

National Assembly for Wales
Assembly Commission

Annual Equality Report
April 2012 – March 2013



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.

A summary of this document is available in languages other than English and Welsh upon request.

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

Email: Equalities.Team@wales.gov.uk
Telephone: 029 2089 8204
Textphone: 029 2089 8601

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

© National Assembly for Wales Commission Copyright 2013
The text of this document may be reproduced free of charge in any format or medium providing that it is reproduced accurately and not used in a misleading or derogatory context. The material must be acknowledged as copyright of the National Assembly for Wales Commission and the title of the document specified.

**National Assembly for Wales
Assembly Commission**

**Annual Equality Report
April 2012 – March 2013**



Cynulliad
Cenedlaethol
Cymru

National
Assembly for
Wales

Contents

Foreword.....	1
Glossary of Terms.....	2
01. Reaching out to the public: encouraging and widening public engagement.....	3
02. Supporting our Workforce: the Assembly Commission as an Equality of Opportunity Employer.....	7
03. Supporting Members, their staff and Assembly Business.....	11
04. Embedding Equality into Organisational Management	14
Annex A: Progress on Achieving Equality Objectives	15
Annex B: Workforce Data by Equality Strand (as at 31 March 2013).....	31
Annex C: Equality Recruitment Statistics April 2012 – March 2013.....	36
Annex D – Equal Pay Review (as at March 2013).....	41



Foreword

We are delighted to present the first report arising from our Equality Plan 2012-16 which we published in April 2012. The Assembly has always had the principle of equality at the heart of everything it does and we continue to be personally committed to promoting equality of opportunity, fostering good relations and challenging discrimination.

The Equality Plan is our vision and strategy for ensuring that access to the Assembly for the people of Wales is as wide as possible and that the staff we employ experience a fair and inclusive workplace. We have identified four priority objectives with a number of corresponding actions which will help us achieve our vision during the period covered by the Plan. The areas are:

- encouraging and widening public engagement;
- further developing the Assembly Commission as an equality of opportunity employer;
- supporting and providing services to Assembly Members and their staff; and
- embedding equality into our organisational management arrangements.

By working hard to achieve our identified actions, this will help us meet our obligations under the Equality Act 2010 and ensure that as an employer and service provider, we have a progressive attitude to equality and deliver tangible outcomes for equality. We also recognise the principle of equality with regards to the Welsh and English Languages as set out in the National Assembly for Wales (Official Languages) Act 2012. Our forthcoming Official Languages Scheme will set out how we ensure equality between both languages.

This report reviews the progress we have made to date and where we need to maintain the momentum to progress the more challenging actions. We also share some highlights of our equality work over the last year. We realise we can always do more and of course, we welcome feedback on our efforts.



Rosemary Butler AM

Presiding Officer and Chair of the Assembly Commission



Sandy Mewies AM

Assembly Commissioner with responsibility for equality



Claire Clancy

Chief Executive and Clerk to the National Assembly for Wales

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.

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.

BSL (British Sign Language)

A method of communication used by deaf people in the UK.

EHRC (Equality and Human Rights Commission)

The public body in the UK with the statutory responsibility of promoting and enforcing equality and non-discrimination laws and upholding human rights.

LGBT

Lesbian, gay, bisexual and transgender.

Accessibility

Giving prior consideration to the planning of services and facilities to ensure that all people can engage with the Assembly without facing barriers. For example, providing loop systems or ramps to buildings to allow disabled visitors to access the building or using simple and clear language in our leaflets to help everyone to understand the information we provide.

01.Reaching out to the public: encouraging and widening public engagement

The Assembly Commission is committed to engaging with the people of Wales, both welcoming visitors to our estate and reaching out to communities across Wales.

Welcoming Visitors

We welcome many diverse groups to the Assembly and host events and exhibitions for external bodies covering a range of topics. From April 2012 –March 2013 we welcomed over 180,000 people to our estate.

Our Education Team welcomes children and young people, teachers, undergraduates and lecturers to our unique education suite to learn about the history of the Assembly and how they can interact with the work of the Assembly. The Team holds a range of events linked to the curriculum to influence the democratic awareness of children and young people.

Outreach

Our Outreach Teams visit communities, groups and schools across Wales to raise awareness of the Assembly and to gather input into the development of Assembly Business. They attend events held across Wales which offers an opportunity to raise awareness, promote understanding and participation in the work of the Assembly and its business. The teams speak to people and groups who have directly fed into the development of committee inquiries such as the inquiries on apprenticeships, home adaptations for disabled people and participation in the arts.

Case Study - Attendance and Behaviour Inquiry

The Outreach Team conducted 19 focus groups with 181 young people between 9 – 21 years old from 17 different schools and organisations across Wales on the issue of attendance and behaviour, for the inquiry held by the Children and Young People Committee.



Visitors at the Llangollen International Eisteddfod, July 2012

Presiding Officer and Corporate Events

The Presiding Officer has participated in a number of equality-related events, including welcoming our Olympic and Paralympic athletes to the Senedd, hosting an event celebrating cultural diversity in Wales, speaking on the main stage at Cardiff-Wales Mardi Gras, and giving a keynote speech at the Equality and Human Rights Annual Lecture Wales.

Case Study – Women in Public Life

The Presiding Officer hosted a series of regional seminars across Wales aimed at increasing women's participation in public life. These culminated in a conference in Siambr Hywel that offered practical solutions to overcome the barriers to participation. Actions from the conference have been progressed, including a series of lectures featuring inspirational women from traditionally male-dominated spheres.



Welsh Olympians and Paralympians Homecoming Event, Senedd, September 2012

Providing Services to the Public

The services that we offer to the public relate to the accessibility of our estate and providing information in an accessible way. Throughout this reporting period we have continued to make improvements in the accessibility of our services, by:

- undertaking an access audit of our buildings;
- promoting the availability of information in alternative formats;
- promoting the use of the Text Relay service to people with a speech or hearing impairment;
- ensuring Assembly proceedings are accessible;
- increasing the accessibility of our website; and
- promoting our accessible facilities and services for visitors.

Making Reasonable Adjustments

We will always make reasonable adjustments for visitors upon request. This year, we have made adjustments including: providing wheelchairs for visitors, making adjustments to tours of the Senedd such as speaking slowly, clearly and in plain English and plain Welsh, providing seating and rest stops, and providing information in alternative formats. We also have staff trained in British Sign Language (BSL) to welcome BSL-users.

Using Social Media

In this reporting period we have made more use of social media to engage with people. We use Facebook, Twitter, Flickr, YouTube, Vimeo and our blog to promote the work of the Assembly, to encourage participation in Assembly Business and to promote events and to mark celebratory days. We also link to external bodies to raise awareness of equality-related campaigns.

Case Study – International Day Against Homophobia and Transphobia (IDAHO)

To mark IDAHO 2012 and to support Stonewall's 'It Gets Better' anti-bullying campaign, 17 Assembly Members, including the Presiding Officer, along with the Chair of the OUT-NAW LGBT staff network, filmed messages of support to raise awareness around tackling homophobic and transphobic bullying. The videos were uploaded on the Assembly's **website** and blog.

Update on Progress 2012-13 (see Annex A for further detail)

Action on Hearing Loss: 'Louder than Words' Charter Mark

Colleagues across the organisation worked together to achieve the Action on Hearing Loss 'Louder than Words' Charter Mark, a best practice charter for organisations striving to offer excellent levels of service for people who are deaf or have a hearing loss. As part of this process, our facilities, communications support equipment e.g. induction loops and working practices were audited for their suitability and access for deaf people and people with hearing loss.

Access Audit of the Assembly Estate

An access audit of the Assembly estate has been completed and the Facilities Management Team is taking forward the recommendations of the audit. Examples of the small number of priority one actions recommended include improvements to the Tŷ Hywel ramp and steps.

Equality and Diversity Week 2012

Last June, Equality and Diversity week at the Assembly was marked by a series of daily, awareness-raising blog articles aimed at staff, Assembly Members and the public. The Outreach Team also undertook a series of outreach meetings in Newport and Llanelli to meet with people from under-represented groups and raise awareness about the work of the Assembly.

Capturing Front of House information

We have established procedures to record equality-related group visits, events, exhibitions and reasonable adjustments to monitor who are using our services.

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

The Assembly Commission's ethos is to encourage a working culture that promotes fairness, dignity, inclusivity and respect. We acknowledge the fact that our staff have different experiences and backgrounds and note the value that this diversity of experience brings to the work of the Assembly.

We publish workforce profile data, recruitment data and equal pay review data annually on our website. This information is available at Annexes B, C and D respectively.

Following a sustained campaign throughout the year, we have significantly increased our staff disclosure rate whereby staff have self-declared equality characteristics on our secure HR IT system. This in turn has provided us with much improved equality monitoring data.

Arrangements in place to support staff

The Assembly Commission has a number of policies and initiatives in place which help to promote equality, foster good relations and remove discrimination. These include:

- Dedicated teams covering Human Resources, Occupational Health, Health and Safety, Equality and the Trade Unions to provide a range of advice and support;
- A range of supportive workforce policies which include Dignity at Work, Parental Leave, Special Leave and Domestic Abuse. These 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 and their families;
- Flexible working arrangements where possible, to allow staff to find a working pattern that suits their needs;
- Annual Display Screen Equipment (DSE) assessments;
- A large variety of learning and development opportunities and online resources are available for staff. These include: induction training, e-learning, factsheets, attendance at conferences and seminars, British Sign Language Training and secondment opportunities;
- The existence of staff networks: we have OUT-NAW for LGBT staff and Embrace for disabled staff. The purpose of the networks is to support colleagues and provide advice on issues that may affect people from these groups. Two new networks have been established – see update on progress;
- Regular staff surveys, including a specific LGBT staff survey;
- An annual Equality and Diversity week for staff, Assembly Members and the public to highlight and raise awareness on different equality issues; and

- Regular awareness-raising initiatives on equality-related themes to inform staff and Assembly Members. A monthly, bilingual equality bulletin is circulated to staff and Assembly Members which lists relevant news, events and consultations.

Case Studies – Reasonable Adjustments: Staff Testimonials

“Thanks for your (Health and Safety Team) continued support and empathy towards my situation. It has made it easier for me to come to work”.

“I am now using the ergonomic chair, which I find is having an amazing impact on my back and spine...the whole of my back feels ‘stronger’ since using the chair”.

A member of staff who uses a hearing aid has been provided with a personal listener to enable them to participate in and contribute to meetings and Assembly proceedings and has reported that this has helped them enormously to manage their hearing loss.

External Recognition

As an organisation, we have received the following external recognition for our commitment to our staff and we have been:

- awarded the Gold Standard for Investors in People for the second time;
- ranked 26th in Stonewall’s Workplace Equality Index. This index benchmarks LGBT-friendly organisations from across the UK by assessing a range of criteria;
- listed as one of the top ten UK family-friendly employers by the Top Employers for Working Families Organisation; and
- awarded the Action on Hearing Loss ‘Louder than Words’ Charter Mark.



Chief Executive and Clerk of the Assembly and Presiding Officer in receipt of the Gold Standard Investors in People Certificate

Sharing Best Practice

Members of staff have also shared best practice and experiences with groups of external organisations, most notably:

- The Equality Manager sharing the Assembly’s experiences of staff equality training at Stonewall Cymru’s Annual Conference; and
- The Head of HR attending Chwarae Teg’s seminars on ‘Work-Life-Balance’ and sharing the Assembly’s policies and experiences in realising this.

Update on Progress 2012-13 (see Annex A for further detail)

Rollout of Online Equality Training

All staff have completed a mandatory online equality training course. The course includes an introduction to equality rights and responsibilities and provides advice on dignity at work issues and delivering effective customer service. We are currently adjusting the content to meet the requirements of Assembly Members and their staff.

New Staff Networks

Two new Staff Networks have been launched. The women’s network, ‘INSPIRE’, launched in September 2012, is looking at gender equality and issues affecting women and men in the workplace. The first meeting of the network for Black and Minority Ethnic staff and Members took place in March 2013 to support BME staff in the workplace and promote race equality.

Apprentice Scheme

In September 2012, the Assembly Commission welcomed four new apprentices as part of

the workforce. The fifteen-month pilot scheme was introduced to recognise the potential of young people in the workplace. The four apprentices are embarking on a structured training programme which will result in the achievement of a National Vocational Qualification (NVQ).

Work Experience

In order to prepare for the Apprentice Scheme, the Assembly Commission decided to offer the project officer post to a person from an under-represented group on an outreach work placement. A suitable candidate was found via the Cardiff South Enterprise Centre for a year's placement.

Staff Monitoring

There has been a significant increase in disclosure rates for staff equality data, which is due to regular communications to staff and regular automated messages to staff via the HR IT system.

Equality and Diversity Week 2012

Staff, Assembly Members and their staff were offered the opportunity to find out more about equality issues during Equality and Diversity Week 2012. Various awareness-raising events such as the mental health awareness event and the 'Meet the Networks' event brought people together to discuss issues and generate ideas. A series of Assembly equality-related blog articles were produced to raise awareness of staff and members of the public.

03. Supporting Members, their staff and Assembly Business

The Assembly Commission continues to support Assembly Members and their staff to ensure that their needs are met and that we enable them to effectively communicate and engage with a diverse range of people.

Promoting Equality to Members

We provide Assembly Members with a range of equality-related information and support, including:

- Factsheets related to their roles and responsibilities under the Equality Act 2010
- Monthly equality bulletins highlighting news, publications, consultations and events
- Providing Members with an Access Fund to deliver reasonable adjustments
- Providing equality-related training to Members and their staff
- Opening our staff support networks to Members and their staff
- Health and Safety assessments and Personal Emergency Evacuation Plans are available to Members and their staff

Building Equality into the work of Assembly Members

Assembly Commission staff provide information and support to ensure that Members consider equality issues and engage with a broad range of people when developing Assembly business.

Our Outreach Teams work with a range of representative and community groups across Wales to gather input into Assembly Business, such as committee inquiries.

Case Study - Apprenticeships Inquiry

Our Outreach Team interviewed 43 people including employers, apprentices, colleges and training providers, to produce a **video** which was shown to the Assembly's Enterprise and Business Committee and used to scrutinise the Deputy Minister for Skills.

Chair of the Enterprise and Business Committee, Nick Ramsay AM, said: "This video shows exactly what people think about apprenticeships and what can be done to make them more attractive for young people. For us as an Assembly committee, it was a novel and effective way of canvassing people's views for our inquiry."

Our Research and Committee Teams work with Members to include a broad range of groups and individuals in the consultation exercises for Assembly committee inquiries and develop research material related to equality. The Petitions Committee, for example has also raised awareness of the Assembly's petitions system by accompanied the Assembly's outreach bus to the Royal Welsh Show and attending the Cardiff Multicultural Mela.

Case Study – Research Briefings

The Research Service works closely with the Equality and Human Rights Commission (EHRC) on a regular basis, which helps researchers from different subject areas to keep up to date on legislation and forthcoming issues. The EHRC have contributed to several inquiries and have provided advice on a wide range of issues.

Case Study - Home Adaptations Inquiry

More than 20 members of the public from various backgrounds across Wales participated in a **roundtable discussion** with Assembly Members at an event to discuss the issue of home adaptations for disabled people.

Tony Hawkins of Ceredigion, and representative of Disability Action Group Wales found that “these sorts of sessions...are one of the few opportunities that people have, especially disabled people, to speak first hand to the people who are going to make decisions or are in a position to change things. What was so interesting about this session, was that all of the issues that came out of it were from people across Wales, because we are all representatives of different areas, there were common themes”.



Home Adaptations Inquiry engagement event, February 2012

Reasonable Adjustments

Assembly Members and their staff receive advice and guidance with regards to reasonable adjustments. The Access Fund is available to fund these requirements.

Update on Progress 2012-13 (see Annex A for further detail)

Access Fund

The Access Fund was established in 2012 so that reasonable adjustments could be put in place to better facilitate engagement between Members and their constituents and to support disabled Members and their staff.

Case study – Access Fund

The Fund has been used for community language translation for constituents' correspondence, provision of specialist equipment, minor modifications to office entrances such as handrails and ramps and communications support for the Cross Party Group on Deaf Issues. Each of these examples demonstrate how reasonable adjustments can improve engagement with all parts of our community.

04.Embedding Equality into Organisational Management

Monitoring and Reporting

Progress on actions is monitored regularly throughout each year with Heads of Service and an equality report is published annually.

Procurement

Equality considerations form part of the sustainability risk assessment at the beginning of the procurement process and at the pre-qualification process. Our work on social responsibility has seen us consider the supply chain for goods and we have ensured that the living wage is paid to our contractors working on-site.

Equality Impact Assessment

We impact assess HR policies on a routine basis with input from our staff networks and Trade Unions. We have identified the need to develop a more systematic approach for across the whole organisation and are currently considering a best-fit approach.

Update on Progress 2012-13 (see Annex A for further detail)

Annual Equality Report

This first report under the Equality Scheme 2012-16 has been considered by the Management Board and the Assembly Commission prior to publication.

Equality Impact Assessment

A discussion paper for policy and decision-making staff will be circulated prior to the end of the Summer term.

Annex A: Progress on Achieving Equality Objectives

Priority Objective One: Encouraging and Widening Public Engagement

Actions	Target / Review date	Lead Responsibility	Update - March 2013
Review written outputs to ensure people understand the role of the Assembly and Assembly Members	September 2013	Head of Communications	<p>On-going.</p> <p>We are developing:</p> <ul style="list-style-type: none"> – a series of Members' 'Pocket Guides' which provide a biography and contact details for AMs; and – a series of new publications focused on the Assembly background and business. <p>All new publications developed in accordance with guidance on accessible formats.</p>
Focus on engaging grass roots and diverse groups in our engagement and consultation strategies	April 2013	Head of Communications	<p>The Outreach Team works with many groups and organisations across Wales promoting ways of engaging with the Assembly through events, focus groups and taking part in consultations. The Team works with Committee and Research Services to target hard to reach groups on a regular basis, most notably in recent inquiries on Attendance and Behaviour, Participation in Arts, Home Adaptations, Smoke-free Premises and Integrated Public Transport.</p>
Consider how we provide hard copy information in a range of community locations	April – September 2013	Head of Communications	<p>Pilots to distribute committee information in local community locations: the recent committee inquiry into the Human Transplantation (Wales) Bill. We:</p> <ul style="list-style-type: none"> – contacted health boards and libraries across Wales to promote the inquiry and urge people to have their say. – an explainer leaflet and poster was distributed to 283 libraries,

Actions	Target / Review date	Lead Responsibility	Update - March 2013
			<p>33 hospitals and 254 doctors' surgeries during the consultation period.</p> <p>We continuously review public-facing publications, and are developing templates which allow staff from across the Assembly to produce publications in more flexible ways.</p>
Develop our use of social media to reach diverse groups	September 2013	Head of Communications	Major review of the Assembly's use of social media currently underway. Pilot for integrated health social media feed conducted May-June 2013.
Promote Outreach work through social media, local media and local contacts	September 2012	Head of Communications	<p>All outreach activities are promoted online via the Assembly blog, circulated to relevant local organisations and interest groups to urge them to promote the blog with their contacts online.</p> <p>A database of online contacts has also been developed to help streamline the process of promoting outreach activities.</p>
Work closer with Members and the Presiding Officer to promote public engagement	April 2013	Head of Communications	The Outreach Team is developing a communications template to update Members of events and we will continue to promote the summer shows programme to Members to seek their involvement.
Assess the feasibility of undertaking a further Step Up Cymru mentoring scheme	September 2013	Equality Manager	The Presiding Officer is working with partners to develop a scheme to encourage more women into public life.

Actions	Target / Review date	Lead Responsibility	Update - March 2013
Develop and promote a cross-Wales programme of events related to promoting equality	April 2013	Head of Communications	<p>The Outreach and 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. This has led the Assembly to attending the Cardiff-Wales Mardi Gras and Cardiff Multicultural Mela. Plans are in place to review the range of events that we attend across Wales.</p> <p>Events were held in Newport and Llanelli promoting equality as part of the Assembly's Equality and Diversity week in June 2012.</p> <p>Equality groups are regularly invited to workshops or events that the Outreach Team is organising in the regions.</p>
Undertake an access audit of the Assembly Estate and prioritise actions	June 2012	Head of Estates and Facilities	Access Audits have been completed across the Assembly estate. Actions will be reviewed and taken forward as appropriate.
Create signage outside the Senedd to welcome visitors and to promote services and facilities	April 2013	Head of Estates and Facilities	Our signage review is on-going and will be informed by the issues raised in the access audit. Options will be produced and signs will be in place by Summer 2013.
Undertake monthly maintenance checks of accessible services	September 2012	Head of Estates and Facilities	We regularly check our equipment, such as hearing loops and adult Changing Places facility and rectify any issues raised.
Review our publications brand to identify and prioritise actions to address any barriers to access	April to September 2013	Head of Communications	<p>Review of Assembly brand has been completed.</p> <p>Recommendations regarding changes to our style guide and writing guidelines as well accessibility guidelines have all been reviewed and will be promoted to staff with the approval of Management Board. A suite of templates to ensure consistency of their applications has already been put in place.</p> <p>We continuously review public-facing publications and have been</p>

Actions	Target / Review date	Lead Responsibility	Update - March 2013
			<p>working to develop templates which allow staff from across the Assembly to produce publications in the most accessible way. Templates are designed to ensure formatting which is inaccessible is avoided.</p> <p>Our Publications Team work with colleagues in the Equality Team to ensure that our publications remain accessible.</p>
Develop a new introductory publication in a range of accessible formats and languages	September 2013	Head of Communications	A new suite of publications is being developed, which will give us a mix and match approach to our information provision. As we develop the core suite, we will seek to provide them in a range of formats and languages.
Provide plain language training to staff	April 2013	Head of HR training,	We have run an introductory effective writing course for staff and a more in-depth writing skills course. We have also produced a writing style guide to ensure readability and consistency.
Undertake an access audit of our website and prioritise actions	April 2013	Head of Communications	<p>Last audit conducted September 2012.</p> <p>Next audit due when the website is reviewed over 2013-2014.</p>
Develop outreach work to increase committee engagement	April 2013	Head of Communications	<p>Committee consultation programme – ongoing.</p> <p>New programme to raise awareness of the legislative process linked to the Welsh Government’s legislative programme – to be launched September 2013.</p>
Use a checklist to ensure accessibility of venues booked across Wales	September 2012	Head of Assembly Committees, Head of Chamber and Legislation Service, Head of	Accessibility is a priority when booking external venues and a checklist is used to ensure all considerations are taken to account before booking a venue. Teams consult with the Equality Team for advice when necessary.

Actions	Target / Review date	Lead Responsibility	Update - March 2013
		Communications	
Promote relevant debates to representative groups	April to September 2013	Head of Communications	To be taken forward as part of our online promotion strategy – to be completed September 2013.
Promote petitions to diverse groups through outreach and communications	April 2013	Head of Communications	This is routinely done in a cross-cutting way through outreach activities, summer shows, social networking activities and publications promoting petitions. Staff supporting our Petitions Committee attended the Cardiff Multicultural Mela to promote the petitions. The Team has also started to record where petitions originate and to analyse the equality background of petitioners.
Review processes to identify and remove barriers to engagement and involvement	April 2013	Head of Assembly Committees, Head of Chamber and Legislation Service, Head of Communications	<p>We continue to review our engagement processes to ensure that people can access our services and be involved in Assembly Business. We make reasonable adjustments when necessary to ensure that we remove barriers for people when accessing our services and information.</p> <p>A barrier to engagement continues to be awareness of the Assembly and the work of Assembly Members. For this reason, our Outreach, Media, Publications, Front of House and Education teams engage with thousands of people each year.</p>
Review and update database of equality groups for consultations	April 2013	Head of Assembly Committees, Head of Chamber and Legislation Service, Head of Research Service	We work with relevant representative bodies at the planning stages of committee inquiries who put us in touch with relevant individuals and groups. For example, during a recent event for the inquiry into Home Adaptations, we contacted Taff Housing, Learning Disability Wales, British Association of Occupational Therapists Wales, Cardiff Accessible Homes, Tai Pawb, Age Cymru, Disability Wales and Shelter Cymru, who were able to provide us

Actions	Target / Review date	Lead Responsibility	Update - March 2013
			with participants to the event.
Produce a toolkit of ways of conducting inclusive consultations	April 2013	Head of Assembly Committees, Head of Chamber and Legislation Service, Head of Research Service	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 at the very beginning.
Audit the use of the Assembly estate as an event venue by diverse groups	April 2013	Head of Front of House	Monthly reports are prepared and delivered to the Equality Team outlining the events, exhibitions and visitors to the Assembly. These will be analysed to monitor the diversity of groups using our estate.
Review current event guidance to include information on accessibility to third parties holding events here by sharing our accessible publications guidance	September 2012	Head of Front of House	Our event booklet has been updated to include access issues. This is shared with services users and can be found on our website.
Ensure access issues are considered for events through equality impact assessments	September 2012	Head of Front of House Events, Head of Corporate Events	Access considerations are built into the planning stages of events, making reasonable adjustments when necessary.
Promote the availability of tours and visits to diverse groups	April 2013	Head of Front of House	We promote the availability of tours and visits to diverse groups by using social media and through promotion at events sponsored by Members, where the target audience is from underrepresented groups. We have created an events brochure, available on-line, that promotes the accessibility of the estate.
Facilitate tours in BSL upon request	September 2012	Head of Front of House	We have staff trained to Level 2 BSL who are on hand to speak to visitors who have not pre-booked an interpreter. We have not had any requests for BSL tours in 2012-2013.

Actions	Target / Review date	Lead Responsibility	Update - March 2013
Review information and signage directing people to the Assembly	September 2012	Head of Estates and Facilities	Our signage review is on-going and will be informed by the issues raised in the access audit. Options will be produced and signs will be in place by summer 2013.
Front of House staff undergo training on welcoming diverse visitors.	September 2012	Equality Manager, Head of HR training, Head of Front of House	All staff are undergoing equality training related to an inclusive workplace and providing accessible services. We have started rolling out Disability Confident training to public-facing staff. We have a procedure in place to welcome BSL-users to our estate.
Provide visitor information prior to security check in the Senedd	September 2012	Head of Front of House	Action completed. Visitors can now access information without going through security.

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

Actions	Target / Review date	Lead Responsibility	Update – March 2013
Develop and implement training strategy for all staff	December 2012	Equality Manager, Head of HR training	Strategy completed. All staff will have completed online equality training by June 2013. This will be supplemented by additional learning (i.e. deaf awareness training), equality factsheets, monthly equality bulletin, Accessible Information Toolkit, awareness articles and events to continue to promote equality (i.e. Equality and Diversity Week).
Develop glossary of equality language and promote to staff	June 2012	Equality Manager	Glossary has been developed and shared with staff networks. It will be promoted as part of Equality and Diversity Week 2013.
Build equality considerations into Management Development Programme	December 2012	Head of HR training, Equality Manager	Completed. Awareness courses and factsheets built into Management Development Programme (i.e. managing LGBT staff, Managing disabled staff, Dignity at Work, Absence Management, Recruitment, Performance Management and Development Reports, Top Ten Employment Issues).
Run annual Equality and Diversity Week to raise staff awareness of equality issues	Every June	Equality Manager	We ran a successful Equality and Diversity Week in June 2012, promoting equality internally and externally through events, exhibitions and articles on our blog.
Promote support mechanisms to staff – networks, Equality Team, employee helpline, HR, Unions	April 2013	Equality Manager, Head of Communications	We promote support mechanisms in a number of ways. They are promoted 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.
Undertake Display Screen Equipment Assessments for all Assembly staff	April 2013	Head of HR Health and Safety	These are undertaken and reviewed on an annual basis. All new starters have an assessment.

Actions	Target / Review date	Lead Responsibility	Update – March 2013
Promote equality-related policies to staff	April 2013	Head of HR Operations, Head of Communications	Equality-related documents are promoted to staff on the Intranet Newspaper. We hold drop-in and awareness sessions promoting policies which are advertised on the Newspaper to encourage attendance. Policies are also promoted to members of our staff networks
Develop mental health and wellbeing policy	September 2012	Head of HR Operations, Head of Health and Safety	We have developed a Health and Well-being Strategy which will be launched in Summer 2013. From this, new and reviewed policies will develop, including a mental health policy.
Undertake a rolling programme of Equality Impact Assessments of staff policies	April 2013	Head of HR Operations, Equality Manager	We have a rolling programme of staff policy reviews and policies that are impact assessed with the assistance of our staff networks and Equality Team.
Ensure all recruitment panels undergo equality awareness training	April 2013	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.
Equality Impact Assess recruitment practices	April 2013	Head of HR Training, Head of HR 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 in due course.
Undertake annual reviews	Annually, published each April	Head of HR Operations	We undertake Annual Equal Pay Reviews. Our latest review is attached as Annex D.

Actions	Target / Review date	Lead Responsibility	Update – March 2013
Develop guidance outlining the support available for staff networks	September 2012	Head of HR Operations, Equality Manager	Since two new staff networks have emerged (INSPIRE and the BME network), draft guidance will be re-worked in consultation with HR and Trade Unions and published by Autumn term 2013.
Involve staff networks in the Equality Impact Assessments of corporate policies	April 2013	Head of HR Operations, Equality Manager	Staff policies are impact assessed with the assistance of our staff networks. Their feedback is sent to our Head of HR and Equality Team.
Establish BME staff network	December 2012	Head of Equality Team	Our BME staff network was established as part of Equality and Diversity Week 2012. The group have met and agreed terms of reference.
Establish staff maternity network	December 2012	Equality Manager	This has been subsumed by the creation of our women's staff network. Work is also underway on the potential creation of a Parents and Carers' Forum.
Encourage staff to complete monitoring form through internal communications and HR system	April 2013	Head of HR Operations, Head of Communications	We promote the reasons for completing staff monitoring data on our Equality intranet site and have used our HR system to encourage staff to complete the data. As a result, our disclosure rate has increased dramatically.
Report annually on staff monitoring	Annually, published each April	Head of HR Operations, Equality Manager	Data is collected and reported as part of this Annual Equality Report. See Annex B.
Undertake regular staff surveys	April 2013	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. We have also undertaken a separate survey for LGBT staff.

Actions	Target / Review date	Lead Responsibility	Update – March 2013
Offer one work placement a year to people from under-represented groups	April 2013	Head of HR Recruitment	<p>We targeted local representative and community groups when advertising a project coordinator job to develop our apprenticeship scheme. The successful applicant came via the Cardiff South Enterprise Centre.</p> <p>We have developed an apprenticeship scheme to enable four young people to gather experience and gain an NVQ within our organisation. The scheme was advertised widely, including with our contacts in community groups and representative organisations.</p>
Develop communications to address barriers to applications from diverse people	April 2013	Head of HR Recruitment, Head of Communications	<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>

Priority Objective Three: Supporting Assembly Members and their Staff

Actions	Target / Review date	Lead Responsibility	
Annually review and update equality guidance for Assembly members	April 2013	Equality Manager, Director of Legal Services, Head of Commission and Members' Support Team	Review completed and amendments uploaded to the Members' intranet site.
Promote equality guidance to Members through internal communications	April 2013	Head of Communications, Equality Manager, Head of Commission and Members' Support Team	Guidance has been promoted to Members electronically and will be circulated in hard copy also.
Develop training and awareness raising strategy for Members on equality issues	April 2013	Head of Commission and Members' Support Team, Equality Manager	In addition to the guidance factsheets, online equality training has been developed for Members and their staff. This will be launched in due course. Members and their staff are also offered training in other relevant courses, such as Disability Confident, Mental Health Awareness etc.
Provide Members with a checklist for hiring / using accessible venues	September 2012	Equality Manager	This information is largely covered in the Members' factsheets. The Equality Team will work with Members' Business Support Service to ascertain if further advice is required.
Develop a glossary of equality language	June 2012	Equality Manager	Glossary has been developed and shared with staff networks. It will be promoted as part of Equality and Diversity Week 2013.
Promote staff networks to Members and their staff through internal communications	April 2013	Head of Communications, Network Chairs,	Staff networks were promoted to all as part of Equality and Diversity Week 2012 and continue to be promoted online to Members and their staff.

Actions	Target / Review date	Lead Responsibility	
		Equality Manager	
Introduce and promote Access Fund to support disabled Members	June 2012	Equality Manager, Head of Commission and Members' Support Team	The Access Fund was launched and promoted to Members in June 2012 and covers the provision of reasonable adjustments for Members, their staff and the public.
Ensure that equality is considered in all areas of research work	April 2013	Head of Research Service	<p>The Research Service has continued to mainstream equality issues into all areas of work. Equality angles continue to be highlighted in responses to individual Member enquiries and Committee work, including budget scrutiny and equality-focused research publications are also in development.</p> <p>The Research Service works closely with the Equality and Human Rights Commission, which helps researchers from different subject areas. The EHRC has contributed to several inquiries and has provided advice on a wide range of issues.</p> <p>The Research Service has worked with other service areas to improve engagement techniques utilised by committees, in an effort to gather more evidence from seldom-heard groups. The Service also has good links with many external equality organisations and stakeholders, which are shared between service areas in an effort to engage with a wider section of the population.</p>
Introduce Access Fund to support Members to effectively communicate with diverse constituents	June 2012	Equality Manager, Head of Commission and Members' Support Team	The Access Fund was launched and promoted to Members in June 2012 and has been used for adjustments including: modification to an office entrance and translation for documentation into a community language.

Actions	Target / Review date	Lead Responsibility	
<p>Promote the work of Outreach and Events Teams to Members to include them in our work to promote equality</p>	<p>April 2013</p>	<p>Head of Communications</p>	<p>Our Outreach Team is currently working on a template for a newsletter/monthly e-mail to Members to inform them of all communication activity that may be relevant and interesting to them explaining how they can get involved.</p> <p>The Events Team is also aiming to involve Members in the summer events programme by creating tailored opportunities for them to meet groups and organisations that are relevant to them.</p> <p>Our Education team invites Members each time a school is visited or visits the Assembly.</p>

Priority Objective Four: Embedding Equality into Organisational Management

Actions	Target / Review date	Lead Responsibility	
Introduce new system of undertaking Equality Impact Assessments (EQIAs) of our decisions, policies and practices.	June 2012	Equality Manager, Policy leads	Our new EQIA policy is in development and will be piloted by the end of 2013.
Build Equality Impact Assessing into strategic developments and Project Initiative Documents.	April 2013	Equality Manager, Policy leads	Once the new EQIA system has been launched, this will be built into project work.
Ensure Equality is built into the review of procurement systems	April 2013	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.
Monitor equality –related issues and complaints	April 2013	Equality Manager	All equality-related issues and complaints are forwarded to the Equality Team to action.
Produce Annual Equality Reports which identify performance on achieving objectives	Annual updates, each April	Equality Manager	Action completed.
Promote the equality agenda by working with the Presiding Officer, Assembly Commissioners and Chief Executive via internal communications and sponsoring and speaking at events	September 2012	Equality Manager, Head of Communications	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.

Actions	Target / Review date	Lead Responsibility	
Share our corporate values with suppliers and the public	April 2013	Head of Procurement, Head of Communications	Our corporate values are built into the process and form part of contract negotiations. We ask contractors to adopt our values. Our values can be found on our internet site for prospective suppliers.

Annex B: Workforce Data by Equality Strand (as at 31 March 2013)

Our staff are encouraged to self-declare their equality information on our HR IT system and the statistics in this section are those that have been volunteered by staff and reflect the period March 2012 – April 2013.

Our staff structure is organised as:

- Senior Staff, including Chief Executive and Directors
- Executive Band 1
- Executive Band 2
- Management Band 1
- Management Band 2
- Management Band 3
- Team Support

Table 1: Workforce Equality Statistics by Gender, Ethnicity, Disability, Sexual Orientation and Religion/Belief

Disclosure rate refers to the percentage of staff that has self-disclosed their status on our HR system. % refers to staff from that particular grade.

Grade	Total number	Women 100% disclosure		BME 96.5% disclosure		Disabled 93.9% disclosure		LGB 77% disclosure		Religion / Belief 74.3% disclosure					
		number	%	number	%	number	%	number	%	Christian*		Other**		None	
										number	%	number	%	number	%
TS	109	35	32.1	14	12.8	16	14.7	3	2.7	33	30.3	10	9.2	36	33.0
M3	59	27	45.8	3	5.1	6	10.2	1	1.7	13	22.0	10	16.9	20	33.9
M2	98	67	68.4	1	1.0	12	12.2	4	4.1	41	41.8	10	10.2	24	24.5
M1	51	33	64.7	0	0	2	3.9	2	3.9	17	33.3	8	15.7	16	31.4
E2	38	18	47.4	***2	3.8	***3	5.7	***3	5.7	***18	34.0	***9	17.0	***9	17.0
E1	11	7	63.6												
Senior	4	2	50.0												
Total	374	191	51.1	20	5.3	39	10.4	13	3.5	123	32.9	47	12.6	108	28.9

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

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

*** Data combined to ensure confidentiality and compliance with Data Protection Act 1998

Table 2: Age group and grade

	Apprentice	TEAM	M-3	M-2	M-1	E-2	E-1	Senior Staff	Total	% of total workforce
<20	2	0	0	0	0	0	0	0	2	0.5
20-25	2	14	5	0	0	0	0	0	21	5.6
25-30	0	20	20	15	3	1	0	0	59	15.8
30-35	0	11	17	34	8	8	0	0	78	20.9
35-40	0	8	3	16	17	7	1	0	52	13.9
40-45	0	10	4	8	10	5	2	0	39	10.4
45-50	0	6	4	13	6	5	2	1	37	9.9
50-55	0	15	4	6	4	9	4	2	44	11.8
55-60	0	15	2	4	3	2	2	1	29	7.6
60-65	0	8	0	2	0	1	0	0	11	2.9
Over 65	0	2	0	0	0	0	0	0	2	0.5
Total	4	109	59	98	51	38	11	4	374	100.0

Table 3: Full-time and part-time status by gender and grade

	Apprentice		TEAM			M-3			M-2			M-1			E-2			E-1		Senior Staff		Total
	F/T	Total	F/T	P/T	Total	F/T	P/T	Total	F/T	P/T	Total	F/T	P/T	Total	F/T	P/T	Total	F/T	Total			
Women	3	3	28	7	35	25	2	27	52	15	67	26	7	33	13	5	18	7	7	2	2	192
Men	1	1	69	5	74	28	4	32	30	1	31	16	2	18	19	2	19	4	4	2	2	182
Total	4	4	97	12	109	53	6	59	82	16	98	42	9	51	32	7	37	11	11	4	4	374

Analysis

Gender

The overall figures in table 1 demonstrate an even gender balance in the organisation. Women make up 51.1% of the workforce. Exactly half of the senior management team are women. Women constitute 50.9% of our top three grades and 61.4% of our Management Grades. No member of staff has identified as transgender.

Looking at individual grades there are some differentials:

- 67.9% of staff employed at TS level are men. This can be explained because a large number of TS posts are situated in the Front-of-House Security Team, a high proportion of staff in this grade within the team are men (54). Recent recruitment exercises have attempted to attract more women into these roles. Outside of security, 50.9% of staff at TS level are women.
- 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.

Ethnicity

Disclosure rates were 94.4% in 2011 and increased to 96.5% in 2012.

- 5.3% of our workforce is made up of BME men and women, compared to 8.5%¹ in the Cardiff travel to work area.
- 70% of BME staff employed by the Assembly Commission are employed at Team Support level. A BME staff network has been established and there is the potential to consider issues around progression, learning and development and attracting BME people to apply for jobs.

Age

The data shows that 50.5% of our workforce fall within the ages of 25-40. 6.1% of our staff are under 25. 23.0% of the workforce is over the age of 50.

Disability

Disclosure rates were 62.2% in 2011 and increased to 93.9% in 2012.

- 10.4 % of our workforce has declared a disability. 41% of staff who declared a disability are employed at Team Support Level.
- The Census 2011 asked whether day-to-day activities were limited: a lot; a little; or not limited. On the Census 2011 form, in Cardiff, 6.4% of the working age population stated their day-to-day activities were limited a lot, and 7.2% a little. This definition is not necessarily comparable with figures in the previous tables. Embrace is our network for disabled staff and acts as a sounding board for disabled staff to raise issues that might affect them in the workplace.

¹ Source: Census 2011 – Cardiff Council (via Assembly Research Service)

Sexual Orientation

Disclosure rates were 28.7% in 2011 and increased to 77.0% in 2012

- 3.5% of our workforce identified as LGB. Our LGBT staff network, OUTNAW, provides support to LGBT staff and acts as a sounding board for issues that might affect LGBT people in the workplace.

Full and Part-Time Status

36 women, (18.8% of our female staff) work part-time compared to 14 men, (7.7% of our male staff). 13.4% of all staff work part-time formally. Other staff also work flexibly: working compressed hours, working from home and term-time working. Data shows that E-1 staff and senior staff work full-time. Staff at these levels are able to take up flexible working opportunities such as working from home and compressed hours etc.

36 women and 14 men work part-time.

Maternity Leave and Returners

16 women returned from Maternity leave between 1 April 2012 and 31 March 2013. Of these, 9 returned on the same basis as before, 6 went from full-time to part-time and one part-time member of staff made a further reduction in her hours.

- None of our grievance or dismissal cases involved staff behaviour related to a protected characteristic.
- No complaints about discrimination or other prohibited conduct were received from staff.

Annex C: Equality Recruitment Statistics April 2012 – March 2013

(statistics are for external recruitment schemes and include internal applicants)

Age Groups

Age	Applications received		Successful at sift		Offer of employment		Reserve	
	Number	% of applications received	Number	% of applications received	Number	% of successful at sift	Number	% of successful at sift
Under 20	28	3.9%	15	53.6%	4	26.7%	0	0.00%
20-24	145	20.0%	28	19.3%	10	35.7%	5	17.9%
25-29	123	17.0%	21	17.1%	2	9.5%	1	4.8%
30-34	86	11.9%	18	20.9%	4	22.2%	2	11.1%
35-39	72	10.0%	14	19.4%	2	14.3%	2	14.3%
40-44	56	7.7%	16	28.6%	1	6.3%	3	18.8%
45-49	55	7.6%	12	21.8%	2	16.7%	1	8.3%
50-54	52	7.2%	7	13.5%	2	28.6%	0	0.0%
55-59	34	4.7%	2	5.9%	0	0.0%	0	0.0%
Over 60	5	0.7%	0	0.00%	0	0.0%	0	0.0%
No Reply	69	9.5%	17	24.6%	5	29.4%	0	0.0%
Total	725	100.0%	150	20.7%	32	21.3%	14	9.3%

Gender Reassignment

	Applications received		Successful at sift		Offer of employment		Reserve	
	Number	% of applications received	Number	% of applications received	Number	% of successful at sift	Number	% of successful at sift
Identify as transgender	1	0.1%	0	0.0%	0	0.0%	0	0.0%
Total	725	100.0%	26	3.6%	6	23.1%	1	3.9%

Disability

	Applications received		Successful at sift		Offer of employment		Reserve	
	Number	% of applications received	Number	% of applications received	Number	% of successful at sift	Number	% of successful at sift
Disability	44	6.1%	12	27.3%	3	25.0%	0	0.0%
No Disability	604	83.3%	120	19.9%	24	20.0%	14	11.7%
Prefer Not To Say	9	1.2%	1	11.1%	0	0.0%	0	0.0%
No Reply	68	9.4%	17	25.0%	5	29.4%	0	0.0%
Total	725	100.0%	150	20.7%	32	21.3%	14	9.3%

Guaranteed Interview Scheme

	Applications received		Successful at sift		Offer of employment		Reserve	
	Number	% of applications received	Number	% of applications received	Number	% of successful at sift	Number	% of successful at sift
Guaranteed Interview	29	4.0%	6	20.7%	0	0.0%	0	0.0%
Non-Guaranteed Interview	696	96.0%	144	20.7%	32	22.2%	14	9.7%
Total	725	100.0%	150	20.7%	32	21.3%	14	9.3%

Ethnicity

	Applications received		Successful at sift		Offer of employment		Reserve	
	Number	% of applications received	Number	% of applications received	Number	% of successful at sift	Number	% of successful at sift
White	615	84.8%	127	20.7%	27	21.2%	14	11.0%
Non-white	44	6.1%	6	13.6%	0	0.0%	0	0.0%
No Reply	66	9.1%	17	25.8%	5	29.4%	0	0.0%
Total	725	100.0%	150	20.7%	32	21.3%	14	9.3%

Sex

	Applications received		Successful at sift		Offer of employment		Reserve	
	Number	% of applications received	Number	% of applications received	Number	% of successful at sift	Number	% of successful at sift
Female	260	35.9%	65	25.0%	13	20.0%	8	12.3%
Male	400	55.2%	68	17.00%	14	20.59%	6	8.4%
No reply	65	9.0%	17	26.2%	5	29.4%	0	0.0%
Total	725	100.0%	150	20.7%	32	21.3%	14	9.3%

Sexual Orientation

	Applications received		Successful at sift		Offer of employment		Reserve	
	Number	% of applications received	Number	% of applications received	Number	% of successful at sift	Number	% of successful at sift
Heterosexual	601	82.9%	117	19.5%	22	18.8%	12	10.3%
Bisexual Man	5	0.7%	2	40.0%	1	50.0%	0	0.0%
Bisexual Woman	6	0.8%	3	50.0%	0	0.0%	1	33.3%
Gay Women/Lesbian	3	0.4%	2	66.7%	2	100.0%	0	0.0%
Gay Man	15	2.1%	5	33.3%	1	20.0%	1	20.0%
Other	3	0.4%	0	0.0%	0	0.0%	0	0.0%
Prefer Not To Say	23	3.2%	4	17.4%	1	25.0%	0	0.0%
No Reply	69	9.5%	17	24.6%	5	29.4%	0	0.0%
Total	725	100.0%	150	20.7%	32	21.3%	14	9.3%

Religion/Belief

	Applications received		Successful at sift		Offer of employment		Reserve	
	Number	% of applications received	Number	% of applications received	Number	% of successful at sift	Number	% of successful at sift
Christian*	278	38.3%	57	20.5%	11	19.3%	7	12.3%
Buddhism	6	0.8%	0	0.0%	0	0.0%	0	0.0%
Hinduism	2	0.3%	0	0.0%	0	0.0%	0	0.0%
Muslim	13	1.8%	1	7.7%	0	0.0%	0	0.0%
Sikhism	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Other	4	0.6%	0	0.0%	0	0.0%	0	0.0%
None	320	44.1%	70	21.9%	16	22.9%	6	8.6%
Prefer Not to Say	30	4.1%	5	16.7%	0	0.0%	1	20.0%
No Reply	72	9.9%	17	23.6%	5	29.4%	0	0.0%
Total	725	100.0%	150	20.7%	32	21.3%	14	9.3%

* includes Roman Catholic, Church in Wales and Church of England

Analysis of the data shows:

- **Age** – Applicants aged over 50 are less likely than those under 50 to be successful at sift. Despite constituting 12.6% of all applicants, over 50s have a 2.2% success rate from application to job offer, with no jobs being given to those aged over 55.
- **Disability** – Disabled applicants make up 6.1% of all applicants, including those who did not specify on the form. These disabled applicants have a 6.8% success rate, compared to a non-disabled applicant success rate of 4.0%. Of the 32 jobs, 9.4% of them went to person who categorised themselves as disabled.
- **Ethnicity** – No people were employed during this period who identified themselves as Black or Minority Ethnic (BME), out of 44 applicants, 6 were successful at sift. The success rate for applicants categorising themselves as white was 4.4% from application to job offer. We will undertake some further analysis as to what jobs were applied for by BME people and the arrangements for advertising to be able to decide what action might be required.
- **Sex** – Although women make up only 35.9% of applicants who specified their gender, their success rate is higher than that of men: for women it is 5.0%, for men it is 3.5%.
- **Sexual Orientation** – Of the 32 applicants who declared their sexuality as either lesbian, gay, bisexual or other, 4 were offered a job – a success rate of 12.5%. A total of 82.9% of applicants declared their sexuality as heterosexual with a success rate of 3.7%.
- **Religion / Belief** – The majority of people who declared a religious belief were Christian. 11 of these were offered a job with a success rate of 4.0%. A total of 25 applications came from people who follow a minority religion. None of these people were offered employment. However, 14.0% chose not to or did not reply to this question.

Annex D – Equal Pay Review (as at March 2013)

We undertook an Equal Pay Review based on salaries in payment as at 31 March 2013 and identified where gender differentials may exist.

Whilst the analysis suggests that the median basic salary for female employees is 45.5% ahead of that of male employees and the median total salary for female employees is 31.6% ahead of that of male employees, this is explained by the fact that the Assembly Commission has a disproportionately high number of male employees in the lowest paid Team band. This is a consequence of that fact that almost half of this grade (49.5%) is comprised of the Security Team, the majority of which are men. We have aimed to reduce the disproportionate male/female split within the service area but success in resolving this is gradual.

When considering differences on a grade-by-grade basis, no grade has a difference in median total salary of more than 5.9%. This difference (5.9%) in the M-3 grade is largely due to the length of service of the individuals and the increased number of male staff receiving the ICT Operational Allowance.

We have also undertaken a comparison of part-time salaries with their full-time equivalents. This has shown that part-time female employees earn higher full-time equivalent salaries than full-time male employees.

Gender Analysis

All Staff

	Basic Salary			Total Salary		
	Male	Female	% Difference	Male	Female	% Difference
Minimum	£12,000	£12,000	0.0%	£12,000	£12,000	0.0%
Maximum	£112,646	£144,519	28.3%	£112,646	£144,519	28.3%
Mean	£29,870	£33,902	13.5%	£30,764	£34,766	13.0%
Median	£23,719	£34,512	45.5%	£26,233	£34,512	31.6%
Count	181	190		181	190	

Team

	Basic Salary			Total Salary		
	Male	Female	% Difference	Male	Female	% Difference
Minimum	£17,410	£17,410	0.0%	£17,410	£17,410	0.0%
Maximum	£20,893	£20,893	0.0%	£26,233	£20,893	-20.4%
Mean	£19,955	£19,541	-2.1%	£20,782	£19,541	-6.0%
Median	£20,893	£20,893	0.0%	£20,893	£20,893	0.0%
Count	81	41		81	41	

M-3

	Basic Salary			Total Salary		
	Male	Female	% Difference	Male	Female	% Difference
Minimum	£20,585	£20,585	0.0%	£20,585	£20,585	0.0%
Maximum	£26,325	£26,325	0.0%	£31,665	£26,325	-16.9%
Mean	£24,631	£24,388	-1.0%	£25,492	£24,388	-4.3%
Median	£24,764	£24,764	0.0%	£26,325	£24,764	-5.9%
Count	28	28		28	28	

M-2

	Basic Salary			Total Salary		
	Male	Female	% Difference	Male	Female	% Difference
Minimum	£27,897	£26,321	-5.6%	£27,897	£26,321	-5.6%
Maximum	£34,512	£34,512	0.0%	£39,098	£34,512	-11.7%
Mean	£32,363	£33,033	2.1%	£33,543	£33,033	-1.5%
Median	£32,567	£34,512	6.0%	£34,292	£34,512	0.6%
Count	30	62		30	62	

M-1

	Basic Salary			Total Salary		
	Male	Female	% Difference	Male	Female	% Difference
Minimum	£34,821	£34,821	0.0%	£34,821	£34,821	0.0%
Maximum	£43,659	£43,659	0.0%	£48,025	£43,659	-9.1%
Mean	£41,187	£41,522	0.8%	£41,935	£41,522	-1.0%
Median	£43,659	£43,659	0.0%	£43,659	£43,659	0.0%
Count	18	30		18	30	

E-2

	Basic Salary			Total Salary		
	Male	Female	% Difference	Male	Female	% Difference
Minimum	£45,062	£49,322	9.5%	£45,062	£49,322	9.5%
Maximum	£56,550	£56,550	0.0%	£67,426	£62,205	-7.7%
Mean	£53,274	£54,628	2.5%	£54,549	£55,223	1.2%
Median	£56,550	£56,550	0.0%	£56,550	£56,550	0.0%
Count	17	19		17	19	

E-1

	Basic Salary			Total Salary		
	Male	Female	% Difference	Male	Female	% Difference
Minimum	£63,373	£69,438	9.6%	£63,373	£69,438	9.6%
Maximum	£69,438	£69,438	0.0%	£69,438	£69,438	0.0%
Mean	£67,922	£69,438	2.2%	£67,922	£69,438	2.2%
Median	£69,438	£69,438	0.0%	£69,438	£69,438	0.0%
Count	4	5		4	5	

Chief Executive and Directors

	Basic Salary			Total Salary		
	Male	Female	% Difference	Male	Female	% Difference
Minimum	£86,265	£98,000	13.6%	£86,265	£98,000	13.6%
Maximum	£112,646	£144,519	28.3%	£112,646	£144,519	28.3%
Mean	£99,456	£121,260	21.9%	£99,456	£121,260	21.9%
Median	£99,456	£121,260	21.9%	£99,456	£121,260	21.9%
Count	2	2		2	2	

All Managers

	Basic Salary			Total Salary		
	Male	Female	% Difference	Male	Female	% Difference
Minimum	£20,585	£20,585	0.0%	£20,585	£20,585	0.0%
Maximum	£112,646	£144,519	28.3%	£112,646	£144,519	28.3%
Mean	£38,163	£38,385	0.6%	£39,119	£39,388	0.7%
Median	£34,512	£34,512	0.0%	£34,512	£36,348	5.3%
Count	99	146		99	146	

Full-time versus part-time employees

Basic Salary							
	Male		Female		% Difference		
	Full-time	Part-time	Full-time	Part-time	Male Part-time vs Male Full-time	Female Part-time vs Female Full-time	Female Part-time vs Male Full-time
Minimum	£12,000	£17,410	£12,000	£17,410	45.1%	45.1%	45.1%
Maximum	£112,646	£43,659	£144,519	£56,550	-61.2%	-60.9%	-49.8%
Mean	£30,272	£25,077	£33,494	£35,432	-17.2%	5.8%	17.0%
Median	£24,764	£20,893	£31,799	£34,512	-15.6%	8.5%	39.4%
Count	167	14	150	40			

Total Salary							
	Male		Female		% Difference		
	Full-time	Part-time	Full-time	Part-time	Male Part-time vs Male Full-time	Female Part-time vs Female Full-time	Female Part-time vs Male Full-time
Minimum	£12,000	£17,410	£12,000	£17,410	45.1%	45.1%	45.1%
Maximum	£112,646	£43,659	£144,519	£56,550	-61.2%	-60.9%	-49.8%
Mean	£31,240	£25,077	£34,342	£36,357	-19.7%	5.9%	16.4%
Median	£26,233	£20,893	£32,116	£37,541	-20.4%	16.9%	43.1%
Count	167	14	150	40			