

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: Democratic Services

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

Dyddiad/Date: Wednesday, 27 August 2025

Dear Councillor,

CABINET COMMITTEE EQUALITIES AND EMPLOYEE RELATIONS

A meeting of the Cabinet Committee Equalities and Employee Relations will be held Hybrid in the Council Chamber - Civic Offices, Angel Street, Bridgend, CF31 4WB on **Wednesday, 3 September 2025 at 10:00**.

AGENDA

1 Apologies for Absence

To receive apologies for absence from Members.

2 Declarations of Interest

To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.

3 Approval of Minutes

To receive for approval the Minutes of 04/06/2025

3 - 8

4 Learning & Development

9 - 14

5 Health & Wellbeing

15 - 22

By receiving this Agenda Pack electronically you will save the Authority approx. £0.56 in printing costs

7 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.

Note: This will be a Hybrid meeting and Members and Officers will be attending in the Council Chamber, Civic Offices, Angel Street Bridgend / Remotely via Microsoft Teams. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you would like to view this meeting live, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643148 / 643694 / 643513 / 643159.

Yours faithfully

K Watson

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

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

MINUTES OF A MEETING OF THE CABINET COMMITTEE EQUALITIES AND EMPLOYEE RELATIONS HELD HYBRID IN THE COUNCIL CHAMBER - CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB ON WEDNESDAY, 4 JUNE 2025 AT 10:00

Present

Councillor N Farr – Chairperson

A R Berrow	E L P Caparros	M J Evans	J Gebbie
W R Goode	M Jones	JC Spanswick	AJ Williams
E D Winstanley			

Present Virtually

D M Hughes	RL Penhale-Thomas	A Wathan
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Officers:

Zoe Edwards	Consultation Engagement and Equalities Manager
Mark Galvin	Senior Democratic Services Officer - Committees
Angela Granville	HR Business Development Manager
Paul Miles	Group Manager - Human Resources and Organisational Development
Michael Pitman	Technical Support Officer – Democratic Services
Kirsty Williams	Partnership & CSP Manager
Phil O’Brien	Group Manager – Transformation and Customer Services
Wendi Ross	VAWDASV Manager

59. Apologies for Absence

Decision Made	Apologies for absence were received from Councillors P Davies and HM Williams.
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This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

Date Decision Made	4 June 2025

60. Declarations of Interest

Decision Made	Councillor N Farr declared a personal interest in Agenda item 8, as a member of Unison which has put forward one of the Charters that the Council are being asked to sign. Councillor WR Goode declared a personal interest in Agenda item 6, as Chairperson of the MEM Community Centre, Nantymoel.
Date Decision Made	4 June 2025

61. Approval of Minutes

Decision Made	<u>RESOLVED:</u> That the minutes of the 19 February 2025 be approved as a true and accurate record. Both the Chairperson and the Deputy Leader in turn, asked Officers to note for future reference going forward, that actions raised at the meeting needed to be itemised in the minutes, in order that appropriate follow-up action could be pursued by the relevant presenting Officers. The Chairperson noted from the last Committee meeting, that in a previous item regarding Discrimination at Schools reporting forms were discussed in relation to acts of racial discrimination, however, there were other areas of discrimination where this should be extended to, for example, bullying, etc.
Date Decision Made	4 June 2025

62. Remit of Cabinet Committee Equalities and Employee Relations

Decision Made	The Group Manager – HR and Organisational Development presented a report, the purpose of which, was to confirm the remit of the Cabinet Committee Equalities and Employee Relations and identify items to be included on the Forward Work Programme. The approved Terms of Reference were attached at Appendix 1 to the report. Paragraph 3.6 of the report detailed, as far as it was currently known, the items that would be submitted before meetings of the Cabinet Committee in the coming municipal year Members asked the following questions in relation to the report:- • The Deputy Leader noted that in April 2024, the local authority made Care Experienced Children in the County Borough a protected characteristic. Therefore, this needed to be considered as a remit of the new Committee together with ongoing work in the Social Services and Wellbeing Directorate regarding this theme, being shared with future Committees. • A member asked if what is included as future Committee items in paragraph 3.6 of the report is limited to just the items so listed, or would it be the intention that the Committee could consider wider 'equality' related items? • A member asked a question as to what data will be included in future HR and Organisational Development quarterly reports and how will this differ from previous reports considered on this area of work. She also asked, what plans were in place to review future such data in 'real time' as opposed to reviewing such data a couple of months after the cut off date for each quarter. • The member also asked if the Council conducted employee exit interviews and, if so, is there any feedback from these registered as retained data information. <u>RESOLVED:</u> (1) That the Cabinet Committee Equalities and Employee Relations. noted the information contained in this report and agree the agenda items as set out at paragraph 3.6 of the report. (2) That it be further noted that with regards to paragraph 3.6 of the report, further additional agenda items identified by Committee members, over and above that detailed in the ongoing Forward Work Programme, should be added to future meeting agendas.
Date Decision Made	4 June 2025

63 Page 6 Annual Report on Equality in the Workforce (2024/2025)

Decision Made	The Group Manager – HR and Organisational Development shared a report with the Committee, in order to provide members with a summary of the equality profile for the Council's workforce as at 31 March 2025. The report attached the following appendices:- Appendix 1 – which showed a summary of protected characteristics during 2024/2025 using the total workforce as at 31 March 2025 (5,947). Appendix 2 - provided an equality profile of the Council's workforce as at 31 March 2025, with comparative data from the previous two years. Appendix 3 - further provided information on pay gaps as at 31 March 2025. Members made the following comments in respect of the report:- • What efforts are being made to invite employees comments and input to Workforce data collation, so as to ensure that data is both comprehensive in terms of its detail and up to date; • What is BCBC doing specifically to encourage people with a disability both within and outside the County Borough, to apply for vacant posts within the Council, in order to reflect that the Authority is promoting equality (in its workforce); • Further effort should be made for employees to be encouraged to complete training including non-mandatory e:learning modules, such as LGBTQ +; • Future reports should include data regarding employees gender identification, if different to that registered at birth; • It was noted from the report that BCBC are below the Wales average in terms of employees who are welsh language speakers. It was therefore considered that efforts should be made to increase this statistic; <u>RESOLVED:</u> (1) That the Cabinet Committee Equalities and Employee Relations noted the information contained in this report and within the Appendices attached thereto. (2) That Cabinet and the Corporate Management Board receive a
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	future report on the training opportunities that are available to both members and employees within the local authority, to establish whether any changes are required to this, and to consider also, if any changes should be made to those which are considered mandatory and/or optional. (3) That further engagement should be undertaken with staff on the subject of Welfare Reform. In line with that, that further investigation be considered in relation to Personal Independence Payments and any impact this may have on our disabled workforce, particularly with regards to any potential resulting pay loss impact.
Date Decision Made	4 June 2025

64. Violence Against Women, Domestic Abuse and Sexual Violence

Decision Made	The Partnership and CSP Manager submitted a report, the purpose of which, was to provide an annual update to Cabinet Committee Equalities and Employers Relations on: • The services provided by the in-house Assia Domestic Abuse Service; • Information regarding the range of domestic abuse related services delivered by our third sector partners The Assia Domestic Abuse service in Bridgend is meeting the purpose of the Violence Against Women, Domestic Abuse and Sexual Violence,(Wales) Act 2015. The officer advised that the service is delivering against national strategic aims for the Cwm Taf Morgannwg region and that, the information contained in the report covered the period from April 2022, when the Assia service was established, to the end of March 2025. The report demonstrated the positive impact the service is making and the ways in which Assia are trying to engage and support a diverse range of people. The VAWDASV Manager then shared details regarding a previous case study with members for their
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	information. Members asked a number of questions and made a number of queries on the report, which included the following:- • The Deputy Leader was pleased to note that the male perpetrator service had now developed to such an extent, that it was showing proven results; • She asked what support was provided to Officers who provide first hand support to the service and therefore are heavily involved in dealing with domestic violence and other similar cases, due to the traumatic nature associated with these cases; • The Leader wished to make it known that last year the Assia service actually achieved the Safe Lives Leading Lights accreditation and BCBC was the first local authority in Wales to receive such accreditation; • The Leader referred to paragraph 3.4 of the report and noted that there were drop-in services within various areas of the County Borough and asked, if there was such a service in the Ogmore Valley. <u>RESOLVED:</u> (1) That Cabinet Committee Equalities and Employers Relations note the content of this update report. (2) That as the Assia Suite largely relies on grant funding in order to maintain the service, the Cabinet Committee felt that it was important going forward that some further 'funding' opportunities were explored through the Council's core budget and therefore, that Officers consider this as an action to pursue further.
Date Decision Made	4 June 2025

65. Corporate Equalities Update

Decision Made	The Consultation, Engagement and Equalities Manager gave a report, to inform the Cabinet Committee of the progress made in implementing the council's equalities and inclusion commitments during the 2024/2025 period, as outlined in the Equalities Update attached as Appendix 1 to the report. She explained that the Equalities Update 2024–2025, highlighted steps taken across the organisation to
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	promote equality and inclusion as outlined in the Strategic Equality action plan. Key developments regarding this, were outlined in paragraph 3.1 of the report. From the list of these, a member was particularly pleased to see the launch of new Staff Network Forums including the Disability, LGBTQ+, Menopause and Menstruation Groups, and the Welsh Language Staff Forum. He felt that Cabinet representation on these forums as well as officers, would provide an added benefit to them. <u>RESOLVED:</u> That the Cabinet Committee Equalities and Employee Relations noted this internal update summarising progress to date against the Strategic Equality Plan (SEP) 2024–2028.
Date Decision Made	4 June 2025

66. Signing of the Disability Employment Charter and Anti-Racism Charter

Decision Made	This report presented by the Group Manager – Communications and Public Affairs, sought approval for the signing of the Disability Employment Charter and the Anti-Racism Charter. These commitments formed part of the Council’s ongoing equalities agenda and align with its strategic goals, to support fair and inclusive employment practices. Each of the two Charters attached at Appendices 1 and 2 of the report respectively, provided a framework for further action in these extremely important areas. The Council would then align its internal policies and practices with the principles set out in both Charters. The commitments included actions such as inclusive recruitment, supporting employee networks, removing workplace barriers, providing targeted support and training, and setting internal accountability measures. If approved, the Council will arrange a formal signing and associated communications to promote the commitment across the organisation and wider community. The Deputy Leader asked how the success (or otherwise) of the Charters intend being measured, in order to gauge their effectiveness over time. The Group Manager – Communications and Public Affairs confirmed that the Charters aligns with and
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	builds upon similar work the Council already does and that work is reported in the Annual Strategic Equality Plan Action Plan. Similar feedback would also be included in the Action Plan with regards to the Disability Employment and Anti-Racism Charters. <u>RESOLVED:</u> That Members approved the signing of the Disability Employment Charter and the Anti-Racism Charter and welcomed feedback on the progress of both Charters at an appropriate Committee meeting date in the future.
Date Decision Made	4 June 2025

67. Annual Welsh Standards Review

Decision Made	The Consultation, Engagement and Equalities Manager presented a report, in order to inform Cabinet Committee Equalities and Employee Relations of the content and approach taken with the council's Welsh Language Standards, and how we continue to ensure we comply with the Welsh Language Standards for the financial year 2024/2025. The Council's Welsh Language Standards Annual Report 2024/2025 covered the period 1 April 2024 to 31 March 2025 and this would be published on the website by 30 June 2025. The report was attached at Appendix 1 to the cover report. The report also outlines how the Council had complied with the standards during the period and also documented any progress and new compliance developments. As part of the annual report, there was a duty to report specifically on the information as detailed in paragraph 3.3 of the report. Members asked the following questions and/or made the undermentioned comments in relation to the report:- • How is the Council ensuring compliance with all 171 Welsh language Standards across departments and do we have robust sufficient enough mechanisms in place monitor these to ensure that we are fully compliant; • Are we taking steps to look to increase the number of welsh speaking, in order to detail key
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	services bi-lingually, especially in important service delivery areas, for example, customer and other frontline services; • What efforts are being made to recruit a Welsh Language Officer and how long does it take currently, to provide any response to any queries or information requested from customers in welsh (as well as english); • In relation to paragraph 3.3 of the report, what Council documentation, correspondence and other publicity type material is mandatory in terms of making this available bi-lingually (as opposed to that which is not); • What lessons have been learnt arising from complaints and challenges relating to the Welsh Language Standards this year and how have these been used, to inform any improvement to services; • Is anything being pursued with regards to encouraging elected members to be trained to speak welsh? • The lead Officer assured members, that BCBC continues to incorporate Welsh language considerations into it's grant-awarding process by assessing the potential impact on the Welsh Language. To date there have not been any cases declined solely on the basis of negative welsh language impact, but each case is assessed carefully and efficiently, on its own merits. <u>RESOLVED:</u> That Cabinet Committee Equalities and Employee Relations noted this report and the progress made during 2024/2025 in meeting its Welsh Language duties.
Date Decision Made	4 June 2025

68. Urgent Items

Decision Made	There were no urgent items
Date Decision Made	4 June 2025

To observe further debate that took place on the above items, please click this [link](#)

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

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 31st March 2025:

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

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



EMPLOYEE RESOURCES
 MINDFULNESS
 CARING CULTURE
 RELATIONSHIPS
 LEARNING & DEVELOPMENT
 HEALTHY LIFESTYLE
 SUPPORT
 HALO
 CONVERSATIONS
 WORK/LIFE BALANCE
 ADDICTION
 SELF-HELP
 PRACTICAL ADVICE & GUIDANCE
 FINANCIAL SUPPORT
 PHYSICAL EXERCISE
 SIGNPOSTING





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




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

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.

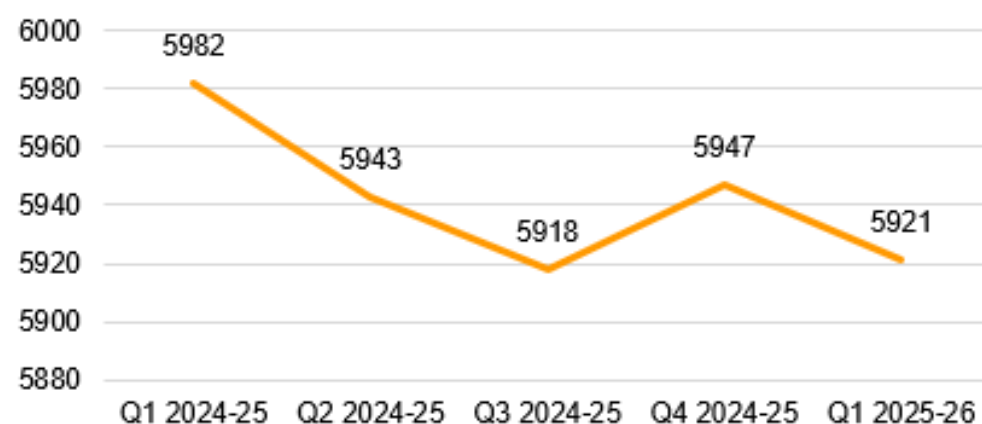
Background documents

None

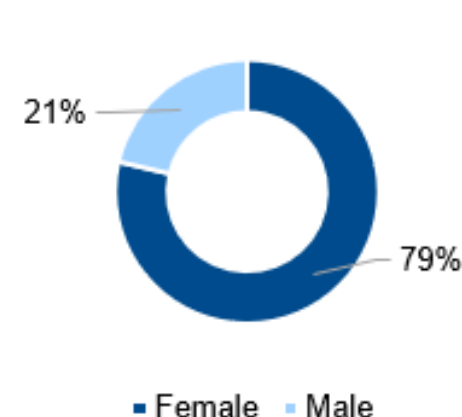


BCBC – Workforce Q1 2025-2026

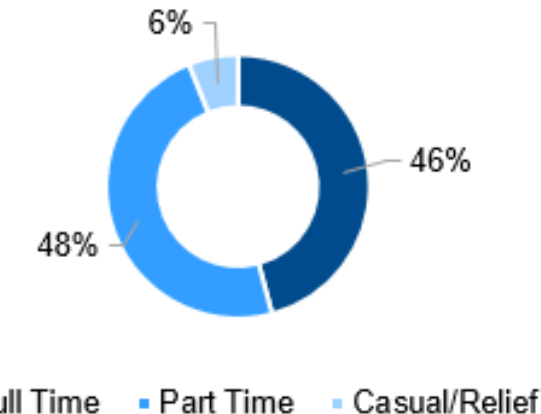
Headcount



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

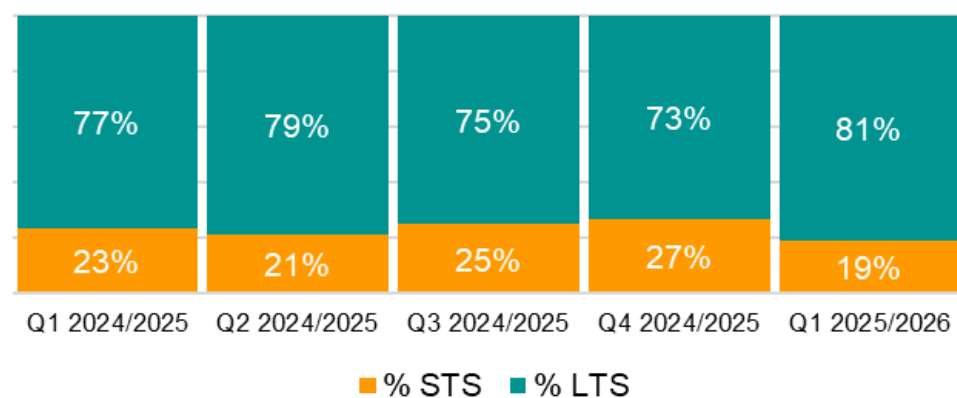
Directorate		Completed Q1	Completed Q2	Completed Q3	Completed Q4		Completed Q1
Chief Executives Directorate	Year 2024/2025	12.42%	55.98%	71.89%	81.57%	Year 2025/2026	35.71%
Communities Directorate		35.45%	47.14%	52.97%	55.48%		7.91%
Education, Early Years and Young People Directorate		27.21%	60.80%	63.61%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

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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