



**Report of the Cabinet Member for Resilience & Strategic Collaboration**

**Cabinet – 21 November 2019**

**Scrutiny Inquiry into Equalities – Cabinet Member Response**

<b>Purpose:</b>	To outline a response to the scrutiny recommendations and to present an action plan for agreement.
<b>Policy Framework:</b>	The Equality Act 2010 and Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
<b>Consultation:</b>	Legal, Finance and Access to Services
<b>Recommendation(s):</b>	It is recommended that: 1) The response as outlined in the report and related action plan be agreed
<b>Report Author:</b>	Sarah Lackenby
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

**1.0 Introduction**

- 1.1 The Equalities Inquiry report was received by Cabinet on the 19 September 2019 after the Equalities Scrutiny Inquiry Panel completed a detailed inquiry into the matter.
- 1.2 The response to the recommendations are contained in this report. Cabinet have considered the contents of the scrutiny report, looking at each of the specific recommendations made and gained advice on whether it should agree, or not agree each individual recommendation.

**2.0 Response to Scrutiny Recommendations**

<b>Recommendation 1</b>
Implement a high-level cross council Strategic Equality Group.
<b>Relevant Policy Commitments:</b> 69. Establish Policy Development and Delivery Committees to ensure all elected members and the public can influence how policies are

written and services are delivered.
<b>Action already being undertaken:</b> Equalities Policy Development Committee (PDC) established and work plan for the remainder of the year agreed.
<b>New actions following from the recommendation:</b> None
<b>Cabinet Member Comments:</b> The PDC will provide focus to this priority area
Recommendation is <b>AGREED</b>

<b>Recommendation 2</b>
Develop a new Equality Plan co-productively. Ensure it is more streamlined and outcome and impact focused. The Council should take up the offer from the Equality and Human Rights Commission (EHRC) Wales to work with us on our Plan.
<b>Relevant Policy Commitments:</b> 51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.
<b>Action already being undertaken:</b> See below
<b>New actions following from the recommendation:</b> New Equality Plan in development drawing on: <ul style="list-style-type: none"> <li>▪ Recommendations from the Scrutiny inquiry</li> <li>▪ This Cabinet response</li> <li>▪ Consultation activity</li> <li>▪ The 'Is Wales Fairer' report.</li> </ul> Due to the timing of activity this year a full co-productive approach is not possible in order to meet the statutory deadline. However, this will form part of the plan from 2020 onwards. The Council will also proactively engage the EHRC on this and future equality plans.
<b>Cabinet Member Comments:</b> The Equality Plan is a key strategic document for the Council. Co-producing this will be important and adequate time and resources are required to accomplish this in a meaningful way.
Recommendation is <b>AGREED</b>

<b>Recommendation 3</b>
Promote "SMART" working with our Equality Forums, ensuring they all have clear terms of reference, work plans and schedules. Ensure better engagement with Council departments and Councillor Champions. Facilitate the establishing of Women's and Inter-Faith Consultative Forums.
<b>Relevant Policy Commitments:</b> 51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and

ensure their voices are heard.
<p><b>Action already being undertaken:</b></p> <ul style="list-style-type: none"> <li>• Leadership Team discussion with Heads of Service to determine and agree areas of consultation, engagement and co-production that can inform the future work plans across all equality forums</li> </ul>
<p><b>New actions following from the recommendation:</b></p> <ul style="list-style-type: none"> <li>• Work plans and schedules to be planned across equality forums</li> <li>• Development of the Equality Champions</li> </ul>
<p><b>Cabinet Member Comments:</b> Forward planning to support equality forums is already underway.</p>
<p>Recommendation is <b>AGREED</b></p>

<p><b>Recommendation 4</b></p>
<p>Clarify and further promote the role of Councillor Champions, ensure better engagement with Equality Groups/Forums and establish links with the Strategic Equality Group.</p>
<p><b>Relevant Policy Commitments:</b> 51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.</p>
<p><b>Action already being undertaken:</b></p>
<p><b>New actions following from the recommendation:</b></p> <ul style="list-style-type: none"> <li>• Review of Councillor Champion involvement in light of the work plans and schedules across Equality Forums</li> <li>• Develop a role description for Councillor Champions so responsibilities are clear</li> <li>• Communicate work of the Strategic Equality Group so Councillor Champions can easily engage with the group</li> </ul>
<p><b>Cabinet Member Comments:</b> None</p>
<p>Recommendation is <b>AGREED</b></p>

<p><b>Recommendation 5</b></p>
<p>Clarify expectations of those acting in the Equality Staff Representative role. We would expect those nominated to be able to take part in co-ordinating meetings and training and that they are linked to a wider knowledge base/support network for advice, guidance and support.</p>
<p><b>Relevant Policy Commitments:</b> 51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.</p>

<p><b>Action already being undertaken:</b></p> <ul style="list-style-type: none"> <li>• Equality Champions network already identified</li> <li>• Training underway</li> </ul>
<p><b>New actions following from the recommendation:</b></p> <ul style="list-style-type: none"> <li>• Equality Champions involved in work planning and scheduling so they can lead and co-ordinate at relevant Equality Forums</li> <li>• Further and ongoing training to be delivered</li> <li>• Role description articulated and reviewed annually.</li> </ul>
<p><b>Cabinet Member Comments:</b> This is an important priority and the Equality Champions are a valued network.</p>
<p>Recommendation is <b>AGREED</b></p>

<p><b>Recommendation 6</b></p>
<p>Complete the Carers Strategy as a matter of urgency.</p>
<p><b>Relevant Policy Commitments:</b></p> <p>55. Continue to stand up for the rights of all people in Swansea to live their lives, freely without fear, hatred, discrimination, or repression regardless of race, colour, religion and beliefs, sexual orientation, gender or age.</p>
<p><b>Action already being undertaken:</b></p> <ul style="list-style-type: none"> <li>• West Glamorgan Regional Partners Board are progressing the development of Regional Carers Strategy</li> <li>• Arrangements for progressing the development of local and regional strategies are scheduled to commence early 2020 following the appointment of Regional Carers Partnership Board Coordinator</li> <li>• The creation of People Directorate Commissioning Hub will lead to an overview of Carers requirements across the Directorate and enable responsibility for evaluating needs and developing a Carers' Strategy to be allocated to a designated officer(s)</li> <li>• Timescales for developing regional and local Carers Strategies are in development, in collaboration with relevant partner organisations</li> <li>• To ensure the voice of carers are heard a new peer led forum has been launched in Swansea that gives parents and carers of children with disabilities and additional needs a greater voice in the way services are run and developed</li> <li>• The Swansea Parent Carer Forum has been created co-productively with Swansea Council to make sure that the views of all parent carers are represented and taken into account</li> <li>• The forum will work collaboratively in equal partnership with the council and others on developing and improving services in Swansea</li> <li>• The launch, on the 18<sup>th</sup> October, was an important part of connecting with the wider parent carer community and ensuring the</li> </ul>

<p>Council represents the diverse community. During the launch there was the opportunity for people to find out about and influence the forum's work priorities and meet a number of organisations who work locally with disabled people and their families.</p>
<p><b>New actions following from the recommendation:</b></p> <ul style="list-style-type: none"> <li>• Continue to work with carers to develop the strategy</li> <li>• Continue to ensure a co-productive approach working with carers</li> </ul>
<p><b>Cabinet Member Comments:</b> This is an important priority and good progress has been made.</p>
<p>Recommendation is <b>AGREED</b></p>

<p><b>Recommendation 7</b></p>
<p>Complete the review of Recruitment and Selection Policy as a matter of urgency. This should include looking at better promotion of staff vacancies and apprenticeships to different groups, consider advertising these more carefully to promote representation of Black, Asian and Ethnic Minority people (BAME), disabled people, Lesbian Gay Bisexual and Transgender (LGBT), veterans and women in male dominated roles (and vice-versa).</p>
<p><b>Relevant Policy Commitments:</b> 51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.</p>
<p><b>Action already being undertaken:</b></p> <ul style="list-style-type: none"> <li>• Review of the Recruitment and Selection Policy underway</li> </ul>
<p><b>New actions following from the recommendation:</b></p> <ul style="list-style-type: none"> <li>• Complete the review of the Recruitment and Selection Policy</li> <li>• Take a co-productive approach to developing the new Policy and procedures working with equality forums</li> <li>• Incorporate good practice</li> <li>• Establish networks to disseminate.</li> </ul>
<p><b>Cabinet Member Comments:</b> This work links well with the Council's Organisational Development Strategy.</p>
<p>Recommendation is <b>AGREED</b></p>

<p><b>Recommendation 8</b></p>
<p>Lead positive campaigns celebrating Swansea's diversity and zero tolerance for discrimination. Use the Swansea 50<sup>th</sup> Year as a City Anniversary to launch what will be an ongoing process.</p>
<p><b>Relevant Policy Commitments:</b> 51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.</p>
<p><b>Action already being undertaken:</b> Throughout the 50<sup>th</sup> year a number of activities have been undertaken</p>

to promote diversity, see the list at recommendation 15.

**New actions following from the recommendation:**

We will create an external communication programme to promote significant dates relating to equality and diversity issues, e.g.

- Holocaust Memorial Day
- LGBT history month
- International Women's Day
- Deaf Awareness Day
- Mental Health Awareness Week
- Swansea Pride
- UK Day of Older People
- Black History Month
- Children's Day
- International Day for Elimination of Violence Against Women
- World Aids Day
- Human Rights Day.

**Cabinet Member Comments:** A great deal of work has already been undertaken throughout the 50<sup>th</sup> celebrations. The planned promotion of future activities in 2020 will ensure these important issues continue to receive a high profile within Swansea and its communities. This will have to be achieved within existing resources and as part of our teams' existing work programmes.

Recommendation is **AGREED**

**Recommendation 9**

Review training opportunities to ensure they are fit for purpose.

Including:

- a) Ensuring better uptake of equality related training amongst staff, especially front facing staff.
- b) Ensuring middle managers have completed training and encourage staff to do so
- c) Developing training with equality groups where possible.
- d) Ensuring the opportunities to do the training are repeated regularly particularly around unconscious bias, using alternative formats and making a reasonable adjustment.

Smarter working with others to meet our duty well by investigating the sharing of some training and consultation activities with other large organisations and/or procure jointly to improve economies of scales.

**Relevant Policy Commitments:**

51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.

**Action already being undertaken:**

- Review of mandatory training completed. Equalities training remains mandatory and is therefore a requirement for all staff to complete either via e-learning or face-to-face

**New actions following from the recommendation:**

- Reviewing the list of employees that have / have not completed the mandatory training including refreshers and working with managers to address any gaps
- Commissioning and co-producing training alongside the Strategic Equality Group and equality forums
- Using existing HR&OD networks to investigate and adopt good practice and share resources wherever possible
- Further Develop the Co-production strategic Framework alongside the Strategic Equality Group

**Cabinet Member Comments:** This work aligns with the Council's Organisational Development Strategy.

Recommendation is **AGREED**

**Recommendation 10**

Support the continued development of community hubs across the Council area and ensuring that all staff involved have full equalities training.

**Relevant Policy Commitments:**

50. Swansea Council will make imaginative use of digital technologies and put this at the heart of all its policies.

**Action already being undertaken:**

The strategy and business case around community hubs has been reviewed with digital at the heart of the hub model.

**New actions following from the recommendation:**

**Cabinet Member Comments:** The community hub model is in the process of being revised to ensure digital first is at the heart of the transformation of Council services.

Recommendation is **AGREED**

**Recommendation 11**

Address the significant issues with the Council website as identified in this report. Key aspects should be developed co-productively. Consider use of more 'hover over' facilities for key words where pictures are shown. Be mindful of problems with PDFs/tables for screen readers.

**Relevant Policy Commitments:**

50. Swansea Council will make imaginative use of digital technologies and put this at the heart of all its policies.

**Action already being undertaken:**

- To produce a new Council website with improved accessibility to meet AA standard using W3C 2.1 guidance
- Alt tags are present on all images already for screen readers, or when images are not loaded

<ul style="list-style-type: none"> <li>• Web editors are already advised to use tables only when absolutely necessary to display information and to keep tables as small and simple as possible</li> <li>• Guidance for web editors has been produced and is supplemented with new content as it is developed: <a href="https://www.swansea.gov.uk/staffnet/websiteaccessibility">https://www.swansea.gov.uk/staffnet/websiteaccessibility</a></li> </ul>
<p><b>New actions following from the recommendation:</b></p> <ul style="list-style-type: none"> <li>• To meet with the Disability Liaison Group to discuss any current difficulties using the site</li> <li>• To co-produce the new site utilising their experiences to improve accessibility for a wide range of user needs</li> <li>• To ask web editors to add Word versions of smaller pdf documents to improve accessibility for users, especially those using screen readers</li> </ul>
<p><b>Cabinet Member Comments:</b> The upgrade of our website is a key priority within the Digital Strategy and Sustainable Swansea, as the Council moves towards a Digital First approach</p>
<p>Recommendation is <b>AGREED</b></p>

<p><b>Recommendation 12</b></p>
<p>Develop more easy read and plain English resources.</p>
<p><b>Relevant Policy Commitments:</b> 51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.</p>
<p><b>Action already being undertaken:</b></p> <ul style="list-style-type: none"> <li>• Departmental Equality Representatives facilitated a session with Swansea People First on Easy Read/Plain English</li> <li>• Public Service Board funding has trained a number of officers in producing Easy Read documents</li> <li>• A new Consultation and Engagement Strategy is being developed which clarifies responsibility around easy read and other alternative formats</li> <li>• Social Services are working co-productively with Swansea People first in developing Easy Read/Plain English formats</li> </ul>
<p><b>New actions following from the recommendation:</b></p> <ul style="list-style-type: none"> <li>• Raise awareness with staff on the importance of producing Easy Read and Plain English documents</li> <li>• Share best practice internally from areas within the authorities who are at the forefront of developing Easy read and Plain English documents</li> <li>• Consult with users to understand where people would benefit from more Easy Read and plain English resources.</li> </ul>



**Cabinet Member Comments:** Developing easy read and plain English resources is helpful however, this must be balanced alongside available resources and relative priorities.

Recommendation is **AGREED**

### **Recommendation 13**

Build upon the development of a Co-production Strategy with inclusion of a Toolkit for use by staff across the authority.

#### **Relevant Policy Commitments:**

51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.

#### **Action already being undertaken:**

- Co-production Strategic Framework developed

#### **New actions following from the recommendation:**

- Work with the Strategic Equality Group to further develop the framework and draft action plan
- Develop e-learning materials and a toolkit for staff and teams looking to use co-production in service design, development and changes

**Cabinet Member Comments:** This is a new area for the Council and although good work is underway a plan for roll out with appropriate guidance and support for managers is important.

Recommendation is **AGREED**

### **Recommendation 14**

Collect better data on our workforce and develop better resources to encourage staff to give their personal data, for example based upon a toolkit by Stonewall '*what it has got to do with you*'. In future report on pay gaps such as disability and BAME, as well as gender.

#### **Relevant Policy Commitments:**

51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.

#### **Action already being undertaken:**

The Council includes an Equal Opportunities form with every recruitment application pack and new starter pack. This information is collated in order to provide Welsh Government with a full range of Equalities Data

The Council produces its annual gender pay report and has an action plan to close the gap.

**New actions following from the recommendation:**

- Revision of the Equal Opportunities form (in line with the Welsh Government template)
- Revision of the Staff Profile Survey
- The Council is working on broadening the application process during recruitment (see recommendation 7)
- The Council plans to increase employee self-service to capture additional data
- The Council will work towards achieving the Disability Confident Employer Standard
- HR staff are working with the Poverty & Prevention Team to attract minority groups during recruitment

**Cabinet Member Comments:** Improving data and information about our workforce is a key priority, not only to increase equal opportunities but also to ensure the Council's workforce is sustainable in the longer term.

Recommendation is **AGREED**

**Recommendation 15**

Develop an internal communications rolling programme, led by the Strategic Equality Group, to promote training, challenge negative views or attitudes and provide positive messages to staff.

**Relevant Policy Commitments:**

51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.

**Action already being undertaken:**

A significant number of internal communications initiatives have already taken place this year, including:

- Swansea Council and Swansea 50 major sponsor to Swansea Pride
- Council LGBT+ Staff Group coordinated large council presence and participation at Pride
- Pride flags flown from civic buildings for LGBT History Month, during Pride and for IDAHOT (International Day Against Homophobia, Transphobia and Biphobia)
- Internal LGBT+ staff campaign – profiles of members and their stories.
- Swansea Icons poll encourages people to vote for Swansea's greatest icon. Features a wide range of people representative of the city's diversity.
- Royal visit as part of Swansea 50 meet and greet learning disabilities service clients who work at the Victoria Park kiosk.
- Profile on Hanif Miah – owner of Patti Pavillion as part of Royal visit.
- Street Party in St Helens Road for Swansea 50 celebrating the area's cultural diversity
- Holocaust Memorial events (school based)
- Well-being strategy consultation promotion

- Dementia friends training for staff and promotion of the scheme
- High 5 Awards, celebrating success of Young people who have succeeded against the odds to make things better for those around them. Winners this year (as in previous years) have included a number of ethnic minorities and those with disabilities.
- Welsh Veterans Awards – council awards success
- World Social Work Day – videos and feature articles for staff
- Hearing Loop System for meetings – communications to raise awareness and encourage staff to use this facility
- Local Area Coordination – promotion of the work of the local area coordination team within the community (staff and external)
- International Woman's Day staff events and profiles. (staff and external)
- Safeguarding Week – videos and feature articles for staff to raise awareness of the issues and encourage staff to take training.

**New actions following from the recommendation:**

Our Equalities, HR and Communications teams will work with the Strategic Equality Group to:

- Establish key messages for staff
- Identify opportunities to promote existing work and training opportunities within this area
- Provide updates on communication activities undertaken both internally and externally around equality and diversity issues.

**Cabinet Member Comments:**

Our internal communications channels frequently reflect and promote equality and diversity issues to staff and Members through a broad range of initiatives and platforms. Our Equalities, HR and Communications teams will support the Strategic Equality Group to develop a programme of future activities and to ensure they are promoted effectively. However, we need to acknowledge these teams are already under pressure and this work will need to be done within existing resources.

Recommendation is **AGREED**

**Recommendation 16**

Continue steps towards Swansea becoming a Human Rights City; explore how we could embed the UN Convention on the Rights of Persons with Disabilities and the UN Convention on the Elimination of Discrimination Against Women in the same way as with the UN Convention on the Rights of the Child. Ensure these Conventions are reflected in the Councils new Equalities Plan in 2020.

**Relevant Policy Commitments:**

51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.
55. Continue to stand up for the rights of all people in Swansea to live their lives, freely without fear, hatred, discrimination, or repression regardless of race, colour, religion and beliefs, sexual orientation, gender or age.

**Action already being undertaken:**

Work undertaken by the Council in relation to the United Nations Convention on the Rights of the Child (UNCRC) has developed to include a consideration of Human Rights. A significant amount of the work already undertaken by the Council takes into account Human Rights, but not all of it captured.

**New actions following from the recommendation:**

- The Council will articulate its own strategy and then work with the Public Services Board (PSB)
- The ultimate approach will be reviewed with options including the potential for a statement of intent

**Cabinet Member Comments:** There are many standards which can be applied to the future city aspiration. These are being reviewed by the PDC from a Council perspective and PSB from a partnership viewpoint.

Recommendation is **AGREED**

**Recommendation 17**

Develop further opportunities for adults with disabilities, including looking at expanding our social enterprise base.

**Relevant Policy Commitments:**

49. Support and expand community enterprises  
 78. Work towards reducing poverty and increasing prosperity  
 57. Support people to live independently by ensuring a network of local area co-ordinators is established

**Action already being undertaken:**

- Employability support and sector specific skills training for citizens through Swansea Working and associated employability programmes. This has included enterprise support.
- Personalised 121 employability mentor support for citizens
- Adult Learning training and accreditation in numeracy, literacy and digital Essential Skills
- The Commissioning Review of Day Opportunities which is now underway will actively consider the development of social enterprise as part of the range of future options
- The Council has supported the parents of an individual with a learning disability to establish a Community Interest Company
- Supporting the parents of people with a learning disability who wish to develop a social enterprise in Swansea
- Bid for the Foundational Economy Fund to establish micro enterprises and cooperatives
- The Local Area Co-ordinators regularly work alongside people with both learning and physical impairments
- Cwmtawe has set up Cwm Alliance Community Interest Company which will be providing services around wellbeing
- Regional funding available from West Glamorgan supports the development of a number of social enterprises

**New actions following from the recommendation:**

- Increased promotion of employment and skills support for adults with disabilities
- Alignment of all employability support through the Employability Commissioning review
- A key focus of work of the new West Glamorgan regional Research, Innovation and Improvement Hub will be development of Social Enterprise, once established

**Cabinet Member Comments:** The Commissioning Review will be a key project moving forward

Recommendation is **AGREED**

**Recommendation 18**

Work with teachers and learners to tackle issues around gender stereotyping in schools particularly relating to sporting activities.

**Relevant Policy Commitments:**

**Action already being undertaken:**

All schools have a Strategic Equality Plan in place and must include equality objectives and explain how the school will achieve them. They must also demonstrate that the school collects relevant information and evidence on which to base its decisions. The plan is also required to outline processes for monitoring progress and assessing equality impacts.

Equality objectives should be linked to existing strategies and approaches to inclusion, bullying, behaviour management, improving attainment, pupil voice, wellbeing and pupil support. Schools should seek to build on their existing work and to ensure questions of equality and fairness are considered in the mainstream of activities.

In addition to the above, some of the equality objectives included in schools' plans will emanate from issues identified as a result of consultation undertaken with pupils, parents, carers and governors. These combined objectives, together with issues arising from analysis of the school's data will form the basis of the equality objectives within the SEP for the next four years.

**New actions following from the recommendation:**

The SEP template for schools will be reviewed in 2019/2020 and additional areas can be considered as part of this review.

A new template will be published by September 2020.

**Cabinet Member Comments:**

Recommendation is **AGREED**

2.1 An action plan for the agreed recommendations is attached in **Appendix A**, for the original report as received at Cabinet on 19 September follow the [link](#).

### **3.0 Equality and Engagement Implications**

3.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment (EIA) process ensures that we have paid due regard to the above.

3.2 An EIA screening form is attached at **Appendix B** which determines a full EIA is not required for this report. Individual screenings will be undertaken within the individual actions and projects.

### **4.0 Legal Implications**

4.1 Legal implications of each recommendation are not fully known at this stage in the process. However, legal input will be sought as actions are delivered, particularly with regard to Policy changes.

### **5.0 Financial Implications**

5.1 Financial implications of each recommendation are not fully known at this stage in the process. Business cases will be brought forward should investment be required to deliver any of the proposed actions.

**Background Papers:** None

### **Appendices**

Appendix A – Proposed Cabinet Action Plan

Appendix B - EIA

## Scrutiny Inquiry into Equalities – Cabinet Action Plan

Recommendation		Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
1	Implement a high-level cross council Strategic Equality Group.	Equalities Policy Development Committee (PDC) established and work plan for the remainder of the year agreed.		Aug 2019	Head of Democratic Services
2	Develop a new Equality Plan co-productively. Ensure it is more streamlined and outcome and impact focused. The Council should take up the offer from the Equality and Human Rights Commission (EHRC) Wales to work with us on our Plan.		<p>New Equality Plan in development drawing on:</p> <ul style="list-style-type: none"> <li>▪ Recommendations from the Scrutiny inquiry</li> <li>▪ This Cabinet response</li> <li>▪ Consultation activity</li> <li>▪ The 'Is Wales Fairer' report.</li> </ul> <p>Due to the timing of activity this year a full co-productive approach is not possible in order to meet the statutory deadline. However, this will form part of the plan from 2020 onwards. The Council will also proactively engage the EHRC on this and future equality plans.</p>	Mar 2020	Corporate Performance Manager
3	Promote "SMART" working with our Equality Forums, ensuring they all have clear terms of reference, work plans	Leadership Team discussion with Heads of Service to determine and agree areas of consultation, engagement and co-production that can inform the future work plans across all equality forums	<ul style="list-style-type: none"> <li>• Work plans and schedules to be planned across equality forums</li> <li>• Development of the Equality Champions</li> </ul>	Mar 2020	Chief Transformation Officer

	Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
	and schedules. Ensure better engagement with Council departments and Councillor Champions. Facilitate the establishing of Women's and Inter-Faith Consultative Forums.				
4	Clarify and further promote the role of Councillor Champions, ensure better engagement with Equality Groups/Forums and establish links with the Strategic Equality Group.		<ul style="list-style-type: none"> <li>• Review of Councillor Champion involvement in light of the work plans and schedules across Equality Forums</li> <li>• Develop a role description for Councillor Champions so responsibilities are clear</li> <li>• Communicate work of the Strategic Equality Group so Councillor Champions can easily engage with the group</li> </ul>	Mar 2020	Policy and Strategy Officer
5	Clarify expectations of those acting in the Equality Staff Representative role. We would expect those nominated to be able to take part in co-ordinating meetings	<ul style="list-style-type: none"> <li>• Equality Champions network already identified</li> <li>• Training underway</li> </ul>	<ul style="list-style-type: none"> <li>• Equality Champions involved in work planning and scheduling so they can lead and co-ordinate at relevant Equality Forums</li> <li>• Further and ongoing training to be delivered</li> <li>• Role description articulated and</li> </ul>	Mar 2020	Consultation Co-ordinator



	Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
	and training and that they are linked to a wider knowledge base/support network for advice, guidance and support.		reviewed annually.		
6	Complete the Carers Strategy as a matter of urgency.	<ul style="list-style-type: none"> <li>• West Glamorgan Regional Partners Board are progressing the development of Regional Carers Strategy</li> <li>• Arrangements for progressing the development of local and regional strategies are scheduled to commence early 2020 following the appointment of Regional Carers Partnership Board Coordinator</li> <li>• The creation of People Directorate Commissioning Hub will lead to an overview of Carers requirements across the Directorate and enable responsibility for evaluating needs and developing a Carers' Strategy to be allocated to a designated officer(s)</li> <li>• Timescales for developing</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to work with carers to develop the strategy</li> <li>• Continue to ensure a co-productive approach working with carers</li> </ul>	Dec 2020	Director of Social Services

	Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
		<p>regional and local Carers Strategies are in development, in collaboration with relevant partner organisations</p> <ul style="list-style-type: none"> <li>• To ensure the voice of carers are heard a new peer led forum has been launched in Swansea that gives parents and carers of children with disabilities and additional needs a greater voice in the way services are run and developed</li> <li>• The Swansea Parent Carer Forum has been created co-productively with Swansea Council to make sure that the views of all parent carers are represented and taken into account</li> <li>• The forum will work collaboratively in equal partnership with the council and others on developing and improving services in Swansea</li> <li>• The launch, on the 18<sup>th</sup> October, was an important part of connecting with the wider parent carer community</li> </ul>			

Recommendation		Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
		and ensuring the Council represents the diverse community. During the launch there was the opportunity for people to find out about and influence the forum's work priorities and meet a number of organisations who work locally with disabled people and their families			
7	Complete the review of Recruitment and Selection Policy as a matter of urgency. This should include looking at better promotion of staff vacancies and apprenticeships to different groups, consider advertising these more carefully to promote representation of Black, Asian and Ethnic Minority people (BAME), disabled people, Lesbian Gay Bisexual and Transgender (LGBT), veterans and women	Review of the Recruitment and Selection Policy underway	<ul style="list-style-type: none"> <li>• Complete the review of the Recruitment and Selection Policy</li> <li>• Take a co-productive approach to developing the new Policy and procedures working with equality forums</li> <li>• Incorporate good practice</li> <li>• Establish networks to disseminate.</li> </ul>	Mar 2020	Strategic HR&OD Manager

	Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
	in male dominated roles (and vice-versa).				
8	Lead positive campaigns celebrating Swansea's diversity and zero tolerance for discrimination. Use the Swansea 50 <sup>th</sup> Year as a City Anniversary to launch what will be an ongoing process.	Throughout the 50 <sup>th</sup> year a number of activities have been undertaken to promote diversity, see the list at recommendation 15.	<p>We will create an external communication programme to promote significant dates relating to equality and diversity issues, e.g.</p> <ul style="list-style-type: none"> <li>• Holocaust Memorial Day</li> <li>• LGBT history month</li> <li>• International Women's Day</li> <li>• Deaf Awareness Day</li> <li>• Mental Health Awareness Week</li> <li>• Swansea Pride</li> <li>• UK Day of Older People</li> <li>• Black History Month</li> <li>• Children's Day</li> <li>• International Day for Elimination of Violence Against Women</li> <li>• World Aids Day</li> <li>• Human Rights Day.</li> </ul>	Mar 2021	Head of Communication & Marketing
9	Review training opportunities to ensure they are fit for purpose. Including: e) Ensuring better uptake of equality related training amongst staff,	<ul style="list-style-type: none"> <li>• Review of mandatory training completed. Equalities training remains mandatory and is therefore a requirement for all staff to complete either via e-learning or face-to-face</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing the list of employees that have / have not completed the mandatory training including refreshers and working with managers to address any gaps</li> <li>• Commissioning and co-producing training alongside the Strategic Equality Group and equality</li> </ul>	Sept 2020	Strategic HR&OD Manager

Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
<p>especially front facing staff.</p> <p>f) Ensuring middle managers have completed training and encourage staff to do so</p> <p>g) Developing training with equality groups where possible.</p> <p>h) Ensuring the opportunities to do the training are repeated regularly particularly around unconscious bias, using alternative formats and making a reasonable adjustment.</p> <p>Smarter working with others to meet our duty well by investigating the sharing of some training and consultation activities with other large organisations and/or procure jointly to improve economies of scales.</p>		<p>forums</p> <ul style="list-style-type: none"> <li>• Using existing HR&amp;OD networks to investigate and adopt good practice and share resources wherever possible</li> <li>• Further Develop the Co-production strategic Framework alongside the Strategic Equality Group</li> </ul>		

Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
10	Support the continued development of community hubs across the Council area and ensuring that all staff involved have full equalities training.	The strategy and business case around community hubs has been reviewed with digital at the heart of the hub model.	Mar 2022	Chief Transformation Officer
11	Address the significant issues with the Council website as identified in this report. Key aspects should be developed co-productively. Consider use of more 'hover over' facilities for key words where pictures are shown. Be mindful of problems with PDFs/tables for screen readers.	<ul style="list-style-type: none"> <li>• To produce a new Council website with improved accessibility to meet AA standard using W3C 2.1 guidance</li> <li>• Alt tags are present on all images already for screen readers, or when images are not loaded</li> <li>• Web editors are already advised to use tables only when absolutely necessary to display information and to keep tables as small and simple as possible</li> <li>• Guidance for web editors has been produced and is supplemented with new content as it is developed: <a href="https://www.swansea.gov.uk/saffnet/websiteaccessibility">https://www.swansea.gov.uk/saffnet/websiteaccessibility</a></li> </ul>	Jun 2020	Web Development Manager

Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer	
12	Develop more easy read and plain English resources.	<ul style="list-style-type: none"> <li>• Departmental Equality Representatives facilitated a session with Swansea People First on Easy Read/Plain English</li> <li>• Public Service Board funding has trained a number of officers in producing Easy Read documents</li> <li>• A new Consultation and Engagement Strategy is being developed which clarifies responsibility around easy read and other alternative formats</li> <li>• Social Services are working co-productively with Swansea People first in developing Easy Read/Plain English formats</li> </ul>	<ul style="list-style-type: none"> <li>• Raise awareness with staff on the importance of producing Easy Read and Plain English documents</li> <li>• Share best practice internally from areas within the authorities who are at the forefront of developing Easy read and Plain English documents</li> <li>• Consult with users to understand where people would benefit from more Easy Read and plain English resources</li> </ul>	Mar 2021	Consultation Co-ordinator
13	Build upon the development of a Co-production Strategy with inclusion of a Toolkit for use by staff across the authority.	<ul style="list-style-type: none"> <li>• Co-production Strategic Framework developed</li> </ul>	<ul style="list-style-type: none"> <li>• Work with the Strategic Equality Group to further develop the framework and draft action plan</li> <li>• Develop e-learning materials and a toolkit for staff and teams looking to use co-production in service design, development and changes</li> </ul>	Sept 2020	Chief Transformation Officer

Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer	
14	<p>Collect better data on our workforce and develop better resources to encourage staff to give their personal data, for example based upon a toolkit by Stonewall '<i>what it has got to do with you</i>'. In future report on 'pay gaps such as disability and BAME, as well as gender.</p>	<p>The Council includes an Equal Opportunities form with every recruitment application pack and new starter pack. This information is collated in order to provide Welsh Government with a full range of Equalities Data</p> <p>The Council produces its annual gender pay report and has an action plan to close the gap.</p>	<ul style="list-style-type: none"> <li>• Revision of the Equal Opportunities form (in line with the Welsh Government template)</li> <li>• Revision of the Staff Profile Survey</li> <li>• The Council is working on broadening the application process during recruitment (see recommendation 7)</li> <li>• The Council plans to increase employee self-service to capture additional data</li> <li>• The Council will work towards achieving the Disability Confident Employer Standard</li> <li>• HR staff are working with the Poverty &amp; Prevention Team to attract minority groups during recruitment</li> </ul>	Mar 2021	Service Centre Manager / Strategic HR&OD Manager
15	<p>Develop an internal communications rolling programme, led by the Strategic Equality Group, to promote training, challenge negative views or attitudes and provide positive messages to staff.</p>	<p>A significant number of internal communications initiatives have already taken place this year, including:</p> <ul style="list-style-type: none"> <li>• Swansea Council and Swansea 50 major sponsor to Swansea Pride</li> <li>• Council LGBT+ Staff Group coordinated large council presence and participation at Pride</li> </ul>	<p>Our Equalities, HR and Communications teams will work with the Strategic Equality Group to:</p> <ul style="list-style-type: none"> <li>• Establish key messages for staff</li> <li>• Identify opportunities to promote existing work and training opportunities within this area</li> <li>• Provide updates on communication activities undertaken both internally and externally around equality and</li> </ul>	Mar 2020	Head of Communication & Marketing



	Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
		<ul style="list-style-type: none"> <li>• Pride flags flown from civic buildings for LGBT History Month, during Pride and for IDAHOT (International Day Against Homophobia, Transphobia and Biphobia)</li> <li>• Internal LGBT+ staff campaign – profiles of members and their stories.</li> <li>• Swansea Icons poll encourages people to vote for Swansea’s greatest icon. Features a wide range of people representative of the city’s diversity.</li> <li>• Royal visit as part of Swansea 50 meet and greet learning disabilities service clients who work at the Victoria Park kiosk.</li> <li>• Profile on Hanif Miah – owner of Patti Pavillion as part of Royal visit.</li> <li>• Street Party in St Helens Road for Swansea 50 celebrating the area’s cultural diversity</li> <li>• Holocaust Memorial events (school based)</li> <li>• Well-being strategy consultation promotion</li> <li>• Dementia friends training for</li> </ul>	diversity issues.		

	Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
		<p>staff and promotion of the scheme</p> <ul style="list-style-type: none"> <li>• High 5 Awards, celebrating success of Young people who have succeeded against the odds to make things better for those around them. Winners this year (as in previous years) have included a number of ethnic minorities and those with disabilities.</li> <li>• Welsh Veterans Awards – council awards success</li> <li>• World Social Work Day – videos and feature articles for staff</li> <li>• Hearing Loop System for meetings – communications to raise awareness and encourage staff to use this facility</li> <li>• Local Area Coordination – promotion of the work of the local area coordination team within the community (staff and external)</li> <li>• International Woman's Day staff events and profiles. (staff and external)</li> <li>• Safeguarding Week – videos and feature articles for staff to raise awareness of the issues</li> </ul>			

Recommendation		Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
		and encourage staff to take training			
16	Continue steps towards Swansea becoming a Human Rights City; explore how we could embed the UN Convention on the Rights of Persons with Disabilities and the UN Convention on the Elimination of Discrimination Against Women in the same way as with the UN Convention on the Rights of the Child. Ensure these Conventions are reflected in the Councils new Equalities Plan in 2020.	Work undertaken by the Council in relation to the United Nations Convention on the Rights of the Child (UNCRC) has developed to include a consideration of Human Rights. A significant amount of the work already undertaken by the Council takes into account Human Rights, but not all of it captured.	<ul style="list-style-type: none"> <li>The Council will articulate its own strategy and then work with the Public Services Board (PSB)</li> <li>The ultimate approach will be reviewed with options including the potential for a statement of intent</li> </ul>	TBC	TBC
17	Develop further opportunities for adults with disabilities, including looking at expanding our social enterprise base.	<ul style="list-style-type: none"> <li>Employability support and sector specific skills training for citizens through Swansea Working and associated employability programmes. This has included enterprise</li> </ul>	<ul style="list-style-type: none"> <li>Increased promotion of employment and skills support for adults with disabilities</li> <li>Alignment of all employability support through the Employability Commissioning review</li> </ul>	Mar 2021	Director of Social Services

	Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
		<p>support.</p> <ul style="list-style-type: none"> <li>• Personalised 121 employability mentor support for citizens</li> <li>• Adult Learning training and accreditation in numeracy, literacy and digital Essential Skills</li> <li>• The Commissioning Review of Day Opportunities which is now underway will actively consider the development of social enterprise as part of the range of future options</li> <li>• The Council has supported the parents of an individual with a learning disability to establish a Community Interest Company</li> <li>• Supporting the parents of people with a learning disability who wish to develop a social enterprise in Swansea</li> <li>• Bid for the Foundational Economy Fund to establish micro enterprises and cooperatives</li> <li>• The Local Area Co-ordinators regularly work alongside people with both learning and</li> </ul>	<ul style="list-style-type: none"> <li>• A key focus of work of the new West Glamorgan regional Research, Innovation and Improvement Hub will be development of Social Enterprise, once established</li> </ul>		

	Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
		<p>physical impairments</p> <ul style="list-style-type: none"> <li>• Cwmtawe has set up Cwm Alliance Community Interest Company which will be providing services around wellbeing</li> <li>• Regional funding available from West Glamorgan supports the development of a number of social enterprises</li> </ul>			
18	<p>Work with teachers and learners to tackle issues around gender stereotyping in schools particularly relating to sporting activities.</p>	<p>All schools have a Strategic Equality Plan in place and must include equality objectives and explain how the school will achieve them. They must also demonstrate that the school collects relevant information and evidence on which to base its decisions. The plan is also required to outline processes for monitoring progress and assessing equality impacts.</p> <p>Equality objectives should be linked to existing strategies and approaches to inclusion, bullying, behaviour management, improving attainment, pupil voice, wellbeing and pupil support. Schools should seek to build on their existing work and to ensure</p>	<p>The SEP template for schools will be reviewed in 2019/2020 and additional areas can be considered as part of this review.</p>	Mar 2021	Head of Stakeholder Engagement Unit

	Recommendation	Action already being undertaken	New Action Proposed	Time scale	Responsible Officer
		<p>questions of equality and fairness are considered in the mainstream of activities.</p> <p>In addition to the above, some of the equality objectives included in schools' plans will emanate from issues identified as a result of consultation undertaken with pupils, parents, carers and governors. These combined objectives, together with issues arising from analysis of the school's data will form the basis of the equality objectives within the SEP for the next four years.</p>			