

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



[www.bridgend.gov.uk](http://www.bridgend.gov.uk)



# **Strategic Equality Plan Annual Report 2016-17**

**This document is also available in Welsh**

## Contents

1. Background .....	3
2. Introduction.....	3
3. Data analysis .....	4
4. Strategic equality objectives .....	4
5. Progress in meeting our objectives during 2016/17 .....	5
6. Communication, consultation and engagement .....	7
7. Equality Impact Assessments (EIAs).....	8
8. Procurement arrangements.....	8
9. Employment information .....	8
10. Employees as at 31 March 2017 by gender and pay grade .....	10
11. Job applications.....	10
14. Employees that left the council in 2016-17.....	13
15. Engagement and consultation .....	14
16. Contact us.....	14

## 1. Background

As an authority, our aim is to understand and tackle the equality barriers that people face so that everyone has a fair chance to fulfil their potential. We aim to ensure that equality is a part of everything we do and the services we deliver.

We aim to develop our services and activities in line with the [Public Sector Equality Duty](#) (PSED) and the general duties outlined in the Equality Act 2010. This will help us to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

Our aim is to mainstream equality and diversity, both internally and externally. We developed our first Strategic Equality Plan (SEP) for 2012-2016 which was supported by an action plan. As part of this we developed nine equality objectives and 75 actions. Some key achievements included:

- A taxi forum was established considering a range of issues including those relating to equality and diversity (of customers and drivers). There was development of an ongoing driver awareness and training programme
- Anti-bullying programmes were delivered to over 1500 children and young people. The project continues to work with year six transition pupils to deliver programmes around confidence and self-esteem. An anti-bullying policy has been written which has been adopted by BCBC schools
- Welsh Government anti-bullying road shows were held for teachers from BCBC schools
- An induction presentation and e-learning package that makes clear reference to the importance that the council places on inclusivity and diversity was developed
- Employee networks for the protected characteristic groups (where interest is identified) were established, enabling these networks to be actively contributing to the council's equality agenda
- Training programmes for mental health and substance misuse were developed and delivered to appropriate front line staff
- There was an increase in the development of supported sports clubs
- All service areas now deploy a consistent approach to consultation and engagement, including the use of standard equalities questions.

## 2. Introduction

From Jan-March 2016, we developed our new SEP and objectives for 2016-2020. In order to do this, we reviewed previous objectives, achievements and what we have learnt through our work and engagement with local equality and diversity groups.

We consulted with the public and equality groups on these new objectives and 101 people shared their views. The detail of this consultation can be viewed [here](#).

Our SEP was then approved by our Cabinet on 15 March 2016.

Following this, we worked with a range of key managers across the authority to develop the 47 actions which sit under our seven objectives.

We consulted with the public and equality groups on these actions and 317 participants shared their views with us via surveys and through nine engagement workshops. The details of this consultation can be viewed [here](#).

Following this, we developed our action plan which was approved by our Cabinet Equalities Committee on 14 July 2016. Our first annual report of our action plan was received by this committee on 13 July 2017 and can be viewed [here](#).

Heads of service and senior service managers are responsible for ensuring the actions are achieved within their service areas. The Communications, Marketing and Engagement team (who are responsible for the equalities agenda) will ensure progress and regular updates are reported at the council's Cabinet Equalities Committee and that feedback is provided to partners, local equality and diversity groups and other key stakeholders.

This is our first annual report for this strategic annual plan.

## 3. Data analysis

In order to prepare this annual report, we collated data gathered from our first annual report of our action plan in July 2017. Data provided at that time by service areas and partners, provide a continual way of monitoring progress against our objectives and actions.

## 4. Strategic equality objectives

We developed, consulted on and then agreed the following seven strategic equality objectives for 2016-2020.

<b>Objective</b>	<b>What we hope to achieve/support?</b>
<b>Objective 1: Transportation</b>	We will help to provide an accessible, cost effective, all-inclusive transport network within Bridgend County Borough.

<p><b>Objective 2: Fostering good relations and awareness raising</b></p>	<p>We will positively promote a fairer society in the county borough by increasing public awareness of the issues faced by people with protected characteristics and increasing our efforts to help tackle issues such as hate crime and domestic abuse.</p> <p>We will also improve the ways in which we communicate, consult and engage with those who share a protected characteristic.</p>
<p><b>Objective 3: Our role as an employer</b></p>	<p>We will build on our efforts to be an inclusive, supportive employer promoting diversity and equality within our workforce, enabling all employees who have a protected characteristic to fulfil their potential.</p>
<p><b>Objective 4: Mental health</b></p>	<p>Our adult social care service will build on its partnership work with the third (voluntary) sector to provide mental health support and services.</p>
<p><b>Objective 5: Children</b></p>	<p>We will positively promote and support the emotional and educational attainment of children in the county borough and address the issues children face such as bullying.</p>
<p><b>Objective 6: Leisure, arts and culture</b></p>	<p>We will work with our partners to help to promote fair and equal access to participation in sport and recreation services as well as in the arts and culture services to all members of the community.</p>
<p><b>Objective 7: Data</b></p>	<p>We will continue to develop systems to collect, collate, monitor and publish equalities data on our service users and employees as well as improve our equality impact assessments.</p>

## 5. Progress in meeting our objectives during 2016/17

Key progress under our seven objectives can be summarised as:

### Transportation

- 66 dropped kerbs were installed
- Risk assessments of routes to schools were undertaken at Pencoed, Maesteg and Cynffig secondary schools

- Active travel routes were provided as part of the Ford Access Road scheme and to serve Croesty primary and comprehensive schools. The schools, local community groups and council officers were consulted on the latter.

### **Fostering good relations**

- We have continued to mark, support and raise awareness of national equalities and diversity campaigns via social media and our website, including Bisexuality Day, World Mental Health Day, LGBT Fostering and Adoption Week and Action on Stroke Month
- A 'train the trainer' hate crime package was developed and hate crime awareness workshops were held throughout 2017. The South Wales Police Hate Crime Officer linked with school liaison officers to promote the agenda among young people
- The theme of Holocaust Memorial Day 2017 was 'How can life go on?' BCBC marked this event in partnership with Bridgend College.

### **The council's role as an employer**

- Existing equalities e-learning modules were reviewed and updated. New modules were launched including mental health, violence against women, sexual abuse and domestic abuse (VAWSADV)
- The recruitment and selection managers' guidelines were updated and a new e-learning module has been implemented which includes good practice relating to equality in the recruitment process.

### **Mental health**

- Significant progress has been made through the development of local community coordination. The service provided through ARC, information provision through DEWIS and the GP referral scheme and the 'ageing well in Bridgend' initiative has worked to deliver the prevention and well-being agenda
- A mental health e-learning module was developed to raise awareness amongst employees to help them understand types, causes and treatment of mental illness
- Relationships with ABMU delivery board are developing well.

### **Children**

- 47 gypsy and traveller pupils attended 17 schools in Bridgend County Borough between Sept 15 and July 16. Their attendance ranged from 64% to 95%. Between 1 April 16 and 31 March 17, 35 pupils received 59 support sessions on a weekly basis in seven schools
- Since the roll out of SIMS (Schools Information management system) staff from 39 primary and secondary schools have received training and are now inputting into this module
- Funding has been identified to commission Show Racism the Red Card. There is a plan to deliver workshops to year five and six pupils during the 2017/18 academic year.

## Leisure, arts and culture

- The over 60s free swimming initiative achieved over 80,000 visits and is amongst the best performing in Wales
- The Access to Leisure Scheme has exceeded participation targets providing low cost access to over 160,000 people in 2016/17
- The Community Chest grants programme has supported projects that benefit gender, age and disability
- Dementia Friends training has taken place for Halo Leisure staff and partners
- BCBC has developed a toolkit for Halo coaches and instructors to support people with disabilities.

## Data

- All online job applicants have completed the equalities questionnaire as part of the standard application process
- Quantitative and qualitative data collected from public consultations is gathered and reported via final consultation reports. These reports and key findings are published on the BCBC website and are used to inform and support reports to Cabinet, enabling Elected Members to make robust and transparent decisions
- Between Jan 2016 and Feb 2017 nine full EIAs were completed and attached to Cabinet reports to which they related.

## 6. Communication, consultation and engagement

Between 1 April 2016 and 31 March 2017, the council carried out 17 consultations:

Public Service Board - #BetterBridgend survey
Proposed policy changes on charging for care and support
Proposal to consult on an intended use policy for hackney carriages (taxis)
Afon y Felin Primary School - Proposal to make a regulated alteration to Afon y Felin Primary in the form of an enlargement
Understanding demand for Welsh medium education
Council tax reduction scheme 2017/18
Shaping Bridgend's Future
Childcare sufficiency assessment
Mynydd Cynffig Primary School
Bridgend Town Centre access survey
Household waste: additional allowance scheme
Cardiff Capital Region City Deal - Consultation
Strategic Equality Plan action plan 2016 / 2020
Learner travel route review 2015 / 2016
Online services
Pencoed Primary School - Proposal to make a regulated alteration to Pencoed Primary School, by relocating the school, including the Heol y Cyw campus, to the site of Pencoed Primary School playing fields at Penprysg Road, Pencoed
Pil Primary School - Proposal to change the provision for pupils with additional learning needs (ALN) at Pil Primary School

In addition to the above consultation exercises, we carried out two engagement surveys with our Citizens' Panel members. The first survey covered customer services/contacting the council, social media, wellbeing, street cleanliness and our parks and playing fields and the second survey was a replication of the Shaping Bridgend's Future survey.

## 7. Equality Impact Assessments (EIAs)

Between 1 April 2016 and 31 March 2017, 151 employees completed the EIA e-learning module. A total of 191 employees have completed the module to date.

## 8. Procurement arrangements

Service areas work with the procurement team to ensure that EIAs are integrated in the procurement process. The contract procedures rules are under review to include, as a minimum, clauses which include equalities, Welsh language, modern slavery and employment legislation. Equality issues are fully integrated into the procurement process from pre-qualification to awarding of contract. The Welsh language compliance notice is included in every contract.

## 9. Employment information

As of 31 March 2017 there were 6065 employees in the council, including those employed in schools. The headcount and age profiles provide a breakdown of these employees. However, details of the remaining protected characteristics are based on the information voluntarily provided by employees. Percentage figures therefore reflect the information available as a percentage of the whole workforce.

Description	BCBC - as at 31.03.2017			
	Male	Female	Total	%
Total Headcount	1228	4837	6065	
<b>Of the above :</b>				
Full Time	938	1581	2519	41.5%
Part Time	290	3256	3546	58.5%
<b>Disability declared</b>	<b>38</b>	<b>74</b>	<b>112</b>	<b>1.8%</b>
<b>Carer responsibility declared</b>	<b>34</b>	<b>257</b>	<b>291</b>	<b>4.8%</b>
<b>Ethnicity</b>				
White	1037	4123	5160	85.1%
Asian or Asian British	2	25	27	0.5%



Black or black British	5	4	9	0.1%
Mixed race	2	19	21	0.3%
Any other ethnic group	3	16	19	0.3%
Not declared	179	650	829	13.7%
<b>Welsh speaker</b>				
'A little'	139	580	719	11.9%
'Fairly good'	26	89	115	1.9%
'Fluent'	36	215	251	4.1%
<b>Welsh reader</b>				
'A little'	143	587	730	12.0%
'Fairly good'	35	105	140	2.3%
'Fluent'	35	214	249	4.1%
<b>Welsh writer</b>				
'A little'	106	474	580	9.6%
'Fairly good'	27	96	123	2.0%
'Fluent'	31	199	230	3.8%
<b>Sexuality</b>				
Heterosexual	508	1928	2436	40.2%
Bisexual	3	14	17	0.3%
Gay man	15	0	15	0.2%
Gay woman/lesbian	0	13	13	0.2%
Transgender	0	0	0	0%
Other	2	9	11	0.2%
Prefer not to say	33	96	129	2.1%
<b>Age profile</b>				
16-19	14	9	23	0.3%
20-25	47	219	266	4.4%
26-30	113	439	552	9.1%
31 - 35	126	530	656	10.8%
36 - 40	147	599	746	12.3%
41 - 45	138	733	871	14.4%
46 - 50	188	770	958	15.8%
51 - 55	184	711	895	14.8%
56 - 60	154	529	683	11.3%
61 - 65	85	227	312	5.1%
66 +	32	71	103	1.7%
<b>Total</b>	<b>1228</b>	<b>4837</b>	<b>6065</b>	

## 10. Employees as at 31 March 2017 by gender and pay grade

Our pay and grading structure was implemented on 1 September 2013 and a clear and robust mechanism is in place for evaluating the relative grades of positions. This is based on roles and responsibilities as opposed to any individual factors relating to the employee.

Grade	Male	Female	Total
JE grades 1 – 8 (£14,514 - £23,935)	575	3702	4277
JE grades 9 – 10 (£25,694 - £29,854)	112	222	334
JE grades 11 – 16 (£31,288 - £48,848)	155	290	445
Chief officers (£75,287 - £132,402)	7	6	13
Soulbury & youth officers (£19,856 - £61,239)	13	34	47
Teachers, head, deputy, and assistant head teachers (£22,467 - £108,283)	323	1047	1370
<b>TOTAL</b>	<b>1185</b>	<b>5301</b>	<b>6486</b>

NB The above figures are based on the number of contractual hours positions across the authority. If an employee has more than one position, they will be counted for each position they hold. As such, the above figures will not correlate with other totals in this report, which are based on headcount.

## 11. Job applications

Between 1 April 2016 and 31 March 2017, we received 8,515 job applications via the HR recruitment system from 4,532 individuals, comprising both internal and external applicants. The data does not include applications received directly by some schools.

Of the 4,532 applicants, 108 applicants did not declare any information on protected characteristics. The percentage figures therefore identify the level of non-response as 'not declared' for each particular characteristic. The analysis of applicants is as follows:

Description	No. applicants	%
Male applicants	3092	68.2%
Female applicants	1432	31.6%
Not declared	8	0.2%
<b>Disability declared:</b>	<b>217</b>	<b>4.8%</b>
<b>Age profile:</b>		
16 – 25	1053	23.2%
26 – 35	1321	29.1%
36 – 45	1001	22.1%
46 – 55	801	17.7%
56 – 65	314	6.9%

66+	19	0.4%
Not declared	23	0.5%
<b>Sexual orientation</b>		
Heterosexual	4015	88.6%
Bisexual	43	0.9%
Gay man	53	1.2%
Gay woman/lesbian	51	1.1%
Prefer not to say	125	2.8%
Other	16	0.4%
Not declared	229	5.1%
<b>Marital status</b>		
Married	1580	34.9%
Living with partner	751	16.6%
Same sex or civil partnership	9	0.2%
Separated/divorced	295	6.5%
Single	1697	37.4%
Widowed	24	0.5%
Prefer not to say	35	0.8%
Not declared	141	3.1%
<b>Race</b>		
White	4231	93.4%
Asian/Asian British	54	1.2%
Black/black British	36	0.8%
Chinese	10	0.2%
Mixed race	42	0.9%
Prefer not to say	28	0.6%
Other ethnic group	17	0.4%
Unknown/not stated	114	2.5%

## 12. Staff training

Our arrangements for providing corporate staff training are categorised as follows:

- **Post-entry training** – service specific training is requested by employees via the post entry training policy. Only requests agreed by line managers are forwarded to human resources and so we are unable to identify any that may have been rejected.

We are unable to disclose information relating to those accessing post entry training as, even though data is collected, the number of employees and the amount of data is too small for us to interpret in a meaningful way.

- **Face to face training** – the majority of our face to face training is targeted at employees based on the nature of the role and responsibilities. As such, no requests for this training have been declined.

- **E-learning** – the majority of corporate training is provided via e-learning which in the majority of cases can be accessed directly by employees.

The table below sets out the protected characteristics of those employees who accessed this method of training between 1 April 2016 to 31 March 2017

<b>Description</b>	<b>Completed elearning</b>	
Male	561	19.3%
Female	2353	80.7%
<b>Disability declared:</b>	74	2.5%
<b>Age profile:-</b>		
16 – 25	132	4.5%
26 – 35	576	19.8%
36 – 45	825	28.3%
46 – 55	913	31.3%
56 – 65	447	15.3%
66+	21	0.7%
Not declared	0	0%
<b>Sexual orientation</b>		
Heterosexual	1487	51.0%
Bisexual	12	0.4%
Gay man	10	0.3%
Gay woman/lesbian	5	0.2%
Prefer not to say	65	2.2%
Other	5	0.2%
Not declared	1330	45.6%
<b>Marital status</b>		
Married	1408	48.3%
Living with partner	203	7.0%
Same sex or civil partnership	4	0.1%
Separated/divorced	246	8.4%
Single	662	22.7%
Widowed	18	0.6%
Prefer not to say	24	0.8%
Not declared	349	12.0%
<b>Race</b>		
White	2573	88.3%
Asian/Asian British	12	0.4%
Black/black British	6	0.2%
Chinese	3	0.1%
Mixed race	8	0.3%
Prefer not to say	175	6.0%

Other ethnic group	8	0.3%
Unknown/not stated	129	4.4%

There are no records in HR about employees being refused access to training as outlined above, nor has there been any grievance received on this matter.

### 13. Grievance and disciplinary hearings held during 2016-17

This includes employees involved in grievance procedures as a complainant, against whom a complaint was made or subject to a disciplinary procedure. To comply with the Data Protection Act, we are unable to disclose this information. In each category, the number of employees and the amount of data is too small for us to interpret in a meaningful way.

### 14. Employees that left the council in 2016-17

The following data summarises the protected characteristics of the 837 individuals who left the employment of the council between 1 April 2016 and 31 March 2017. As with section nine, data on protected characteristics (other than gender and age) is based upon information disclosed voluntarily by the employees. The percentage breakdown is based on the total number of leavers.

Description	No. of	% of Leavers
Male employee	236	28.2%
Female employee	601	71.8%
<b>Disability declared:</b>	38	4.5%
<b>Age profile:</b>		
16 – 25	71	8.5%
26 – 35	186	22.2%
36 – 45	151	18.0%
46 – 55	160	19.1%
56 – 65	212	25.4%
66+	57	6.8%
<b>Sexual orientation</b>		
Heterosexual	387	46.2%
Bisexual	4	0.5%
Gay man	3	0.4%
Gay woman/lesbian	2	0.2%
Prefer not to say	16	1.9%
Other	3	0.4%
Not declared	422	50.4%
<b>Marital status</b>		
Married	325	38.8%
Living with partner	61	7.3%

Same sex or civil partnership	2	0.2%
Separated/divorced	55	6.6%
Single	243	29.0%
Widowed	15	1.8%
Prefer not to say	8	1.0%
Not declared	128	15.3%
<b>Race</b>		
White	713	85.2%
Asian/Asian British	6	0.7%
Black/black British	4	0.5%
Mixed race	3	0.4%
Prefer not to say	0	0%
Other ethnic group	3	0.4%
Not declared	108	12.9%

## 15. Engagement and consultation

We aim to include the views of representative groups in our planning and decision making processes so we can develop accessible services for the public and our employees.

Engagement is an important part of our work so we put specific processes in place to ensure that people's needs are taken into account and that the dimensions of diversity are addressed.

Employees and stakeholders who represent the protected characteristic groups are involved with the delivery, implementation, monitoring and evaluation of our objectives.

We publish consultation reports on the outcome of our engagement activity to show clearly how people have influenced planning and decision making within Bridgend County Borough Council.

## 16. Contact us

If you would like further information on our SEP or a copy of the plan in an alternative format, please contact us:

By email: [talktous@bridgend.gov.uk](mailto:talktous@bridgend.gov.uk)

By telephone: 01656 643643

By textphone: 18001 01656 643643

By fax: 01656 668126

In writing: Bridgend County Borough Council Civic Offices, Angel Street, Bridgend, CF31 4WB.

Our Customer Contact Centre is open from 8am to 5.30pm, Monday to Friday

This is our [complaints procedure](#).