



Blaenau Gwent CBC Equalities Training Report 2014-2015



Cyngor Bwrdeisdref Sirol

Blaenau Gwent

County Borough Council

Index

Section	Page
1. Introduction & Background	1
2. Service Level Agreement Delivery	2
3. Recording and Monitoring Training Data	2
4. Costs	3
5. Risks	3
6. Caerphilly CBC Courses	4
7. The Report	4
8. Conclusions	5
Appendix A - Training Analysis by Equalities Categories 2014 - 2015	6
Appendix B - Equalities Monitoring Form (updated form)	8

1. Introduction & Background

The Council has an obligation to ensure that staff and service users are treated fairly and have their individual circumstances recognised and accepted. This obligation stems from the **Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011** and the **Welsh Language Measure 2011** (which replaced the Welsh Language Act 1993).

Locally, these are currently delivered via the Council's own Strategic Equality Plan and Welsh Language Scheme. Treating people fairly is everyone's responsibility. Staff need to be aware of their responsibilities in terms of Equalities and Welsh Language and this is in line with the objectives set in our Strategic Equality Plan.

Equality Objective Two

Be an equal opportunity employer, with a workforce that is aware of, and understands the equality agenda.

Key issues raised from our engagement which have helped shape this equality objective include:

- *Raising staff awareness and understanding of equality and diversity*
- *Training staff on equality and diversity*
- *Improving how we collect and use our data*

Equality Objective Four

Promote understanding and acceptance of diversity within our communities.

Key issues raised from our engagement which have helped shape this equality objective include:

- *Raising awareness and understanding of equality and diversity*
- *People Rights*
- *Promoting good relations between people*

2. SLA Delivery

The Service Level Agreement was put in place originally in 2013-14, and on the success of the first year, it was decided that the SLA should continue for a further financial year 2014-2015. This is to ensure that there is continuation of the Equalities and Welsh Language courses being made available to all staff (with manager approval). The SLA outlines a proposal for a 5 tiered approach to specifically target staff based on their role. It is recognised that not everybody can be trained, but it is possible to target as follows:

General staff

The courses offered will be made available to all staff. Open to everyone, with management approval, e.g. Disability Awareness, Hate Crime Awareness, LGBT Awareness and General Equality Awareness (see point 7).

Hard to reach staff

For example DLO (Direct Labour Operations), home carers and others not usually based in office environments.

Managers and Supervisors

Specific training associated with EqIA in line with the new process and reporting framework. It is anticipated that this will take place in Quarter 3.

Political

Member Services and Equalities Officer to communicate all WLGA courses. Equality Champion to be invited to specific Corporate Equalities Network meetings. Equalities Officer to work with Equality Champion.

Welsh Language Awareness

Raising awareness of the Welsh language and the Council's requirements will be key this financial year given the new Welsh Language Standards and the increased importance of 'Mwy Na Geiriau'. Raising awareness courses should be open to anyone who chooses to attend, but should be made mandatory to officers with responsibility for publishing documents/articles/social media entries etc.

The Equalities Officer will market the training opportunities via email and internal marketing communications such as BG Issue, the intranet and notice boards. The officer will also communicate through the information via the Corporate Equality Network and Departmental Training Coordinators to disseminate throughout the business.

3. Recording and Monitoring Training Data

It is very important to record and monitor equalities data and evidence the results in the annual reports that have to be presented to the Equality and Human Rights Commission (EHRC) on the subject. Under the SLA agreement, Caerphilly CBC will provide detailed quarterly updates on attendees to the courses, which will be included in the annual report. This will free up the Equalities Officer's time from duplicating data gathering methods and instead be able to effectively promote and target the training within the organisation. A mechanism is needed to capture all departmental courses as currently this isn't the case. This is something to consider with the Workforce Development Advisor for the future.

4. Cost

£2,500 was paid to Caerphilly County Borough Council for courses that ran between 1 April 2014 and 31 March 2015. This cost includes a payment for the 2 Day Welsh Taster arranged jointly with Grŵp Deddf as well as the additional Equalities courses requested.

Having an SLA in place has meant that there is no direct cost to Blaenau Gwent CBC departments for training. This is crucial during times of austerity as making departments pay for equality training for staff would inevitably lead to a very low uptake.

There would be additional costs for any other specific training identified, but these would be one-off occurrences. Specific prices to be obtained once discussions have taken place on who and what should be targeted.

If there was no SLA, the cost structure of ad hoc training with Caerphilly CBC would be £25 per half a day course per person and £40 per full day course per person. This process however would be a very bureaucratic process as every individual attending every course would have to be invoiced separately, creating a great deal of unnecessary paperwork and administration. An up-front SLA (with appropriate clauses for under or overspend) is a more streamlined process.

5. Risks

Objective 2 of the Strategic Equality Plan is to *'Be an equal opportunity employer, with a workforce that is aware of and understands the equality agenda'*. A specific structure is needed to ensure that Objective 2 is met. Having an SLA with Caerphilly CBC helps to support this objective.

There are also legal and bad practice risks that the Council needs to protect itself from. The recent bad press and financial penalties could have been avoided had managers and staff members understood the ramifications of their actions. There are also risks to service users having poor service and also not being treated according to their needs. The Equality Act is there to ensure that people with protected characteristics and also those who are associated and perceived to have a protected characteristic are treated fairly.

The Welsh Language Measure has made both Welsh and English the official languages of Wales. This means that everyone should be treated equally and according to their needs. Good quality training to appropriate staff members can benefit service users and minimise risk. This does not need to be expensive or excessive but the benefits are clear and the risks to not preparing staff are significant.

6. Caerphilly CBC Courses

Apart from offering a large number of courses, there are other benefits to agreeing to an SLA with Caerphilly CBC. These include having an annual report (http://www.caerphilly.gov.uk/pdf/Council_democracy/equalities_training_report_2011-2012.pdf) which documents training levels as well as promotion. Having an SLA also frees up the Equalities Officer to concentrate on other work as it is potentially a very time consuming element of the role. By having this joint training agreement the organisation is also benefiting from the existing expertise and knowledge of Caerphilly CBC's Equalities Training and Promotion Officer.

The concern is that not having an SLA will mean that sourcing training will be much more ad-hoc and costly and will take up the Equalities Officer's time to arrange and coordinate. Some training courses are provided free of charge, however most courses incur a cost of £250 - £550 for half a day and between £500 - £1000 for a full day course (plus refreshments and room hire where relevant). Having something specific in place will mean that training will become more available and therefore, hopefully more members of staff will take advantage of what's on offer. The location of the courses is flexible and will be run jointly with Caerphilly CBC, promoting collaborative working.

Each course run will be available to both Caerphilly CBC and Blaenau Gwent CBC employees, thus increasing the number and opportunities for staff. The SLA therefore contributes to the recommendations of the Simpsons report on cross-boundary working and dovetails with the existing Social Services merger between Blaenau Gwent CBC and Caerphilly Council CBC.

7. The Report

Welsh Language Training

Only the one Welsh Language course was arranged for staff. The course was one of 7 courses arranged as a collaboration of members of Grŵp Deddf, which is a consortium of Welsh Language / Equalities Officers from across 19 organisations in South East Wales.

Unfortunately the course had to be cancelled due to low uptake of the course.

Equalities Training

A number of courses have run since this SLA was put in place. In particular a number of Equalities Awareness courses took place, specifically targeting the service areas outlined in the SLA for this financial year 2014-15.

5 Equalities Awareness courses ran. One of these had 28 people in attendance, whilst another was arranged as a means of low-level intervention to address an equalities issue which had come to light.

Dignity at Work courses were especially commissioned for the Environment Department. 2 courses were hosted (3 and 17 March 2015) with 30 members of staff attending in total. These courses were prepared to be part of the department's Skills Development Programme. This is a good example of the SLA being able to support a separate programme with defined objectives. The advantages include providing courses that are meeting specific needs identified, whilst not costing the department additional funds. More courses have been arranged for the Skills Development Programme for 2015/16 on the back of this success. These courses could not be organised in the way they have were it not for this SLA.

Other training expenditure was for staff who were attending courses arranged by Caerphilly CBC, namely Learning Disability Awareness, Hate Crime Awareness and Equality Impact Awareness training. Another course which Housing staff from local authority's in the Gwent area, Blaenau Gwent, Caerphilly, Monmouthshire, Torfaen and Newport had an opportunity to attend was a Welsh Government pilot course on Gypsy and Travellers, this course was delivered at no cost

Please see below the number of staff trained and the courses attended;

COURSE TITLE	No. ATTENDED
Equalities Awareness	94
Learning Disability Awareness	1
Hate Crime Awareness	2
WG Gypsy and Traveller Pilot	1
Equality Impact Awareness	1
	99

8. Conclusions

From Caerphilly CBC's perspective this training agreement has been once again successful in sharing resources but also as a means to target training to members of staff within Blaenau Gwent CBC's organisation. There are a few adjustments that need to be made to the process in terms of gathering training agreement forms on time and prior to training taking place.

Blaenau Gwent CBC's viewpoint of the SLA process is that having this agreement in place is very cost-effective for the authority overall. It is also providing a resource which would be difficult to organise otherwise. A mark of the agreement's success is departmental managers are now proactively approaching the Equalities Officer to enquire about the possibility of organising courses that fit their needs, be it for a specific requirement or for general awareness raising.

Caerphilly CBC would welcome a similar agreement in the future with even more training opportunities being made available to staff and elected members from both authorities.

AUTHOR: Anwen Rees

ROLE: Equalities Training and Promotion Officer

DATE: 19.05.15

ANALYSIS OF EQUALITIES AND WELSH LANGUAGE COURSES
2014-2015

GENDER	MALE	FEMALE	TOTAL
Male	34	-	99
Female	-	65	

AGE	MALE	FEMALE	TOTAL
16 – 25	1	1	2
26 – 39	8	19	27
40 – 49	17	18	35
50 – 65	6	5	11
66+	-	1	1
Not Disclosed	2	21	23

SEXUAL ORIENTATION	MALE	FEMALE	TOTAL
Heterosexual	30	42	72
Not Disclosed	4	23	27

MARITAL STATUS	MALE	FEMALE	TOTAL
Single	4	8	12
Married	20	26	46
Separated	-	1	1
Divorced	-	-	0
Living with Partner	8	7	15
Not Disclosed	2	23	25

DISABILITY	MALE	FEMALE	TOTAL
I am not disabled	31	41	72
Mobility Impaired	-	1	1
Not Disclosed	2	23	25
Unwilling to declare	1	-	1

WELSH LANGUAGE SKILLS					
Skill	A Little	Moderate	Quite Well	Fluent	TOTAL
Speak	32	1	-	3	36
Understand	29	-	1	4	34
Read	23	-	2	4	29
Write	23	2	-	2	27
No Welsh language skills	26				

APPENDIX A

BRITISH SIGN LANGUAGE SKILLS	MALE	FEMALE	TOTAL
Use	3	2	5
Understand	-	2	2
Not Disclosed / None	31	61	92

OTHER LANGUAGE SKILLS	MALE	FEMALE	TOTAL
French	2	-	2
German	1	1	2

NATIONAL IDENTITY	MALE	FEMALE	TOTAL
British	14	20	34
Welsh	15	26	41
Manx	1	-	1
Not Disclosed	4	19	23

ETHNICITY	MALE	FEMALE	TOTAL
White British	29	42	71
Manx	-	1	1
Not Disclosed	4	16	20
Unwilling to declare	1	6	7

RELIGION	MALE	FEMALE	TOTAL
Christian	16	20	36
Catholic	-	1	1
Agnostic	1	-	1
No Religion	9	18	27
Not Disclosed	6	21	27
Unwilling to declare	2	5	7

EQUALITIES MONITORING FORM

Please tick all boxes that apply to you or choose the “unwilling to declare” option if that is your choice. If you have completed this form in the last 2 years, you do not need to do so again now, unless your circumstances have changed.

COURSE TITLE:			
EMPLOYEE NUMBER:		DATE:	

DIRECTORATE:	Corporate Services	Education & Lifelong Learning	Environment Group	Social Services
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ARE YOU ...	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
	Transgender	<input type="checkbox"/>	Unwilling to Declare	<input type="checkbox"/>

AGE	16-25	<input type="checkbox"/>	26-39	<input type="checkbox"/>
	40-49	<input type="checkbox"/>	50-65	<input type="checkbox"/>
	66+	<input type="checkbox"/>	Unwilling to Declare	<input type="checkbox"/>

SEXUAL ORIENTATION	Heterosexual (Straight)	<input type="checkbox"/>	Gay	<input type="checkbox"/>
	Bisexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
	Other (Please state)			
	Unwilling to Declare		<input type="checkbox"/>	

MARITAL STATUS	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>
	Separated	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
	Civil Partnership	<input type="checkbox"/>	Widowed	<input type="checkbox"/>
	Living With Partner	<input type="checkbox"/>	Surviving Civil Partnership	<input type="checkbox"/>
	Dissolved Civil Partnership	<input type="checkbox"/>	Unwilling to Declare	<input type="checkbox"/>

DISABILITY	I am not Disabled	<input type="checkbox"/>	Physical / Mobility Impaired	<input type="checkbox"/>
	Hearing Impaired	<input type="checkbox"/>	Speech Impaired	<input type="checkbox"/>
	Learning Difficulties	<input type="checkbox"/>	Visually Impaired	<input type="checkbox"/>
	Other (Please state)			
	Unwilling to Declare		<input type="checkbox"/>	

WELSH LANGUAGE SKILLS		A Little	Moderately	Quite Well	Fluently
	Speak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No Welsh Language Skills <input type="checkbox"/> Unwilling to Declare <input type="checkbox"/>				

BRITISH SIGN LANGUAGE SKILLS	Use	<input type="checkbox"/>	Understand	<input type="checkbox"/>
	No BSL Skills	<input type="checkbox"/>	Unwilling to Declare	<input type="checkbox"/>

OTHER LANGUAGE SKILLS	Please state, if willing to declare:
------------------------------	--------------------------------------

NATIONAL IDENTITY	British	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
	English	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
	Northern Irish	<input type="checkbox"/>	Cornish	<input type="checkbox"/>
	Other (Please state)			
	Unwilling to Declare <input type="checkbox"/>			

ETHNIC ORIGIN:				
WHITE	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>
	Gypsy or Irish Traveller	<input type="checkbox"/>		
	Other White (Please state)			
MIXED / MULTIPLE	White & Black Caribbean	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>		
	Other Mixed (Please state)			
ASIAN / ASIAN BRITISH	Indian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
BLACK / AFRICAN / CARIBBEAN / BLACK BRITISH	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>
	Other Black (Please state)			
OTHER ETHNIC GROUP	Arab	<input type="checkbox"/>		
	Any other Ethnic Background (Please state)			
UNWILLING TO DECALRE	Please state <input type="checkbox"/>			

RELIGION OR BELIEF	Christian (All Denominations)	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
	Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
	Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
	Humanist	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
	Any other Religious Background (Please state)			
	Unwilling to Declare <input type="checkbox"/>			

This information will be held, along with your other personal data, on the Council's payroll system for monitoring purposes only.

The Council only publishes anonymised staff equalities data in reports and other documents, by full council totals, directorate totals or service area totals. Data is not broken down into individual teams for analysis, in order to safeguard the privacy of individuals, who might otherwise be identified at such a level.