

Strategic Equality Plan Action Plan

<b>Objective 1:</b> Address harassment discrimination and other threats to personal safety experienced by people due to their protected characteristics						
<b>Project 1:</b> Increase awareness and reporting of hate crime.						
<b>Responsible Officer:</b> Karen Jones						
Action	Lead Officer	Achieved By	Completed	In progress	Not started	Comment
Design and deliver a programme of public engagement to prevent and raise awareness of hate crime and to increase the number of hate crimes reported to the police	Sian Morris	Ongoing		✓		<p>Since October 2015 the Community Safety team held 64 engagement days reaching over 11,500 members of the public. Some of these events were specifically delivering anti hate crime messages, with information and advice for victims also available at events.</p> <p>Anti-hate crime messages are delivered through social media and one message reached over 1,000 members of the public</p> <p>Four training sessions took place and 68 members of NPT staff were trained.</p> <p>There were 97 recorded incidents of hate crime.</p> <p>The Community Safety team are</p>



						setting up a Local Action Group to design and deliver an action plan to ensure a consistent message is delivered across NPT; that training of a high standard is delivered and to encourage the reporting of hate crime incidents.
Review the outcomes of hate crime incident reporting and identify if steps can be taken to prevent such incidents or to provide more effective responses	Sian Morris	March 2016	✓			South Wales Police have reviewed the procedure of hate crime incident reporting and have made changes to the way they record and respond to incidents ensuring that the needs of the individual are met and are monitored in the form of an individual action plan.
Hate crime to be a standing item on agenda for each meeting of the equality groups we engage with in order to raise awareness and encourage reporting	Rhian Headon	October 2015		✓		It was anticipated that a programme of meetings with the equality groups would have been developed in the autumn 2015. Hate crime has been part of the wider discussions at the limited number of BME Forum meetings that have taken place and is one of the specific work areas identified for inclusion in the role of the proposed development worker post.

Measures	2015-2016	2016-2017	2017-2018
No. of hate crime reports	91		
No. of repeat victims	Not Known		



<b>Objective 1:</b> Address <b>harassment discrimination and other threats to personal safety</b> experienced by people due to their protected characteristics						
<b>Project 2:</b> Strengthen partnership work to tackle domestic abuse and establish multi-agency mechanisms to support people at risk of being drawn into serious and organised crime						
<b>Responsible Officer:</b> Karen Jones						
Action	Lead Officer	Achieved By	Completed	In progress	Not started	Comment
Continue to challenge the notion that domestic abuse is acceptable via a range of targeted communication campaigns, training events and conferences.	Julia Lewis	Ongoing		✓		<p>The Community Safety team held 64 engagement days reaching over 11,500 members of the public. Some of these events were specifically delivering Domestic Abuse messages but information and advice for victims was available at all the events.</p> <p>Domestic Abuse messages are delivered through social media and the Safer NPT White ribbon campaign and 'Speak Out' initiative in October 2015 reached over 5,500 members.</p> <p>The NPT training department and the Domestic Violence Co-ordinator are currently planning a training programme in line with the Welsh Government National Training Framework</p>



Manage the Multi Agency Risk Assessment Conference (MARAC) process and the Independent Domestic Violence Advocate Service (IDVA)	Julia Lewis	Ongoing		✓		<p>The MARAC continues to meet every two weeks to discuss and put an action plan in place for very high and high risk victims of Domestic Violence.</p> <p>The Community Safety team have recently secured funding to increase the Domestic Violence Advocate capacity from one person on 37 hours to two Domestic Violence Advocates working 74 hours.</p>
Support local partners in their continued roll out of education packs and projects in schools	Julia Lewis	Ongoing		✓		<p>The Community Safety team continues to support partners with their work in schools and organises a Crucial Crew event which over 1,600 year 6 children attended in 2015</p>
Manage the Domestic Abuse One Stop Shop and develop a business plan for its longer term future	Julia Lewis	March 2016		✓		<p>An independent consultant completed a review of the Domestic Abuse One Stop Shop and the action plan is monitored by the Domestic Abuse partnership group. The Domestic Abuse OSS Manager is currently working on a business plan for the future of the service.</p>
Create a county borough-wide domestic abuse strategy, incorporating into that strategy actions that will respond to the	Julie Lewis	March 2016		✓		<p>An independent review of the Domestic Abuse service in NPT has been undertaken and from this</p>



provisions within the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015						review a local strategy will be developed in partnership with ABMU and an action plan will be implemented.
Establish a local Channel Panel to discharge the Council's duties under the Counter Terrorism and Security Act.	Sian Morris	October 2015	✓			The Neath Port Talbot Channel Panel has been set up in line with the Counter Terrorism and Security Act 2015. The Chair of the Panel has been identified, all Panel members have received the Home Office approved WRAP 3 training and the Panel will be meeting for the first time during the summer. The next stage is to roll out the WRAP 3 training to staff and partners in NPT.
Participate in the Regional CONTEST board	Karen Jones	Ongoing		✓		The Head of corporate Strategy and Democratic Services has chaired the Board for nine months. Key developments over this period are: <ul style="list-style-type: none"> <li>• regional chairs to be members of the National CONTEST Board to ensure there are clear lines of communication between the regional and national structure.</li> <li>• strengthened processes for sharing intelligence &amp; agreeing actions to respond to intelligence</li> <li>• completion of an assessment of compliance with new duties &amp;</li> </ul>



						<p>responsibilities set out in the Counter-terrorism &amp; Security Act 2015</p> <ul style="list-style-type: none"> <li>• stronger links between local Channel Panels and the regional board</li> <li>• Stronger links between the regional board, community safety partnership and safeguarding arrangements</li> </ul>
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<b>Measures</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
No. of incidents of domestic abuse notified to partner agencies	877		
No. of new victims of domestic abuse and serious sexual offences			
No. of repeat victims notified to partner agencies	45		
No. of high risk victims assessed	344 (IDVA referrals)		
Percentage of domestic abuse crimes resulting in conviction			
No. of people engaged with, trained and attended conferences			
No. of referrals to the Channel Panel and associated outcomes	0		
No. of service users accessing the One Stop Shop and related outcomes	72 ( August-April)		
Strategy adopted by agencies			



<b>Objective 2:</b> Improve <b>access to information</b> by meeting the needs of people from protected groups where these are different from the needs of other people						
<b>Project 1:</b> To improve the Council's website content						
<b>Responsible Officer:</b> Karen Jones						
Action	Lead Officer	Achieved By	Completed	In progress	Not started	Comment
Implement a Digital by Choice policy	Karen Jones	October 2015	✓			<ul style="list-style-type: none"> <li>• <b>15.10.15</b> P&amp;R recommend the Channel Shift Strategy 'Digital by Choice' to Council (25.11.15) for adoption</li> <li>• <b>04.03.16</b> Key note event held to officially launch the Channel Shift Strategy "Digital by Choice"</li> <li>• Digital Inclusion Charter developed</li> </ul>
Complete work to bring website content up to date	Jonathan Lewis	March 2016	✓			<p>All pages of the corporate website are up to date</p> <p>New look website launched as part of the Digital by Choice policy</p>
Ensure website is compliant with the Council's Welsh Language Scheme/Welsh Standards requirements	Jonathan Lewis	March 2016	✓			Where the Council is fully responsible for the content, 92% of these webpages are bilingual with some content still awaiting translation.
With the assistance of the Disability Network Action Group, Youth Council, Older Persons' Council, Black and Minority Ethnic Forum, Lesbian, Gay, Bisexual Transgender Forum embed	Steff Griffiths	Ongoing		✓		Ongoing process.



user testing into website development activities						
Develop on-line catalogue of public information	Steff Griffiths	March 2016		✓		Ongoing development of the Public information Catalogue. A test system has been set up and is being populated with literature. It is envisaged that this will be moved to the live site within the next month
Ensure web developments are “mobile device friendly”	Steve John	Ongoing		✓		A mobile device friendly website was paramount when developing the new corporate website. Full functionality can now be accessed through all mobile devices without losing the overall look of the website.
Establish the corporate consultation portal ‘Objective’ as a requirement for all public consultation exercises	Anita James	October 2015		✓		Communications work ongoing to promote use of Objective to staff through usual communication channels, e.g. the staff newsletter, staff briefings, the intranet etc

Measures	2015-2016	2016-2017	2017-2018
No. of webpages updated	2,939		
% of website pages fully bilingual	92%		
% of increase in first hit successes on website			
% of customers rating the web content positively			
SOCITM rating <i>based on reviews done October 2015 to April 2016 - Overall</i>	2		





<ul style="list-style-type: none"> <li>• Tools for accessing content (Navigation, search, A-Z)</li> <li>• Mobile Test (usability from a mobile device)</li> <li>• Accessibility</li> </ul>	4		
	4		
	2		
% of public consultation exercises delivered through 'Objective'	12	15 (April – June)	
No. of consultees using the corporate consultation portal	192	380 (April – June)	
No. of customers assisted to use self-service options by Customer Services One Stop Shop staff			
% of transactions completed on line where 'on line' is an option for customers			



<b>Objective 2:</b> Improve <b>access to information</b> by meeting the needs of people from protected groups where these are different from the needs of other people						
<b>Project 2:</b> To increase the accessibility of information/documentation						
<b>Responsible Officer:</b> Karen Jones						
Action	Lead Officer	Achieved By	Completed	In progress	Not started	Comment
Work with equality groups to review the guidelines on accessible information	Anita James & Steff Griffiths	March 2016	✓			The How to Guides were updated in January 2016 using information already gathered through desk research and previous feedback from the groups
Promote the use of guidelines on accessible information	Anita James	Ongoing		✓		The How to guides are promoted via internal mechanisms e.g. 'In the Loop' staff magazine, Intranet staff news
Secure improved compliance with the Council's Corporate Identity to ensure the appropriate format, font, etc., is used	Steff Griffiths	March 2016	✓			Templates for letterheads have been produced and circulated to ensure consistency across the council. The template also includes standard text in line with the requirements of the Welsh Language Standards
Ensure inclusive and culturally appropriate language is used in public information documentation	Anita James	March 2016			✓	'How to Guides' to be further updated to include guidance on inclusivity in public information.
Ensure Welsh language is considered and taken into account at the design	Anita James &	Ongoing		✓		Consideration is given in the 'How to Guides' as to the use in



and development stage of any public information/service area documentation	Steff Griffiths					various communication activities. These guides are to be reviewed light of the introduction of the Welsh Language Standards. Requests for Objective surveys, posters for TV screens, web pages etc. are not actioned until Welsh copy is also received. Welsh language corporate Facebook and Twitter accounts are live. Assistance with practical advice on design etc., for bilingual publications being sought from the Welsh Translation Unit.
Promote images of people with protected characteristics in public information provided by the Council	Steff Griffiths	March 2016		✓		The use of more positive images of people with protected characteristics is slowly being incorporated into publications. The 'How to Guides' will be reviewed as well as the utilising other internal communication methods to promote the use of appropriate images.

Measures	2015-2016	2016-2017	2017-2018
No. of requests for public information in alternative formats			
No. of "hits" on alternative format guidance pages			
No. of complaints upheld in relation to use of culturally inappropriate/insensitive language			
No. of complaints upheld in relation to compliance with the Council's Welsh Language Scheme /Welsh Language Standards (from April 2016)	1		



<b>Objective 3:</b> Improve <b>access to services</b> by meeting the needs of people from protected groups where these are different from the needs of other people						
<b>Project:</b> Improve access to the provision of Social Services						
<b>Responsible Officer:</b> Angela Thomas						
Action	Lead Officer	Achieved By	Completed	In Progress	Not Started	Comment
Analyse the profile of children on the child protection register and looked after children and the profile of existing foster carers to inform a recruitment and retention programme	Performance & Analysis Manager – Children’s Services	Sept 2016	✓			The Foster Carer Recruitment Strategy has recently been approved by Children Young People and Education Committee and is now in the process of being implemented. The Strategy was informed by the profiles of looked after children and foster carers.
Analyse profile of adults referred to social services for a service and those deemed eligible to receive services to inform future commissioning arrangements	Performance & Analysis Manager – Adult Services	Sept 2017		✓		6 of the 9 protected groups are collected on our system and IT are in the process of factoring these into existing relevant reports; 3 of the protected groups (gender reassignment, pregnancy & maternity and sexual orientation) are not currently collected; Reports will need to be QA



						checked before any data can be submitted
Analyse the profile of current service users to determine any gaps in the take up of services from specific groups.	Performance & Analysis Managers – Adult Services/ Children’s Services	December 2016	✓			Promotion material encourages the recruitment of foster carers from a wide range of groups. Marketing material is currently being reviewed in line with the new Foster Carer Recruitment and Retention Strategy.
Engage with specific groups to consider the possible existence of barriers to the take up services.	Head of Community Care & Commissioning/ Children’s Services	December 2016			✓	
Analyse the data to inform appropriate changes to services to meet the needs of identified groups	Head of Community Care and Commissioning/ Children’s Services	December 2016			✓	
Involve existing networks in developing information and advice in the implementation of the Social Care and Wellbeing Act	Head of Community Care & Commissioning/ Children’s Services	March 2016		✓		A multi agency group has been established to meet the requirements of the Social Services and Wellbeing Act 2014.  A development plan is in place to develop a trusted and accessible community



						<p>resources directory which is also supported by a communications and engagement plan.</p> <p>An options appraisal on available software platforms on the way forward will be put before members in autumn 2016</p>
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<b>Measures</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
Equality profile of looked after children to be produced		✓	
Equality profile of foster carers to be produced		✓	
Equality profile of adult service users to be produced			
Changes to equality profile made following actions			



<b>Objective 4:</b> Monitor <b>information and data</b> effectively in order to identify disadvantages experienced by people due to their protected characteristics						
<b>Project:</b> Develop robust monitoring systems within services						
<b>Responsible Officer:</b> Karen Jones						
Action	Lead Officer	Achieved By	Completed	In Progress	Not started	Comment
Audit EIAs to identify: <ul style="list-style-type: none"> <li>• areas for improvement</li> <li>• good practice</li> <li>• areas where further training is required</li> </ul>	Rhian Headon	October 2015	✓			An audit report was produced in October 2015 which identified areas for improvement, good practice and areas where further training was required
Use the lessons learnt from Equality Impact Assessment process, the budget planning event and other relevant engagement events to identify gaps in knowledge and/or understanding of the various protected characteristics.	Rhian Headon	October 2015		✓		With the audit report in being received only in October 2015 it was not possible to meet the target date for this action. Work is underway to meet this action taking into account other relevant work, e.g. a review of the EIA process in light of the requirements of the Welsh Language Standards. The target date needs to be reviewed.



<p>Undertake development work with existing groups to put them on a firmer footing, e.g. Black and Minority Ethnic Forum and Disability Network Action Group</p>	<p>Rhian Headon</p>	<p>Ongoing</p>		<p>✓</p>	<p>Working with the BME Forum and NPTCVS to identify support requirements and progress the position of the development worker to help support and develop Forum.</p>
<p>Ensure monitoring data on staff is collected, inputted and updated via the VISION system at regular periods during staff employment with the Council e.g.:</p> <ul style="list-style-type: none"> <li>• joining the council</li> <li>• change of position within the council</li> </ul>	<p>Sheenagh Rees</p>	<p>March 2017</p>		<p>✓</p>	<p>Arrangements have been in place for a number of years to obtain 'equalities' data at the point of recruitment (both new to the Council and internal appointments). The range of information however gathered does not include all of the protected characteristics. To address this, requires a work intensive exercise at a time when resources are reducing within the HR team and across the Council.</p> <p>A possible solution has been identified (The Employee Portal) and this is being scoped to be considered further at the Digital by Choice Programme Board. No</p>





						timescale is attached to this yet.
Provide guidance and advice to officers in providing feedback to consultation exercises	Rhian Headon	March 2016			✓	<p>Advice has been given to service areas when required in undertaking consultation exercises; on the questions, the style and layout, legislative requirements as well as who to consult. Feedback is an important part of the consultation process and as such officers are advised of this.</p> <p>Guidance on providing feedback will be included in the review of the Equality Impact Assessment as well as being part of the review of the Council's consultation mechanisms.</p>
Feedback on consultation exercise to be available through Objective	Rhian Headon & Anita James	March 2016			✓	<p>Work to progress this has not started. The Council's consultation mechanisms are currently being reviewed and availability of feedback on consultation exercises will be included in the review.</p>



<b>Measures</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
% of equality impact assessments audited			
No. of improvement actions identified from equality impact assessment audit	7		
% of improvement actions completed	43%	43% In progress	
No. of people participating in Black and Minority Ethnic Forum and Disability Network Action Group	8		



<b>Objective 5:</b> Deliver <b>staff training</b> in line with the Equality Act requirements						
<b>Project 1:</b> Review staff training in line with the Equality Act Requirements						
<b>Responsible Officer:</b> Lynne Doyle						
Action	Lead Officer	Achieved By	Completed	In Progress	Not started	Comment
To deliver training sessions on a range of specific topics:						
Essential skills.	Lynne Doyle	2015-16				There was no funding last year to enable these sessions to be held. Working with Workers' Education Association and Connecting Learners under Wales Union Learning Fund (WULF) Project funding to provide sessions for Community Care staff
Dyslexia awareness		Nov 2015	✓			29 staff attended sessions last year.
Hate Crime		2015-16	✓			36 staff attended the sessions last year. Sessions arranged for January and March 2017
Disability Awareness		Jan 2016			✓	Disability, Equality and Diversity training has been delivered to 34 Foster Carers so far this year
Human trafficking.		2015-16	✓			18 staff attended 2 sessions last year. Sessions are planned for July, September and November 2016 with 2 further sessions planned for early 2017.
PREVENT anti-extremism awareness		2015-16			✓	Sessions are being planned and dates will be confirmed in the autumn



Transgender awareness	Lynne Doyle	2015-16	✓			
Equality Impact Assessments		2015-16	✓			Training sessions were held for those staff responsible for completing EIAs, particularly in relation to budget proposals. the need for further training sessions is being considered as in light of the audit report recommendations
Equality Act Responsibilities		2015-16	✓			The Heads of Service Equality and Community Cohesion Group have ensured that staff are aware of their individual and collective responsibilities under the Equality Act 2010 through a range of activities; training sessions, briefing sessions, articles in the staff newsletter, support documentation available on the Performance Hub.
Sexual Exploitation		2015-16	✓			46 Child Sexual Exploitation awareness sessions were delivered across Western Bay. 195 Neath Port Talbot staff attended in 2015-16 with 52 staff attending so far this year. More sessions are planned.
Roma Awareness		2015-16	✓			9 staff attended a session held in Swansea last year.
Gypsy and Traveller Awareness		Oct 2015	✓			One session was held in October last year, 16 people attended



Dementia Awareness	Lynne Doyle	Oct 2015	✓			99 staff attended the Introduction to Dementia awareness sessions – Dementia awareness sessions are ongoing and Dementia Friends Information Sessions are being planned by the Health and Wellbeing Group
Cultural Awareness		2015-16			✓	
Age Discrimination		2015-16				

Measures	2015-2016	2016-2017	2017-2018
No. of staff attending training on each specific topic			
Essential skills	-	TBA	
Child Sex Exploitation completed	195	52 + ongoing	
Equality impact assessment training	3		
Gypsy Travellers	16		
ROMA	9		
Intro to Dementia awareness	99	Ongoing	
Hate Crime	36	Jan/ Mar 2017	
Human Trafficking	18	Jul/ Sept/Nov16 Jan/Mar17	
Cultural diversity in the welsh context		13	
CSE Trainer Development	5	-	
Dyslexia Awareness	29	TBA	
Prevent	-	TBA	
Learning disability awareness	14		
Disability, Equality & Diversity for Foster Carers		34	
% of participants of training sessions that considered training had met the objectives set for the programme			



<b>Objective 6:</b> Improve <b>access to the environment</b> by meeting the needs of people from protected groups where these are different from the needs of other people						
<b>Project 1:</b> Improve physical accessibility to and within civic offices and other council owned buildings						
<b>Responsible Officer:</b> Mike Roberts						
Action	Lead Officer	Achieved By	Completed	In Progress	Not started	Comment
Review signage within civic offices and other council owned buildings in accordance with BS8300, RNIB	Richard Jenkins	February 2016		✓		Signage to be reviewed collectively with Welsh Language Service and Digital by Design.
Renew as appropriate signage within civic buildings	Richard Jenkins	February 2016		✓		See above
Review access to and from civic offices and amend where appropriate	Richard Jenkins	February 2016		✓		Awaiting works to commence at PT Civic to include new handrails, door ironmongery, etc.
Establish a system for keeping access to council owned buildings under review and amend where appropriate	Richard Jenkins	Ongoing 2015		✓		Ongoing access surveys.
Ensure access is suitable for the public to use toilets where appropriate in civic offices	Richard Jenkins	October 2015	✓			Public access to accessible toilets within civic offices.
Sensory accessibility within civic offices and other council owned buildings to be reviewed	Richard Jenkins	Ongoing		✓		Ongoing access surveys.



Liaise with the Sensory Support Manager and other partners regarding specific issues for people with visual and hearing impairments.	Richard Jenkins	Ongoing		✓		Ongoing
Improve entrance signage to Neath Civic Centre	Richard Jenkins	November 2015	✓			New signage
Create a disabled toilet near the committee rooms in Port Talbot Civic Centre	Richard Jenkins	September 2015	✓			New accessible toilet
Continue to undertake access audits of Council buildings and prioritise identified works to improve accessible environment	Richard Jenkins	Ongoing	✓			Ongoing

<b>Measures</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
No. of complaints received in relation to accessibility	0		
% of complaints upheld in relation to accessibility	N/A		



<b>Objective 6:</b> Improve <b>access to the environment</b> by meeting the needs of people from protected groups where these are different from the needs of other people						
<b>Project 2a:</b> Appropriate positioning of street furniture, signs, lighting columns, etc						
<b>Responsible Officer:</b> Mike Roberts						
<b>Action</b>	<b>Lead Officer</b>	<b>Achieved By</b>	<b>Completed</b>	<b>In Progress</b>	<b>Not started</b>	<b>Comment</b>
Engage with Disability Network Action Group, Safer Neath Port Talbot Partnership and other relevant groups to consider appropriate repositioning of street lighting columns as part of the street lighting refurbishment scheme	Mike Key	September 2016		✓		No works carried out requiring engagement
Engage with Disability Network Action Group, Safer Neath Port Talbot Partnership and other relevant groups where appropriate to consider access improvements as part of any significant environmental maintenance work	Andrew Lewis	Ongoing		✓		No works carried out requiring engagement
Ensure play equipment at the new school development at Western Avenue is appropriate for children with a physical disability	Andrew Lewis	January 2016		✓		Play area due to open summer 2016
Ensure replacement benches within parks are suitable for people with a physical disability	Andrew Lewis	Ongoing		✓		No replacement benches installed
Continue to ensure that bus shelters are suitable for all users	Andrew Lewis	Ongoing		✓		





Continue to share and promote best practice in relation to equality within our service areas	Andrew Lewis	Ongoing		✓		Work ongoing with individuals regarding possible new play provision at Gnoll Park
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<b>Measures</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
No. of complaints received in relation to accessibility	0		
% of complaints upheld in relation to accessibility	N/A		



<b>Objective 6:</b> Improve <b>access to the environment</b> by meeting the needs of people from protected groups where these are different from the needs of other people						
<b>Project 2b:</b> Design and delivery of regeneration projects						
<b>Responsible Officer:</b> Mike Roberts						
Action	Lead Officer	Achieved By	Completed	In Progress	Not started	Comment
<b>Engage with stakeholder groups, including those representing people from protected groups, to inform the design and delivery of regeneration projects</b>						
<p>The positioning and style of street furniture to be considered in the following regeneration</p> <ul style="list-style-type: none"> <li>• Lower Station Road Enhancements</li> <li>• Green Park Riverside Enhancements</li> <li>• Harbour Walk</li> <li>• Port Talbot Integrated Transport Hub</li> </ul>	Ian Williams	Sept 2015	✓			Consultation undertaken with DNAG and positioning a style of seating agreed.
		June 2016	✓			DNAG engaged through VVP Stakeholder Group.
		March 2016	✓			DNAG engaged through VVP Stakeholder Group.
		Dec 2016	✓			Project Team met with DNAG to review accessibility issues and have incorporated requirements onto the design of the Transport



<ul style="list-style-type: none"><li>• Neath Town Centre Redevelopment – Phase 1</li></ul>		Nov 2015	✓		<p>Hub including seats / benches every 50 metres, tactile paving, bollards with contrasting band to aid visibility, fully accessible public space and bus shelters.</p> <p>No street furniture included in the Phase 1 scheme.</p>
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<p>With relevant groups determine the appropriate signage, etc. in the following regeneration projects:</p> <ul style="list-style-type: none"> <li>• Lower Station Road Enhancements</li> <li>• Green Park Riverside Enhancements</li> <li>• Harbour Walk</li> <li>• Port Talbot Integrated Transport Hub</li> </ul>	<p>Ian Williams</p>	<p>Sept 2015</p>	<p>✓</p>		<p>Consultation undertaken with DNAG. No signage included in scheme</p>
		<p>June 2016</p>	<p>✓</p>		<p>DNAG engaged through VVP Stakeholder Group. No signage included in scheme</p>
		<p>March 2016</p>	<p>✓</p>		<p>DNAG engaged through VVP Stakeholder Group. No signage included in scheme</p>
		<p>Dec 2016</p>	<p>✓</p>		<p>Project Team met with DNAG to review accessibility issues and have incorporated requirements onto the design of the Transport Hub including seats/benches every 50 metres, tactile paving, bollards with contrasting band to aid visibility, fully accessible public space</p>



<ul style="list-style-type: none"> <li>• Neath Town Centre Redevelopment – Phase 1</li> </ul>		Nov 2015	✓		<p>and bus shelters.</p> <p>All signage compliant with relevant regulations.</p>
<p>Ensure access is suitable for the public to use the facilities particularly in the following regeneration projects are to be reviewed:</p> <ul style="list-style-type: none"> <li>• Lower Station Road Enhancements</li> <li>• Green Park Riverside Enhancements</li> <li>• Harbour Walk</li> <li>• Port Talbot Integrated Transport Hub</li> </ul>	Ian Williams	Sept 2015	✓		<p>Consultation undertaken with DNAG. Tactile paving agreed for scheme</p>
		June 2016	✓		
		March 2016	✓		<p>DNAG engaged through VVP Stakeholder Group. New park area will be fully accessible for all. Scheme includes disabled parking provision.</p>
		Dec 2016	✓		<p>DNAG engaged through VVP Stakeholder Group. Footpath designed to be accessible for all.</p> <p>Project Team met with DNAG to review accessibility issues and have incorporated</p>



<ul style="list-style-type: none"> <li>• Neath Town Centre Redevelopment – Phase 1</li> </ul>		Nov 2015	✓		<p>requirements onto the design of the Transport Hub including seats / benches every 50 metres, tactile paving, bollards with contrasting band to aid visibility, fully accessible public space and bus shelters.</p> <p>Car park includes disabled parking spaces and is accessible for all. Development includes Shopmobility facility</p>
<p>Liaise with architects and other partners regarding specific issues for people with mobility problems in the following regeneration projects:</p> <ul style="list-style-type: none"> <li>• Lower Station Road Enhancements</li> <li>• Green Park Riverside Enhancements</li> </ul>	Ian Williams	Sept 2015	✓		<p>Project designers briefed to ensure that schemes need to be accessible to people with mobility problems.</p>
		June 2016	✓		<p>Project designers briefed to ensure that schemes need to be accessible to people with mobility problems.</p>
		March 2016	✓		<p>Project designers briefed</p>



<ul style="list-style-type: none"> <li>• Harbour Walk</li> </ul>					to ensure that schemes need to be accessible to people with mobility problems.
<ul style="list-style-type: none"> <li>• Port Talbot Integrated Transport Hub</li> </ul>		Dec 2016	✓		Project designers briefed to ensure that schemes need to be accessible to people with mobility problems.
<ul style="list-style-type: none"> <li>• Neath Town Centre Redevelopment–Phase 1</li> </ul>		Nov2015	✓		Project designers briefed to ensure that schemes need to be accessible to people with mobility problems.

<b>Measures</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
No. of complaints received in relation to accessibility	0		
% of complaints upheld in relation to accessibility	N/A		



<b>Objective 7:</b> Reduce gaps in the <b>educational performance</b> experienced by pupils due to their protected characteristics						
<b>Project 1:</b> To raise levels of attendance of pupils with the protected characteristics at school						
<b>Responsible Officer:</b> Chris Millis						
<b>Action</b>	<b>Lead Officer</b>	<b>Achieved By</b>	<b>Completed</b>	<b>In Progress</b>	<b>Not started</b>	<b>Comment</b>
Attendance officers to support schools in order to collate data on protected characteristics	John Burge	Ongoing				This is no longer part of the role of the attendance officer and so this action will need to be reviewed.
Data unit to provide monthly attendance information to identify trends on pupils within identified groups	Carl Glover	Ongoing		✓		Monthly attendance provided to schools. Trend data of identified groups distributed on a 6 monthly basis. Spreadsheet developed for identified groups on a monthly basis, awaiting approval from Heads of Service.
Education Welfare Service to evaluate data to assist schools in developing a strategy of engagement as part of their attendance action plan to be submitted annually (September) in accordance with the	John Burge	Ongoing		✓		Analysing and evaluating attendance across all Neath Port Talbot schools is an ongoing priority.





attendance partnership agreement						
Analyse the attendance information in relation to identified groups and inform relevant officers in order to develop engagement strategies with identified pupils	John Burge	Ongoing		✓		Processes are in place for attendance data to be regularly shared with key ELLL managers.

Measures		2015-2016 (Academic Year)		2016- 2017	2017- 2018
		Sept - 31 Dec 2015	Sept 2015 – 29 April 2016		
To reduce the difference of 0.1% between boys and girls at primary level and to maintain the equal status at secondary level.	Primary	0.17%	0.13%		
	Secondary	0.07%	0.04%		
To reduce the difference of 1.5% between pupils with SEN and other pupils at primary level and 2.6% at secondary level (Pupils with SEN are more likely to have a disability than pupils not classed as SEN).	Primary	1.25%	1.36%		
	Secondary	3.16%	3.29%		
To maintain the equality of attendance between pupils classed as White British and Non White British at primary level and maintain high level at secondary level – 1.6% above White British	Primary	0.39%	0.57%		
	Secondary	-0.98%	-0.99%		
To reduce the difference of 4% between travellers and non travellers at primary level and maintain the high percentage at secondary (4.7% above non travellers).	Primary	8.45%	9.61%		
	Secondary	6.45%	6.86%		



**Objective 7:** Reduce gaps in the **educational performance** experienced by pupils due to their protected characteristics

**Project 2:** To reduce the gaps in educational performance attainment between boys and girls at Key Stages (KS) 1, 2 & 3

**Responsible Officer:** Chris Millis

Action	Lead Officer	Achieved by	Completed	In Progress	Not started	Comment
To address areas of teaching and learning to ensure curriculum is engaging and challenging for both boys and girls.	EDIS Challenge Advisors	Ongoing		✓		A wide range of courses linked to the regional menu of support is in place for all schools
Training for all school staff to ensure good models of Teaching and Learning are consistent within our schools for literacy and numeracy.	Teacher Development Officers for Literacy/ Numeracy	Ongoing		✓		A wide range of courses linked to the regional menu of support is in place for all schools. These are delivered by ERW/NPT officers
Training for school staff to ensure good models of Teaching and Learning are consistent within our schools for addressing SEN/ALN	Teacher Development Officer for ALN	Ongoing		✓		A wide range of courses linked to the regional menu of support is in place for all schools. These are delivered by ERW/NPT officers
Identify good practice where schools are displaying consistently strong evidence in relation to attainment by boys.	EDIS Challenge Advisors	Ongoing		✓		This has taken place during the core visits. Lesson observations, work scrutiny and the categorisation system allow the challenge advisors to gather first hand



						evidence of best practice
Share good practice by the development of Hwb	EDIS Challenge Advisors	Ongoing		✓		Hwb usage is developing, particularly as part of the STAP (Securing Teacher Assessment Programme). This allows schools to share examples of best practice..
Updated training for Headteachers to undertake effective monitoring of groups of pupils to ensure appropriate progress is made based on previous achievement	Mike Daley	Ongoing		✓		All school leaders are well trained in tracking the progress of all learners and groups of learners. Progress is now also more effectively tracked via teacher feedback and is monitored in nearly all schools using effective work scrutiny.
All Heads and Deputy Heads to receive updated training on data analysis, Self-evaluation development and School improvement plan in relation to attainment of underachievement of identified pupils	Mike Daley	Ongoing	✓			All school leaders and governors have received training in each of these areas. Templates have been provided and best practice shared.
Updated Training with INCERTS tracking software for Heads, Deputies and Assessment coordinators with a focus on underachievement of either Girls and/ or Boys in relation to tracking groups	Mike Daley / Ann Stoker	Ongoing	✓			All schools have received training in this area.



Measures	2015-2016	2016-2017	2017-2018
A comprehensive regional training program is available to all schools for literacy and numeracy. Regular training programs for ALN, particularly update sessions for coordinators.	This is being delivered and the effectiveness of support is monitored by the school improvement team		
School to school support being developed in every school via the menu of support decided in the Autumn Core Visit. This is bespoke for each school and is supplemented by the 'Lift as you climb' project at primary level.	'Lift as you Climb' project was delivered and all schools received appropriate funding. School to school work is continuing to develop.		
There is now individual tracking data within the LA for every pupil which includes teacher assessment, test scores and contextual data over time. This is collated by the data unit and shared with all schools.	This is produced by the data unit and shared with all schools twice a year.		
Extensive training for all senior leaders (including governors) in self-evaluation and improvement planning has been delivered. Templates for both reports have also been provided to each school.	This has been completed and a number of schools have been inspected with positive comments.		
Extensive Hwb training for all schools in the authority has been provided.	This has been delivered		



<b>Objective 8:</b> Ensure our employment and recruitment processes promote fairness and equality for all.						
<b>Responsible Officer:</b> Sheenagh Rees						
Action	Lead Officer	Achieved by	Completed	In Progress	Not started	Comment
<b>Employment Policies</b>						
Review our employment policies every three years:- <ul style="list-style-type: none"> <li>Whistleblowing Policy and Procedure</li> <li>Grievance Policy and Procedure</li> <li>Domestic Violence Policy</li> <li>Equal Opportunities in Employment Policy</li> <li>Flexible Working Policy</li> </ul>	Diane Hopkins	Oct 2015 June 2016 Sept 2016 Nov 2016  Sept 2017	✓			
<b>Recruitment Processes</b>						
Undertake training for recruiting managers outlining their responsibilities under the Equality Act, making reasonable adjustments, at interview and when considering the best applicant for the post, ensuring a fair and transparent process	Diane Hopkins	Ongoing	✓			Training for managers was completed for the year 2015/2016 on 7 May 2016
<b>Workforce Monitoring Information</b>						
Collection of information on protected characteristics (This is part of the VISION Development Project and approval needs to be given for this development to be	Cath Lewis	March 2016			✓	The VISION Development Project has now been transferred to the Digital by Choice agenda and initial work



prioritised by the Efficiency Board).						has commenced on an employee portal to capture the necessary data outside of VISION.
<b>Annual Reporting</b>						
Publish annual report on employment information by protected characteristic. (see above)	Cath Lewis	Sept 2015		✓		The data for 2015/16 was reported to Personnel Committee on 1 <sup>st</sup> September 2015.
<b>Trade Union Consultation</b>						
Undertake ongoing consultation on monitoring developments and future objectives. These are to be on the agenda annually for the LGS Forum.	Diane Hopkins	April 2016		✓		Consultation has taken place for 2015/16 at the Local Government Services Forum on 6 <sup>th</sup> July 2015.

<b>Measures</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
No. of staff attending recruitment training	14		
% of participants of training sessions that considered their knowledge had increased	100%		
No. of recruitment complaints	0		
Other measures are reported in the Annual Equalities Employment Information Report.			



<b>Objective:</b> Gender Pay Objective						
<b>Project:</b> To further develop pay/employment data to better understand the reasons for the gender pay gap and to identify any actions which may be feasible to close the pay gap.						
<b>Responsible Officer:</b> Sheenagh Rees						
Action	Lead Officer	Achieved By	Completed	In Progress	Not started	Comment
<b>Further develop pay/employment data</b>						
Address existing discrepancies	Cath Lewis	March 2016		✓		Currently working on the process for reporting gender pay gap data in line with recent legislation
Identify and address any gaps in data	Cath Lewis	March 2016		✓		As above
<b>Annual Reporting</b>						
Draft and publish pay gap information in employment information annual report	Diane Hopkins	Reported annually		✓		Reported to Personnel Committee during September each year
<b>Starting Salaries</b>						
Policy decision that all new starters commence on the minimum point of the grade. This is monitored via the Starting Salaries Monitoring Form.	Diane Hopkins	Ongoing	✓			This policy has been in place since the introduction of Job Evaluation in 2008.



Measures	2015-2016	2016-2017	2017-2018
The single figure difference between the average hourly earnings of men and women calculated by reference to all female employees' average pay with all male employees' average pay.	£2.00		
No. of new starters commencing above the minimum point of the grade	17  2% of new starters		

