

National Assembly for Wales
Annual Equality Report
January 2011 – March 2012



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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Foreword

This is the final Annual Equality Report resulting from our Equality Scheme 2008-2012. This provides us all with the opportunity to take stock of where we are, how far we have come and what challenges still lay ahead.

Equality has always been a core principle within the Assembly and we continue to be committed to promoting equality of opportunity and to challenging discrimination.

Equality is based on the concepts of fairness, dignity and respect and is an area to which we are personally committed. We are delighted to work with Assembly staff across the organisation who share that commitment and are pleased that equality is at the very heart of everything that we do.

We have had many highlights over the last year which we celebrate in this report. We take great pride in engaging with the people of Wales and the many wonderful guests that we have hosted. From speaking on the main stage at the Cardiff-Wales Mardi Gras to celebrating International Women's Day with a group of truly inspirational women, from welcoming the Archbishop of Canterbury to speak at the Pierhead to visiting diverse groups across Wales, we have had the pleasure of meeting a wide range of the people that we represent. The recognition and awards we have received from external bodies such as Stonewall Cymru also demonstrates how seriously we take our commitment to being a truly diverse and progressive organisation.

But we must not be complacent. Despite the great strides that we have taken since our first Equality Scheme was published in 2008, we recognise that we still have improvements to make. We aim to be an exemplar organisation in the way that we support our staff, Assembly Members and the public that we serve. Our new Equality Plan, published in April 2012, outlines how we will continue to promote equality so that our services, information and buildings are accessible to all.



**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.

Summary

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. The Assembly Commission provides resources, property and staff to enable the National Assembly for Wales to function as a parliamentary institution. As such, 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.

This Annual Equality Report 2011-12 gives an overview of the implementation of the final year of the Commission's Equality Scheme 2008-2012. This Report outlines how far we have come since our plan was published. Since that time, we have increased our engagement with under-represented groups across Wales, developed inclusive staff policies and have improved the mechanisms in place to support Assembly Members. We recognise that alongside the many successes that we have had, there is still more work that we need to do. Our new Equality Plan 2012-2016 provides a framework for how we will deliver our equality goals over the next four years.

Staff across the Assembly Commission have embraced the ethos of fairness, dignity and respect, ensuring that we act as an exemplar organisation. The Report highlights some of the ways that we have promoted equality from January 2011 to March 2012.

Highlights of our work during 2011-12 include:

- Promoting democratic engagement through our 'Vote 2011' campaign. This campaign was created to encourage people to vote in the Assembly election and referendum. As part of this, we ensured that information was produced in a range of accessible formats;
- Developing the way we engage with the diverse people of Wales. We have continued to welcome a wide range of visitors to the Assembly and have increased our work with diverse community groups and third sector organisations across Wales;
- Supporting our staff networks to play an active role in impact assessing our policies;
- Being ranked 20th in Stonewall's Workplace Equality Index 2012. The Index lists the top gay-friendly workplaces in Britain and we are proud to have improved our position in the Top 100 for the fourth consecutive year;
- Supporting staff members to learn British Sign Language (BSL). Building on our deaf-awareness training, a number of staff have now taken BSL classes, with one group completing the Level 2 course;
- Hosting a wide range of events and exhibitions by diverse groups. We have marked a variety of occasions including Black History Month, International Women's Day, World Mental Health Day and the launch of Diverse Cymru.
- Providing information and support for Assembly Members in relation to equality. Following the election in May 2011, we developed a range of factsheets to inform Members of their responsibilities as employers and service providers under the Equality Act 2010.

- Consulting widely with a range of diverse groups across Wales when developing our new Equality Plan 2012-2016.

Our focus for 2012-2016 will be the implementation of our new Equality Plan. We have identified the following four priority objectives:

- Encourage and widen public engagement;
- Further develop the Assembly Commission as an equality of opportunity employer;
- Support and provide services to Assembly Members and their Staff;
- Embed equality in organisational management.

There are a number of immediate objectives which we will work towards achieving in 2012. Those objectives include:

- Creating a specific staff training programme on equality;
- Carrying out an accessibility audit of the Assembly estate;
- Improving the accessibility of our information;
- Improving how we capture staff equality data;
- Rolling out an Equality Impact Assessment tool; and
- Launching a multicultural staff network and a women’s staff network.

We have included four annexes within the Report which provide detailed updates of our objectives as well as statistical data relating to our workforce, recruitment and equal pay information.

01.Reaching out to the Public

The National Assembly for Wales is a democratic institution which represents all of the people of Wales. It is therefore very important that we help people to engage with the work of the Assembly. We do this by welcoming people to our estate and by connecting with diverse communities and groups across Wales. This section highlights some of the work that we have undertaken to engage with the people of Wales.

The Presiding Officer promoting equality and engagement

Since her election in May 2011, the Presiding Officer, Rosemary Butler AM has made a commitment to equality and to promoting democratic engagement to under-represented groups. Educating people about the work of the Assembly and encouraging participation in public life are two of the Presiding Officer's key priorities.

As part of this commitment, a programme of regional events was established to enable the Presiding Officer to speak to diverse women across Wales. This work led to a celebratory event to mark International Women's Day and will be continuing throughout the year, culminating in a conference in November 2012.

The Presiding Officer has also taken numerous opportunities this year to connect with diverse people and organisations. For example, she has met with Equality and Human Rights Commission (EHRC), held a web chat with sixth form students promoting democratic awareness, promoted International Day Against Homophobia and Transphobia, and welcomed the Archbishop of Canterbury who shared his views on uniting and strengthening communities.

01.1.Events and Exhibitions

The Assembly estate is a high-profile, accessible and public venue. As such, we host many events and exhibitions each year covering a range of topics. Some are events that we have organised, many are events jointly organised with external bodies, while many more are events organised by external bodies that we have hosted. Some of the events that have taken place on the Assembly estate during 2011-2012 are highlighted below.

Events to Promote Democratic Engagement

We are committed to promoting democratic engagement and have held many events to this end. For example,

- 'Widening Engagement' was a partnership event with the Welsh Government that aimed to promote democratic participation for disabled people.
- We co-hosted a two-day conference for A' Level Government and Politics students where participants learned about the work of the Assembly. The conference ended with participants submitting a petition to the Assembly's Petitions Committee.
- We worked with the Hansard Society on an event entitled 'Politics versus Young People in Wales' where children and young people pitched questions to a panel of Assembly Members and youth representatives.

International Women's Day

Each year, we work with partner organisations to mark International Women's Day. In 2011, a public vote chose politician Megan Lloyd George to add to our permanent exhibition of people of historic significance to Wales. We also hosted an exhibition and event for the Women's Arts Association, a World Café event for Women Making a Difference where participants could share their experiences of active citizenship, and the Presiding Officer welcomed visitors from Jordan and Egypt to discuss the representation of women in political office.

In 2012, we worked with the Institute of Welsh Affairs, the EHRC, the Women's Institute and the British Council to develop a programme of activities in the Senedd and the Pierhead. Events included a breakfast round table meeting hosted by the Presiding Officer, a panel discussion, lectures and workshops.



The Destiny Africa Children's Choir performed in the Senedd as part of their tour

Other Events

As an accessible venue, we also hosted a wide range of events for external bodies. Events that we have hosted in 2011-2012 include:

- Action on Hearing Loss launching their “Louder than Words” charter;
- Celebrating Black History Month with an exhibition entitled “Ghandi, King, Ikeda: A Legacy of Building Peace” and the Wales-wide launch of the African Community Centre;
- The children from the Destiny Africa Children's Choir in Kampala, Uganda took to the stage to tell their stories and perform;
- We celebrated the launch of a new charity, Diverse Cymru;
- The LGBT Excellence Centre launched LGBT (Lesbian, Gay, Bisexual and Trans) History Month by hosting an event and exhibition;
- Hafal held an event and exhibition to raise awareness for World Mental Health Day;
- We held a reception for the Welsh athletes that participated in the Special Olympics in Athens in 2011.

01.2.Engaging with Diverse People Across Wales

We recognise that Wales is a diverse country and we understand the importance of engaging with people from all walks of life across Wales. The following section highlights some of the outreach and external events work that we have undertaken in 2011 – 2012.

‘Vote 2011’

In the build up to the referendum on increased law-making powers for the Assembly in March 2011 and the Assembly election in May 2011, we produced a range of clear and concise material promoting engagement under the banner ‘Vote 2011’. We developed information in accessible formats including Braille, Large Print and Easy read and BSL video. PDF, Word and page-turn versions were available online and we publicised the information with our contacts, through our outreach activity and via social media.

Lesbian, Gay, Bisexual and Trans (LGBT) History Month

Each year, OUT-NAW, the Assembly’s LGBT staff network, work with local partner organisations to mark LGBT History Month. In 2011 and 2012, we celebrated with events focussing on LGBT people in sport. OUT-NAW also arranged for the rainbow flag to be flown at the Assembly to display our commitment to LGBT equality.

Outreach Team

Our Outreach team work with a variety of groups and organisations across Wales to showcase the work of the Assembly and to promote the different ways that the public can interact with the Assembly. Over the past year, the team have worked with a range of third sector, voluntary and community groups including Women Making a Difference, Age Cymru, Wales Council for Voluntary Action, Conwy Access Group, Communities First, Children in Wales, the Scouts, VIVA-LGBT Youth Group, Ethnic Youth Support Team, Deaf Association Wales, Trans G.I.S.T. and Minority Ethnic Women’s Network Wales.

Outreach case study - Deaf Club Forums

As part of the Outreach Team’s partnership with the British Deaf Association, we visited Deaf Club forums to provide presentations on the role of Assembly Members, how the Assembly works and how they could engage with the Assembly. We spoke to over 160 forum members in eight deaf clubs.

Outreach case study - Cardiff and the Vale Mental Health Development Project

The Outreach team worked with the Cardiff and Vale Mental Health Development Project to provide workshops for service users on understanding and engaging with the Assembly. Following these workshops, the group submitted a petition to the Assembly about mental health services in Wales.

“Working with the Assembly Outreach team to bring mental health issues to the National Assembly has been incredibly rewarding.”

Cardiff and the Vale Mental Health Development Project

The Presiding Officer joined the Assembly Outreach and Events teams to attend the Cardiff-Wales Mardi Gras in September 2011 where she spoke to many groups with information stands, and gave a speech emphasising equality as a founding principle of the National Assembly. She also attended some of the summer events in 2011, meeting several groups including the Women's Institute, Merched y Wawr and Age Cymru at the Royal Welsh Show and Stonewall Cymru at the Eisteddfod in Wrexham.



The Presiding Officer meeting Merched y Wawr at the Royal Welsh Show 2011

Education

Our Education team work with children and young people, teachers and lecturers across Wales and welcome groups to the Assembly. Teaching methods are tailored to specific age groups and abilities and additional requirements are catered for where possible.

Case Study: Connecting Cultures

In March 2012, the Education team and the Assembly branch of the Commonwealth Parliamentary Association hosted 'Connecting Cultures', a youth event to discuss the role of culture, the media's impact on breaking down social barriers and how cultural cohesion could be achieved in a modern, diverse society. Participants from local schools, colleges and community groups represented 80 different nationalities.

"The debate made me re-evaluate my views on intercultural connection, and made me realise the importance of possessing a culture to share, in the first place."

Karen Odidika, Atlantic College student



Participants of the Connecting Cultures youth event, March 2012

Visits

Visitors to the Senedd and Pierhead can take a tour with our Front of House team, several of whom have undergone deaf and deafblind awareness training and are learning British Sign Language. We always take note of any access requirements that are needed to facilitate the visit. Guests have requested access to sign language and other interpreters, the use of a wheelchairs and facilities for an assistance dog, all of which were provided.

Case study: Visit by refugee and asylum seeker students from Willows High School, Cardiff

“[Following the visit, the group] now feel that they can visit the Senedd again on their own or with their families and that they will be made welcome. The group [said] afterwards that it was the best trip they'd been on, and want to return to see the Assembly meeting one afternoon.”

Sue Northover, Willows/Communities First Community Integration Project Tutor

Gathering views to develop the Strategic Equality Plan 2012-2016

Our new Equality Plan was published in April 2012. To help develop our plan we consulted with the public, our staff, Assembly Members and their staff. We produced our consultation questions in a range of accessible formats and community languages, including BSL. These were available on our website and were promoted via a press release, Twitter and Facebook. Links to the public survey were shared with all of our contacts, across the equality field across Wales. To supplement information that we received from our surveys we held focus groups with representative organisations across Wales. Our new plan, including more information on our consultation exercise, is available on the Assembly website.

01.3. Providing Services to the Public

Accessible buildings

The Assembly estate in Cardiff Bay is the central seat of Welsh democracy. As such, we aim to make our buildings across the estate as accessible as possible. Access issues are considered before any significant improvements or alterations are made. Disabled service users have also been consulted to ensure our buildings are accessible.

We have accessible facilities throughout our estate including loop systems, ramps, glass manifestations and accessible toilets, including a Changing Rooms facility. Such facilities are routinely checked and maintained.

In 2011, we updated our Braille signage, improved the surface of ramps and pavements to make them more accessible, installed additional railings to the ramps in the car park and adjusted closing mechanisms on doors and lifts.

Accessible information

We produce a range of information for the public to introduce the Assembly and to encourage engagement with the democratic process. Our new e-democracy strategy ensures that information is presented in a variety of formats targeting different groups using appropriate media for that group, such as audio files and video files.

All staff members that produce information about the Assembly have a guide to help them produce clear, accessible and concise materials. In addition, each publication has a statement outlining the availability of information in alternative formats upon request. We strive to meet such requests with minimal delay and at no cost to the person making the request.

We proactively produce information in a range of accessible formats. Information for both our 'Vote 2011' and Equality Plan consultation were produced in several accessible formats including Braille, Large Print and Easy read, community languages and BSL video.

Where we have not proactively produced information in accessible formats, we have responded to requests for information in Braille, BSL, easy read and large print. However, the number of requests for information in accessible formats tends to be low.

Website

We are committed to making our website as accessible as possible to all users. In 2011, we commissioned two equality audits on our website and developed a survey to seek feedback from website users as to its accessibility, usability and how it could be improved. These were used to feed into the development of the new website which we launched in October 2011.

Accessible proceedings

We ensure that the Assembly's proceedings are accessible to allow the public to engage with our work. Footage of our plenary and committee sessions are shown online at Senedd.TV, on the BBC Democracy Live webpage, on BBC 2's am/pm programme and on S4C. For those visiting the Senedd to view Assembly proceedings, communication support (such as BSL interpretation) is available upon request with reasonable notice.

Visitors to the Senedd can watch and listen to proceedings from the public galleries. New viewing screens were installed in 2010 and we are currently investigating ways to update the audio equipment in the Senedd. By updating the system, we will improve the audio quality for the public and make it easier for visitors to follow proceedings. We have a loop system in each of our committee rooms and at each reception.

Transcripts of Assembly proceedings are published online in accessible formats.



Dr Rowan Williams, Archbishop of Canterbury, visiting the Assembly, March 2012



International Women's Day at the Senedd, March 2011

02. Supporting our workforce

We recognise the commitment of our dedicated workforce and the value that they bring to the work of the Assembly. By encouraging a culture of fairness, dignity and respect, we continue to be an employer with equality at the heart of our organisation.

We have provided statistical information on our workforce profile and recruitment which can be found in Annexes B and C respectively. Our annual equal pay review is attached as Annex D.

Dedicated Teams

With dedicated teams covering Equality, Health and Safety, Occupational Health, Human Resources (HR), and the Trade Unions, staff at the Assembly have access to a wide range of support and advice. We also have online equality resources and information available to staff.

Case study: Translation and Reporting Service (TRS)

Staff in TRS use audio listening equipment on a daily basis in order to transcribe Assembly proceedings. In 2012, our Health and Safety team provided audiometric tests for staff to assess whether there were any risks to their hearing as a result of regularly using headphones. The tests did not reveal any major causes for concern but repeat tests will be carried out again after three years.

Supportive Human Resources Policies

We have a range of comprehensive HR policies which support the needs of our staff, including flexi-leave, parental leave, career breaks, a domestic abuse policy and special leave. Our comprehensive Dignity at Work policy was reviewed in 2011 and is designed to protect staff from bullying and harassment and outlines the procedures the Assembly takes to deal with unacceptable behaviour.

We maintain a rolling programme of updates and impact assessments on HR policies. In 2011, we continued to work with our staff networks to ensure the policies we deliver are fair and recognise the diverse needs of our staff. We updated several policies including those covering medical appointments, staffing flexibility, special leave, grievance, job evaluation and co-parental leave.

In June 2011, we worked alongside trans advocates and a:gender (the civil service support network for transsexual, transgender and intersex staff) to successfully launch our Gender Reassignment Policy. The policy outlines the support that the Assembly can offer to staff who have undergone, are undergoing or intend to undergo gender reassignment.

“I do not feel disabled when I come to work, as I am treated with respect and my skills are appreciated.”

Staff member

Employee Assistance Programme

The Assembly subscribes to an Employee Assistance Programme which is a counselling and advice service available to staff and their families. Staff can gain advice in a number of areas including bereavement, stress and depression. The programme was re-launched by the Corporate Health team in July 2011 and promoted to all staff.

Flexible Working Arrangements

A number of working arrangements are in place to allow staff to find a working pattern that suits their needs. Non-standard working patterns available include condensed hours, reduced hours, part-time working, term time working and job sharing.

“The availability of flexible working means that I can juggle working in Cardiff with my family life back in Pembrokeshire by working a condensed week over four days. I think it’s fantastic that the Assembly is so supportive, even for senior positions like mine.”

Senior staff member

Learning and Development

Our commitment to fairness, dignity and respect can be seen in the number of equality-related learning and development opportunities available to staff. These include induction training, e-learning modules, attendance at conferences and seminars, and British Sign Language training.

Work Experience Placement

The Assembly worked with external partners in 2010 and 2011 to develop a supported work placement scheme which assisted an individual with mental ill health to take their first steps towards employment. The placement built their confidence to apply for paid work and provided a valuable learning opportunity for Assembly staff. We have since made a commitment to undertake further work placements for people from under-represented groups.

“I had a great time working with all the staff at the Assembly. It really has been a worthwhile experience and I will take lots away with me. I have found the experience useful for my future career plans.”

Work placement participant, Alastair Howells

Staff Networks

The Assembly currently has two staff networks which provide support for staff: Embrace (our network for disabled staff) and OUT-NAW (our LGBT staff network). The networks support their members and provide advice on issues that may affect people from these groups. The networks have shaped several policies including the updated Dignity at Work policy, Special Leave policy and the Gender Reassignment policy.

“The willingness with which the Assembly engages with Embrace really makes me feel that it values my opinions and experiences as a disabled member of staff. I am proud to be a member of the network and feel that I am helping to make a real difference to the organisation and its staff.”

Embrace member

Raising Awareness

We provide regular updates and information to keep staff informed of developments or events relating to equality. Topics covered in 2011-2012, include International Women’s Day, Holocaust Memorial Day, LGBT History Month, Action Against Gender-based Violence and Cardiff-Wales Mardi Gras, and mental ill health. In May 2011, we launched our first bilingual monthly equality bulletin which lists relevant news, publications, events and consultations.



Flying the flag for LGBT History Month, February 2012

02.1.External recognition



As an employer we have received external recognition for our commitment to our staff. We have achieved the Gold Standard of Investors in People. This is an internationally recognised business improvement tool and is the highest accolade available.

We have also been ranked 20th in Stonewall's Workplace Equality Index. This index benchmarks organisations from across the UK by assessing a range of criteria.

Sandy Mewies, Assembly Commissioner with responsibility for equality said:

“Attaining such a high position in the Stonewall Index demonstrates the institution is serious about being an inclusive organisation that is able to deliver for every community. The fact that we have improved our placement in the index and, in addition, earned top place in Wales for our support network for LGBT staff, is a testament to the commitment of the Assembly's staff and management.”



OUT-NAW was named as Stonewall's Best Welsh Employee Network Group at the awards ceremony at Cardiff University in January 2012

03. Supporting Members, their staff and Assembly Business

The Assembly Commission plays a vital role in supporting Members and Assembly Member Support Staff to develop their awareness of equality matters. Teams across the Assembly Commission offer advice and guidance to place help Members consider equality and to engage with diverse people across Wales.

Assembly Members and the Equality Act 2010

Assembly Members employ support staff and provide services to the public through their constituency offices. As such, they have responsibilities under the Equality Act 2010. The Equality team developed factsheets for Assembly Members which were promoted via our internal intranet pages. The factsheets covered a range of topics including advice on accessible buildings, producing accessible information, employing staff and making reasonable adjustments for disabled people.

Building equality into the work of Assembly Members

Our staff provide Assembly Members with a range of equality-related information and support:

- We provide Members with a monthly equality bulletin and the opportunity to undertake equality training such as BSL, plain language, and dealing with emotional customers.
- We have teams who provide Members with legal advice, with advice on their role as an employer, and with information on how they can successfully engage with diverse people.
- We provide research support and briefings for Members and committees
- We support Members to factor equality issues in their committee work through effective engagement.

We have developed a Vulnerable Witness Protocol which provides advice and guidance on effective ways to engage with committee witnesses who may require additional support or an alternative method of engagement. In 2011, a number of reasonable adjustments were made to promote equality of opportunity for diverse witnesses, including:

- Holding informal meetings to allow witnesses to meet committee Chairs before evidence sessions;
- Providing a small area with books and toys for young children accompanying their parents;
- Giving witnesses information on the committee members with which to familiarise themselves;
- Briefing Members on how to question young people and vulnerable adults.

Case study: Children and Young People Committee

In 2011, the Committee took evidence from young witnesses with experience of living in poverty. Our staff worked closely with Save the Children to ensure that the children and young people felt comfortable speaking honestly to the Committee about their experiences. The evidence session was held in private with as few people present as possible. Feedback on the experience was very positive with one girl saying, "I felt relieved and felt like they had actually listened to us."

Case study: Children and Young People Committee

At the end of the Third Assembly in 2011, the Committee created a questionnaire which had accessible language and was engaging for younger audiences. Young people's charities such as Barnardo's and Children in Wales were specifically targeted to maximise responses. One of the organisations that were engaged with the legacy report process stated:

"Fairbridge De Cymru, as a charity engaging with young people, are very grateful for the opportunities that the Committee have provided us with to voice the concerns or issues of our client group. This committee enables our young people to voice their opinions and to make recommendations to the Welsh Government that affect them."



Hijinx Theatre Company presenting their petition to the National Assembly, March 2011

Health and Safety

We have provided DSE (Display Screen Equipment) training for Member support staff to enable them to carry out desk assessments for colleagues. We have developed Personal Emergency Evacuation Plans (PEEPs) for disabled support staff, enabling them to safely evacuate the workplace. Reasonable adjustments, such as providing specific equipment and alterations to work spaces have also been made to help staff to carry out their roles.

“As a deaf member of staff working in a Member’s office, I am well supported in my role. Colleagues in the office have adjusted their working practices and I have been provided with the necessary equipment to enable me to make the most of my skills. This has allowed me to make a full contribution to the team.”
Disabled Assembly Member support staff

Equality Impact Screening of the Determination on Members’ Pay and Expenditure

The Equality team produced an equality impact screening of the Determination in 2011. This assessed the equality considerations within the rules governing Members’ pay and expenses. Using evidence gathered from Members, the screening looked at the rules of the Determination to give an overall picture of how effectively the Assembly supports Members. A potential issue relating to the Determination looked at the provision of financial support to enable Members to connect with diverse constituents. Consequently, work began to develop an Access Fund for Members.

Development of an Access Fund

Launched in 2012, the Equality and Members’ Business Support teams have worked together to develop an Access Fund for Members. The broad aims of the Fund are to:

- provide for additional equipment and support for disabled Members and their staff to enable them to fulfil their roles;
- provide communication support to enable Members to engage with diverse constituents;
- enable Members to make physical adjustments to improve the accessibility of their office and
- mitigate the risk of action or inaction that may breach the Equality Act 2010.

The Access Fund is directly related to the Assembly Commission’s Strategic Goals of providing outstanding parliamentary support and engaging with the people of Wales.

04. How far have we come?

Since the publication of our first Equality Scheme in 2008, we have made substantial progress in the way that we consider equality. Over the last four years we have:

- Increased outreach work and engagement with diverse groups across Wales and on our estate;
- Made improvements to the accessibility of our publications, buildings and website;
- Created work placements for people from under-represented groups;
- Delivered award-winning Assembly Member mentoring schemes for people from under-represented groups;
- Given more consideration to equality when developing and reviewing policies and actively created policies (such as our Domestic Abuse and Gender Reassignment policies) which support and recognise our diverse staff;
- Increased awareness-raising for staff and Members;
- Delivered equality training, including BSL classes;
- Established active staff networks that support staff, promote equality and help impact assess our work;
- Ensured that Members are better supported to build equality considerations in their work;
- Prepared for the implementation of the Equality Act 2010; and
- Received recognition from external organisations for our work

We acknowledge that there are areas where we have not made as much progress as we had hoped. We have therefore ensured that those areas of work have been incorporated into the immediate objectives for our Equality Plan 2012-16.

Our new Equality Plan 2012-2016 was published in April 2012 and focuses on the following four priority objectives:

- Encouraging and widening public engagement;
- Developing the Assembly Commission as an equality of opportunity employer;
- Supporting and providing services to Assembly Members and their staff; and
- Embedding equality in organisational management.

Our immediate commitments for 2012 in our new Equality Plan include:

- Increasing staff monitoring data;
- Engaging with diverse people across Wales;
- Developing a comprehensive training strategy for Commission staff, Members and their staff;
- Formalising equality impact assessments
- Providing further opportunities for work placements for people from under-represented groups;
- Being an accessible organisation; and
- Ensuring that staff, Members, their staff and the public continue to see the Assembly as an organisation committed to equality.

Our new Equality Plan 2012-16 is available on our website and the summary is available in accessible formats on request.

Annex A: Progress on objectives from our Equality Scheme and Action Plan 2008-2012

The table below outlines progress made against each of the objectives set out in our Action Plan 2008-12.

Status key

- 1 Objective in place and an on-going commitment
- 2 Progress made but further development required
- N/A Not applicable

	Corporate Planning and Management Required Outcome/Objective	Status	Comments
A1	An effective Equality Scheme in place that is monitored and progress on achieving our equality objectives is reported on regularly	1	Scheme was published 2008; progress reports have been published annually since.
A2	A Scheme and Action Plan that is reviewed externally every three years	N/A	Decision made to not review externally as scrutiny has been given by the Assembly Commission, Equality of Opportunity Committee and Equality Plan consultation.
A3	Equality objectives are taken into account in service areas' work planning processes	1	Each service area delivers annual service plans which include equality objectives.
A4	New and proposed policies are equality impact assessed and staff are trained to carry out this process	2	Relevant policies and practices are impact assessed. A more formal system and training programme are in development.
A5	Effective internal working relationships /networks in place to inform our work on equality	1	Staff networks, unions and equality team assess new policies before publication.
A6	Effective external working relationships /networks in place to inform our work on equality	1	We continue to link with other UK parliaments, local government and representative organisations to share best practice and to inform our equality work.
A7	Staff and Assembly Members are able to gain timely and accurate advice on equality, access and human rights issues	1	Equality team and staff networks are visible and available to provide advice. A range of information is published on our intranet pages for staff and Members.

A8	Awareness amongst staff and Assembly Members regarding equality, access and human rights is heightened	1	We produce a monthly equality bulletin and raise awareness by marking equality-related events and celebrations. We have also provided equality factsheets for Members.
A9	Increased engagement with members of under-represented communities, with the aim of promoting and widening engagement with and participation in democracy	1	We engage with a diverse range of representative organisations to promote our work and to encourage participation. We connected with a range of organisations when consulting for our new Equality Plan.
	Human Resources Required Outcome/Objective	Status	Comments
B1	Our vacancies reach those local groups who represent ethnic minority people and attract the volume of applications from these groups that reflect the general population with a view to extending this incrementally to the other equality strands	2	Vacancies are advertised in job centres and through external organisations and websites such as Stonewall and Diversity Group. Further work is needed to encourage applicants from under-represented groups to apply.
B2	Staff, Assembly Members and Assembly Members' staff to have an increased awareness of their equality/human rights responsibilities and the equality strands. Also, to have an understanding of the implications of the Equality Scheme and public sector equality duties	2	We have produced Member factsheets and a monthly equality bulletin to raise awareness of equality across the protected characteristics. Information is shared on the equality intranet pages. News and articles in our in-house magazine also promote equality events. We have provided training in BSL and other equality-related topics, with further training planned for 2012.
B3	Both bullying and harassment are taken seriously and staff are educated about their duties and responsibilities	1	Our Dignity at Work policy deals with bullying and harassment and outlines the procedure to follow in the case of a complaint. Training on these policies has been launched and is part of the Assembly's induction training.
B4	Grades are monitored and any gender differentials are addressed	1	Results of the Equal Pay Review are available in Annex D.
B5	Employment policies that take account of changing legislative requirements on equality and human rights	1	A rolling programme of policy reviews is in place with involvement from Trade Unions, Staff Networks and the Equality team. In 2011, several policies including Special Leave and Dignity at Work were reviewed.

B6	Equality considerations are built into recruitment processes (including flexible working, job-share and home working arrangements)	1	All jobs are offered on a flexible basis where possible. Reasonable adjustments and accessible facilities are always provided and we display our commitment to equality on our application forms. All interview panels are trained in equality matters.
B7	Improved staff equality data is available. Data is collected, logged and easily available for monitoring employment policies	2	Staff update their personal information on our secure U-Access system. We have identified areas that are under-reported and we are working to improve this.
B8	Our emerging pay strategy has embedded within it the principle of equality	1	The last pay deal in 2010 maintained short pay scales to embed equality. The latest equal pay review is in Annex D.
B9	Employees from under-represented groups feel supported and contribute to the development of policies that might affect them (staff networks)	1	Our LGBT and disability staff networks promote equality, support staff and contribute to policy reviews including medical appointments, co-parental leave and probation policies. Two additional staff networks are in development for launch in 2012.
B10	Our revised induction arrangements place appropriate emphasis on our equality commitments/duties and these arrangements are shared with Assembly Members' staff as appropriate	1	Our equality induction centres on fairness, dignity and respect is provided to all new staff and Members' staff. An overview of the legislation plus individual responsibilities is provided.
B11	A pilot scheme promoting work assignments for ethnic minority people to be introduced and rolled out to other strands pending review of pilot	1	Following two previous placements for ethnic minority people, we ran a scheme which enabled a person with mental ill health to work at the Assembly and to build their skills. Further schemes will be advertised through local equality organisations to maximise the number of applicants from under-represented groups.
	External Communications Required Outcome/Objective	Status	Comments
C1	Information about the Assembly and its work is accessible to all people. Awareness is raised across all sectors of society about the work of the Assembly	1	Our Outreach team work with representative organisations across Wales to encourage participation in our work. Our Outreach Bus is used for community events. Our publications are clear and concise in line with our Accessible Information Policy. Written materials are produced in accessible formats upon request.

C2	Assembly publications with images are representative of diverse society in Wales	1	The images used in our publications reflect the diverse people and places of Wales and the 20 areas of devolved political powers. Initially used as the education brand, its use has been extended to other materials aimed at the public.
C3	Press /media releases are sent to organisations that include representative organisations /groups that might represent the equality interests	1	Our Media team target relevant press releases to equality-related organisations and the Outreach team share information with their community contacts.
C4	People from under-represented groups access and visit the Senedd and our other buildings	1	Our Visits team welcome a great number of visitors from across Wales and internationally. Many groups that initially linked to our Outreach team have subsequently visited the Assembly. Our Events team have worked with diverse groups to host events at the Senedd and Pierhead.
C5	Guided tours of the Senedd which are accessible to visitors with sensory impairments	1	Tours are available to all visitors, with BSL translation available when booked in advance. An ad hoc tour has also been provided by a staff member learning BSL. Our leaflets are being reviewed to ensure accessibility.
C6	An increase in ethnic minority and disabled young people's participation from groups in the education centre of the Assembly	1	Our Education team work with schools and colleges across Wales to teach students about the Assembly. They have built strong links with schools with special educational needs (SEN) units as well as mainstream schools across Wales. Teaching methods are adapted to aid learning for each group. While we can monitor schools with SEN units, we cannot actively undertake monitoring of students from ethnic minority backgrounds.
C7	Widened access to under-represented groups at Assembly events over Wales	1	Our Outreach team provide workshops to groups across Wales and also attend regional events to reach diverse communities. The Events team provide a programme of events on the estate and in 2011, the Presiding Officer has attended numerous events such as Mardi Gras and has met with people across Wales.
C8	People from under-represented groups view and/or engage in Assembly proceedings (e.g. committees, plenary and the petitions system)	1	Our Outreach team work with the Assembly committees to increase engagement with under-represented people. Visitors to the Senedd can follow proceedings from the viewing galleries, each of which is fitted with a loop system and video screens. Business documents are available in alternative formats upon request.

C9	Frontline staff that are trained and feel confident in welcoming people with differing needs to the Assembly	2	Most frontline staff have undergone equality training on welcoming diverse customers. Further training will be forthcoming in 2012. Several frontline staff have also attained Level 1 in British Sign Language.
	ICT Required Outcome/Objective	Status	Comments
D1	An accessible website that all people, including disabled people, can access easily	1	Two external website audits were undertaken in 2011 and recommendations were implemented.
D2	IT equipment is accessible and made available for staff with specific requirements in a timely manner	1	All desk-based staff are provided with computers. Staff with specific requirements are assessed and provided with any additional equipment they may need to do their job.
D3	Development of new features for the website to enable full and equal public engagement	2	No new features have been developed in 2011, though social media has been more widely used to engage people with the Assembly.
	Procurement/Supply Management Required Outcome/Objective	Status	Comments
E1	Our suppliers operate to the highest standard in relation to equality issues; the supply chain is given a clear indication that equality is important to us as an organisation and that suppliers would be expected to act accordingly	1	Equality criteria are part of supplier selection processes and every contract complies with equality legislation. Breaches of legislation are dealt with in line with the terms and conditions of the contract.
	Estates and Facilities Management (EFM) Required Outcome/Objective	Status	Comments
F1	Buildings that are safe, accessible, clean environments for staff, contracted staff, Assembly Members, their staff and visitors	1	Facilities Management undertake regular maintenance and ensure compliance with health and safety (H&S) and fire safety legislation. Disabled building users have been consulted on accessibility. A full access audit is scheduled for 2012.
F2	Work spaces for staff, Assembly Members, their staff and other contracted staff that are ergonomic and accessible	1	Desk assessments are carried out for all new staff and annually thereafter. Members are responsible for their own assessment arrangements are provided with support if necessary. Regular H&S floorwalks are also undertaken.

F3	Health and Safety Risk Assessments that take account of equality and access considerations	1	The Health and Safety team undertake regular assessments throughout the year which include accessibility considerations. Personal Emergency Evacuation Plans are put in place for disabled staff.
	Security Team Required Outcome/Objective	Status	Comments
G1	Security team staff that are professional, trained and feel confident to deal with a diverse range of visitors with differing needs	2	Most security staff have undergone equality training on welcoming diverse customers. Further training will be forthcoming in 2012. Several security staff have also attained Level 1 in British Sign Language.
	Assembly Business Required Outcome/Objective	Status	Comments
H1	Members are provided with opportunities to build in equality considerations to their work in the Assembly and in their constituencies	1	Equality-related briefing is provided to Members by researchers while training on equality was provided by the EHRC. Committees follow guidance to provide reasonable adjustments to enable vulnerable witnesses to participate.
H2	Research outputs published on the National Assembly for Wales's web pages are as accessible as possible	1	The Research Service webpages are now easier to navigate, with larger titles and less background images to improve readability. Social media has also been used to distribute publications to a wider audience.
H3	Under-represented groups are consulted accordingly when scrutiny and legislative committees are calling for evidence	2	Committees work with the Outreach team to gather evidence from under-represented groups and to increase the diversity of the consultees in contacts.
H4	Records of plenary and committee meetings are fully accessible to staff, Assembly Members, and members of the public via the Assembly's website and fully compliant with AA standards	1	The Record of Proceedings for Plenary and Committee transcripts are accessible through our website in three formats – HTML, PDF and Word.

H5	Interpretation equipment is accessible to all staff, Assembly Members, committee witnesses, visitors and members of the public	2	Although our current interpretation equipment is accessible to all users, we are investigating ways to improve it. Equality-related feedback has been acted upon.
	Legal Service Team Required Outcome/Objective	Status	Comments
I1	A member of the service specialises in equality issues and is responsible not only for giving specialist advice on such issues but also for disseminating information on such issues amongst other lawyers	1	A Legal Services team member has been assigned to provide advice to Members and Commission staff on equality law. They have maintained close links with the EHRC and shared information across the Assembly.
I2	All lawyers receive, before the end of the period of the Scheme, appropriate training focussed on legal equality issues	1	As part of their continuous professional development, equality training is a specific on-going objective in the Performance Management and Development Reports of all lawyers in Legal Services. Assembly lawyers attended training by the Public Law Project and Civitas looking specifically at equality law and the implications of the Equality Act 2010.
I3	Lawyers prepare regular reports to the Equality and Access Team on the current status of the Assembly and of the Commission within the framework of international, EC, UK and Welsh equality legislation	1	The Equality team work with Legal Services as and when legal advice is required. Advice has been given in relation to establishing an Access Fund to aid communication with diverse constituents, equality impact assessing Assembly policies and compliance with the Equality Act 2010.

Annex B: Workforce statistics by equality strand

Our workforce are encouraged to self-declare their equality information on our HR U-Access system. The statistics featured in this section are those that have been volunteered by staff and reflect the period January 2011- December 2011.

We recognise the need for more work to be done to encourage our staff to self-declare their equality information. This is one of our priorities for 2012.

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

Gender of Assembly staff by grade

	Team	M-3	M-2	M-1	E-2	E-1	Senior staff	Total	
								Number	%
Female	39	28	63	25	19	7	2	183	50.8
Male	76	30	28	21	16	3	3	177	49.2
Total	115	58	91	46	35	10	5	360	100.0

The above figures show a good gender balance in the organisation with 50.8% of staff female and 49.2% male. However, we recognise that there are differentials. For example, there are more males than females at Team Support level as the majority of posts at this level are Security Officers. Work has been undertaken to attract more women to these roles. Many of the Management Band 2 posts are female translators.

Disabled staff by grade

	TEAM	M-3	M-2	M-1	E-2	E-1	Senior Staff	Total	
								Number	%
Disabled	0	2	0	1	1	0	0	4	1.1
Non-disabled	69	35	53	31	20	7	5	220	61.1
No Reply	46	21	38	14	14	3	0	136	37.8
Total	115	58	91	46	35	10	5	360	100.0

The above figures show that only four members of staff have declared a disability. This equates to 1.1% of our workforce. The figures also show that 37.8% of our workforce are yet to declare whether they are disabled. We will work over the next year to increase the number of staff who declare whether they are disabled. We encourage job applications from disabled people and operate the Positive About Disability standard.

Age group and grade

	TEAM	M-3	M-2	M-1	E-2	E-1	Senior Staff	Total	
								Number	%
20-24	10	1	1	0	0	0	0	12	3.3
25-29	15	25	22	4	1	0	0	67	18.6
30-34	13	16	19	11	8	0	0	67	18.6
35-39	9	5	16	13	4	2	0	49	13.6
40-44	6	4	7	8	6	2	0	33	9.2
45-49	8	4	13	3	4	2	1	35	9.7
50-54	16	2	5	5	9	3	2	42	11.7
55-59	17	0	5	2	2	1	1	28	7.8
60-64	19	1	1	0	1	0	1	23	6.4
Over 65	2	0	2	0	0	0	0	4	1.1
Total	115	58	91	46	35	10	5	360	100.0

The figures show that 50.8% of our workforce fall within the ages of 25-40. Only 3.3% are in the 20-25 age band and 7.5 % are aged 60+. We encourage applications from older people and have Age Positive Employer Champion accreditation.

Ethnicity by grade

	TEAM	M-3	M-2	M-1	E-2, E-1 Senior staff	Total	
						Number	%
Non-white	12	3	1	0	2	18	5.0
White	95	55	84	44	44	322	89.4
No Reply	8	0	6	2	4	20	5.6
Total	115	58	91	46	50	360	100.0

To meet Data Protection requirements we have combined the Executive and Senior bands. Our staff profile highlights that 89.4% of staff identified themselves as white, 5% identified themselves as black and minority ethnic and 5.6% have not yet recorded an ethnicity. We recognise that two-thirds of our black and minority ethnic (BME) staff are at the team support grade.

The Office of National Statistics estimates Cardiff's non-white population at 10% of total persons usually resident in the city, while the all Wales estimate was significantly lower at 2.9%.¹ While 5% BME workforce is below the 10% within the local area, the population of the officially defined Cardiff travel to work area² is closer to 4.5%.

¹ Cardiff – What Matters - 2010:2020 The 10 Year Strategy – Headline Needs Assessment 2010

² Research Service analysis of 2001 Census figures.

Sexual orientation by grade

	TEAM	M-3	M-2	M-1	E-1, E-2 Senior Staff	Total	
						Number	%
Bisexual Man	0	0	0	0	1	1	0.3
Gay Man	0	0	2	1	2	5	1.4
Gay Woman / Lesbian	1	0	0	0	0	1	0.3
Heterosexual	37	13	20	13	12	95	26.4
Prefer Not To Say	0	1	0	0	0	1	0.3
No Reply	77	44	69	32	35	257	71.4
Total	115	58	91	46	50	360	100.0

To meet Data Protection requirements we have combined the Executive and Senior bands. The figures show that while 1.9% of our workforce are lesbian, gay or bisexual, 71.4% of our workforce are yet to declare their sexual orientation. We will work over the next year to increase the number of staff who declare their sexual orientation.

Full-time and part-time status by gender and grade

	TEAM			M-3			M-2		
	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total
Female	32	7	39	28	0	28	49	14	63
Male	71	5	76	29	1	30	26	2	28
Total	103	12	115	57	1	58	75	16	91

	M-1			E-2			E-1			Senior Staff		
	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total
Female	23	2	25	15	4	19	7	0	7	2	0	2
Male	20	1	21	16	0	16	3	0	3	2	1	3
Total	43	3	46	31	4	35	10	0	10	4	1	5

The above figures show that 27 females, 14.8% of our female staff, work part-time compared to 10 males, 5.6% of our male staff.

Religion / belief by grade

	TEAM	M-3	M-2	M-1	E-2	E-1	Senior Staff	Total	
								Number	%
Agnostic	1	2	1	2	1	0	0	7	1.9
Atheist	0	3	1	1	1	1	1	8	2.2
Christianity	2	2	6	4	3	0	0	17	4.7
Church in Wales /Church of England	5	0	2	2	2	0	0	11	3.1
Hinduism	1	0	0	0	0	0	0	1	0.3
Roman Catholic	4	1	0	0	0	0	0	5	1.4
None	18	1	6	3	2	1	0	31	8.6
Other	2	2	1	1	1	0	0	7	1.9
Prefer Not To Say	0	3	3	1	0	1	0	8	2.2
No Reply	82	44	71	32	25	7	4	265	73.6
Total	115	58	91	46	35	10	5	360	100.0

The above figures show that although there is a good spread of religions / beliefs within the organisation, 73.6% of staff are yet to declare whether they have a religion / belief. We will work over the next year to increase the number of staff who declare their religion / belief.

Additional information:

- 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;
- All of the six female staff that took maternity leave during 2011 returned to work afterwards. Of those that returned, one changed their working pattern.
- 25 women and eight men work part-time, of which five women and one man work on a term-time basis. We currently have nobody in a job-share arrangement.

Annex C: Equality Recruitment Statistics January 2011 – March 2012

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	10	1.6	3	30.0	1	33.3	0	0.0
20-24	117	19.0	29	24.8	3	10.3	8	27.6
25-29	93	15.1	26	28.0	7	26.9	7	26.9
30-34	84	13.6	23	27.4	3	13.0	7	30.4
35-39	65	10.6	13	20.0	4	30.8	4	30.8
40-44	54	8.8	15	27.8	2	13.3	3	20.0
45-49	55	8.9	10	18.2	0	0.0	2	20.0
50-54	45	7.3	8	17.8	1	12.5	4	50.0
55-59	25	4.1	5	20.0	1	20.0	2	40.0
Over 60	1	0.2	0	0.0	0	0.0	0	0.0
No Reply	67	10.9	30	44.8	5	16.7	6	20.0
Total	616	100.0	162	26.3	27	16.7	43	26.5

Gender

	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	253	41.1	63	24.9	12	19.0	21	33.3
Male	361	58.6	99	27.4	15	15.2	22	22.2
No reply	2	0.3	0	0.0	0	0.0	0	0.0
Total	616	100.0	162	26.3	27	16.7	43	26.5

Gender Identity

No applicants self-identified as Transgender.

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	28	4.5	7	25.0	2	28.6	0	0.0
No Disability	498	80.8	122	24.5	18	14.8	36	29.5
Prefer Not To Say	6	1.0	1	16.7	0	0.0	0	0.0
No Reply	84	13.6	32	38.1	7	21.9	7	21.9
Total	616	100.0	162	26.3	27	16.7	43	26.5

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	14	2.3	2	14.3	0	0.0	1	50.0
Non-Guaranteed Interview	602	97.7	160	26.6	27	16.9	42	26.3
Total	616	100.0	162	26.3	27	16.7	43	26.5

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	482	78.2	126	26.1	20	15.9	33	26.2
Non-white	39	6.3	3	7.7	1	33.3	0	0.0
No Reply	95	15.4	33	34.7	6	18.2	10	30.3
Total	616	100.0	162	26.3	27	16.7	43	26.5

Nationality

	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
British or Mixed British	318	51.6	91	28.6	14	15.4	26	28.6
English	3	0.5	1	33.3	0	0.0	0	0.0
Irish	2	0.3	0	0.0	0	0.0	0	0.0
Scottish	3	0.5	0	0.0	0	0.0	0	0.0
Welsh	229	37.2	60	26.2	10	16.7	16	26.7
Other Nationality	28	4.5	3	10.7	1	33.3	1	33.3
No Reply	33	5.4	7	21.2	2	28.6	0	0.0
Total	616	100.0	162	26.3	27	16.7	43	26.5

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	481	78.1	115	23.9	18	15.7	32	27.8
Bisexual Man	2	0.3	1	50.0	0	0.0	0	0.0
Bisexual Woman	4	0.6	0	0.0	0	0.0	0	0.0
Gay Women/Lesbian	5	0.8	0	0.0	0	0.0	0	0.0
Gay Man	10	1.6	5	50.0	1	20.0	1	20.0
Other	2	0.3	1	50.0	0	0.0	0	0.0
Prefer Not To Say	23	3.7	5	21.7	0	0.0	2	40.0
No Reply	89	14.4	35	39.3	8	22.9	8	22.9
Total	616	100.0	162	26.3	27	16.7	43	26.5

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
Christianity	101	16.4	13	12.9	3	23.1	2	15.4
Church in Wales/Church of England	63	10.2	22	34.9	2	9.1	8	36.4
Buddhism	1	0.2	0	0.0	0	0.0	0	0.0
Hinduism	1	0.2	0	0.0	0	0.0	0	0.0
Muslim	19	3.1	3	15.8	1	33.3	0	0.0
Sikhism	1	0.2	0	0.0	0	0.0	0	0.0
Roman Catholic	20	3.2	8	40.0	1	12.5	2	25.0
Other	25	4.1	8	32.0	2	25.0	1	12.5
None	235	38.1	63	26.8	8	12.7	21	33.3
Prefer Not to Say	20	3.2	4	20.0	0	0.0	1	25.0
No Reply	130	21.1	41	31.5	10	24.4	8	19.5
Total	616	100.0	162	26.3	27	16.7	43	26.5

Annex D: Equal Pay Review

Full Time Equivalent Salaries as at 31 December 2011

We undertook an Equal Pay Review based on salaries in payment as at 31 December 2011 and identified where gender differentials may exist.

Whilst the analysis suggests that the median basic salary for female employees is 37.3% ahead of that of male employees and the median total salary for female employees is 26.2% ahead of that of male employees, this is explained by the fact that the Commission has a disproportionately high number of male employees in the lowest paid TEAM band. This is a consequence of the fact that almost half of this grade is comprised of the Commission's Security service which is mainly male. Recruitment exercises have aimed to reduce the disproportionate male/female split within this service but it is proving to be a slow process.

When considering differences on a grade by grade basis, no grade has a difference in median total salary of more than 4.2%. This difference (of 4.2%) is in the M-3 grade and is largely due to the length of service of the individuals concerned.

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.

All Staff

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£17,410	£17,410	0.0%		£17,410	£17,410	0.0%
Maximum	£117,423	£138,640	18.1%		£117,423	£138,640	18.1%
Mean	£30,035	£33,925	12.9%		£30,985	£34,493	11.3%
Median	£23,719	£32,567	37.3%		£25,809	£32,567	26.2%
Count	175	182			175	182	

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	£20,483	£20,483	0.0%		£34,247	£26,321	-23.1%
Mean	£19,944	£19,600	-1.7%		£20,757	£20,035	-3.5%
Median	£20,483	£20,483	0.0%		£20,483	£20,483	0.0%
Count	77	40			77	40	

M-3

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£20,585	£21,630	5.1%		£20,585	£21,630	5.1%
Maximum	£25,809	£25,809	0.0%		£34,135	£28,795	-15.6%
Mean	£24,008	£24,029	0.1%		£25,161	£24,328	-3.3%
Median	£23,719	£23,719	0.0%		£24,764	£23,719	-4.2%
Count	29	27			29	27	

M-2

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£26,321	£26,321	0.0%		£26,321	£26,321	0.0%
Maximum	£34,002	£34,002	0.0%		£39,734	£38,033	-4.3%
Mean	£31,528	£32,350	2.6%		£32,870	£33,147	0.8%
Median	£31,799	£34,002	6.9%		£33,292	£34,002	2.1%
Count	28	63			28	63	

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	£43,014	£43,014	0.0%		£46,906	£49,815	6.2%
Mean	£40,439	£41,102	1.6%		£41,189	£42,255	2.6%
Median	£43,014	£43,014	0.0%		£43,014	£43,014	0.0%
Count	21	24			21	24	

E-2

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£49,322	£45,062	-8.6%		£49,322	£45,062	-8.6%
Maximum	£55,714	£55,714	0.0%		£67,581	£55,714	-17.6%
Mean	£53,888	£52,350	-2.9%		£55,086	£52,350	-5.0%
Median	£54,649	£53,583	-1.9%		£55,714	£53,583	-3.8%
Count	14	19			14	19	

E-1

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£65,893	£63,373	-3.8%		£65,893	£63,373	-3.8%
Maximum	£68,412	£68,412	0.0%		£68,412	£68,412	0.0%
Mean	£67,572	£66,613	-1.4%		£67,572	£66,613	-1.4%
Median	£68,412	£65,893	-3.7%		£68,412	£65,893	-3.7%
Count	3	7			3	7	

Chief Executive, Directors and Special Advisers

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£108,065	£117,423	8.7%		£108,065	£117,423	8.7%
Maximum	£117,423	£138,640	18.1%		£117,423	£138,640	18.1%
Mean	£111,713	£128,032	14.6%		£111,713	£128,032	14.6%
Median	£109,650	£128,032	16.8%		£109,650	£128,032	16.8%
Count	3	2			3	2	

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	£17,410	£20,483	£17,410	£17,410	17.7%	0.0%	0.0%
Maximum	£108,065	£117,423	£138,640	£55,714	8.7%	-59.8%	-48.4%
Mean	£29,314	£39,029	£34,174	£32,837	33.1%	-3.9%	12.0%
Median	£23,719	£20,585	£31,031	£34,002	-13.2%	9.6%	43.4%
Count	162	13	148	34			

	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	£17,410	£20,483	£17,410	£17,410	17.7%	0.0%	0.0%
Maximum	£108,065	£117,423	£138,640	£55,714	8.7%	-59.8%	-48.4%
Mean	£30,321	£39,261	£34,716	£33,521	29.5%	-3.4%	10.6%
Median	£25,809	£20,585	£31,727	£34,002	-20.2%	7.2%	31.7%
Count	162	13	148	34			