

# Public Document Pack

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

## Bridgend County Borough Council

Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB



*Rydym yn croesawu gohebiaeth yn Gymraeg. Rhowch wybod i ni os mai Cymraeg yw eich dewis iaith.*

*We welcome correspondence in Welsh. Please let us know if your language choice is Welsh.*



**Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate**  
Deialu uniongyrchol / Direct line /: 01656 643148 / 643694 / 643513  
Gofynnwch am / Ask for: Gwasanaethau Democrataidd

Ein cyf / Our ref:  
Eich cyf / Your ref:

**Dyddiad/Date:** Dydd Mercher, 27 Awst 2025

Annwyl Cyngorydd,

### **PWYLLGOR Y CABINET CYDRADDOLDEB**

Cynhelir Cyfarfod Pwyllgor Y Cabinet Cydraddoldeb mynychu trwy Siambr y Cyngor, Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr / o bell Trwy Timau Microsoft. ar **Dydd Mercher, 3 Medi 2025 am 10:00.**

### **AGENDA**

- 1 Ymddiheuriadau am absenoldeb  
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
- 2 Datganiadau o fuddiant  
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau / Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y Cyngor o 1 Medi 2008.
- 3 Cymeradwyaeth Cofnodion  
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 04/06/2025 3 - 8
- 4 Dysgu & Datblygu  
9 - 14
- 5 Lechyd & Llesiant  
15 - 22
- 6 Data'r Gweithlu - Chwarter 1

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Cyfnwidd testun: Rhowch 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

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

Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB



23 - 28

## 7 Materion Brys

I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn y dyldid eu hystyried yn y cyfarfod fel mater o frys yn unol â Rhan 4 (pharagraff 4) o'r Rheolau Trefn y Cyngor yn y Cyfansoddiad.

Nodyn: Bydd hwn yn gyfarfod Hybrid a bydd Aelodau a Swyddogion mynychu trwy Siambr y Cyngor, Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr / o bell Trwy Timau Microsoft. Bydd y cyfarfod cael ei recordio i'w drosglwyddo drwy wefan y Cyngor. Os oes gennych unrhyw gwestiwn am hyn, cysylltwch â [cabinet\\_committee@bridgend.gov.uk](mailto:cabinet_committee@bridgend.gov.uk) neu ffoniwch 01656 643148 / 643694 / 643513 / 643159

Yn ddiffuant

**K Watson**

Prif Swyddog, Gwasanaethau Cyfreithiol a Rheoleiddio, AD a Pholisi Corfforaethol

### **Dosbarthiad:**

Cynghorwr:

A R Berrow

E L P Caparros

P Davies

M J Evans

N Farr

P Ford

J Gebbie

W R Goode

D M Hughes

M Jones

M Lewis

J Llewellyn-Hopkins

JC Spanswick

A Wathan

AJ Williams

HM Williams

E D Winstanley

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**PWYLLGOR Y CABINET CYDRADDOLDEB - DYDD MERCHER, 4 MEHEFIN 2025**

COFNOD O BENDERFYNIAD CYFARFOD O'R PWYLLGOR Y CABINET CYDRADDOLDEB A GYNHALIWDYD HYBRID IN THE COUNCIL CHAMBER - CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB AR DYDD MERCHER, 4 MEHEFIN 2025 10:00

Presennol

Y Cyngorydd N Farr – Cadeirydd

A R Berrow  
W R Goode  
E D Winstanley

E L P Caparros  
M Jones

M J Evans  
JC Spanswick

J Gebbie  
AJ Williams

Presennol – O Bell

D M Hughes

RL Penhale-Thomas

A Wathan

Swyddogion:

Zoe Edwards  
Mark Galvin  
Angela Granville  
Paul Miles  
Michael Pitman  
Kirsty Williams

Rheolwr Ymgynghori, Ymgysylltu a Chydraddoldeb  
Uwch Swyddog Gwasanaethau Democrataidd - Pwyllgorau  
Rheolwr Datblygu Busnes AD  
Rheolwr Grŵp - Adnoddau Dynol a Datblygu Sefydliadol  
Swyddog Gwasanaethau Democrataidd – Pwyllgorau  
Rheolwr Partneriaeth a CSP

**59. Ymddiheuriadau am absenoldeb**

Y penderfyniad a wnaed	Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth y Cynghorwyr P Davies ac HM Williams.
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

**60. Datganiadau o fuddiant**

Y penderfyniad a wnaed	<p>Fe wnaeth y Cyngorydd N Farr ddatgan buddiant personol yn eitem 8 ar yr Agenda, fel Aelod o Unison sydd wedi rhoi un o'r Siarteri gerbron y gofynnir i'r Cyngor eu llofnodi.</p> <p>Fe wnaeth y Cyngorydd WR Goode ddatgan buddiant personol yn eitem 6 ar yr Agenda, fel Cadeirydd Canolfan Gymunedol MEM, Nant-y-moel.</p>
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

**61. Cymeradwyaeth Cofnodion**

Y penderfyniad a wnaed	<p>PENDERFYNWYD: Cymeradwyo cofnodion 19 Chwefror 2025 fel cofnod gwir a chywir.</p> <p>Gofynnodd y Cadeirydd a'r Dirprwy Arweinydd, yn eu tro, i'r Swyddogion nodi, ar gyfer y dyfodol, fod angen rhestru'r camau gweithredu a godwyd yn y cyfarfod fel eitemau yn y cofnodion, er mwyn i'r Swyddogion perthnasol oedd yn cyflwyno fedru cymryd camau dilynol priodol.</p> <p>Nododd y Cadeirydd o gyfarfod diwethaf y Pwyllgor, mewn eitem flaenorol ynghylch Gwahaniaethu mewn Ysgolion fod ffurflenni adrodd wedi cael eu trafod mewn perthynas â gweithredoedd o wahaniaethu hiliol. Fodd bynnag, roedd yna feysydd eraill o wahaniaethu lle dylid ymestyn hyn, er enghraifft, bwlio, ac yn y blaen.</p>
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

**62. Cylch Gwaith Pwyllgor y Cabinet Cydraddoldeb a Chysylltiadau â Chyflogaion**

Y penderfyniad a wnaed	<p>PENDERFYNWYD:</p> <ol style="list-style-type: none"> <li>(1) Bod Pwyllgor y Cabinet ar Gydraddoldeb a Chysylltiadau â Gweithwyr wedi nodi'r wybodaeth oedd wedi ei chynnwys yn yr adroddiad hwn ac yn cytuno ar yr eitemau ar yr agenda fel y'u nodwyd ym mharagraff 3.6 o'r adroddiad.</li> <li>(2) Y dylid nodi ymhellach, o ran paragraff 3.6 o'r adroddiad, y dylid ychwanegu rhagor o eitemau a nodwyd gan aelodau'r Pwyllgor, yn ychwanegol at yr hyn a nodwyd yn y Flaenraglen Waith barhaus,</li> </ol>
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PWYLLGOR Y CABINET CYDRADDOLDEB - DYDD MERCHER, 4 MEHEFIN 2025

	at agendâu cyfarfodydd yn y dyfodol
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

63. Adroddiad Blynyddol ar Gydraddoldeb yn y Gweithlu (2024/2025)

Y penderfyniad a wnaed	<p>PENDERFYNWYD:</p> <p>(1) Bod Pwyllgor y Cabinet dros Gydraddoldeb a Chysylltiadau â Gweithwyr yn nodi'r wybodaeth oedd wedi'i chynnwys yn yr adroddiad hwn ac yn yr Atodiadau oedd ynghlwm wrtho.</p> <p>(2) Bod y Cabinet a'r Bwrdd Rheoli Corfforaethol yn derbyn adroddiad yn y dyfodol ar y cyfleoedd hyfforddi sydd ar gael i aelodau a gweithwyr o fewn yr awdurdod lleol, er mwyn canfod a oes angen unrhyw newidiadau i hyn, ac i ystyried hefyd a ddylid gwneud unrhyw newidiadau i'r rhai a ystyrir yn orfodol a/neu'n ddewisol.</p> <p>(3) Y dylid ymgysylltu ymhellach â'r staff ar bwnc Diwygio Lles. Yn unol â hynny, y dylid ystyried ymchwilio ymhellach i Daliadau Annibyniaeth Personol ac unrhyw effaith y gallai hyn ei chael ar ein gweithlu anabl, yn enwedig o ran unrhyw effaith bosibl o golli cyflog o ganlyniad.</p>
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

64. Trais yn Erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol

Y penderfyniad a wnaed	<p>PENDERFYNWYD:</p> <p>(1) Bod Pwyllgor y Cabinet dros Gydraddoldeb a Chysylltiadau â Gweithwyr yn nodi cynnwys yr adroddiad diweddar hwn.</p> <p>(2) Gan fod Ystafelloedd Assia yn dibynnu'n helaeth ar gyllid grant er mwyn cynnal y gwasanaeth, teimlai Pwyllgor y Cabinet ei bod yn bwysig wrth symud ymlaen archwilio rhai cyfleoedd 'ariannu' pellach drwy gyllideb graidd y Cyngor ac felly, bod Swyddogion i ystyried hyn fel cam gweithredu i'w ddilyn ymhellach.</p>
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

**PWYLLGOR Y CABINET CYDRADDOLDEB - DYDD MERCHER, 4 MEHEFIN 2025****65. Diweddariad ar Gydraddoldebau Corfforaethol**

Y penderfyniad a wnaed	PENDERFYNWYD:  Bod Pwyllgor y Cabinet dros Gydraddoldeb a Chysylltiadau â Gweithwyr wedi nodi'r diweddariad mewnol hwn oedd yn crynhoi'r cynnydd hyd yma yn erbyn Cynllun Cydraddoldeb Strategol (SEP) 2024–2028
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

**66. Llofnod y Siarter Cyflogaeth i Bobl Anabl a'r Siarter Gwrth-Hiliaeth**

Y penderfyniad a wnaed	PENDERFYNWYD:  Bod yr Aelodau wedi cymeradwyo llofnodi'r Siarter Cyflogaeth i Bobl Anabl a'r Siarter Gwrth-Hiliaeth ac y byddent yn croesawu adborth ynghylch cynnydd y ddau Siarter mewn cyfarfod priodol o'r Pwyllgor yn y dyfodol.
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

**67. Adolygiad Blynyddol o Safonau Cymru**

Y penderfyniad a wnaed	PENDERFYNWYD:  Bod Pwyllgor y Cabinet dros Gydraddoldeb a Chysylltiadau â Gweithwyr wedi nodi'r adroddiad hwn a'r cynnydd a wnaed yn ystod 2024/2025 o ran cyflawni ei ddyletswyddau iaith Gymraeg.
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

**68. Materion Brys**

Y penderfyniad a wnaed	Nid oedd dim eitemau brys
Dyddiad gwneud y penderfyniad	4 Mehefin 2025

**PWYLLGOR Y CABINET CYDRADDOLDEB - DYDD MERCHER, 4 MEHEFIN 2025**

I arsylwi dadl bellach a gynhaliwyd ar yr eitemau uchod, cliciwch ar y ddolen hon

Terfynwyd y cyfarfod yn Time Not Specified

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<b>Meeting of:</b>	<b>CABINET COMMITTEE EQUALITIES AND EMPLOYEE RELATIONS</b>
<b>Date of Meeting:</b>	<b>3 SEPTEMBER 2025</b>
<b>Report Title:</b>	<b>LEARNING &amp; DEVELOPMENT</b>
<b>Report Owner / Corporate Director:</b>	<b>CHIEF OFFICER – LEGAL &amp; REGULATORY SERVICES, HR &amp; CORPORATE POLICY</b>
<b>Responsible Officer:</b>	<b>PAUL MILES, GROUP MANAGER – HUMAN RESOURCES &amp; ORGANISATIONAL DEVELOPMENT</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no impact on the policy framework or procedure rules.</b>
<b>Executive Summary:</b>	<b>To provide on annual report on apprentice/graduate schemes, organisational development and staff training.</b>

## **1. Purpose of Report**

- 1.1 The purpose of this report is to provide information of the Council's grow your own schemes and staff training during 2024/2025.

## **2. Background**

- 2.1 The development of the workforce is essential to enhance the skills and knowledge of our employees. The use of grow your own schemes has supported the opportunity to develop staff in areas of recruitment challenges.

## **3 Current situation / proposal**

- 3.1 Prioritising learning and development, including continuous professional development, demonstrates a commitment to professional growth and retention, while addressing skills gaps and fostering innovation across the Council.

### **3.2 Apprenticeships & Graduates**

- 3.2.1 Apprenticeships combine practical training in a job with study, working alongside experienced staff and gaining job specific skills. The opportunity to gain a qualification whilst earning a salary has proved an attractive recruitment tool, noting that the rate of pay is determined through the job evaluation scheme and not the lower national apprenticeship rates.

3.2.2 Apprenticeships are open to anyone aged 16 or over (no upper age limit), with four different types or levels available:

- Foundation Apprenticeships (Level 2)
- Apprenticeships (Level 3)
- Higher Apprenticeships (Level 4 and 5)
- Degree Apprenticeships (Level 6 and 7)

3.2.3 Since 2013 the Council has appointed 170 apprentices, with 148 completing their qualification and an overall retention rate of 68% of these remaining employed.

3.2.4 During April 2024 – to March 2025 there were 22 apprenticeships in place.

3.2.5 The introduction of an in-house graduate scheme began in 2021. There have been 8 graduate posts and 1 remains in post at 31 March 2025.

### 3.3 **Workshops**

3.3.1 Training is crucial for fostering a skilled and adaptable workforce, ensuring high-quality public service delivery. Regular training is vital in addressing the constant changes in legislation, finances and staffing within the Council, equipping employees with up-to-date knowledge and skills to meet the demands of their roles and the needs of the community.

3.3.2 Organised by the Corporate Learning & Development Team, between April 2024 to March 2025 there were 19 workshops with a total of 129 delegates attending across a range of topics:

- Microsoft Excel Foundation
- Microsoft Excel Intermediate
- Welsh Language Meet and Greet
- Digital Skills for Business Level 1
- Ask and Act
- Mental Health Awareness
- Building Resilience
- Mindfulness

### 3.4 **E-Learning**

3.4.1 E-Learning has become an essential tool for ensuring that our employees are equipped with the necessary skills, knowledge, and understanding to carry out their duties effectively and in compliance with legal and regulatory requirements.

3.4.2 With the increasing complexity of public services, all local authorities face the challenge of keeping staff up to date with the latest policies, procedures, and technological advancements. E-Learning offers a flexible, scalable, and cost-effective solution to allow employees to access training materials remotely and at their own pace.

3.4.3 Below is a breakdown of mandatory completions as of 31<sup>st</sup> March 2025:

<b>BCBC</b>	<b>Completed</b>	
Display Screen Equipment (DSE)	4,067	68.26%
Fire Safety	5,110	85.77%
GDPR and Data Protection	4,847	81.35%
Introduction to Equality and Diversity	3,788	63.58%
ICT Code of Conduct	4,685	78.63%
Safeguarding Children and Adults	5,095	85.52%
Violence Against Women Domestic Abuse and Sexual Violence (VAWDASV)	4,514	75.76%
Welsh Language Awareness	3,721	62.45%

3.4.4 The updated mandatory E-Learning Modules are set out in **Appendix 1**.

### 3.5 **HR Briefings**

3.5.1 HR Briefings are delivered by Senior HR Professionals from the Human Resources and Organisational Development Service to employees and managers on a range of topics to give assist improve knowledge and performance. The topics covered include:

- Recruitment
- Health and Wellbeing
- Absence Management Welfare Meetings
- Local Government Pension Scheme

3.5.2 Managers are encouraged to view these briefings as a professional discussion where they can contribute, ask questions, take tips and advice away from other managers and can network with other managers from across the authority.

3.5.3 During the period April 2024 to March 2025 the HR Briefings were attended by 257 delegates.

### 3.6 **Funded Qualifications (Levy)**

3.6.1 The Council utilises the Apprenticeship Levy, a UK-wide tax on large employers, to fund apprenticeship training for new recruits, including apprenticeships, and to upskill our existing workforce.

3.6.2 The Welsh Government's apprenticeship program allocates funds, breaking the direct link between levy contributions and funds accessed by individual Councils. The Welsh Government focuses on aligning training with the needs of the Welsh economy, including addressing skills shortages in growth sectors like Construction, Engineering, and Financial Services, and developing higher-level skills at and above level 2.

3.6.3 The Learning and Development team collaborate with approved training providers to deliver programs tailored to our specific needs.

3.6.4 During 2024-2025 a total of 36 Post Entry Training applications were made of which all were approved.

#### **4 Equality implications (including Socio-economic Duty and Welsh Language)**

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

#### **5 Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of the well-being goals as a result of this report.

#### **6 Climate Change and Nature Implications**

6.1 There are no climate change or nature implications arising from this report.

#### **7 Safeguarding and Corporate Parent Implications**

7.1 There are no safeguarding and corporate parent implications arising from this report.

#### **8 Financial Implications**

8.1 There are no financial implications arising from this report as it is an information report.

#### **9 Recommendation**

9.1 It is recommended that the Cabinet Committee Equalities and Employee Relations note the information contained in this report and within the Appendix.

#### **Background documents**

None

**Mandatory E-Learning Modules 2025/2026**

The mandatory E-Learning Modules are:

1. Corporate Induction
2. Display Screen Equipment - DSE
3. Fire Safety Awareness
4. GDPR and Data Protection
5. ICT Code of Conduct
6. Introduction to Equality and Diversity
7. Safeguarding Children and Adults
8. Violence Against Women Domestic Abuse and Sexual Violence (VAWDASV)
9. Welsh Language Awareness
10. Climate Change
11. Introduction to Health & Safety

Please note that the following 3 modules have refreshers so will need to be completed annually or every 3 years as set out below:

- Fire Safety – annually.
- Safeguarding Children and Adults – every 3 years
- Introduction to Health and Safety – every 3 years

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<b>Meeting of:</b>	<b>CABINET COMMITTEE EQUALITIES AND EMPLOYEE RELATIONS</b>
<b>Date of Meeting:</b>	<b>3 SEPTEMBER 2025</b>
<b>Report Title:</b>	<b>HEALTH &amp; WELLBEING</b>
<b>Report Owner / Corporate Director:</b>	<b>CHIEF OFFICER – LEGAL &amp; REGULATORY SERVICES, HR &amp; CORPORATE POLICY</b>
<b>Responsible Officer:</b>	<b>PAUL MILES, GROUP MANAGER – HUMAN RESOURCES &amp; ORGANISATIONAL DEVELOPMENT</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no impact on the policy framework or procedure rules.</b>
<b>Executive Summary:</b>	<b>To provide information on health and wellbeing within the Council.</b>

## **1. Purpose of Report**

- 1.1 The purpose of this report is to provide an overview of health and wellbeing within Bridgend County Borough Council, with a focus on actions and support provided between April 2024 and March 2025. The Council continues to prioritise mental, physical and emotional wellbeing through a range of support and resources.

## **2. Background**

- 2.1 The Council is committed to promoting a culture that recognises the importance of employee health and wellbeing, and employees are key to the delivery of the Council's vision and priorities.
- 2.2 The Council encourages employees to protect their health, prevent ill health and promote good health practices and sign post employees to what is available for them to access, at the time they need.

## **3. Current situation / proposal**

- 3.1 Employees are able to access a number of support and resources in relation to managing their own health and wellbeing. Managers are also given the

opportunity of attending HR Briefings on health and wellbeing to give an overview on where they can locate support and resources for various topics related to health and wellbeing.

- 3.1.1 The following information is what is currently on offer to employees and managers

### **3.2 Employee Assistant Programme**

- 3.2.1 The Employee Assistance Programme (EAP), provided by Vivup, offers employees a counselling service, immediate information and advice to a range of workplace and personal issues with no cost to the employee. The service provides employees with assistance for many different issues including Relationships, Finances, Anxiety, Bereavement, Workplace Issues, and Trauma. There are also downloadable self-help workbooks, podcasts, blogs and more available to employees to access.
- 3.2.2 109 employees accessed the counselling service for the first time between April 2024 to March 2025. In the period prior to this, December 2023 to March 2024, 43 employees accessed the counselling service. Access to the counselling service is via self-referral and does not require the manager to refer.
- 3.2.3 The EAP also offers employees the opportunity to have their own personal wellbeing dashboard where they are able to complete assessments on various health and wellbeing related topics, set goals as well as having access to additional resources including articles, videos, recipes on a number of health and wellbeing related topics (e.g. alcohol, finance, general wellbeing, healthy eating, mental health, sleep, smoking, physical health).

### **3.3 Occupational Health Referrals**

- 3.3.1 The Occupational Health Service, provided by Insight, is a service that supports employees and provides advice and guidance regarding the health issues in the workplace. In the period April 2024 to March 2025, 355 referrals were made.
- 3.3.2 In addition to 3.3.1, the Occupational Health Service also carries out specific health surveillance checks for employees in specific job roles, such as highways workers, HGV drivers, etc.



3.3.3 To ensure appropriate fitness to work all new employees are required to complete a pre-employment health declaration with the potential to require further screening via occupational health.

#### 3.4 **Health Hub News (HHN)**

3.4.1 HHN is a quarterly newsletter that looks at ways employees can improve their health and wellbeing, using helpful hints and tips that will be easy to incorporate into their lifestyle.

3.4.2 Many of the stories within HHN are from lived experiences of employees and there is a mixture of articles that promote days/weeks to build awareness within certain topics.

3.4.3 Some of the items included within HHN are:

- regular features covering all aspects of physical and mental health
- recipes, books and podcast suggestions from staff
- and highlighting any Wellbeing initiatives for staff to be involved in.

#### 3.5 **Health & Wellbeing Group**

3.5.1 The health and wellbeing group, made up of a group of employees from across all directorates, communicate and encourage health and wellbeing, and highlight initiatives that empower people to improve their health and wellbeing using a variety of communications as possible.

3.5.2 There has been a number of initiatives the Health and Wellbeing group have arranged in the period April 2024 to March 2025:

- Period Proud rolled out to all office buildings and depots to offer free menstruation products for employees.
- Body Metrics scans offered to employees.
- Wear It Green for mental health day.
- Defibrillator training offered to employees.
- Health and Wellbeing space available to staff to utilise in times of need on Level 4 in Civic Offices. This space has all the current leaflets available in paper form for those that need access without logging on to the system.
- Worked alongside The Bridge on Winter Warmer and Summer Lunchin' appeals. The Bridge offers support to residents who may be struggling financially.

#### 3.6 **Support & Resources**

3.6.1 There are a wide range of support and resources available to employees, these include:

- Health & Wellbeing Intranet Pages
- Health & Wellbeing Protocol & its appendix document
- QR Code Leaflet, copy attached in **Appendix 1**.
- Vivup Digital Poster & contact details
- Financial Resources Leaflet
- Menstruation & Menopause Protocol / Leaflet
- Back Pain Resources
- Neurodiversity Awareness Leaflet
- Stress Risk Assessment (SRA) Guidance & Form
- Wellness Action Plan

3.6.2 Briefings led by senior professionals from the Human Resources and Organisational Development Service are available to help managers on a range of topics. These include Health and Wellbeing and Absence Management Welfare Meetings.

3.6.3 A forthcoming wellbeing event for employees is scheduled for September with key partners. A copy of the promotion is included in **Appendix 2**.

3.6.4 Over the next 12 months these initiatives will be reviewed and consideration will be given to their effectiveness.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report; therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

#### **5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of the well-being goals as a result of this report.

## **6. Climate Change and Nature Implications**

6.1 There are no climate change or nature implications arising from this report.

## **7. Safeguarding and Corporate Parent Implications**

7.1 There are no safeguarding and corporate parent implications arising from this report.

## **8. Financial Implications**

8.1 There are no financial implications arising from this report as it is an information report.

## **9. Recommendation**

1.1 It is recommended that the Cabinet Committee Equalities and Employee Relations note the information contained in this report.

## **Background documents**

None

### Coping with addictions

DASPA

Dan 24/7

B-EAT

GamCare

### Physical Wellbeing Resources

NHS

The Menopause Charity

WISE

### Financial

StepChange Debt Charity

### Mental Health Wellbeing Resources

Vivup

Samaritans

ARC

CALL

Canopi

Valley Steps

Tommy's Charity

Mind

Dewis Cymru

Wellbeing and Coping

### Occupational Wellbeing

Access to Work

Mindful Employer

ACAS

Workplace Wellbeing

Corporate E-Learning & Development

### Relationships



Victim Support

Child Bereavement UK


Bridgend Carers Wellbeing Service

Cruse Bereavement Care

Assia Domestic Abuse Support





## Employee Health & Wellbeing Resources



**SIGNPOSTING**  
**EMPLOYEE RESOURCES**  
**SELF-HELP**

CARING CULTURE  
 MINDFULNESS  
 RELATIONSHIPS  
 LEARNING & DEVELOPMENT  
 PRACTICAL ADVICE & GUIDANCE  
 FINANCIAL SUPPORT  
 ADDICTION  
 WORK/LIFE BALANCE  
 CONVERSATIONS  
 HEALTHY LIFESTYLE  
 SUPPORT





# HEALTH & WELLBEING EVENT FOR ALL EMPLOYEES



## 24th SEPTEMBER 2025

**DOORS OPEN BETWEEN 10AM – 2PM**  
CONFERENCE ROOM, HALO LEISURE, BRIDGEND, CF31 4AH

### What can I expect from the event?

**Detail on the Vivup Offer to employees**



**Free BCBC Health & Wellbeing leaflets and resources**



**Free Cholesterol, BP, Glucose & BMI checks**



**A Gym Induction on the day**



**Meet some of your Wellbeing Champions**

**How the scheme works**



## OTHER ORGANISATIONS ATTENDING







Please notify your manager of your attendance at this event, anticipating that a slot will be no longer than an hour

**FOR MORE INFORMATION ON THE EVENT CONTACT**  
Angela Granville – 01656 643212  
[angela.granville@bridgend.gov.uk](mailto:angela.granville@bridgend.gov.uk)




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<b>Meeting of:</b>	<b>CABINET COMMITTEE EQUALITIES AND EMPLOYEE RELATIONS</b>
<b>Date of Meeting:</b>	<b>3 SEPTEMBER 2025</b>
<b>Report Title:</b>	<b>WORKFORCE DATA – QUARTER 1</b>
<b>Report Owner / Corporate Director:</b>	<b>CHIEF OFFICER – LEGAL &amp; REGULATORY SERVICES, HR &amp; CORPORATE POLICY</b>
<b>Responsible Officer:</b>	<b>PAUL MILES, GROUP MANAGER – HUMAN RESOURCES &amp; ORGANISATIONAL DEVELOPMENT</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no impact on the policy framework or procedure rules.</b>
<b>Executive Summary:</b>	<b>To provide information on the profile of the Council's workforce, wellbeing and performance.</b>

## **1. Purpose of Report**

- 1.1 The purpose of this report is to provide information of the Council's workforce, to assist workforce planning.

## **2. Background**

- 2.1 The provision of relevant and accurate workforce information is a key component of workforce planning in terms of understanding the current workforce profile, trends and any relevant issues.
- 2.2 A workforce report is prepared for Cabinet Committee Equalities and Employee Relations on a quarterly basis and will include key information.

## **3. Current situation / proposal**

- 3.1 **Appendix 1** gives the overall Bridgend County Borough Council's position on 30 June 2025.
- 3.2 The total workforce headcount is 5,921 a reduction of 61 from same period last year.

- 3.3 The split across the organisation of 79% female and 21% male is consistent with previous periods.
- 3.4 The working patterns across the Council illustrate the variety of working arrangements in place with 46% of staff full time, 48% part time and 6% working in casuals and relief positions.
- 3.5 The average age is 46, with 51% of employees aged 46 and above.
- 3.6 Appraisal completions for quarter 1 are included in **Appendix 1**, along with detail of the previous years' completions.
- 3.7 The days lost per FTE for quarter 1 in 2025/2026 is 3.08. This is lower than for the same period last year when it was 3.34. However, the percentage of absences that are categorised as long term has increased from 77% to 81%.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

#### **5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of the well-being goals or objectives as a result of this report.

#### **6. Climate Change and Nature Implications**

- 6.1 There are no climate change or nature implications arising from this report.

#### **7. Safeguarding and Corporate Parent Implications**

- 7.1 There are no safeguarding and corporate parent implications arising from this report.



## **8. Financial Implications**

- 8.1 There are no financial implications arising from this report as it is an information report.

## **9. Recommendation**

- 9.1 It is recommended that the Cabinet Committee Equalities and Employee Relations note the information contained in this report.

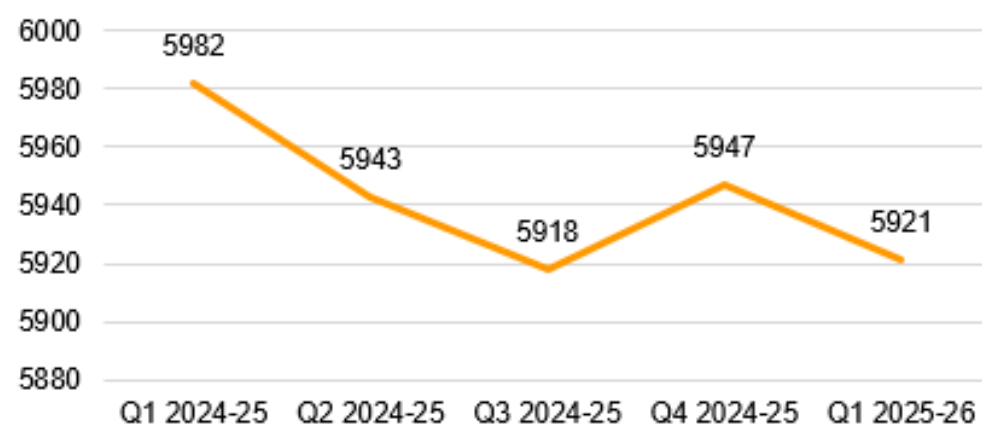
## **Background documents**

None

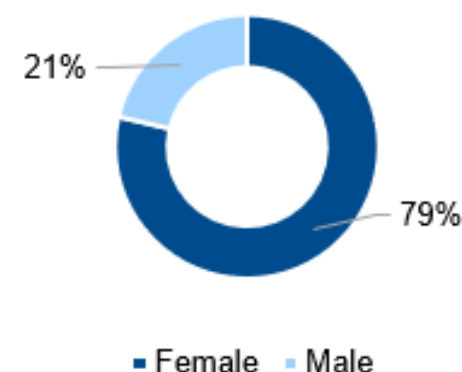


# BCBC – Workforce Q1 2025-2026

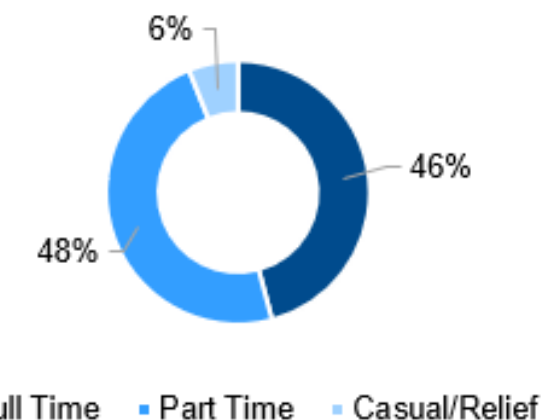
## Headcount



## Sex



## Working Patterns



## Age Profile

The average age of our workforce is 46 years.

Age Grouping	No. of Employees	Percentage in Age Grouping
16-20	61	1%
21-25	229	4%
26-30	450	8%
31-35	585	10%
36-40	783	13%
41-45	765	13%
46-50	775	13%
51-55	883	15%
56-60	720	12%
61-65	483	8%
66+	187	3%

## Appraisal Completion

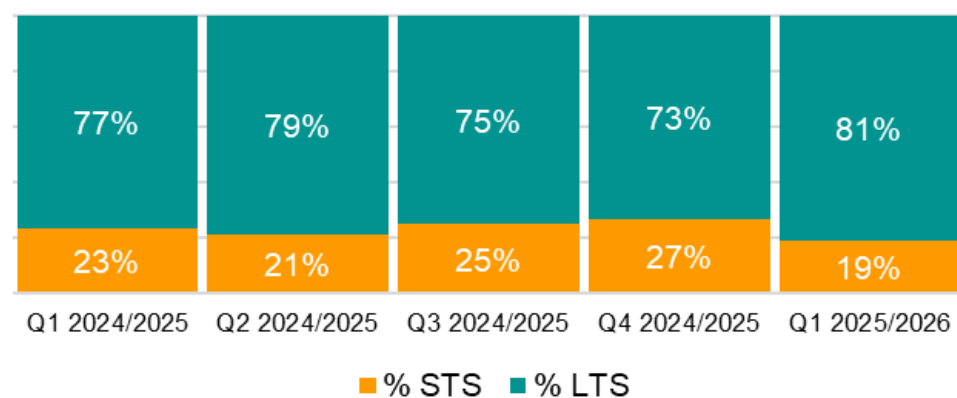
Directorate		Completed Q1	Completed Q2	Completed Q3	Completed Q4		Completed Q1
Chief Executives Directorate	Year 2024/2025	12.42%	55.98%	71.89%	81.57%	Year 2025/2026	35.71%
Communities Directorate		35.45%	47.14%	52.97%	55.48%		7.91%
Education, Early Years and Young People Directorate		27.21%	60.80%	63.61%	76.36%		20.82%
Social Services and Wellbeing Directorate		5.18%	24.81%	52.63%	65.03%		12.07%
<b>Total</b>		<b>18.04%</b>	<b>42.96%</b>	<b>58.32%</b>	<b>68.42%</b>		<b>17.00%</b>

# BCBC – Absence Q1 2025-2026

## Sickness Days Lost Per FTE (Cumulative)

Year	Q1	Q2	Q3	Q4	Year	Q1
2024/2025	3.34	6.22	10.12	13.76	2025/2026	3.08

## Short Term and Long Term Sickness Split



## Absence Reasons

Reason	% of total days lost for Q1 2024/2025	% of total days lost for Q2 2024/2025	% of total days lost for Q3 2024/2025	% of total days lost for Q4 2024/2025	% of total days lost for Q1 2025/2026
Stress/Anxiety/Depression not work related	29.55%	28.01%	27.49%	22.82%	22.70%
MSD including Back & Neck	16.52%	16.69%	13.91%	12.25%	16.43%
Stress/Anxiety/Depression work related	5.46%	9.84%	9.05%	10.94%	12.37%
Stomach / Liver / Kidney / Digestion	8.44%	7.18%	8.52%	10.87%	9.45%
Bereavement Related	6.24%	6.88%	5.93%	5.15%	8.29%
Infections	7.25%	6.01%	10.61%	10.83%	7.22%
Neurological	4.03%	3.38%	3.94%	4.57%	5.17%
Eye/Ear/Throat/Nose/Mouth/Dental	4.51%	4.18%	5.02%	5.23%	4.71%
Chest & Respiratory	5.35%	5.98%	6.86%	8.74%	4.14%
Heart / Blood Pressure / Circulation	3.95%	3.52%	1.77%	2.39%	3.31%
Cancer	3.90%	3.78%	2.61%	2.34%	3.11%
Genitourinary / Gynaecological	1.48%	2.48%	2.32%	1.84%	1.85%
Pregnancy related	2.76%	1.40%	1.07%	1.35%	0.81%
Other Mental illness	0.57%	0.20%	0.92%	0.71%	0.45%
Other / Medical Certificate	0.00%	0.47%	0.00%	0.00%	0.00%

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