

**CABINET COMMITTEE EQUALITIES - WEDNESDAY, 17 JULY 2024**

**MINUTES OF A MEETING OF THE CABINET COMMITTEE EQUALITIES HELD HYBRID IN THE COUNCIL CHAMBER - CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB ON WEDNESDAY, 17 JULY 2024 AT 10:00**

Present

Councillor N Farr – Chairperson

E L P Caparros  
HM Williams

M J Evans

J Gebbie

JC Spanswick

Present Virtually

A R Berrow  
A Wathan

D M Hughes  
AJ Williams

M Lewis  
E D Winstanley

RL Penhale-Thomas

Apologies for Absence

None

Officers:

Zoe Edwards

Consultation Engagement and Equalities Manager

Carys Lord

Chief Officer - Finance, Performance & Change

Paul Miles

Group Manager – Human Resources & Organisational  
Development

Angela Granville

HR Business Development Manager

Oscar Roberts

Business Administrative Apprentice - Democratic Services

Nimi Chandrasena

Democratic Services Officer – Support

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg**

Declarations of Interest

Councillor Ross Penhale-Thomas made a personal declaration as he is employed by a housing charity that specializes in equality, diversity, and inclusion

**44. Approval of Minutes**

Decision Made	<u>RESOLVED</u> : That the Minutes of the Cabinet Committee Equalities dated 20/03/24 were approved as a true and accurate record.
Date Decision Made	17.07.24

**45. Annual Report on Equality in the Workforce (2023-2024)**

Decision Made	<p>The Group Manager Human Resources and Organisational Development presented a report providing the Cabinet Committee Corporate Parenting with an update on - Human Resources &amp; Organisational Development .</p> <p>Discussions took place regarding the following aspects mentioned in the report :</p> <ul style="list-style-type: none"><li>• How data on minority groups was captured and if correct terminology was used to categorise Black, Asian and Minority Ethnic groups. The Group Manager-Human Resources stated that he would seek clarification on the use of the terminology and advise the committee. He stated that the team have a commitment to improve data capture in the current year so that the information presented in 2025 would be more detailed.</li><li>• The age range where a depiction of an ageing workforce was noted and a question was asked about what was done to attract younger people into the workforce. The Group Manager-Human Resources stated that the ageing workforce was a result of an extension of the retirement age which was expected to be further extended in the future. He also stated that over the next 12 months the HR service was looking at engagement with people applying for jobs via social media platforms because he felt there was a link to the age group they were looking to recruit.</li></ul>
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- The positivity of the Apprenticeship Scheme that the Authority have run since 2013 was mentioned. The Human Resources Department's focus was in the key areas where they had vacancies or challenges to recruit future apprentices. In relation to care leavers, the Group Manager Human Resources and Organisational development stated that the Department had been working with colleagues from social services and were due to have a meeting with Care Leavers to discuss employment with Bridgend Council and employment in general with a view to supporting them to look for employment opportunities with BCBC and elsewhere.
- Unpaid carers , the reasons they were not forthcoming and the support they may require. A question was asked around how an individual assesses if they were a carer and if there was guidance available individuals to make this assessment. There was a further question as to how Bridgend compared with other local authorities. The Group Manager, Human Resources and Organisational Development stated that all staff had access to a 'Carer's Protocol' . He mentioned that a comparison had been made with other local authorities and several differences had been established, he mentioned that this would be in line with the differences in the make up and external services available to Bridgend's workforce. The suggestion was that emphasis was given to data capture and gathering of information to enable sourcing accurate figures of the numbers for unpaid carers.
- The gender pay-gap and the measures the Authority had in place to promote equality in opportunities available. The Group Manager, human Resources and Organisational Development stated one of the measures adopted to improve the gender pay gap was looking to work with services about flexible work and opportunities.  
Creating working patterns to allow individual females to apply for jobs where they were able to work flexibly or be able to work part time thereby providing them with opportunities where they were able to apply for jobs that should then bring them in at promoted levels.
- A member queried the data provided giving examples of figures in question. The Chairperson wished to add a further question in relation to advertising employment opportunities specifically to ethnic minority groups. The Group Manager, human Resources and Organisational Development responded that the data collected was not broken down by service area and there were concerns around presenting the data while maintaining confidentiality. He assured the committee that recruitment is carried out wherever possible advertising on various websites in order to capture the interest of all communities. It was agreed that in the year that follows, figures would be presented in a manner in which they are not over or under-represented and that they encapsulated all groups.

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	<ul style="list-style-type: none"><li>• The e-learning modules and the support available to employees completing modules assigned to them. A question was asked about support available to employees who were unable to access the electronic system and the Group Manager Human Resources and Organisational Development stated that in the event staff were unable to access the online modules, they were provided with workbooks in paper format. The drive would be for the service areas to promote and ensure the modules were completed by their staff.</li><li>• A member suggested that whilst appreciating that the discussion involved the diversity of the workforce, it maybe of interest to critically look at the diversity within the Council Chamber and this point was to be added as a discussion point in the future.</li><li>• The location of a quiet space/prayer room for employees and time for employees to attend Welsh language training and focus groups to work on Ethnic Minority, Disability groups and LGBTQ+ groups was discussed.</li><li>• It was agreed that the discussion in relation to Race Equality Charter and the Disability Charter would be discussed separately and the committee would be provided with an update at a later date.</li></ul> <p><b><u>RESOLVED :</u></b> The Cabinet Committee Equalities noted the information contained in the report and within the Appendices. It was further agreed that the following were revisited :</p> <ul style="list-style-type: none"><li>- Seek clarification of the correct terminology used when referring to members from Ethnic Minority Groups</li><li>- Data capture information to be presented in 2025 to be more detailed</li><li>- Discuss diversity represented in the Council Chamber</li><li>- The Committee to be updated on progress in relation to the Race Equality Charter and the Disability Charter.</li></ul>
Date Decision Made	17.07.2024

**46. Annual Welsh Standards Review**

Decision Made	<p>The Chief Officer, Finance, Housing and Change presented a report which provided the Cabinet Committee Corporate Parenting with an update on the content and approach taken with the council's Welsh Language Standards Annual Report for 2023/2024.</p> <p>A member sought clarity on the progress made in relation to the Welsh Language Standards over time and made inquiries as to whether there was a Cabinet Member position that oversaw the Welsh Language on behalf of the Authority in addition to the appointment of a Welsh Language Champion within the members of the Council.</p> <p>The Leader responded that the Cabinet Member, Education and Services had a responsibility for the Welsh in the Education Strategic Plan. Whilst it is not mentioned in the list of responsibilities, it was contained within, he also stated that it was his opinion that the responsibility of promoting the Welsh language sat with all members.</p> <p>The Chief Officer, Finance, Housing and Change stated that the detail in the report was only a snapshot of the progress over the last financial year and agreed that the next report would include a comparison of the priorities along side progress made.</p> <p>There was a discussion around the Welsh Language module on the E-Learning portal and the methods used to celebrate the usage of the Welsh Language across the authority.</p> <p>There was also a discussion about the language option chosen by callers who contact the Local Authority via the telephone system and technical issues around the availability of Welsh speakers in the Departments to coincide with the time the calls were received.</p> <p>The Consultation Engagement and Equalities Manager stated that the Authority did not have a Welsh speaker in every department and whilst there was encouragement to recruit Welsh speakers there were ongoing challenges that the team faced in achieving this.</p> <p><b>RESOLVED</b> : The Cabinet Committee Equalities noted the report and the progress made during 2023/2024 in meeting its Welsh Language duties</p>
Date Decision Made	17.07.2024

**47. Equalities Impact Assessments - Annual Review 2023-2024**

Decision Made	<p>The Chief Officer, Finance, Housing and Change presented a report to provide Committee members with an annual update on the Council's requirement to undertake Equality Impact Assessments (EIAs), an overview of the Council's approach to EIAs and an outline of EIAs undertaken in Bridgend County Borough Council (BCBC) service areas in 2023/2024.</p> <p>Members posed questions on the Equality Impact Assessments which were addressed by The Chief Officer, Finance, Housing and the Change Consultation Engagement and Equalities Manager and included a discussion on below mentioned points :</p> <ul style="list-style-type: none"><li>• A comparison to be produced in relation to the number of employees who undertook the training via the various methods with a view to making improvements to enhance the uptake. It was requested that the figures are presented sooner rather than wait for it to be included in the report the following year.</li><li>• Information was requested to enable members to understand the outcome of the Equality impact assessments. It was agreed that the issues arising from the assessments and the impact of would be clearly outlined in the report so that members are made aware of the issues and the impact so they are fully informed when making any decisions based on the reports.</li><li>• It was understood that managers were required to undertake training through an option of e-learning and workshop. The training itself was governed by the Learning and Development Team, although there was no one designated to monitor the EIA.</li><li>• There was a request from to show progression of the training undertaken within the report.</li></ul> <p><b><u>RESOLVED</u></b> : The Cabinet Committee Equalities noted the progress made in the Council during 2023/24 in the completion of Equality Impact Assessments and the progress made with Training . The Committee agreed that the statistics for the number of employees who had undertaken the training would be made available as soon as possible. It was also agreed that the issues arising from the assessments would be clearly outlined in the report to enable the decision-making process. The report is expected to include a depiction of the progression made in training.</p>
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Date Decision Made	17.07.2024
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**48. Urgent Items**

Decision Made	There were no urgent items
Date Decision Made	17.07.2024

To observe further debate that took place on the above items, please click :

[Part 1](#)

[Part 2](#)

The meeting closed at 11:25.