

National Assembly for Wales  
Assembly Commission

# Annual Equality Report April 2013 – March 2014

July 2014

Cynulliad  
Cenedlaethol  
Cymru

National  
Assembly for  
Wales



The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales and holds the Welsh Government to account.

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**Equality and Access team**  
**National Assembly for Wales**  
**Cardiff Bay**  
**Cardiff**  
**CF99 1NA**

Online: [www.assemblywales.org/equalities](http://www.assemblywales.org/equalities)  
Email: [EqualitiesTeam@wales.gov.uk](mailto:EqualitiesTeam@wales.gov.uk)

Telephone: **029 2089 8204**

We also welcome calls from people using the Text Relay service. To use the Text Relay service, call **18001 0845 010 5500**.

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**Annual Equality Report**  
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## Foreword

It has been a busy and exciting year for the Assembly Commission. We have undertaken a number of high profile, important projects including the Presiding Officer's Women in Public Life campaign, our Youth Engagement consultation and a new apprenticeship scheme.

This is the second annual report relating to our Equality Plan 2012-2016 and highlights the work that we have undertaken to balance our commitments under the Equality Act 2010 and to demonstrate leadership across the public sector.

We are committed to promoting equality and improving accessibility for everybody, across each of the protected characteristics highlighted in the Equality Act.

This report reflects on the gains that we have made in the journey to becoming an exemplary parliamentary body. It indicates where we are working hard to maintain an inclusive working environment and an accessible parliamentary body.

We are delighted to receive further external recognition which you can read more about in the report to build on and maintain our best practice approach to equality.

Included in this document are reports on workforce equality data, recruitment equality data and an equal pay audit.

We welcome any feedback on the report as it is essential to inform our thinking and evolve as a progressive organisation.



**Dame Rosemary Butler AM**

Presiding Officer and Chair of the Assembly Commission

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**Sandy Mewies AM**

Assembly Commissioner with responsibility for Equality

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**Claire Clancy**

Chief Executive and Clerk to the National Assembly for Wales

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## Glossary of terms

**National Assembly for Wales** – comprised of 60 Assembly Members who are elected to represent the people of Wales, to make laws for Wales and to hold the Welsh Government to account.

**Assembly Member** – elected politicians that make up the National Assembly for Wales. The 60 Members represent the different areas of Wales.

**National Assembly for Wales Commission (Assembly Commission)** – the body which provides property, staff and services to support the Assembly Members. The Commission is chaired by the Presiding Officer and four other Members nominated by the main political parties. The Commission has responsibilities as an employer and as an organisation that supports Assembly Members and interacts with the public. The services the Commission offer to the public include welcoming visitors to the Assembly estate, providing information to people and visiting schools and community groups across Wales.

**Presiding Officer** – the Assembly Member nominated by the main political parties to chair Plenary debates and to represent the National Assembly for Wales both in the UK and internationally.

**Assembly Business** – the work undertaken by Assembly Members in the National Assembly for Wales, including plenary debates, committees and constituency work.



## 01. Encouraging and Widening Public Engagement

One of our key priorities is to encourage and to enable more people to connect with the Assembly and to engage with our work. Over the last year we have interacted with a diverse range of groups across Wales and welcomed thousands of people to our estate.

We have also taken forward two important pieces of work to increase democratic participation - both the Women in Public Life campaign and our Youth Engagement work aim to break down barriers to engagement in the democratic process and public life.

### The Presiding Officer's Women in Public Life Campaign

The Women in Public Life campaign seeks to identify practical solutions for enhancing women's representations in various areas of public life including public appointments, other decision-making roles and positions of influence.

Following a series of high profile events in 2012, the Presiding Officer launched a suite of initiatives to continue the campaign, including:

- **a Women in Public Life Portal**, which includes details of public appointments in Wales, profiles of inspirational women, informative blog entries and details of upcoming events of interest. The portal is run in partnership with Women Making a Difference, a local third sector organisation, which encourages and supports women to become active citizens. The campaign's social media followers increase week on week, helping to keep the conversation about the Women in Public Life campaign in the spotlight.
- **a Women in Public Life Development Scheme** aimed at women from across Wales to provide intensive personal development and skills training, one to one mentoring support and role shadowing opportunities at a senior level, for a period of up to 18 months to motivate and encourage participants to successfully apply for public appointments at all levels locally, regionally and nationally. The scheme will be delivered in co-operation with Chwarae Teg and Cardiff Business School.
- **a series of lectures** on the theme of gender equality profiling eminent women role models from traditionally male dominated sectors.

Also, noting the decline in women's political representation in the Assembly and following discussions with each political party in the Assembly, the Presiding Officer invited them to nominate a member representative to be part of the Assembly Women in Democracy Caucus. The Caucus aims to seek and impart best practice, particularly from other parliaments around the world on how to increase women's parliamentary representation. The Caucus aims to report findings and recommendations by end of 2014.

### Youth Engagement

Another priority over 2013-14 was our consultation on the future of Assembly Youth Engagement Services. Nearly 3,000 young people completed a questionnaire that was provided in 14 different formats including Easy Read and the ten most popular minority languages in Wales. Assembly staff visited groups of young people across Wales to lead discussion groups to enable them to develop their thoughts on how they would like to get involved in the democratic process.

Results showed that young people preferred to have a variety of ways to get in touch about the issues that affect them and their communities leading us to the conclusion that mainstreaming youth engagement across all Assembly activity would best enable young people to engage directly with the Assembly on the topics that they are passionate about.

The three main themes that emerged from the feedback were:

- **Reaching out** – we need to make sure young people can discover information about the work the Assembly is doing so they can decide how it is relevant to their passions and interests
- **Enabling debate** – we need to provide a range of ways for young people to take part in the debate which are fun, inspiring and tailored
- **Feedback** – we must ensure that young people can find out how their contributions made a difference so that they and others are inspired to engage further

An Action Plan has been developed to ensure that we are equipped to meet the needs of young people in Wales to encourage, enable and support their participation in the work of the Assembly.



**The Presiding Officer, Dame Rosemary Butler AM, joins students from St Cennydd Comprehensive School Council to discuss the future of our youth engagement work**

## External Engagement

Staff across the organisation have engaged with a diverse range of representative organisations, schools, colleges and community groups across Wales. They promote the work of the Assembly and encourage people to directly contribute to Assembly Business.

As part of our Summer Events programme, we have a presence at culturally diverse events such as Cardiff Mela, as well as engaging with the LGBT community at Cardiff/Wales Mardi Gras and Pride in the Park in Swansea.

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### Case Study – Assembly Outreach at Cardiff-Wales Mardi Gras

“Representing the Assembly at Mardi Gras for the first time was a thoroughly enjoyable experience. It was great to engage with the LGBT community, speak to the public and show them how LGBT friendly the Assembly is as an organisation. For me Mardi Gras 2013 was an exciting, colourful and vibrant event held in one of Wales’s most iconic venues – the Millennium Stadium.”

Assembly Commission Apprentice who volunteered at Mardi Gras

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### Case Study: Plas Dwbl Students Develop their Democratic Voice

Following a series of Outreach Education workshops and participation in the Youth Engagement consultation, young adults with learning difficulties from Plas Dwbl Farm College decided to put their new democratic awareness into practice by submitting a petition to the National Assembly for Wales.



**Our Education Outreach Officer joins students displaying their democracy certificates**

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### Case Study: ScoutsWales Democracy Challenge Badge

Our Outreach Team has been working with ScoutsWales to develop resources and support for the Scouts Democracy Challenge Badge. To attain the Badge, Scouts learn about the importance of voting, the work of the Assembly and how they can get involved.



**Llanfairpwllgwyngyll Cub Scouts following their session on the Democracy Challenge Badge with the National Assembly for Wales’ North Wales Outreach officer**

## Subtitling of First Minister's Questions

First Minister's Questions (FMQs) happen in Plenary every Tuesday afternoon and recordings of these sessions have proven to be the most popular videos on our website. To increase access to these recorded videos we now produce them with bilingual subtitles. These subtitled videos are available on YouTube within a day of proceedings and increase the accessibility of FMQs for people who are deaf or have a hearing loss and for other people who might prefer subtitles.

## British Sign Language interpretation of First Minister's Questions

We have worked with S4C to pilot the provision of British Sign Language (BSL) interpretation for First Minister's Questions (FMQs). Viewers can watch proceedings on S4C's *Y Dydd yn Y Cynulliad* programme on Tuesday nights. Following feedback from users and a review of the processes involved, we will re-establish the service in September 2014 when we will be also have the ability to archive all of these videos.

By having a complete record, as well as BSL and subtitled versions of FMQs within 24 hours we have increased the accessibility of our most popular session of Assembly Business.

## Using Social Media

This year, we have continued to reach a wide and varied audience via social media, targeting equality and representative groups when appropriate. We are making increasing use of social media as it enables us to reach many groups that may not otherwise engage with our work. Some of the successful social media campaigns this year have been:

- Sharing photos and messages to promote LGBT equality as part of **LGBT History Month**. During the month our content was shared by several influential organisations and individuals such as LGBT South Wales, Swansea YMCA and Chwarae Teg, and reached a potential audience of hundreds of thousands of people.
- Our **Youth Engagement** consultation was widely promoted via social media. We targeted a range of representative groups to encourage children and young people to complete the survey.
- We have used a variety of social media platforms to promote the work of the **Women in Public Life** campaign, including a dedicated Twitter account, web portal, YouTube playlist and Facebook page.
- We promoted our **Apprenticeship Scheme** via a range of platforms, including YouTube, to engage with a younger and more diverse demographic.
- We have encouraged **women to give evidence** for committee inquiries by sharing videos and information via social media.
- We have increasingly used social media as part of our consultation work for **committee inquiries**.

The content we are producing on social media continues to increase in quality and reach. We are experiencing more re-tweets and mentions sharing our content than ever before.

## Welcoming Visitors

We continue to welcome a diverse range of groups to the Assembly for visits, events and exhibitions. From April 2013 - March 2014 we welcomed over 195,000 people to our estate.

This year we welcomed:

- A diverse range of exhibitions including Gypsy Roma Traveller Art, Autism awareness, Down's Syndrome Association, photo exhibition of modern diversity in Wales, and LGBT History Month
- Visitors from across the world including Sri Lanka, Afghanistan, France Turkey, Hungary, South Korea, Canada and Iraq.
- A range of visitors that reflects the diversity of Wales including tours for people with learning disabilities, people with sensory impairments, young people from black and minority ethnic backgrounds, youth councils and homeless people.
- People to a variety of community events, including events for Chinese New Year, Diwali, Mental Health Day, Asylum Seeker and Refugee children and young people, Gay Straight Alliances, Violence Against Women and Carer's Alliance.

We always make reasonable adjustments upon request for visitors. This year, adjustments have included the provision of information in large print, use of loop systems, loan of a wheelchair, specialist seating and information in community languages.

Our Education Service welcomes children and young people to our education suite and visits schools and colleges across Wales. From April 2013 to March 2014, it has engaged with over 15,000 children and young people.

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### Case Study: Sixth Annual Government and Politics Conference

Staff from across the organisation welcomed 119 government and politics students to the Assembly for an annual conference looking at the work of the Assembly, how laws are made and how the Assembly communicates its work with the people of Wales.

"I had a good two days and was able to learn further knowledge that I can't find in textbooks. Thank you!" Attendee at Conference



**Attendees at the government and Politics Conference**

## Accessible Buildings

We continue to improve the accessibility of our estate. This year, for example, we have undertaken extensive refurbishments to the reception area of Tŷ Hywel to ensure equal access and to remove any potential physical barriers and enhanced the external signage on the Senedd building.

## Celebrating Equality and Diversity

To raise awareness, promote equality and foster good relations between different people, we have marked a variety of celebratory equality events this year, whether via social media or on our estate. Some of the events celebrated this year include:

– **International Day Against Homophobia and Transphobia.**

We held a reception for Lesbian, Gay, Bisexual and Trans people where our LGBT staff provided tours and information about the work of the Assembly.

– **Gypsy, Roma, Traveller History Month.**

We hosted an exhibition by a world-renowned Romani-Gypsy artist.

– **Black History Month.**

We were one of the official sponsors of Black History Month in Wales and had a presence at an event to encourage participation in our youth engagement consultation.

– **International Day of Disabled People.**

We hosted events for Disability Wales and the Cross Party Group on Disability and raised awareness of issues faced by disabled staff.

– **Lesbian, Gay, Bisexual, Trans History Month.**

We tweeted extensively of our support for LGBT History Month, promoted LGBT Heroes, raised the rainbow flag above our estate, delivered training to staff on supporting LGB colleagues and brought together LGBT staff and allies.

– **International Women's Day.**

We worked with community groups to hold a market place promoting gender equality and the Presiding Officer's Women in Public Life campaign. We also participated in a social media campaign related to promoting gender equality in the workplace.

## Going Forward:

- We will continue to reach out to people across Wales in innovative ways, to raise the profile of the Assembly, to encourage participation in our work, and to implement our Youth Engagement Action Plan and Women in Public Life Scheme.
- We will continue to make information about the Assembly – its Members and their work – as clear and accessible as possible and will continue working to make it easier for the people of Wales to engage with and influence the work of the Assembly. This will include:
  - Working on our identity as an organisation so that we are clearer about our purpose and how that purpose is relevant to the people of Wales.
  - Reviewing our online output so that our content is accessible, engaging and in keeping with the way in which our audiences want to receive information and communicate with us.
  - Continuing to put business engagement at the core of our events and outreach programmes so that people across Wales have an opportunity to influence the work of the Assembly and effect change.

## 02.Supporting our Workforce: the Assembly Commission as an Equality of Opportunity Employer

We are committed to being an employer that supports and respects the diversity of our workforce. We have an inclusive working culture that promotes fairness, dignity, respect and inclusivity.

Our workforce and recruitment equality data report and equal pay audit report are attached at Annexes B and C respectively.

### Benchmarking

The Assembly Commission has received a number of accolades that demonstrate our commitment to fully supporting our staff and fostering an inclusive working environment. These standards acknowledge the progressive staff policies that we have in place and help us to maintain a best practice approach.

- The Assembly has achieved the **Investors in People Gold Standard**, the highest recognition of our commitment to our staff.
- We have been recognised as a top employer for **working families**.
- We have been listed in **The Times Top 50 Employers for Women**.
- We have achieved the **Action on Hearing Loss, Louder than Words Charter Mark** which demonstrates that we are committed to meeting the needs of staff and service users who are deaf or have a hearing loss.
- We have been recognised by Stonewall as the Top gay-friendly Public Sector Employer in Wales, and ranked number 11 in **Stonewall’s Workplace Equality Index 2014**. Our LGB staff network have also been recognised as a Star Performer network
- **Age Champion**
- **Positive about Disabled People**





INVESTORS  
IN PEOPLE | Gold



we're supporting

**AGE POSITIVE**



**Top Employers  
for Working Families**

**LOUDER  
THAN  
WORDS**

THE TIMES  
**TOP 50  
EMPLOYERS FOR  
WOMEN  
2014**

in partnership with



**Stonewall  
STAR PERFORMER  
NETWORK GROUP  
2014  
PERFFORMIWR ARBENNIG  
GRŴP RHWYDWAITH**

**Stonewall  
TOP 100  
EMPLOYERS  
2014  
100 CYFLOGWR  
GORAU**

## Staff Networks

We have a number of staff networks that offer peer support to staff, promote equality and help us to better consider equality in our work through impact assessments. Our current networks are:

- Our network for members of staff from a black or minority ethnic background
- EMBRACE – our disability network
- INSPIRE – our women’s network
- OUT-NAW – our LGBT network
- Dyslexia Support group
- Working Parent and Carer network



**The Presiding Officer, Dame Rosemary Butler, AM, and Assembly Commissioner with responsibility for Equality, Sandy Mewies, AM, join other Assembly Members, Assembly Member staff and Assembly Commission staff to celebrate LGBT History Month**

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### Case Study: INSPIRE Network marks International Women’s Day 2014

INSPIRE celebrated IWD by participating in the #BeYourselfAtWork campaign. They asked staff and Members to come up with some advice for their younger selves or a friend or relative. The advice photographs were then posted on Twitter and Facebook, positioning the Assembly as an institution which not only values diversity but supports its staff and Members to reach their potential and be themselves.

## Arrangements to Support Staff

We have a number of policies and initiatives in place which help to promote equality, foster good relations and remove discrimination. These include:

- Dedicated teams providing a range of advice and support;
- Supportive workforce policies that are impact assessed by our staff networks to ensure they are fair and inclusive;
- An Employee Assistance Programme which offers a counselling and advice service to staff;
- A variety of flexible working arrangements are available to allow staff to find a working pattern that suits their needs;
- Annual Display Screen Equipment (DSE) assessments and reasonable adjustments;
- Regular staff surveys, including questions on respect in the workplace;
- An annual Equality and Diversity week to raise awareness of different equality issues; and
- Regular awareness-raising initiatives on equality-related themes to inform staff and Assembly Members, including a monthly Equality Bulletin that lists relevant news, publications and consultations.

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### Case Study: Shared Parental Leave and Flexible Working

“When planning my paternity leave, I opted to take eight weeks of my wife’s maternity leave as shared parental leave. I also decided to return to work on a part-time basis. At all times I have had the full support of my manager and all of my colleagues which is really appreciated. Since returning to work, I have joined our new Working Parent and Carer network through which I hope I can encourage colleagues with caring responsibilities to explore options for flexible working.”

Assembly Commission member of staff and new father.

## Learning and Development

We offer a large variety of learning and development opportunities and have online resources available for staff. Over the last year we have delivered a comprehensive, mandatory equality training programme for all staff. This has been supplemented by additional training on supporting LGB staff, Disability Confidence training and plain language skills. We also provide induction training, e-learning modules, information factsheets, support attendance at conferences and seminars and have a dedicated recourse to support secondment opportunities.

The Equality Team has attended relevant courses to help keep abreast of best practice approaches in equality and legislative developments.

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### **Case Study: Secondment Strategy**

A member of staff spent the summer working for Welsh Women's Aid. Whilst there, she learned about the work the organisation does to support women who experience domestic violence and shared with them her knowledge of the legislative process to increase their democratic engagement in the work of the Assembly.

## Monitoring and Reporting on Equality Data

In line with our monitoring and reporting obligations under the Equality Act 2010, we have undertaken an analysis of workforce and recruitment equality data and carried out an equal pay audit. These reports (at Annexes B and C) are available on our webpages. In relation to the workforce and recruitment equality data analysis, we did not identify any areas of concern. We will investigate how the implementation of our BME action plan will influence our work with other protected groups.

For workplace and recruitment, the key actions going forward are: enhancing our recruitment webpages, reducing the number of 'no replies' on our equality monitoring form for applications to provide further insight into who is applying for our jobs and reviewing our new HR/IT payroll system can be best utilised to gather and review data.

Findings from the equal pay audit revealed a limited number of pay differentials for which we were able to provide justifiable explanations. Overall, the analysis indicated that there were no equal pay risks identified.

## Going Forward:

- As well as participating in the on-going benchmarking exercises highlighted previously, we are also working with the National Autistic Society to achieve accreditation as an autism-friendly service provider. The process will entail reviewing how we can improve policies, working practices and staff awareness to deliver the best services to people with autism that visit or interact with the Assembly.
- Following the analysis of workforce and recruitment data 2012-13, we have developed a BME improvement action plan to support our BME staff and increase BME representation in the workforce. We have invested in the appointment of a Co-ordinator to implement the work over the forthcoming year.
- Guidance for staff networks will be finalised and issued to staff to provide clarity on purpose of networks and how staff time is managed.
- We will introduce refresher BSL training and Deaf awareness training for staff whom have identified a training need.
- In line with the commitment in the action plan, a Mental Health Workplace Policy for staff will be developed and launched.
- Staff will be encouraged to update their personal equality data on our HR/Payroll system and we will be exploring ways in which we can reduce the number of 'no replies' on recruitment application forms.

## 03.Support and Provide Services to Assembly Members and their Staff

The Assembly Commission provides a range of support for Assembly Members to assist in building equality considerations into their work within the Assembly, when employing staff and when engaging with the public.

### Information, Advice and Guidance

Our teams across the Assembly provide specialist advice and guidance to all Assembly Members, including:

- Providing factsheets to keep Members aware of their roles and responsibilities under Equality law and Equality Bulletins to keep them up-to-date with developments in the field of equality;
- Providing Members with an Access Fund to deliver reasonable adjustments for their staff and constituents;
- Providing employment advice to Members;
- Providing equality-related training to Members and their staff such as Managing Challenging Behaviour, Universal Credit, the PIP, Mental Health Awareness, Fuel Poverty, Disability Confident;
- Ensuring that our staff support networks are open to Members and their staff; and
- Health and Safety assessments and Personal Emergency Evacuation Plans are available to Members and their staff.

### Building Equality into the Work of Assembly Members

Our Research Service routinely highlights equality considerations when briefing Members and supporting committee inquiries. The Service has also developed a blog which provides Members with updated information on equality-related issues.

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#### Case Study: Fairness in Finance

Our Research Service has produced an equality scrutiny toolkit to assist budget scrutiny. 'Fairness in Finance' helps Members build equality considerations into financial scrutiny to ensure financial decisions are fair and do not disproportionately impact groups of people. It also complements the financial scrutiny training delivered by the Chartered Institute of Public Finance and Accountancy (CIPFA).

## Gender Balance of Committee Witnesses: Expert Witness Training

The provision of Expert Witness training was in response to an approach from Chwarae Teg about the low numbers of women who give oral evidence to some committees, with particular reference to the Enterprise and Business Committee: only 26 per cent of its witness appearances were women. We subsequently worked with Chwarae Teg to put on a two-day training session, to build confidence and raise awareness about giving oral evidence to committees. Chwarae Teg sourced nine women to take part.

Feedback has been very positive and one of the participants has subsequently given evidence to the Enterprise and Business Committee's inquiry into Science, Technology, Engineering and Mathematics skills. The next step will be to ascertain how to take this work stream forward.

## Inclusive Consultations

Over the last year we have continued to promote inclusive, democratic engagement by involving a diverse range of people in consultations on committee inquiries and scrutiny of legislation. At the start of each consultation, we look at the remit of the inquiry and/or legislation and its potential impact on different people.

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### Case Study: Stage 1 Scrutiny of the Housing (Wales) Bill

Outreach staff worked with groups of homeless people and people from the Gypsy Roma Traveller community to give them the opportunity to have their say on the Housing (Wales) Bill, as part of the Communities, Equality and Local Government Committee Stage 1 scrutiny. Sixty-four participants from eight different homeless and Gypsy Roma Traveller groups took part in these sessions. The Outreach Team later organised a day at the Assembly for one of the groups, where they received talks about the Assembly and met with Members of the Committee over lunch to talk about the Bill's progress.



**Members of the Communities, Equality and Local Government Committee meet with Digartref Ynys Mon to discuss the Housing (Wales) Bill.**

## Access Fund

The Access Fund was established to provide reasonable adjustments for Assembly Members, their staff and their constituents. During this reporting period, the Fund has been used to provide communication support for Deaf people and people with hearing loss, physical adjustments to Members' offices and community language translation for correspondence with constituents.

## Going Forward:

- Guidance for Assembly Members relating to their obligations under the Equality Act 2010 as employers and service providers will be re-issued to coincide with the launch of an online equality learning resource for Assembly Members.
- Ascertain how to take forward lessons learned from expert witness training.



## 04.Embedding Equality into Organisational Management

### Monitoring and Reporting

Progress on achieving the objectives set out in the Action Plan is monitored on an on-going basis. The Equality Team works with colleagues across the organisation to ensure that actions are taken forward as necessary. Annual Reports are scrutinised by the Commission's Management Board and the Assembly Commission to ensure compliance with our responsibilities and to monitor progress on our Action Plan.

### Building Equality Considerations into Our Work

Since the implementation of the Equality Plan and accompanying Action Plan, we have seen an increase in the way that equality and access issues are considered when designing policies, services or embarking on projects. Colleagues routinely speak to our Equality Team to ensure that equality issues form part of projects and policies. Over the last year, equality has been considered as part of a range of developments including:

- The renovation of the Tŷ Hywel reception area,
- The Youth Engagement consultation,
- The Women in Public Life campaign,
- The renovation of sanitary facilities in Tŷ Hywel,
- The accessibility of venues for events,
- The Remuneration Board's Review of Members' Pay and Pensions
- Increasing access to specific events and the engagement of under-represented groups in the work of Assembly Committees.

We continue to monitor how we consider equality in our work and have sought external expertise to develop a more formal system of equality impact assessment that will be piloted as part of a wider corporate governance initiative in the summer of 2014. We are also piloting our new tool to ascertain the equality impacts of the Remuneration Board's Review of Members' pay and pension arrangements. This will further cement our commitment to assessing the impact of our decisions.

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### Case Study – Assessing Event Spaces

We have improved the accessibility of our events by working closely with a local disability access group. The group looks at potential event venues and shares its expertise to ensure that we make the event accessible to all participants. For example, for an event for an inquiry into Bariatric Services, and the group made recommendations relating to the physical accessibility of the venue for invited guests to enable them to participate.

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## **Case Study – Designing an Action Plan to Support BME Staff and Increase BME Representation in the Workforce**

Following an analysis of equality monitoring data, we designed an action plan to identify and address any issues for our BME workforce and the low levels of recruitment of BME applicants for posts. Interviews were arranged with BME staff to ascertain how we could better support colleagues in terms of promoting cultural awareness, providing information on career development and information other learning and development activities. We also liaised with our external contacts in the BME community to identify how we might encourage more applications from BME people and promote the Assembly as an employer of choice for BME people.

Involving our BME staff network and external contacts in the design of the action plan gave us confidence that we were targeting resources appropriately in order to achieve our desired outcomes. A Co-ordinator has been appointed to implement the action plan.

### **Procurement**

Equality forms part of the sustainability risk assessment at the very start of a procurement process. Equality is also part of the Pre-Qualification Questionnaire. This section is scored and weighted. Our work on social responsibility has seen us look at the supply chain for our goods and ensuring that the living wage is paid to contractors working on site.

To increase the potential field of suppliers and to enable Small and Medium Enterprises (SMEs) to effectively compete, we welcome joint tenders. For example, for our Women in Public Life Scheme, we have awarded the contract for the Development Scheme to Cardiff Business School and Chwarae Teg working together to deliver the Scheme.

### **Going Forward:**

- Our new Equality Impact Assessment tool is ready to pilot in Summer 2014. We will also be piloting the tool as part of the Remuneration Board’s review of Assembly Members’ pay and pensions.





# **Annex A: Progress on Achieving Equality Objectives**

## Priority Objective One: Encouraging and Widening Public Engagement

### Actions for 2014-2015

Actions	Lead Responsibility	Update - March 2014
<b>Review written outputs to ensure people understand the role of the Assembly and Assembly Members</b>	Head of Communications	This work is underway. Our Publications Team is exploring making increased use of visual formats such as videos and infographics to share information.
<b>Consider how we provide hard copy information in a range of community locations</b>	Head of Communications	<p>We are developing a suite of new publications, to be made available through the Senedd, on request and through AM constituency offices allowing AMs to explain their role, and the function of the Assembly to those without internet access. This suite will give us a set of resources which can be used and distributed through a range of community locations.</p> <p>For the inquiry into the Human Transplantation Bill, we distributed information to community locations such as GP surgeries and libraries, in order to encourage people to submit evidence. The Health and Social Care Committee acknowledged an increase in the number of submissions from members of the public, especially as this was over the Christmas period.</p>
<b>Review our publications brand /style guide to identify and prioritise actions to address any barriers to access</b>	Head of Communications	<p>The Publications Team has worked closely with the Equality Team to resolve any access issues associated with our style guide.</p> <p>The guidelines are being revised to ensure that third parties who use our brand will adhere to our own accessibility standards.</p>
<b>Develop a new introductory publication in a range of accessible formats and languages</b>	Head of Communications	This forms part of the Publications Team's plans for developing new content for external audiences.
<b>Provide plain language training to staff</b>	Head of HR training,	The Communications Team has proposed a plain language scheme designed to

Actions	Lead Responsibility	Update - March 2014
	Head of Communications	<p>ensure that all information produced by any Assembly Commission departments is clear and concise in whatever format it is produced e.g. text, images, video, audio etc. Departments are considering how to take this proposal forward.</p> <p>A number of different writing skills courses are available as part of the internal Learning and Development course offering. We have run an introductory Effective Writing course for staff and a more in-depth Writing Skills course. We are also in the process of developing Plain language Training to be rolled out in 2014. In addition, we have a Writing Style guide to ensure readability and consistency.</p>
<b>Review and update database of equality groups for consultations</b>	Head of Policy and Legislation Committee Service, Head of Chamber and Committee Service and Head of Research Service	An initial scoping phase has been completed and approval is being sought in June 2014 to undertake a more detailed needs assessment prior to identifying and implementing a solution for the organisation.

## On-going Commitments

Actions	Lead Responsibility	Update - March 2014
<p><b>Focus on engaging grass roots and diverse groups in our engagement and consultation strategies</b></p> <p><b>Develop outreach work to increase committee engagement</b></p>	<p>Head of Communications, Head of Policy and Legislation Committee Service, Head of Chamber and Committee Service and Head of Strategic Transformation</p>	<p>Over the past 12 months Outreach has concentrated on engaging new audiences in Assembly Business with a particular emphasis on engaging directly with those affected by the issues considered by Committees. Activities include:</p> <ul style="list-style-type: none"> <li>– We conducted focus groups with 61 older people in day centres for the consultation on the Social Services &amp; Wellbeing (Wales) Bill</li> <li>– 24 people from the Gypsy Roma Traveller community and 40 homeless people took part in focus groups for the consultation on the Housing (Wales) Bill</li> <li>– We visited parents in Communities First areas in Wrexham and Swansea, for a committee inquiry into Poverty and Educational Attainment</li> <li>– For the Bus Services inquiry we have worked with community groups to deliver presentations to disengaged young people, LGBT groups, disability groups and older people.</li> <li>– We consulted a diverse range of service users for the Public Library inquiry, including disabled people, minority ethnic groups and library service users.</li> <li>– Numerous sessions on promoting engagement with the Assembly with Women Making a Difference</li> </ul> <p>In addition, we have piloted pre-legislative workshops to help those affected by proposed laws understand the scrutiny process and how to influence its outcomes prior to legislation being introduced.</p> <p>As part of our annual programme, we attend community events that are specifically targeted at underrepresented groups, specifically the LGBT and</p>



Actions	Lead Responsibility	Update - March 2014
		BME communities.
<b>Develop our use of social media to reach diverse groups</b>	Head of Communications	<p>We have increased our use of social media to promote the work of the Assembly, encourage participation in consultations, advertise jobs, promote the Women in Public Life and Youth Engagement schemes, and to show our commitment to equality. Through social media, we have been able to reach people that might not otherwise have had an opportunity to influence the work of the Assembly. We monitor the reach of our messages to ensure the effectiveness of our communications, using appropriate language to connect with key and diverse demographics.</p> <p>Any survey we create is publicised and promoted with bodies and groups representing a variety of equality groups, to encourage a broad range of responses.</p> <p>Assembly Members are provided with social media handles for various inquiries and workstreams to enable them to promote Assembly Business e.g. Assembly Members were provided with social media handles for the committee inquiry into the availability of Bariatric Services and the Finance Wales committee inquiry.</p>
<b>Promote Outreach work through social media, local media and local contacts</b>	Head of Communications	Social media and media relations now form an integral part of the communication planning for outreach initiatives. The Assembly's Outreach blog is updated weekly. We work with local contacts and networks on a day to day basis to maintain community links.
<b>Work more closely with Members and the Presiding Officer to promote public engagement</b>	Head of Communications	Assembly Members regularly attend events, web-chats and other engagement activity which puts them in front of relevant stakeholders/service users/members of the public. Outreach work results in outputs in the form of

Actions	Lead Responsibility	Update - March 2014
		<p>evidence which is then presented to committees.</p> <p>We are developing a suite of new publications, to be made available through the Senedd, on request and through AM constituency offices allowing AMs to explain their role, and the function of the Assembly to those without internet access.</p> <p>The Presiding Officer and all Assembly Members are invited and encouraged to attend all of the events that we arrange. We particularly encourage Assembly Members to visit the Assembly stand during the Summer Events programme.</p>
<p><b>Develop and promote a cross-Wales programme of events related to promoting equality</b></p>	<p>Head of Communications</p>	<p>The Events Teams meet regularly with the Equality Team to ensure that Assembly-led events are open to all audiences that we also meet with a range of diverse groups and that equality events are always considered as part of the summer event programme. We attend the Cardiff-Wales Mardi Gras and Cardiff Multicultural Mela to reach audiences that may not otherwise have engaged with the assembly. Each year we review the range of events that we attend across Wales.</p>
<p><b>Undertake monthly maintenance checks of accessible services</b></p>	<p>Head of Estates and Facilities</p>	<p>Monthly maintenance checks are on-going and any actions taken forward as necessary.</p>
<p><b>Use a checklist to ensure accessibility of venues booked across Wales</b></p>	<p>Head of Policy and Legislation Committee Service, Head of Chamber and Committee Service, Head of Communications</p>	<p>Accessibility is a priority when booking external venues and a checklist is used to ensure all considerations are taken into account before booking a venue. Outreach and Events Teams consult with the Equality Team for advice when necessary. We use a local access group to provide additional advice when necessary.</p>

Actions	Lead Responsibility	Update - March 2014
<b>Promote relevant debates to representative groups</b>	Head of Communications	Relevant debates, usually evidence sessions at committee, or debates in the Chamber relating to Committee work is publicised with groups who have taken part in engagement work on that specific inquiry.
<b>Promote petitions to diverse groups through outreach and communications</b>	Head of Communications	The petitions process is promoted during presentations and workshops with community groups.
<b>Review processes to identify and remove barriers to engagement and involvement</b>	Head of Assembly Committees, Head of Chamber and Legislation Service, Head of Communications	<p>The Publications Team continues to offer information in accessible formats and the Web Editor has been working on making our web pages more accessible, e.g. making pdf versions as accessible as they can be and making increased use of plain text web pages as a way of sharing information online (as opposed to downloadable documents). Our increasing use of social media, and our youth engagement consultation are examples of our efforts to identify and remove barriers and increase awareness and understanding.</p> <p>When organising events at venues across Wales the Events Team always consult with an access group to ensure that reasonable adjustments are made to ensure that everyone can participate in the event</p>
<b>Audit the use of the Assembly estate as an event venue by diverse groups</b>	Head of Front of House	We collect monthly data on the range of events and exhibitions held on site. We analyse the data to identify any gaps.
<b>Ensure access issues are considered for events through equality impact assessments</b>	Head of Front of House Events, Head of Corporate Events	Access issues are considered as part of every site visit prior to an event.
<b>Promote the availability of tours and visits to diverse groups</b>	Head of Front of House	The availability of tours and visits is promoted to all groups by the Outreach team, the website and by the booking team. We regularly promote tours and visits via social media to reach communities across Wales. We offer

Actions	Lead Responsibility	Update - March 2014
		adjustments on a case by case basis.
<b>Facilitate tours in BSL upon request</b>	Head of Front of House	<p>Due to staff change, we do not have any qualified BSL staff in the Front of House team at present. Training to be undertaken 2014. We have a process where BSL trained staff from elsewhere in the organisation can meet visitors who use BSL.</p> <p>We have not had any requests for tours in BSL during this reporting period. All requests for reasonable adjustments are met.</p>
<b>Review information and signage directing people to the Assembly</b>	Head of Estates and Facilities	External signage has been installed to all of our buildings. We are in liaison with the Local Authority to provide additional fingerpost signage to the Assembly within Cardiff Bay.
<b>Front of House staff undergo training on welcoming diverse visitors.</b>	Equality Manager, Head of HR training, Head of Front of House	<p>All new staff undertake equality training related to an inclusive workplace and providing accessible services. We have delivered Disability Confidence training to Front of House and Security staff. We have a procedure in place to welcome BSL-users to our estate.</p> <p>We have also run Deaf Awareness Training for staff and will be re-launching BSL training to staff.</p>

## Completed Priority Objective One Actions

<p><b>Undertake an access audit of our website and prioritise actions</b></p>	<p>Head of Communications / Director of ICT</p>	<p>Audit undertaken in 2012 and actions taken forward. Another audit and consultation exercise will be undertaken when the website is refreshed in 2014. On-going reviews feed into the continuing development of our web presence.</p>
<p><b>Produce a toolkit of ways of conducting inclusive consultations</b></p>	<p>Head of Communications,  Head of Policy and Legislation Committee Service, Head of Chamber and Committee Service and Head of Research Service</p>	<p>Completed January 2013. The Communications toolkit outlines various types of consultation activities, which are used and then evaluated. At the beginning of each project, we test materials and engagement proposals with relevant representative bodies and use a local access group for additional advice when necessary.</p>
<p><b>Review current event guidance to include information on accessibility to third parties holding events here by sharing our accessible publications guidance</b></p>	<p>Head of Front of House</p>	<p>Our event booklet has been updated to include access issues. This is shared with services users and can be found on our website.</p>
<p><b>Provide visitor information prior to security check in the Senedd</b></p>	<p>Head of Front of House</p>	<p>Visitors can now access information without going through security.</p>
<p><b>Undertake an access audit of the Assembly Estate and prioritise actions</b></p>	<p>Head of Estates and Facilities</p>	<p>An access audit was undertaken in 2012. Actions have been prioritised into short term, medium term and long term. Priority actions were implemented where appropriate. While some actions have been completed, others are either in progress or planned. Recommendations regarding toilets are being implemented as part of the phased toilet refurbishment within Tŷ Hywel</p>

<p><b>Assess the feasibility of undertaking a further Step Up Cymru mentoring scheme</b></p>	<p>Equality Manager</p>	<p>This has not taken place as resources have been deployed to the Office of the Presiding Officer to work with partners to develop a Women in Public Life scheme for women to increase participation in public life. A web portal, series of lectures, resources and mentoring and development scheme have been established to take forward this work.</p>
<p><b>Create signage outside the Senedd to welcome visitors and to promote services and facilities</b></p>	<p>Head of Estates and Facilities</p>	<p>External signage has been installed to the front and side of the Senedd building to encourage more visitors. We have also installed freestanding monolith signage to promote services and facilities such as the café and our opening hours.</p>

## Priority Objective Two: Assembly Commission as an Equality of Opportunity Employer

### New actions

Actions	Lead responsibility	Target Date
<b>Reinstate disability data for next reporting period.</b>	Head of HR	January 2015
<b>Produce data to demonstrate gender split by service area for next reporting period.</b>	Head of HR	April 2015
<b>Consider how new HR/Payroll system could be used to capture equal pay data on internal promotions and how many new starters start on minimum pay point.</b>	Head of HR and Equality Team	January 2015
<b>Increase the completion rate of equalities data form within the recruitment application process in order to develop greater insight into recruitment activity.</b>	Head of HR	On-going
<b>Explore how new HR/IT Payroll system could be used to report separately on internal and external recruitment, alongside other useful data sets.</b>	Head of HR	On-going
<b>Re-brand our recruitment webpages and publicise the support available to staff (e.g. staff networks, workplace policies) to encourage applications.</b>	Head of HR with support from Equality Team	September 2014
<b>Liaise with representative bodies to promote jobs</b>	Head of HR	On-going
<b>Encourage more staff, including new starters, to self-identify on enhanced HR/IT Payroll system.</b>	Head of HR Internal Communications	On-going
<b>Implement BME Action Plan via the BME Action Plan Co-ordinator.</b>	Head of HR with support from Equality Team	March 2015 and on-going
<b>Continue to support staff networks and invite them to encourage applications for employment</b>	Equality Team and	On-going

Actions	Lead responsibility	Target Date
utilising their contacts.	Head of HR	
Continue to promote equality and recruitment training, including unconscious bias training.	Head of HR	On-going
Continue to participate in benchmarking exercises i.e. Stonewall WEI, Working Families, Action on Hearing Loss Charter Mark and Times Top 50 Employers for Women.	Equality Team and HR	On-going
Reinstate disability workforce data for the next reporting period	Head of HR	January 2015

### Actions for 2014-2015

Actions	Lead Responsibility	Update – March 2014
<b>Develop mental health and wellbeing policy</b>	Head of HR Operations, Head of Health and Safety	The Health and Well-being Strategy was launched, and many of its key points are being implemented including well-being events, such as Engagement and Wellbeing day, Mental Health Awareness Week, National Deaf Awareness Week, and the development of a stress management / mental health policy.
<b>Equality Impact Assess recruitment practices</b>	Head of HR Training, Head of HR Recruitment	We plan to undertake an equality impact assessment of recruitment practices following the completion of an internal audit of recruitment.  Equality and access is considered at each stage of the recruitment process and reasonable adjustments are made when necessary. We review job specifications to make sure they provide equality of opportunity, we include equality-related accreditation logos in job adverts and ensure that we have gender-balanced recruitment panels. We advertise jobs through targeted routes and plan a full impact assessment of the recruitment process pending the outcome of the forthcoming internal audit of recruitment practices.
<b>Develop guidance outlining the support</b>	Head of HR Operations,	Since the new staff networks have emerged (INSPIRE, BME, Dyslexia support group and a Parent and Carer network), draft guidance will be re-worked in



Actions	Lead Responsibility	Update – March 2014
<b>available for staff networks</b>	Equality Manager	consultation with staff networks and Trade Unions and published by Autumn term 2014.

### On-going Commitments

Actions	Lead Responsibility	Update – March 2014
<b>Run annual Equality and Diversity Week to raise staff awareness of equality issues</b>	Equality Manager	For Equality and Diversity Week 2013, we promoted equality through a series of articles on our intranet site. We promoted support for staff with learning disabilities, Glossary of equality language, Ramadan, LGB Staff Survey and Disability Confident Top 10.
<b>Promote support mechanisms to staff – networks, Equality Team, employee helpline, HR, Unions</b>	Equality Manager, Head of Communications	We promote support mechanisms in a number of ways, including to all new starters as part of our induction process. We regularly promote our staff networks through internal articles. Our employee helpline was re-launched in 2012 with an event and poster campaign. All of our HR policies are reviewed and promoted to staff and our Unions have a dedicated noticeboard to promote their services to staff.
<b>Undertake Display Screen Equipment Assessments for all Assembly staff</b>	Head of HR Health and Safety	All new starters have an assessment. Review notifications are sent to all staff on their annual review date via the HR system to ensure reviews take place.
<b>Promote equality-related policies to staff</b>	Head of HR Operations, Head of Communications	Equality-related documents are promoted to staff on the Intranet Newpage. Policies are promoted via drop-in and awareness sessions which are advertised on the Newpage to encourage attendance. All policies are also promoted to members of our staff networks and Unions.
<b>Undertake a rolling programme of Equality Impact Assessments of staff policies</b>	Head of HR Operations, Equality Manager	We have a rolling programme of staff policy reviews and proposed policies that are impact assessed with the assistance of our staff networks, Equality

Actions	Lead Responsibility	Update – March 2014
		Team and Unions.
<b>Ensure all recruitment panels undergo equality awareness training</b>	Head of HR Training, Head of HR Recruitment	Panel members undergo recruitment training including a section on equality, access, and reasonable adjustments. Our mandatory online training also covers recruitment best practice and dealing with unconscious bias.
<b>Undertake annual equal pay reviews</b>	Head of HR Operations	We undertake Annual Equal Pay Reviews. Our latest review is attached as Annex C.
<b>Involve staff networks in the Equality Impact Assessments of corporate policies</b>	Head of HR Operations, Equality Manager	Staff policies are impact assessed with the assistance of our staff networks and Unions. Their feedback is sent to our Head of HR and Equality Team.  We have also used our cohort of apprentices to help us design our approach to youth engagement
<b>Encourage staff to complete monitoring form through internal communications and HR system</b>	Head of HR Operations, Head of Communications	We promote the reasons for completing staff monitoring data on our Equality intranet site and use our HR system to encourage staff to complete the data. Declaration rates have increased dramatically since we started using automated messages.
<b>Undertake regular staff surveys</b>	Survey lead, Head of HR Operations, Equality Manager	All-staff surveys are now taken on a regular basis, with topics covering health and well-being, and morale, motivation and respect. Reports are produced summarising key issues and action plan is created. The Action plan from 2013 will form a key element of the 2014/15 HR Service Plan.

Actions	Lead Responsibility	Update – March 2014
<p><b>Offer one work placement a year to people from under-represented groups</b></p>	<p>Head of HR Recruitment</p>	<p><b>Apprenticeship Scheme 2012-13:</b> Following the pilot apprenticeship scheme, all four apprentices successfully completed their apprenticeship and found full time posts within the Assembly. All four apprentices are within the 16-24 age range.</p> <p><b>Apprenticeship Scheme 2013-14:</b> Following last year’s successful apprenticeship pilot scheme, we have recruited six new apprentices and have incorporated lessons learned from the inaugural scheme. We offered the opportunity to 16-24 year olds and reduced the barriers for applicants by not asking for A levels (in addition to non-graduates). This saw an increase in 16-18 year old applicants. In addition, we have placed an apprentice in the North Wales office (Colwyn Bay) which has ensured that applicants from across Wales can apply for the apprenticeship scheme. The scheme was advertised across Wales, including with our contacts in community groups and representative organisations, ensuring we had a diverse range of applicants and recruits for the scheme.</p> <p><b>BME Action Plan Co-ordinator:</b> This post was created in response to the 2012-13 workforce and recruitment equality monitoring reports in order to better support BME staff and increase BME representation in the workforce. The post is due to commence May 2014 to implement our BME improvement action plan.. One of the tasks in the plan will be to look at the potential to develop work placements in the Assembly for BME people.</p>

Actions	Lead Responsibility	Update – March 2014
<p><b>Develop communications to address barriers to applications from diverse people</b></p>	<p>Head of HR Recruitment, Head of Communications</p>	<p>We continue to develop our recruitment literature to attract a diverse range of applicants. We signpost our status as an equality of opportunity employer with the Diversity Group and in Stonewall’s Starting Out recruitment guide. The recruitment section of our website promotes us as an organisation that values equality and diversity.</p> <p>We have developed tailored literature for community events such as Pride and the Mela.</p> <p><b>Apprenticeship Scheme 2013-14:</b> We targeted under represented and community groups by holding an outreach event at the Pierhead building prior to the recruitment process, to promote the scheme. In addition, we prepared a social media strategy by incorporating Twitter; Facebook; and YouTube into our outreach programme. By using social media and encouraging organisations and Members to promote the scheme, we managed to ‘reach’ approximately 0.5million people via social media. We also used Welsh-specific recruitment agencies to target Welsh speakers. As a result we received a 60% increase in applications for the scheme compared to last year.</p>

## Completed Priority Objective Two Actions

<p><b>Develop and implement training strategy for all staff</b></p>	<p>Equality Manager, Head of HR training</p>	<p>All staff will have completed online equality training by June 2013. All new starters undertake the training in their first month of arrival. This will be supplemented by additional learning (i.e. deaf awareness training, Disability Confidence, Supporting LGB Staff), equality factsheets, monthly equality bulletin, Accessible Information Toolkit, awareness articles and events to continue to promote equality (i.e. Equality and Diversity Week).</p> <p>Equality awareness is highlighted in the Assembly's internal Recruitment Training for Interview Panels. The Equality Team present at the Induction Programme for new starters.</p>
<p><b>Develop glossary of equality language and promote to staff</b></p>	<p>Equality Manager</p>	<p>An updated equality glossary was shared with staff, Members and their staff in June 2013.</p>
<p><b>Build equality considerations into Management Development Programme</b></p>	<p>Head of HR training, Equality Manager</p>	<p>Equality-related awareness courses and factsheets are built into Management Development Programme (i.e. managing LGBT staff, Dignity at Work, Absence Management, Recruitment, Performance Management and Development Reports, Top Ten Employment Issues).</p>
<p><b>Establish BME staff network</b></p>	<p>Equality Manager</p>	<p>Network established. The network have met to agree Terms of reference, contributed to the development of our policies and influenced the development of a BME Action Plan to increase the representation of BME people in our workforce.</p>
<p><b>Establish staff maternity network</b></p>	<p>Equality Manager</p>	<p>Parent and Carer network has been launched and promoted to all staff. The first meeting to agree Terms of Reference will happen by June 2014.</p>
<p><b>Recruit a BME Action Plan Co-ordinator</b></p>	<p>Head of HR Recruitment</p>	<p>Following the Annual Equality Report 2012-13, the Equality Team presented a paper to Management Board which contained an improvement action plan to better support BME colleagues and profile the Assembly as an employer of choice for BME people. The main recommendation was to establish a temporary BME Co-ordinator post to progress the action plan and embed this work in the organisation. We aim to have the successful candidate in post by the end of May 2014.</p>

## Priority Objective Three: Supporting Assembly Members and their Staff

### Actions for 2014-2015

Actions	Lead Responsibility	Update – March 2014
<b>Develop training and awareness raising strategy for Members and their staff on equality issues</b>	Head of Commission and Members' Support Team,  Equality Manager	<p>Online equality training has been developed for Members and their staff and will be launched during the Autumn of 2014.</p> <p>During the year AMs and AMSS have taken up a number of CPD opportunities that supports them in engaging with hard to reach or vulnerable constituents. These include courses on Managing Challenging Behaviour, Universal Credit, the PIP, Mental Health Awareness, Fuel Poverty, Disability Confident.</p> <p>A number of AMSS have participated in accredited management and leadership training. As part of the wider programme participants learn about equality issues of relevance to them as managers.</p> <p>In addition, Members and their staff have access to our awareness raising initiatives and monthly Equality Bulletin.</p>

## On-going commitments

Actions	Lead Responsibility	Update – March 2014
<b>Annually review and update equality guidance for Assembly members</b>	Equality Manager, Director of Legal Services, Head of Commission and Members' Support Team	Equality Act 2010 guidance has been reviewed and shared with Members on the Members' intranet site. The guidance will be re-issued in hard-copy to coincide with the launch of Assembly Members' online equality training in Autumn 2014.
<b>Promote equality guidance to Members through internal communications</b>	Head of Communications, Equality Manager, Head of Commission and Members' Support Team	Guidance for Assembly Members pertaining to their obligations under the Equality Act 2010 is available on the Members' Intranet. We will be re-issuing a hard-copy version of the guidance as above.
<b>Develop training and awareness raising strategy for Members and their staff on equality issues</b>	Head of Commission and Members' Support Team,  Equality Manager	<p>Online equality training has been developed for Members and their staff and will be launched during the Autumn of 2014.</p> <p>During the year AMs and AMSS have taken up a number of CPD opportunities that supports them in engaging with hard to reach or vulnerable constituents. These include courses on Managing Challenging Behaviour, Universal Credit, the PIP, Mental Health Awareness, Fuel Poverty, Disability Confident.</p> <p>A number of AMSS have participated in accredited management and leadership training. As part of the wider programme participants learn about equality issues of relevance to them as managers.</p> <p>In addition, Members and their staff have access to our awareness raising initiatives and monthly Equality Bulletin.</p>

Actions	Lead Responsibility	Update – March 2014
<b>Promote staff networks to Members and their staff through internal communications</b>	Head of Communications, Network Chairs, Equality Manager	Details of all network events and information on the support available to network members are promoted through internal communications.
<b>Ensure that equality is considered in all areas of research work</b>	Head of Research Service	<p>The Research Service has continued to mainstream equality issues with equality angles highlighted in responses to individual Member enquiries and Committee work.</p> <p>The Research Service’s new blog frequently features equality-focused issues, such as violence against women, human trafficking, women’s unemployment, children’s rights, women in public life and the public sector equality duties.</p> <p>The Research Service has a provided equality advice and analysis to other areas of work including;</p> <p>The Remuneration Board during its determination of the Members’ pay and pension schemes;</p> <p>The Presiding Officer’s Women in Public Life campaign;</p> <p>The Chair of the Wales Branch of the Commonwealth Parliamentary Association during the inaugural BIMR Region Commonwealth Women Parliamentarians conference.</p>



Actions	Lead Responsibility	Update – March 2014
<p><b>Promote the work of Outreach and Events Teams to Members to include them in our work to promote equality</b></p>	<p>Head of Communications</p>	<p>Members take part in Outreach and Events work for Committee scrutiny, taking part in site visits and events, which include equality groups. Examples such as roundtable discussions with service users for the CELG Committee inquiry on Home Adaptations, and site visits arranged for the CYPE Committee to visit parents from low income households through Communities First in Swansea and Wrexham for the inquiry into Inquiry into Educational Outcomes for Children from Low Income Households</p> <p>In the last year we have improved the accessibility of our events by working closely with a local disability access group. We had some concerns about the robustness of our accessibility planning for user events. The group helps us consider the most appropriate event venues, where we seek their guidance and expertise to ensure we do as much as we can to make the event as easy as possible for participants to take part in. Recent examples of when their involvement has helped include an event for an inquiry into Wales and Border Rail Franchise in Pierhead, where they made recommendations on lighting because an attendee had mentioned he had a condition which effected his sight, and an event in Cwmbran for an inquiry into Bariatric Services, where current and former patients who were either currently undergoing treatment for obesity, or had done in the past were invited, and the group made recommendations relating things such as to the width between tables, and securing specialist bariatric chairs</p>

## Completed Priority Objective Three Actions

<b>Provide Members with a checklist for hiring / using accessible venues</b>	Equality Manager	Information on accessibility and reasonable adjustments is provided in Assembly Members' Equality Act 2010 factsheets.
<b>Develop a glossary of equality language</b>	Equality Manager	Glossary was updated and promoted to Members and their staff in June 2013.
<b>Introduce and promote Access Fund to support disabled Members and to support Members to effectively communicate with diverse constituents</b>	Equality Manager, Head of Commission and Members' Support Team	Access fund is available for Members to provide reasonable adjustments.

## Priority Objective Four: Embedding Equality into Organisational Management

### Actions for 2014-2015

Actions	Lead Responsibility	Update – March 2014
<b>Introduce new system of undertaking Equality Impact Assessments (EQIAs) of our decisions, policies and practices.</b>	Equality Manager, Policy leads	A new equality impact assessment tool is ready to be trialled as part of a wider corporate governance initiative to streamline project management and major decision-making processes. The new tool is also being piloted for the Remuneration Board's Review of Assembly Members' Pay and Pensions.
<b>Build Equality Impact Assessing into strategic developments and Project Initiation Documents.</b>	Equality Manager, Policy leads	As above.

### On-going commitments

Actions	Lead Responsibility	Update – March 2014
<b>Ensure Equality is built into the review of procurement systems</b>	Head of Procurement	Equality forms part of the sustainability risk assessment at the very start of a procurement process. Equality is also part of the Pre-Qualification Questionnaire. This section is scored and weighted. Our work on social responsibility has seen us look at the supply chain for our goods and ensuring that the living wage is paid to contractors working on site.
<b>Monitor equality –related issues and complaints</b>	Equality Manager	Complaints and feedback are collected and shared with the Equality Team to take any action as necessary.

Actions	Lead Responsibility	Update – March 2014
<p><b>Promote the equality agenda by working with the Presiding Officer, Assembly Commissioners and Chief Executive via internal communications and sponsoring and speaking at events</b></p>	<p>Equality Manager, Head of  Communications</p>	<p>Internal communications channels are used to promote equality on the staff and Members’ newspaper, the Slate and also they help to organise drop in sessions and help to create posters and leaflets to promote equality.</p> <p>The Equality Team works closely with the Presiding Officer, Assembly Commissioners, Chief Executive and colleagues across the organisation to promote the equality agenda. Senior colleagues sponsor and speak at a range of events related to equality.</p> <p>We ensure that all events hosted by third party organisations that relate to our equalities agenda are brought to the attention of our Commissioners and Presiding Officer by liaising with the Equality Team.</p>
<p><b>Share our corporate values with suppliers and the public</b></p>	<p>Head of Procurement, Head of Communications</p>	<p>Our corporate values are built into our processes and form part of contract discussions with suppliers. Our expectation is that suppliers who do business with us share our values. Our values can be found on our internet site for prospective suppliers.</p>

### Completed Priority Objective Four Actions

<p><b>Produce Annual Equality Reports which identify performance on achieving objectives</b></p>	<p>Equality Manager</p>	<p>Action complete.</p>
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# **Annex B:**

## **Monitoring Workforce and Recruitment Data**

## Introduction

The Assembly workforce exists to support the efficient running of the National Assembly for Wales by providing services to Assembly Members, their staff and the public. Under the Equality Act 2010, the Assembly Commission has a duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between different groups. Each year, the Assembly Commission collects, analyses, publishes and monitors equality data on its workforce and recruitment campaigns to help ensure that due regard is given to equality in terms of workforce and recruitment practices.

From this information, we are able to identify the equality profile of our workforce, the people we attract to apply for jobs and who we offer employment to. We use the analyses of these monitoring exercises to help us ensure the diverse needs of staff and members of the public are met through improving policies, services and working practices. A separate equal pay audit report is also available.

This report is published alongside the Annual Equality Report and all data presented is as at 31 March 2014. We have merged certain categories within the tables in the report to ensure that individuals' privacy is protected. Raw data is only seen by a small number of key staff in the HR/Payroll Team and is held securely on a confidential basis in line with data protection requirements.

An action plan containing a list of priorities for improvement identified as a result of producing this report can be found in Annex A.

### Workforce Data - Overview

Over the last year, we have undertaken a project to upgrade our HR/ Payroll system which involved migrating data from the previous system to the new system. During this transitional period when data was migrated, any changes to staff personal data (equality characteristics) would not have been captured. New starters however would have had their details incorporated into the new system if they had provided the monitoring form.

One of our identified on-going actions is to further increase the number of staff who self-identify their equality characteristics and update them on the upgraded HR /Payroll system.

Our staff structure is organised as:

Grade	Number
<b>Senior Staff, including Chief Executive and Directors</b>	4
<b>Executive Band 1</b>	12
<b>Executive Band 2</b>	44
<b>Management Band 1</b>	50
<b>Management Band 2</b>	96
<b>Management Band 3</b>	68
<b>Team Support</b>	127
<b>Apprentices</b>	6
Total	<b>407</b>



## Recruitment Data - Overview

Thirty-seven external recruitment schemes have been included in this recruitment data set. This includes three schemes which were advertised in 2012-13 but were not completed until after the 1 April 2013. Some of the temporary vacancies did not require applicants to complete an application form but to submit a CV instead. Although our equal opportunities monitoring form was available on the website for applicants to complete, very few submitted these details when applying by CV.

We do encourage internal applicants to complete an equal opportunities form when applying for vacancies, however the numbers received were so few that we felt there was insufficient data to report separately on internal competition.

We will explore how our new, upgraded HR/Payroll system could be utilised over the next two years, to report on internal and external recruitment data separately and look at how we could encourage the submission of equal opportunities monitoring forms at application stage.

Looking to the future, we are about to undertake an internal audit of recruitment practice, the results of which could inform what data we collect from applicants and the manner in which we do so.

To ensure equality during recruitment schemes we have:

- Gender balanced panels;
- Recruitment training for panel members; and
- Mandatory equality training including recruitment and unconscious bias

# Age

**Table 1: Age Profile of Workforce.** Disclosure rate: 100%

2013-14			2012-13		
Age range	Number	% of total workforce	Age range	Number	% of total workforce
Under 21	8	2.0	Under 20	2	0.5
21-25	31	7.6	20-25	21	5.6
26-30	66	16.2	25-30	59	15.8
31-35	84	20.6	30-35	78	20.9
36-40	62	15.2	35-40	52	13.9
41-45	37	9.1	40-45	39	10.4
46-50	37	9.1	45-50	37	9.9
51-55	43	10.6	50-55	44	11.8
56-60	27	6.6	55-60	29	7.6
61-65	10	2.5	60-65	11	2.9
65+	2	0.5	65 +	2	0.5
<b>Total</b>	<b>407</b>	<b>100.0</b>	<b>Total</b>	<b>374</b>	<b>100</b>

Source: HR/Payroll IT System

Note: The age ranges used differ between years

## Analysis:

When data is provided as per the categories above, we can demonstrate that we have seen an increase in the number of people aged under 25 since the last reporting period. This could be due to the two apprenticeship schemes launched in 2012 and 2014 respectively. From the 2012 cohort, all four apprenticeships were employed on a permanent basis. The current 2014 cohort of six apprentices are employed on a fixed-term contract for 15 months and are paid the Living Wage.

For the 2014 scheme, the eligibility criteria was amended so that people who already had A-level qualifications could not apply as we were trying to attract a wider audience of young people who were looking to develop personally and professionally and gain qualifications. The scheme was open to people aged 16-24.

According to data from the 2011 Census 23.9% of people who are economically active and employed in the Cardiff Travel to Work Area (TTWA) are aged 50 to 64. This compares to our workforce in 2013-2014 where 19.7% of our workforce is aged 51-65.

With regards to people from 51-60 and 60+ categories, a drop in the numbers is partly as a result of fairly recent voluntary severance exercises and the fact that we have not offered employment to anyone 60+ as seen in Table 2.

**Table 2: External Recruitment (including internal applicants) by Age**

Age range	Applications received		Successful at sift		Offer of employment		Overall success rate 13-14	Overall success rate 12-13
	number	% of total applications	number	% of applications successful at sift	number	% of those successful at sift offered employment	%	%
Under 20	52	6.0	27	51.9	5	18.5	9.6	14.3
20-29	315	36.2	74	23.5	13	17.6	4.1	4.5
30-39	169	19.4	50	29.6	14	28.0	8.3	3.8
40-49	124	14.3	27	21.8	1	3.7	0.8	2.7
50-59	77	8.9	14	18.2	2	14.3	2.6	2.3
60+	13	1.5	0	0.0	0	0.0	0.0	0
No reply	120	13.8	40	33.3	14	35.0	11.7	7.2
Total	870	100.0	232	26.7	49	21.1	5.6	4.4

Source: HR Database

### Analysis:

The 2013-14 data shows that 13.8% (120) of total applications did not complete the age category on the monitoring form. A greater level of insight could be achieved if the number of 'no replies' is reduced in the future, as the overall success rate of the 'no reply' category is higher than any of the age categories at 11.7%.

According to data from the 2011 Census, 23.9% of people who are economically active and employed in the Cardiff Travel to Work Area (TTWA) are aged 50 to 64. This compares to 12.0% of applications received from people aged 50 plus. However, it is not possible to determine how many of the applications received from 'no replies' are aged over 50. A further 2.6% of people aged 65 plus who live in the Cardiff TTWA are economically active and employed.

We have not offered employment to people who identify as over 60 but as per the action plan, we will ensure that we promote jobs to as wide an audience as possible and continue to provide recruitment training to our staff.

## Disability

Workforce data in relation to disability is not available for this reporting period due to a technical error encountered when data was migrated during our HR/ Payroll system upgrade.

According to data from the 2011 Census 8.3% of people who are economically active and employed in the Cardiff Travel to Work Area (TTWA), have a long-term health problem or disability that limits their day to day activities. This compares to 10.4% of the workforce in 2012-13. The disclosure rate was 93.9%.

**Table 4: External Recruitment (including internal applicants) by Disability**

	Applications received		Successful at sift		Offer of employment		Overall success rate 13-14	Overall success rate 12-13
	number	% of total applications	number	% of applications successful at sift	number	% of those successful at sift offered employment	%	%
Disabled	29	3.3	5	17.2	2	40.0	6.9	6.8
Non-disabled	695	79.9	180	25.9	30	16.7	4.3	4.0
Prefer not to say	8	0.9	1	12.5	0	0.0	0.0	0.0
No reply	138	15.9	46	33.3	17	37.0	12.3	7.4
Total	870	100.0	232	26.7	49	21.1	5.6	4.4

Source: HR Database

### Analysis:

The success rate for applicants who declared a disability remained consistently higher than non-disabled applicants. However, we recognise that the overall percentage of applications from people who declared a disability is small (3.3%).

The 2013-14 data shows that 15.9% (138) of total applications did not complete the disability category on the monitoring form. A greater level of insight could be achieved if the number of 'no replies' is reduced in the future.

As per the action plan, we will ensure that we promote jobs to as wide an audience as possible and continue to provide recruitment training to our staff.

## Gender Reassignment

No member of staff has self-identified as transgender.

**Table 5: External Recruitment (including internal applicants) by Gender Reassignment**

	Applications received		Successful at sift		Offer of employment		Overall success rate 13-14	Overall success rate 12-13
	number	% of total applications	number	% of applications successful at sift	number	% of those successful at sift offered employment	%	%
Identify as transgender	2	0.2	0	0.0	0	0.0	0.0	0.0
Not identified as transgender	674	77.5	178	26.4	30	16.9	4.5	4.4
No Reply	194	22.3	54	27.8	19	35.2	9.8	
Total	870	100.0	232	26.7	49	21.1	5.6	4.4

Source: HR Database

### Analysis:

Research published by the Equality and Human Rights Commission highlights that there is no official estimate of the trans population as the question was not asked in the 2011 Census. Existing studies estimate the number of trans people in the UK to be between 65,000 and 300,000.<sup>1</sup> Due to the lack of Wales-specific data, it is difficult to gain insight into our data sets on workforce and recruitment.

A greater level of insight could be achieved if the number of 'no replies' is reduced in the future.

<sup>1</sup> Mitchell and Howarth, 'Trans Research Review', EHRC, 2009, [http://www.equalityhumanrights.com/uploaded\\_files/trans\\_research\\_review\\_rep27.pdf](http://www.equalityhumanrights.com/uploaded_files/trans_research_review_rep27.pdf) - accessed 21/05/2014

## Race / Ethnicity

**Table 6: Race Profile of Workforce.** Disclosure rate 96.6%

Grade	Total staff		BME** staff		Non-BME staff		Comparison between BME staff by grade 13-14 / 12-13
	Number		number	%	number	%	
Apprentices TS*	133		15	11.3	112	84.2	11.3 / 12.8
M3	68		5	7.4	63	92.6	7.4 / 5.1
M2	96		1	1.0	92	95.8	1.0 / 1.0
M1	50		0	0.0	50	100.0	0.0 / 0.0
E2 E1 Senior*	60		2	3.3	53	88.3	3.3 / 3.8
Total	407		23	5.7	370	90.9	5.7 / 5.3

Source: HR/Payroll IT System

\*Merged for privacy \*\* Staff who declared that they identify as Black Minority Ethnic (BME)

Note: comparative data for 2012-2013 did not include Apprentices

### Analysis:

There has been an increase in the BME workforce from the last reporting period of 5.3% (20 staff) to 5.7% (23 staff). This compares to 6.8% of people who are economically active and employed in the Cardiff Travel to Work Area (TTWA) according to the 2011 Census.

Last year 70% of BME staff were concentrated at TS pay band, many of whom were based in the Security Team. This year, 65% of BME staff are at App/TS grade.

Last year's figures generated a BME improvement action plan and the appointment of BME Action Plan Co-ordinator. Our BME staff network is also developing a forward work programme, part of which will look at how we can better support BME staff in the workplace.

**Table 7: External Recruitment (including internal applicants) by Race**

	Applications received		Successful at sift		Offer of employment		Overall success rate 13-14	Overall success rate 12-13
	number	% of total applications	number	% of applications successful at sift	number	% of those successful at sift offered employment	%	%
BME	70	8.1	13	18.6	2	15.4	2.9	0.0
White	665	76.4	173	26.0	30	17.3	4.5	4.4
Prefer not to say	0	0.0	0	0.0	0	0.0	0.0	0.0
No reply	135	15.5	46	34.1	17	37.0	12.6	7.6
Total	870	100	232	26.7	49	21.1	5.6	4.4

Source: HR Database

### Analysis:

Last year (2012-2013) we did not offer employment to anyone who identifies as BME. This year, two people who identify as BME were offered employment, with an overall success rate of 2.9% for BME applicants.

According to the 2011 Census, 6.8% of people who are economically active and employed in the Cardiff Travel to Work Area (TTWA) identify as BME. This compares to an 8.1% of total applications from BME people.

A greater level of insight could be achieved if the number of 'no replies' is reduced in the future.

Figures from last year's monitoring report generated an action plan and the appointment of a BME Action Plan Co-ordinator to identify and address any potential barriers to the recruitment of people who identify as BME.

## Religion / Belief

**Table 8: Religion/Belief Profile of Workforce.** Disclosure rate - 75.7%

Grade	Total staff number	None		Christian*		Other**	
		number	%	number	%	number	%
Apprentices TS***	133	54	40.6	37	27.8	11	8.3
M3	68	25	36.8	16	23.5	10	14.7
M2	96	23	24.0	39	40.6	8	8.3
M1	50	15	30.0	18	36.0	9	18.0
E2 E1 Senior***	60	14	23.3	20	33.3	9	15.0
Total	407	131	32.2	130	31.9	47	11.5

Source: HR/Payroll IT System

\*Christian, Roman Catholic, Church in Wales, Church of England

\*\*Agnostic, Atheist, Hindu, Humanist, Muslim, Rastafarian, Sikh, Other

\*\*\*Merged for privacy

### Analysis:

Twenty-six people preferred not to disclose their religion/non-religion and there were seventy-three 'no replies'.

32.2% of staff stated that they have no religion compared to 38.2% of people who are economically active and employed in the Cardiff TTWA according to the 2011 Census. A further 31.9% of staff indicated that they are Christian compared to 51.1% of people who are economically active and employed in the Cardiff TTWA.

It is difficult to draw conclusions from data other than it demonstrates diversity in religious belief and non-belief in the workforce. We ensure that the needs of staff are met in our organisation. We have a Quiet Room onsite and make adjustments to working practices, for religious observance including Ramadan etc. We will ensure that this type of support is publicised on recruitment literature/webpages as part of our commitment to providing diversity within our workforce.



**Table 9: External Recruitment (including internal applicants) by Religion/Belief**

	Applications received		Successful at sift		Offer of employment		Overall success rate 13-14	Overall success rate 12-13
	number	% of total applications	number	% of applications successful at sift	number	% of those successful at sift offered employment	%	%
None	369	42.4	86	23.3	10	11.6	2.7	5.0
Christian*	295	33.9	83	28.1	21	25.3	7.1	4.0
Other**	41	4.7	10	24.4	1	10.0	2.4	0.0
Prefer not to say	25	2.9	4	16.0	0	0.0	0.0	0.0
No reply	140	16.1	49	35.0	17	34.7	12.1	6.9
Total	870	100.0	232	26.7	49	21.1	5.6	4.4

Source: HR Database

\*Christian, Roman Catholic, Church in Wales, Church of England

\*\*Agnostic, Atheist, Hindu, Humanist, Muslim, Rastafarian, Sikh, Other

### Analysis:

Again, it is difficult to draw conclusions from data but what we can ensure that support available to our employees is publicised on recruitment literature/webpages to encourage applications from people from diverse communities.

## Sex

**Table 10: Sex Profile of Workforce** Disclosure rate; 100%

Grade	Total staff number	Women		Men		% Split 2013-14 women / men	% Split 2012-2013 women / men
		number	%	number	%		
Apprentices	6	4	66.7	2	33.3	67/33	---
TS	127	47	37.0	80	63.0	37/63	32/68
M3	68	35	51.5	33	48.5	52/48	46/54
M2	96	70	72.9	26	27.1	73/27	68/32
M1	50	27	54.0	23	46.0	54/46	67/33
E2	44	21	47.7	23	52.3	48/52	47/53
E1	12	7	58.3	5	41.7	58/42	64/36
Senior	4	2	50.0	2	50.0	50/50	50/50
Total	407	213	52.3	194	47.7	52/48	51/49

Source: HR/Payroll IT System

Note: comparative data for 2012-2013 did not include Apprentices

### Analysis:

- For the last two years we have had 50:50 gender parity at senior management level. The Equality and Human Rights Commission (EHRC) Wales has an ambition to have 50:50 gender representation in senior positions in Wales by 2020. The EHRC Wales 'Who Runs Wales Report' 2014 states that the Welsh Government's Management Team is made up of 17% women; 83% men. As of 31 July 2013, 31.0% of SCS staff in the House of Commons were women.
- The prevalence of men at TS level is due to the high proportion of men in the Security Team. We have tried to attract more women to the department but progress is gradual.
- There is a prevalence of women at the M2 level – this can be explained because many of these posts are held by women in translation posts

**Table 11: Sex and Working Pattern Profile of Workforce**

In the table below, the percentage refers to the proportion of specified sex at each grade by working pattern. For example, 76.6% of women who are at Team Support grade work full time.

Grade	Women				Men				Total
	Full-time		Part-time		Full-time		Part-time		
	#	%	#	%	#	%	#	%	#
<b>Apprentices</b>	4	100.0	0	0.0	2	100.0	0	0.0	6
<b>Team</b>	36	76.6	11	23.4	74	92.5	6	7.5	127
<b>M3</b>	31	88.6	4	11.4	27	81.8	6	18.2	68
<b>M2</b>	48	68.6	22	31.4	25	96.2	1	3.8	96
<b>M1</b>	21	77.8	6	22.2	20	87.0	3	13.0	50
<b>E2</b>	15	71.4	6	28.6	23	100.0	0	0.0	44
<b>E1</b>	6	85.7	1	14.3	5	100.0	0	0.0	12
<b>Senior</b>	2	100.0	0	0.0	2	100.0	0	0.0	4
<b>Total</b>	<b>163</b>	<b>76.5</b>	<b>50</b>	<b>23.5</b>	<b>178</b>	<b>91.8</b>	<b>16</b>	<b>8.2</b>	<b>407</b>

Source: HR/Payroll IT System

### Analysis:

The Assembly has been recognised as a Top 20 UK family-friendly employer by Working Families and listed in The Times Top 50 Employers for Women 2014.

According to data from the 2011 Census, 37.3% of women who are economically active and employed in the Cardiff TTWA work part-time, this compares to 23.5% of female staff.

According to data from the 2011 Census 9.9% of men who are economically active and employed in the Cardiff TTWA work part-time, this compares to 8.2% of male staff.

Our staff have many flexible working options available that fall outside of the definition of part time working. For example, staff have the opportunity to maintain a work-life balance through the application of compressed hours or annualised flexi time.

### Maternity Leave and Returners

Two women returned from maternity leave during the reporting period, neither of whom changed their work pattern.

### Co-Parental/Paternity Leave

Two partners took paternity leave, one of whom also took Additional Paternity Leave and reduced his hours on return.

**Table 12: External Recruitment (including internal applicants) by Sex**

	Applications received		Successful at sift		Offer of employment		Overall success rate 13-14	Overall success rate 12-13
	number	% of total applications	number	% of applications successful at sift	number	% of those successful at sift offered employment	%	%
Women	356	40.9	118	33.1	23	19.5	6.5	5.0
Men	501	57.6	111	22.2	25	22.5	5.0	3.5
No reply	13	1.5	3	23.1	1	33.3	7.7	7.7
Total	870	100.0	229	26.7	49	21.0	5.6	4.4

Source: HR Database

**Analysis:**

More men than women apply for posts but there is a higher overall success rate for women.

We have gender-balanced recruitment panels and recruiting staff undergo equality training, including unconscious bias.

## Sexual Orientation

**Table 13: Sexual Orientation Profile of Workforce** Disclosure rate: 78.9%

Grade	Total staff number	Heterosexual		LGB**		Comparative % Split of LGB staff 12-13 / 13-14
		number	%	number	%	
Apprentice TS*	133	100	75.2	2	1.5	2.7 / 1.5
M3	68	55	80.9	2	2.9	1.7 / 2.9
M2	96	73	76.0	4	4.2	4.1 / 4.2
M1	50	38	76.0	2	4.0	3.9 / 4.0
E2 E1 Senior*	60	42	70.0	3	5.0	5.7 / 5.0
Total	407	308	75.7	13	3.2	3.2 / 3.5

Source: HR/Payroll IT System

\*Merged for privacy

\*\* Lesbian, Gay and Bisexual

### Analysis:

86 members of staff have not disclosed their sexual orientation.

3.2% of workforce that declared sexual orientation identify as LGB. As part of the integrated household survey, the Office of National statistics found that 1.3% of respondents from Wales identified themselves as LGB in 2012.<sup>2</sup>

The Assembly has been recognised as a Top 100 Employer in Stonewall's Workplace Equality Index for the sixth year running and this year is ranked 11 in the UK. Also, the Assembly has been recognised as the Top Public Sector Employer in Wales as part of the 2014 Workplace Index Awards.

<sup>2</sup> Sexual Identity in the UK, Office of National Statistics, <http://www.ons.gov.uk/ons/rel/integrated-household-survey/integrated-household-survey/january-to-december-2012/info-sexual-identity.html> Accessed 21/05/2014

**Table 14: External Recruitment (including internal applicants) by Sexual Orientation**

	Applications received		Successful at sift		Offer of employment		Overall success rate 13-14	Overall success rate 12-13
	number	% of total application	number	% of applications successful at sift	number	% of those successful at sift offered employment	%	%
Heterosexual	676	77.7	171	25.3	31	18.1	4.6	3.7
LGB & Other	31	3.6	6	19.4	0	0.0	0.0	12.5
Prefer not to say	19	2.2	4	21.1	0	0.0	0.0	4.3
No reply	144	16.6	51	35.4	18	35.3	12.5	7.2
Total	870	100.0	232	26.7	49	21.1	5.6	4.4

Source: HR Database

### Analysis:

Overall success rate for LGB people has fallen. We did not offer employment to anyone who identified as LGB, but we do not know who is contained in no replies. A greater level of insight could be achieved if the number of 'no replies' is reduced in the future.

As part of Stonewall's Workplace Equality Index, we benchmark very highly against other organisation when looking at how we engage with the LGB community and promote the Assembly Commission as an employer of choice for LGB people.

As per the action plan, we will ensure that we promote jobs to as wide an audience as possible and continue to provide recruitment training to our staff.

## Grievance/Dismissal Related to Protected Characteristics

In the reporting period, we have had no grievance or dismissals relating to protected characteristics.

## Complaints About Discrimination/Prohibited Conduct

In the reporting period, we have not received any complaints related to discrimination.







# **Annex C: Equal Pay Audit 2014**

## Introduction

An equal pay audit involves comparing the pay of protected groups who are doing equal work in an organisation, investigating the causes of any pay gaps by gender, ethnicity, disability or working pattern and planning to close any gaps that cannot be explained. An equal pay audit provides a risk assessment tool for pay structures<sup>3</sup>. It can help organisations examine whether their pay practices are free from unfairness and discrimination and that they are compliant with the pay provisions in the Equality Act 2010.

Essential features of a pay audit include:

- Comparing the pay of women and men; BME and white staff; disabled and non-disabled staff who are doing equal work;
- Explaining any equal pay gaps; and
- Closing those pay gaps that cannot satisfactorily be explained.

Each year, the Assembly Commission conducts an equal pay audit to accompany the Annual Equality Report and corresponding workforce and recruitment equality data. This process involves:

- Deciding the scope of the audit and identifying the data required;
- Identifying where employees in protected groups are doing equal work;
- Collecting and comparing pay data to identify any significant equal pay gaps;
- Establishing the causes of any significant pay gaps and deciding whether these are free from discrimination; and
- Developing if required, an equal pay action plan and continuing to audit and monitor pay.

This report reviews available pay data, identifies and explains any differentials and any improvement actions required.

## Context

The data used in this report is as of 31 March 2014. The employee headcount as of this date was 407 members of staff which includes permanent and temporary staff. Secondments are not included.

We have pay grades with relatively short pay scales which helps to minimise the likelihood of pay discrimination occurring. This information is available on the Assembly's website at:

<http://www.assemblywales.org/pay-scales.htm>

All pay information is per annum.

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<sup>3</sup> Equality and Human Rights Commission – Equal Pay Audit Toolkit

**Table 1: Pay Scale by Grade (effective as of 01/10/13)**

Grade	Minimum	Maximum
<b>Apprentice</b>	14,776	14,776
<b>Team Support</b>	17,410	21,102
<b>Management 3</b>	20,585	26,589
<b>Management 2</b>	26,321	34,858
<b>Management 1</b>	34,821	44,097
<b>Executive 2</b>	45,062	57,116
<b>Executive 1</b>	55,816	70,134
<b>Senior Staff (S3)</b>	76,161	94,204
<b>Senior Staff (S2)</b>	95,407	118,010
<b>Senior Staff (S1)</b>	122,401	145,242

Source: National Assembly for Wales Internet site

- Apprentices are paid a set amount, £14,776 per annum, for the duration of their fixed term contract. This is the Living Wage.
- Our organisation has minimal use of allowances, which helps to minimise potential for pay differentials.
- Usual practice is for new starters to begin on minimum pay point.  
Trade Union Side colleagues are involved in pay reviews and negotiations which take place every one to three years depending on economic conditions at the time.
- Our Job Evaluation System is based on the Cabinet Office’s system.

## Gender Analysis

Our organisation’s gender profile split is 48% men, 52% women. This result does not indicate a risk associated with the gender profile of the organisation.

**Table 2: All Staff (FTE and includes Apprentices)** Total Median Salary includes allowances

	Basic median salary (£s)		% Difference	Total median salary (£s)		% Difference
	Male	Female		Male	Female	
<b>Median</b>	24,764	32,567	31.5%	26,515	32,567	22.8%
<b>Count</b>	194	213		194	213	

Source: HR/Payroll IT System

## Analysis:

- The pay lead that women have over men has reduced from last year’s figure of 45.5% to 31.5% on median for basic salary and from 31.6% to 22.8% on median for total salary. The difference is almost entirely accounted for by our gender split amongst staff with a high concentration of men in the TS grade (largely security) and a high concentration of women in the M2 (HEO) grade (largely translators).

**Table 3: Salaries of Men and Women by Grade (FTE)**

Grade	Basic median salary (£s)		% Difference		Total median salary (£s)		% Difference
	Men	Women			Men	Women	
<b>Apprentice</b>	14,776	14,776	0.0%		14,776	14,776	0.0%
<b>TS</b>	21,102	21,102	0.0%		21,102	21,102	0.0%
<b>M3</b>	24,764	24,764	0.0%		26,589	24,764	-6.9%
<b>M2</b>	34,858	34,858	0.0%		34,858	34,858	0.0%
<b>M1</b>	41,376	44,097	6.6%		41,376	44,097	6.6%
<b>E2</b>	53,583	57,116	6.6%		57,116	57,116	0.0%
<b>E1</b>	70,134	70,134	0.0%		70,134	70,134	0.0%
<b>CEO and Directors</b>	103,966	119,723	15.2%		103,966	119,723	15.2%

Source: HR/Payroll IT System

### Analysis:

- M3 payband total salary -6.9% differential is due to male security managers' shift allowances and length of service.
- We have attempted to recruit more women into this service area over the last few years and the increase in women security guards has been gradual.
- M1 payband total salary differential of 6.6%. This is because of the longer length of service of women at this grade and the fact that there is a higher number of women in Translation and Reporting Service where staff are in receipt of market retention allowances for specialist roles. However, where possible, specialist role allowances are being tapered off.
- CEO and Directors differential of 15.2% basic and total salary due to the small cohort involved and to protect privacy of individuals it is not possible to analyse this data further.

**Table 4: Comparison between Full-time and Part-time Employees**

Basic Salary (£s)							
		Male		Female		% Difference	
	Full-time (FT)	Part-time (PT)	Full-time (FT)	Part-time (PT)	Male PT vs Male FT	Female PT vs Female FT	Female PT vs Male FT
<b>Median</b>	24,764	24,242	29,475	34,858	-2.1%	18.3%	40.8%
<b>Count</b>	178	16		163	50		

Total Salary (£s)							
		Male		Female		% Difference	
	Full-time (FT)	Part-time (PT)	Full-time (FT)	Part-time (PT)	Male PT vs Male FT	Female PT vs Female FT	Female PT vs Male FT
<b>Median</b>	26,589	24,242	31,031	34,858	-8.8%	12.3%	31.1%
<b>Count</b>	178	16		163	50		

Source: HR/Payroll IT System

**Analysis:**

- Part-time women earn more than full-time men – this again is due to the prevalence of men in the Security Team on TS pay band and the prevalence of women translators in the higher pay bands.
- Last year Female PT versus Male FT difference in total median pay was 43.1%

## Age Analysis (FTE)

**Tables 5a: Basic Salary 5b: Total Salary**

Age group	Median (£s)	Count	Age Group	Median (£s)	Count
Under 21	14,776	8	Under 21	14,776	8
21-25	18,947	31	21-25	20,585	31
26-30	24,242	66	26-30	24,764	66
31-35	31,031	84	31-35	32,567	84
36-40	34,858	62	36-40	37,917	62
41-45	34,858	37	41-45	37,917	37
46-50	34,858	37	46-50	37,917	37
51-55	34,858	43	51-55	34,858	43
56-60	21,102	27	56-60	23,265	27
61-65	21,102	10	61-65	21,102	10
65+	21,102	2	65+	21,102	2

Source: HR/Payroll IT System

### Analysis:

- A number of staff over 51 have left over the last three years due to retirement/early severance exercises.
- The highest earners of total median salary are in 36-50 age bracket.
- Median salaries decrease for staff over 56 due to the predominance of older staff in the Security Team and Post Room at TS grade.

### Disability Analysis

Equal pay data in relation to disability is not available for this reporting period due to a technical error encountered when data was migrated during our HR/Payroll system upgrade. We will work to reinstate the data for the next reporting period.

## Sexual Orientation Analysis

**Table 6: Staff Pay by Sexual Orientation (FTE)**

	Basic Median Salary (£s)	Total Median Salary (£s)
Lesbian, Gay and Bisexual Staff	34,821 (13)	34,858 (13)
Heterosexual Staff	26,589 (308)	29,248 (308)
No Reply	32,167 (86)	34,840 (86)

Source: HR/Payroll IT System

### Analysis:

Based on the data presented, there does not appear to be an equal pay risk for LGB staff.

## Race Analysis

**Table 7: Staff Pay by Race/Ethnicity (FTE)**

Ethnic Origin	Basic Median Salary (£s)	Total Median Salary (£s)
<b>Asian Bangladeshi</b>	21,102 (4)	21,102 (4)
<b>Asian Indian (including Asian-British Indian)</b>	21,102 (5)	21,102 (5)
<b>Black African (including Mixed Black African and White)</b>	21,102 (5)	21,102 (5)
<b>Black Caribbean (including Mixed Black, Caribbean and White)</b>	20,585 (3)	20,585 (3)
<b>White</b>	29,475 (370)	30,286 (370)
<b>Other Ethnic Origin</b>	27,099 (6)	27,099 (6)
<b>No reply</b>	34,858 (14)	37,597 (14)

### Analysis:

- Workforce monitoring data indicates that 65 % of staff who identify as BME are concentrated at the TS pay band. To help address this issue, we have developed an improvement action plan to support existing BME staff and increase BME representation in the workforce. A new fixed-term Co-ordinator role has been created to implement this work.



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