	8.5	413	151	677	10.5	410	172	582	9.2
Totals	2967	3698	6665	100	2930	3619	6549	100	2944	3518	6462	100	2924	3374	6298	100
Male	519	1005	1524	22.9	516	957	1473	22.5	524	909	1433	22.2	510	887	1397	22.2
Female	2448	2693	5141	77.1	2414	2662	5076	77.5	2420	2609	5029	77.8	2414	2488	4901	77.8
Totals	2967	3698	6665	100	2930	3619	6549	100	2944	3518	6462	100	2924	3374	6298	100
Disability declared/recorded	10	79	89	1.3	12	93	105	1.6	14	89	103	1.6	15	98	113	1.8
Carer Responsibilities declared	61	208	269	4	61	234	295	4.5	59	226	285	4.4	61	227	288	4.6
Ethnic Minority	27	43	70	1.1	27	40	67	1	30	40	70	1.1	30	42	72	1.1
Welsh Speaker	152	99	251	3.8	254	368	622	9.5	277	656	933	14.4	353	421	874	13.9
Welsh Reader									274	671	945	14.6	347	440	887	14.1
Welsh Writer									258	572	830	12.8	325	343	768	12.2
Bisexual									-	-	10	0.2	-	-	10	0.2
Gay Man									-	-	9	0.1	-	-	9	0.1
Gay Women/Lesbian									-	-	11	0.2	-	-	19	0.3
Transgender									-	-	4	0.1	-	-	5	0.1
Age Profile:-																
16 - 19													5	7	12	0.2
20 - 25													197	129	326	5.2
26 - 30													304	250	554	8.8
31 - 35													349	328	677	10.8
36 - 40													432	374	806	12.8
41 - 45													512	511	1023	16.3
46 - 50													419	566	985	15.6
51 - 55													365	538	903	14.3
56 - 60													240	444	684	10.8
61 - 65													77	193	270	4.3
66 +													24	34	58	0.9
Totals	2967	3698	6665	100	2930	3619	6549	100	2944	3518	6462	100	2924	3374	6298	100

Some points to note from the data in appendix 1 are:

- a) Data relating to Welsh reader, Welsh writer, bisexual, gay man, gay women/lesbian and transgender employees for 31 March 2013 and 30 September 2013 is not available. Data for LGB & T employees from 31 March 2014 onwards has been anonymised by using totals for the council.
- b) The total number of employees has reduced by 164 since 31 March 2014 and by 367 since March 2013.
- c) The number of part time employees has increased by 21 since March 2013.
- d) The number of full time employees has decreased by 386 since March 2013.
- e) The number of female employees has reduced by 240 since March 2013.
- d) The number of employees with caring responsibilities declared has increased by 3 since March 2014.
- e) The number of employees declaring Welsh speaking ability has decreased by 59 March 2014.
- f) The number of employees aged 66 and over as at 30 September 2014 is 58.

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO CABINET EQUALITY COMMITTEE

5 FEBRUARY 2015

#### REPORT OF THE CORPORATE DIRECTOR RESOURCES

#### WELSH LANGUAGE (WALES) MEASURE 2011 / WELSH LANGUAGE STANDARDS

##### 1. Purpose of Report

To update the Cabinet Equality Committee on developments with the Welsh Language (Wales) Measure 2011 and Welsh Language Standards

##### 2. Connection to Corporate Improvement Plan / Other Corporate Priority

The Welsh Language (Wales) Measure 2011 will replace Welsh Language Schemes with a set of enforceable national 'standards'. These national standards will impact upon the work of the whole council. They will be linked to the equalities agenda, and will form a key component of the council's Customer Care Programme.

##### 3. Background

The Welsh Language (Wales) Measure was introduced by Welsh Government in March 2010 to:

- modernise the existing legal framework from the 1993 Welsh Language Act to promote consistency in Welsh language service provision throughout Wales;
- bring a number of private sector organisations who provide services to the public under the scope of the new law;
- establish the office of the Welsh Language Commissioner with a stronger enforcement role than the Welsh Language Board which it replaced on 1 April 2013.

Additionally, the standards will link to the following council's corporate priorities:

- working together to raise ambitions and drive up educational achievement
- working together to help vulnerable people to stay independent
- working together to make the best use of our resources

##### 4. Current situation / proposal

- 4.1 On 21 October 2013, the First Minister announced a timetable for making the first set of standards relating to the Welsh language. Welsh Government drafted regulations for the standards in September 2014 and aims for these to be in force in 2015. Bridgend County Borough Council's Welsh Language Scheme would therefore come to a legal end at that point. The first set of proposed standards was published in early 2014 and the Welsh Language Commissioner used these as a basis for a 12 week standards investigation (which closed on 18 April 2014) to determine whether Welsh councils, national parks and Welsh ministers can comply

with the standards and, if so, which standards should apply. Annual monitoring reports will continue to be required in the interim period.

Between 27 January and 18 April 2014 the commissioner carried out three standards investigations in relation to the above organisations; these investigations form the basis of the standards reports. BCBC submitted its response by the deadline date. The commissioner has concluded that all activities within the service delivery, policy making, operational, promotion and record keeping standards should be made specifically applicable to the 26 organisations and that additional standards should be specified. The commissioner considered evidence submitted by all 26 organisations, 409 members of the public and the advisory panel.

The commissioner subsequently submitted a report on the standards investigation to Welsh Ministers in May 2014. The Welsh Government is now drafting and debating these regulations with new Standards expected to be in place in early 2015.

**4.2** BCBC welcomes developments in legislation offering a more consistent level of service to Welsh speakers. The Commissioner has concluded that all activities within the following 5 “Themes” should apply to all 22 Welsh Local Authorities. The 5 themes are as follows:

- Service delivery (85 standards) covering:
  - correspondence;
  - telephone calls and call centres;
  - public notices;
  - websites;
  - corporate identity;
  - signage and
  - awarding grants.
- Policy making (9 standards) covering areas such as:
  - considering the Welsh Language within the Equality Impact Assessment (EIA) process and
  - paying due regard to the Welsh Language in decision making.
- Operational (25 standards) covering areas such as:
  - internal administration;
  - ICT and support materials;
  - Workforce planning and training;
  - Signage;
  - Audible announcements and
  - Recruitment.
- Promotion (5 standards) covering areas such as:
  - producing a promotion strategy outlining how BCBC will promote and facilitate the Welsh Language;
  - actively offer the use of Welsh to visitors to the authority and
  - assess current opportunities to use Welsh
- Record keeping (9 standards) covering areas such as:
  - staff Welsh Language skills;



- posts;
- training;
- record of actions for policy compliance and complaints.

In preparation for its response to the Welsh Language Commissioner's Consultation, BCBC attached a RAG status to each of the 133 proposed standards indicating that:

- 109 had a green RAG status (i.e. the council is already complying with these standards);
- 13 had an amber RAG status (i.e. the council could comply with these standards with further work) and
- 11 had a red RAG status (i.e. the council would not be able to comply with these standards).

The 11 standards with a red RAG status are:

- BCBC publications to be available in Welsh eg: cabinet papers, licences, bills, brochures, strategies etc.;
- Education and Training courses must be offered in Welsh;
- Courses must be offered in Welsh (aimed at persons aged 18 and over);
- Assessing the need to provide a training course in Welsh;
- Using Welsh in internal administration;
- Publish policies regarding conduct, health and wellbeing, pay, performance management, absence in Welsh;
- Provide all internet pages in Welsh – tourism will be an issue;
- Provide all intranet pages in Welsh;
- Intranet interface and menu choices to be provided in Welsh;
- Welsh language skills, workforce planning and training;
- Fund activities to promote and facilitate the use of Welsh.

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

As this is an information report, there are no proposed changes to the Policy Framework and Procedure Rules.

## **6. Equality Impact Assessment**

No equality impact assessment has been carried out in relation to this report as it is an information report. The Welsh Language Scheme 2012 - 2015 continues to support the authority's equality agenda and will do so until such time as the national standards become operational.

## **7. Financial Implications**

The Welsh Language (Wales) Measure 2011 may have financial implications for local government, but this will not be fully understood until the standards and accompanying codes of practice are produced.

## **8. Recommendation**

It is recommended that Cabinet Equalities Committee receives and considers this report.

**Ness Young**  
**Corporate Director Resources**  
**Date: 12 December 2014**

**Contact Officer:** Paul Williams, Equality and Engagement Officer

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**Background documents: None**

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT TO CABINET COMMITTEE - EQUALITIES

5 FEBRUARY 2015

#### REPORT OF THE CORPORATE DIRECTOR - RESOURCES

##### VALREC

##### 6 monthly report on casework undertaken in Bridgend County Borough

#### 1. Purpose of Report

The purpose of this report is to inform members of the casework undertaken by VALREC in Bridgend County Borough in the current financial year.

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

2.1 The Strategic Equality Plan is a statutory plan and a cross cutting issue impacting on the whole of the council. It is linked to the Customer Care Programme and supports the community cohesion agenda.

2.2 This report also supports the following priorities in the Corporate Plan 2013 – 2017:

- **Priority 2:** Working together to raise ambitions and drive up educational achievement;
- **Priority 3:** Working with children and families to tackle problems early;
- **Priority 5:** Working together to tackle health issues and encourage healthy lifestyles;
- **Priority 6:** Working together to make the best use of our resources.

#### 3. Background

3.2 The council has worked with and has part funded VALREC since 2008 and makes an annual payment to them of £10,000. A Service Level Agreement with VALREC was signed in 2013.

#### 4. Current situation / proposal.

4.2 Attached for discussion are:

- Appendix 1, VALREC's SLA report outlining casework undertaken and other developments during the current financial year and
- Appendix 2, data relating to VALREC's casework and advocacy activities in Bridgend County Borough between April 2014 and September 2014.

#### 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**

No equality impact assessment has been carried out as this report provides the committee with information that 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 report.

**Ness Young**  
**Corporate Director – Resources**  
**Date: 12 December 2014**

**Contact officers:**  
Paul Williams  
Equality and Engagement Officer

**Email:** [Paul.williams2@bridgend.gov.uk](mailto:Paul.williams2@bridgend.gov.uk)

**Telephone:** 643606

**Background papers:** None.



**Service Level Agreement 2014-15  
6-Monthly Casework Report  
(April – September)**

**Prepared for Bridgend CBC  
By Elaine Clayton, Chief Executive**

As part of our Service Level Agreement with Bridgend County Borough we are expected to produce regular reports. This is the 6-monthly report which focuses on the Casework/Advocacy work we have carried out since January 2014.

VALREC are aware that a lot of time and money is invested in working with victims and perpetrators of **'hate crime'** and we would ask Members to recognise that while we provide this service in partnership with other organisations such as Victim Support and South Wales Police, the highest demand for our service is Casework/Advocacy support.

The provision of Casework/Advocacy support has the largest impact on our limited resources and while there is an expectation that other organisations should provide the service, it is unfortunate that they feel they do not have the experience or knowledge required and often results in them referring people back to us.

VALREC continue to identify gaps in service provision and unfortunately on occasion a lack of commitment by some service providers within the Borough to actively support certain groups of people. When we experience this, we address work with the organisation involved to find an amicable resolution.

**VALREC define Casework as;**

- Work involving direct consideration of the problems, needs, and adjustments of the individual case (as a person or family)

**VALREC define Advocacy as;**

A method of ensuring that people, particularly those who are most vulnerable in society, are able to:

- Have their voice heard on issues that are important to them.
- Defend and safeguard their rights.
- Have their views and wishes genuinely considered when decisions are being made about their lives.

**Advocacy is a process of supporting and enabling people to:**

- Express their views and concerns.
- Access information and services.
- Defend and promote their rights and responsibilities.
- Explore choices and options

**Casework** – Our casework figures for Bridgend show that since April 2014 a total of 32 case files have been opened.

Feedback from service users show a 100% satisfaction rate while also showing that much work still needs to be done for people with 'protected characteristics' to feel safer and to develop a more inclusive and cohesive Borough.

Please note the above figures are casework specific and do not include the number of people who have accessed the same services through VALREC's individual projects. Taking this additional information into account increases the overall casework figure to 69 since January 2014.

**Advocacy** – Since January 2014 VALREC have supported 151 people who are recognised as having 'protected characteristics' (chart attached). This does not include the separate casework figures. These people either live or work in Bridgend and fall between the ages of 7 through to 60+. The support is currently being provided either through direct engagement; provision of advice and advocacy services or casework and is part funded through the Service Level Agreement that we have with the local authority.

VALREC continues to successfully demonstrate its multi-strand approach and expertise across all protected characteristics. In relation to casework in Bridgend, the majority of cases continue to be racist although we are starting to see an increase in disability referrals. The following are some examples of our casework:

- An Asian Shopkeeper in Bridgend who continues to experience high levels of racism has been supported by VALREC who have worked with him and the perpetrators to establish a better understanding of '*each other's*' cultures/backgrounds.
- A man with learning disabilities and serious health problems has been supported by VALREC to rebuild his confidence and self-esteem which had been knocked by years of abuse by neighbours which he was too afraid to do anything about. The man is now able to leave his home and has even started driving again.
- VALREC are currently supporting 3 transgender people through the transition process and have worked closely with the families to ensure they are also supported.

- A female with learning disabilities has been receiving support from VALREC due to concerns by her housing provider. The female does not have any support and based on the 'capacity' test is not eligible for any. Not wanting to leave the home has been one of her biggest fears and we are currently addressing this by taking both the female and her dog out for walks to build her confidence back up.

*Details of past and on-going casework across the Borough of Bridgend must remain private and confidential at all times to protect the organisations and individuals involved.*

Partnership working has been undertaken with the following, either through training; direct referrals or guidance/support;

- Bridgend Coalition of Disabled People
- Bridgend Deaf Club & Bridgend Deaf Association
- Bridgend People First (casework/advocacy referrals)
- ABFABB (casework/advocacy referrals)
- South Wales Police (casework/advocacy referrals)
- Bridgend College (training and casework/advocacy referrals)
- Bridgend County Borough Council
- LHB – Arc Mental Health (casework/advocacy referrals)
- North CMHT (casework/advocacy referrals)
- Social Services (casework/advocacy referrals)
- United Welsh Housing
- Valleys 2 Coast Housing

VALREC continues to attend and actively contribute to the following groups/forums;

- Hate Crime Review Group
- Bridgend Equality Forum Steering Group
- Bridgend Equality Forum
- LGBT Bridgend Forum
- Community Cohesion Group

Finally, you may be aware that the Minister for Local Government has announced that he is ending the Welsh Local Government Association's Improvement Grant from March 2015.

Areas that will be affected include the closure of their equalities unit and all support programmes around equalities and diversity. As an organisation, VALREC has over 20 years' experience of delivering the equality and diversity agenda in Wales and we know we can support Bridgend County Borough in maintaining and developing the excellent standards already achieved.



These are the number of people worked with across the County Borough of Bridgend between April 2014 and September 2014. The figures have been broken down into wards to assist with planning of services. Additional information is available such as gender, etc. and can be made available upon request.

These people have either been supported directly through project work and/or have requested support with other matters such as employment disputes/problems with accessing services etc.

Brackla - 20	Bridgend - 90	Broadlands - 5	Bryncethin - 7
Bryntirion - 6	Coytrahen - 3	Heol-Y-Cyw - 3	Kenfig Hill - 5
Litchard - 4	Maesteg - 17	North Cornelly - 5	Pencoed - 5
Pontycymer - 2	Porthcawl - 7	Pontyrhyl - 3	Pyle - 4
Sarn - 3	Tondu - 5	<b>TOTAL 195</b>	

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