

THE NATIONAL ASSEMBLY FOR WALES: ARRANGEMENTS TO PROMOTE EQUALITY OF OPPORTUNITY 2001-2002**CONTENTS**

Preface by the Chair	2
Report to Plenary on the Assembly's Arrangements to Promote Equality	4
Priorities for the next year	5
 Annex A: Annual Report of the Committee on Equality of Opportunity	 6
Background to the Committee	6
Summary of Activities for the Previous Year	6
Public Bodies concerned with the Promotion of Equal Opportunities	9
Forward look	10
Appendix A1 - Terms of Reference	12
Appendix A2 - Membership	14
Appendix A3 - Meetings	15
 Annex B: Report from the Permanent Secretary on the Work to Promote Equality in the Work of Assembly Staff - April 2001 to March 2002	 18
Introduction	18
Achievements	18
Summary	22
Appendix B1: Role, Functions and Work of the Equality Policy Unit	
Appendix B2: Specific Divisional Equality Initiatives	33
Appendix B3: Maturity Profiles	113

Annex C: Report from the Clerk to the Assembly on the Promotion of Equality of Opportunity in the Conduct of Business

Introduction	117
Activity to Promote Equality	117
The Work of Committees	119
Personnel Initiatives in the Presiding Office	119

PREFACE BY THE CHAIR

A vital aspect of the vision for devolved government for Wales was that the National Assembly should promote equality of opportunity for all people. This is reflected in the Government of Wales Act which requires the Assembly to exercise its functions and carry out its business "with due regard to the principle that there should be equality of opportunity for all people". To ensure that this occurs, Standing Orders provide for the Committee on Equality of Opportunity to audit the Assembly's progress towards that goal. This legal obligation, backed by an Assembly standing committee, has further focussed the Assembly's attention on the need to promote equality. There is a clear commitment from the Cabinet, with all party support and from senior management to see that equality of opportunity is promoted within Wales. I believe we have made a good start but much remains to be done to address the barriers that exist to equality of opportunity, both within the Assembly itself and in the wider community.

Good progress has been made in a number of areas. We have built on the work begun last year to promote equality through the system of public appointments in Wales which will help ensure that our public bodies will better represent all sectors of the community. As a result we now have a draft Code of Practice for Public Appointments and action plan in place.

The review of the remuneration of chairs and members of such bodies has been completed and promises to help ensure that high calibre people from across the community can be attracted to these important positions and that there is a rational and fair basis for remuneration.

The committee has taken a close interest in the implementation of the "Lifting Every Voice" report by Roger McKenzie. Most of the recommendations have been implemented and Assembly staff are being consulted on a draft Recruitment and Deployment Strategy. A voluntary code of practice has been introduced to promote equality of opportunity through the Assembly's procurement policy.

The Assembly has carried out a pay review and has introduced a pay system which addresses gender pay inequity amongst its own staff. The Equal Pay Campaign was launched on 7 March 2002. Over the next 12 months, with its partners, the Equal Opportunities Commission and the Wales TUC, the Assembly will encourage employers in the public and private sectors to identify pay inequalities and address them.

This report shows that, while there is much to be done, progress is being achieved. This is greatly assisted by the non-partisan approach that members of the committee have taken to their role. It has been pleasing to work with a committee that is focused on achieving outcomes for the Assembly and the people of Wales rather than scoring points for their party and I thank all members for their assistance throughout the year. I am also grateful to the Commission for Racial Equality, the Equal Opportunities Commission and the Disability Rights Commission for their assistance. The expert advice they have provided to the committee has been invaluable. I also extend my thanks to the many people who have come to speak to the committee and shared their insights and to the Assembly officials who have supported the committee.

Edwina Hart AM MBE

Chair, Committee on Equality of Opportunity

June 2002

Report to Plenary on the Assembly's Arrangements to Promote Equality

1. This is the third annual report of the Committee on the Equality of

Opportunity under Standing Order 14.2 on the Assembly's arrangements to promote the equality of opportunity and their effectiveness. The bulk of the report is contained in its three annexes; Annex A being the committee's report on its activity over the last year; Annex B being a report from the Permanent Secretary on the promotion of equality in the work of Assembly staff and Annex C being a report from the Clerk to the Assembly on the promotion of equality of opportunity in the conduct of the Assembly's business.

2. The committee is pleased to see that progress on the equality agenda continues to be made. The leadership provided by senior managers in the Assembly has been a key factor in this. The committee does, however, have some concerns that this commitment is not consistently reflected at all levels within the Assembly and therefore welcomes the introduction of the Equality Awareness Training Strategy and a mandatory programme of equality awareness raising for all Assembly staff.

3. Significant progress has been made in a number of areas. Most of the recommendations contained in the McKenzie report "Lifting Every Voice" have been implemented. New pay arrangements have been introduced for Assembly staff to address pay equity between male and female employees. The Equal Pay Campaign has been launched and a Race Equality Scheme has been developed to meet the Assembly's responsibilities under the Race Relations (Amendment) Act 2000.

4. There are areas where further improvements are necessary. The committee is concerned about the lack of Welsh speaking non-executive directors on health authority and NHS Trust boards. It will also continue to monitor the treatment of asylum seekers in Wales closely to ensure that their needs are met and their rights protected.

5. The committee welcomes the detail provided by Assembly divisions on specific equality initiatives at appendix B2. There is a great deal of useful information contained in the appendix but the committee hopes that a common format could be introduced for next year's report.

6. The maturity profile at Appendix B3 in Annex A shows that the Assembly is continuing to make progress in establishing mechanisms and procedures to promote equality but still falls short of functioning with due regard to the principle that there should be equality of opportunity for all people. It is important that the initiatives developed to date are properly implemented and other barriers to equality are identified and addressed to ensure that the Assembly moves towards the model of excellence to which it aspires and which is required by the Government of Wales Act.

Priorities for the next year

7. The implementation of "Lifting Every Voice", remains a major project for the coming years in order to ensure that the Assembly's internal policies do not have the effect of reducing opportunities for people from black and ethnic minorities – or people from other under-represented groups.

8. Gypsy-Travellers are one of the most disadvantaged groups in Wales. The committee is carrying out a review of services provided for Gypsy-Travellers in Wales and intends to produce a report before the Assembly elections next May. This will be one of the main priorities for the coming year.

9. The Assembly published its first race equality scheme on 30 May to meet its statutory obligations under the Race Relations (Amendment) Act 2000. The scheme builds on the extensive range of equal opportunities initiatives which have been introduced with the support of the committee. The scheme will be reviewed in 12 months time following full consultation with black and ethnic minority communities. The committee will consider the responses to the consultation and consider the race equality schemes published by Assembly Sponsored Public Bodies.

10. The Equal Pay Campaign was launched on 7 March. The Campaign, a partnership between the Equal Opportunities Commission, the Wales TUC and the Assembly, will play a vital part in encouraging private and public sector employers to carry out pay reviews so that pay inequalities can be identified and closed. The Assembly has already taken the lead in addressing pay equity amongst its own staff and will be asking the public bodies it funds to do the same.

11. The committee also welcomes the work the Assembly is doing to promote equality through its policies regarding the appointment and remuneration of public appointees and by including equality issues in its procurement policies and will continue to monitor developments.

Annex A: Annual Report of the Committee on Equality of Opportunity

THE BACKGROUND TO THE COMMITTEE

1. The Committee on Equality of Opportunity is provided for by the Assembly's Standing Orders to audit the Assembly's arrangements for promoting equality of opportunity for all people in the exercise of the Assembly's functions and the conduct of its business. Section 48 and 120 of the Government of Wales Act 1998 impose on the Assembly a duty to further the principle that there should be equality of opportunity for all.

2. The Committee's terms of reference are set out in Standing Order 14 (Annex A1). A list of the committee's membership is at Annex A2. A summary of the Committee's agendas for 2001-02 are at Annex A3.

3. The Committee has a strong interest in seeing that a dialogue with organisations representing minority and disadvantaged groups takes place at all levels in the Assembly. In order to help to achieve this, members agreed at the first meeting that the commissions set up to address equality issues in Wales - the Equal Opportunities Commission, the Commission for Racial Equality and Disability Wales (subsequently replaced by the Disability Rights Commission) - should receive a standing invitation to attend meetings of the Committee in accordance with Standing Order 14.4.

4. Standing Order 14 requires the Committee to have particular regard to the need for the Assembly to avoid discrimination on grounds of gender, race or disability. While maintaining this focus, the Committee also has regard to other sources of discrimination and social exclusion including age, religious beliefs and sexual orientation.

5. The Committee has taken a multiple approach to auditing the way the Assembly fulfils its duty to promote equality of opportunity for all. In addition to the annual reporting process, this has included raising issues of interest and concern with the relevant Minister, the Permanent Secretary, or policy division; commissioning reports on particular issues; receiving briefs and presentations from organisations outside the Assembly and maintaining a close dialogue with the equality commissions. Officials from the Assembly's Equality Policy Unit and Public Appointments Unit also attend committee meetings to provide support and advice and respond to issues raised.

A BRIEF SUMMARY OF ITS ACTIVITIES FOR THE PREVIOUS YEAR

Public Appointments

6. The Committee has given extensive consideration to the processes by which public appointments are made in order to secure a broader representation from across the community particularly among people from ethnic backgrounds, people with a disability and women.

In March the Committee considered a draft Code of Practice on Public Appointments which brings into one document provisions in the Commissioner for Public Appointments

Code of Practice (revised in 2001) and the existing Assembly Code of Practice for Public Appointments.

The Committee has also taken a close interest in the "Mainstreaming Equality in Public Appointments" action plan which was drafted under the supervision of Professor Teresa Rees.

7. The Committee followed with interest the review of the remuneration and expenses of public appointees which aimed to make their remuneration more consistent and to ensure that remuneration arrangements were not a barrier to diversity. In January, the Committee considered the final draft report of the review and raised some concerns which were passed on to the Welsh Assembly Government. The Committee will monitor the outcome of the review.

Equal Pay

8. The Equal Opportunities Commission's Task Force report, *Just Pay*, was released early in 2001 and highlighted that the pay gap between men and women has remained at an unacceptably high level.

9. In July an informal reference group was established, chaired by David Melding, to oversee the development of a campaign on Equal Pay in partnership between the Assembly, the Equal Opportunities Commission and the Wales Trades Union Council. The campaign was formally launched on 7 March in Cardiff, Swansea and Llandudno. Mobile exhibitions will travel around Wales to increase awareness about pay equity. A CD-ROM is being prepared to support the campaign and will be launched at Business Week Wales in May. This will be followed by a series of public sector seminars later in the year.

10. The Committee is keen to raise interest in this issue in the private sector and will continue to monitor the impact of the campaign.

Race Relations (Amendment) Act

11. The Race Relations (Amendment) Act 2000 came into force in April 2001 and placed a general duty on all public authorities to eliminate racial discrimination. It also empowers the Commission for Racial Equality to draft codes of practice for any person specified under the Act and, following consultations and approval by the Home Secretary, for those codes to be tabled in Parliament and enforced by the Commission.

12. The Committee has noted that the statutory duties imposed by the Act on public bodies will have a significant effect in promoting racial equality. To meet its obligations the Assembly prepared a Race Equality Scheme which the Committee considered in May.

McKenzie Report

13. The Committee welcomed the report by Roger McKenzie, *Lifting Every Voice: A Report and Action Programme to address institutional racism at the National Assembly for Wales* as a useful way forward. It has encouraged the implementation of the report's recommendations by the Assembly and by the political parties in Wales. In January, the Committee received a report from the Permanent Secretary on the progress achieved in implementing the action plan to take forward the recommendations of the Lifting Every Voice report. The Committee will continue to take a close interest in progress and looks forward to receiving a report on the outcome of the consultation with Assembly staff.

Procurement Policy

14. The Assembly has a duty to ensure those it contracts with to provide services to fulfil its functions do so in a way that advances equality of opportunity. It also has significant power within the marketplace in Wales as a significant consumer of goods and services. The Committee is concerned to see that the Assembly fulfils this duty and uses this power to encourage the implementation of practices which further equality of opportunity.

15. Good progress has been made in this area and a Voluntary Code of Practice which suppliers are invited to 'sign up' to has been developed by Procurement Unit. The aim is to create a database of suppliers who are prepared to support the assembly's core values of Equality of Opportunity, Sustainable Development, and Social Inclusion. The

Finance Group is also exploring the possibility of extending the policy to include discretionary grant recipients. The Committee will continue to monitor the development of procurement policies.

Access to polling stations

16. The "Polls Apart 3" report prepared for the Disability Rights Commission by Scope indicated that 69% of polling stations in Wales were not accessible to disabled people. The Committee met the Commission on Local Government Electoral Arrangements, the Electoral Commission and the Welsh Local Government Association to discuss ways in which access for disabled people could be improved. It also considered the planning that was being done for the Assembly elections in 2003. The Committee will consider this issue again in the Autumn.

Asylum Seekers in Wales

17. Following concerns about the treatment of asylum seekers in Wales the Committee decided to investigate the issue. Although asylum is not a devolved matter, it touches on areas of Assembly responsibility, such as provision of health services. In July the Committee took evidence from a range of organisations representing asylum seekers' interests and providing services to them, including local authorities. The committee felt that the interests of asylum seekers was best met by integrating them into the community rather than through the establishment of accommodation centres. The committee was also concerned about difficulties identified with the voucher system and the practice of holding asylum seekers in Cardiff Prison. The Chair raised these issues with Lord Rooker, the Minister responsible at the Home Office.

18. In November the committee discussed asylum issues with the Director of the National Asylum Support Service. The Home Office published the White Paper Secure Borders Safe Haven: Integration with Diversity in modern Britain in February 2002, which outlined changes to the asylum system and the Committee will follow developments with interest.

Race and Employment Directives

19. The Committee considered the UK Government's consultation on the implementation of the Race and Employment Directives. The Committee also received representations from equality organisations. Concerns were raised about the scope of the proposed legislation, particularly the failure to bring in legislation on goods and services in relation to age, religion and sexual orientation, the lack of enforcement powers in relation to these three new strands and the exemptions for religious and belief organisations. The underlying concern was that the UK Government's proposal would lead to a "hierarchy of rights" by failing to provide individuals the same level and scope of protection across all the strands. The Committee raised these issues in its response to the consultation and will continue to follow progress on the implementation of these Directives.

Equality Awareness Training

20. The Committee welcomed the development of an Equality Awareness Training Strategy for Assembly Members and Assembly staff. The Committee recognised the importance of improving understanding and awareness of equality and diversity issues among Assembly Members. The Chair wrote to all party business managers asking them to only appoint members to selection panels who have had equality training. The Committee looks forward to receiving a report on progress with training for Assembly members and staff.

Access to Historic Buildings

21. In November the Minister for Environment discussed with the Committee draft Cadw guidance on access to historic buildings, '*Overcoming the Barriers*'. The Committee felt that liaison with the Disability Rights Commission and Disability Wales on the guidance was important. The guidance needed to be positive in tone and an imaginative approach towards access arrangements needs to be adopted. It was also important that Cadw staff received training on access issues.

PUBLIC BODIES CONCERNED WITH THE PROMOTION OF EQUAL OPPORTUNITIES

Equal Opportunities Commission

22. In accordance with Standing Order 6.6, the Committee considered the Annual Report of the Equal Opportunities Commission on 14 February 2001.

23. The report covered six themes and for each looked at the current situation, legal cases related to the theme and future developments. The themes were:

- equal pay;
- work/life balance;
- stereotyping women's and men's roles;
- women in public and political life;
- mainstreaming equality at national, regional and local levels; and
- future legal framework.

Commission for Racial Equality

24. In accordance with Standing Order 6.6, the Committee considered the Annual Report of the Commission for Racial Equality (CRE) on 31 October 2001.

25. The main issues arising from the report were promoting opportunities for more public appointments from black and ethnic minority communities, working to promote an initiative for health and social care for elderly people in Wales and investigating the work of the Police and the Criminal Prosecution Service to assess reasons for the growth of the black and ethnic minority prison population. The Committee noted that following the Stephen Lawrence Inquiry, all schools in Wales now possessed a copy of the CRE racial equality in schools strategy, 'Learning for All'. The CRE was also monitoring the implementation of Race Relations (Amendment) Act.

Disability Rights Commission

26. In accordance with Standing Order 6.6, the Committee considered the Annual Report of the Disability Rights Commission (DRC) on 31 October 2001.

27. The main issues arising from the report were the passing of the Special Educational Needs and Disability Act 2001 and the development and the drafting of two codes of practice to support its implementation and the revision of the Code of Practice on access to goods and services in advance of regulations under the Disability Discrimination Act.

28. The DRC had established an office in Cardiff and had worked to promote the elimination of discrimination and to provide a support service to the people of Wales. Relationships with Assembly Members, Assembly officials and other Disability organisations in Wales, such as Disability Wales had also been established.

FORWARD LOOK

29. The Committee remains focused on helping the Assembly and Assembly sponsored public bodies (ASPBs) work to give equality of opportunity for all by ensuring that equality principles are mainstreamed throughout the Assembly. To facilitate this, the Committee will continue to be a place for public dialogue between Assembly Members, the Assembly Cabinet, the equality commissions and groups concerned with equality issues. Through this dialogue, the Committee will keep the spotlight on the Assembly's equality obligations, highlight the expressed needs of groups within the community and recommend actions for change.

30. In addition, the Committee will facilitate ongoing action in the following areas:

Gypsy-Travellers

31. The Committee recognises the need for an integrated approach across the Assembly to address difficulties in providing services to meet the needs of Gypsy-Travellers. It therefore decided to undertake a review of the services for Gypsy-Travellers and, in February 2002, invited written evidence. The Committee will be appointing an expert adviser to help with the review. In April 2002 the Committee visited Dublin to meet the Irish Equality Authority, Traveller organisations and officials from Irish Government Departments.

32. The Committee aims to conclude its review and produce a report before the Assembly elections in 2003 although it recognises that it will not be possible to cover all the issues within this time scale.

Race Relations (Amendment) Act implementation

33. The Race Relations (Amendment) Act will have a significant impact on promoting equality principles by imposing general and specific duties on public bodies to work against racial discrimination. As noted above, the Committee will have a role in facilitating its implementation through monitoring, advice and dialogue with the Commission for Racial Equality and sees the implementation of the Act as an opportunity to advance equality of opportunity for all.

Human Rights

34. In October the Committee considered a proposal that its remit should be extended to include human rights. The Committee felt there was a danger that this could blur its focus, especially as a different Minister had responsibility for human rights issues in the Assembly. Human rights were about complying with the law whereas equality of opportunity was about addressing the problems faced by disadvantaged groups. The Committee did not wish to be distracted from auditing policies which promote equality, to police the maintenance of individual rights and decided against extending its remit. However, following a recommendation by the Assembly Review of Procedure the Committee will look again at this issue.

Committee on Equality of Opportunity

June 2002

Appendix A1: Committee on Equality of Opportunity - Terms of Reference

Extract from Government of Wales Act 1998

Section 48

1. The Assembly shall make appropriate arrangements with a view to securing that its business is conducted with due regard to the principle that there should be equality of opportunity for all people.

Section 120

1. the Assembly shall make appropriate arrangements with a view to securing that its functions are exercised with due regard to the principle that there should be equality

of opportunity for all people.

2. After each financial year the Assembly shall publish a report containing:

a) A statement of the arrangements made in pursuance of subsection (1) which had effect during that financial year; and

b) A statement of how effective those arrangements were in promoting equality of opportunity.

STANDING ORDER 14 - COMMITTEE ON EQUALITY OF OPPORTUNITY

Title and Terms of Reference

14.1 There shall be a Committee on Equality of Opportunity, which shall audit the Assembly's arrangements for promoting in the exercise of its functions and the conduct of its business the principle that there should be equality of opportunity for all people. The Committee shall also have particular regard to the need for the Assembly to avoid discrimination against any person on grounds of race, sex or disability.

14.2 The Committee shall submit an annual report to the Assembly on those arrangements and their effectiveness. It shall also review and report to the Assembly its conclusions on the Annual Reports submitted to the Assembly by public bodies concerned with the promotion of equal opportunities.

Membership

14.3 The Assembly shall elect an Assembly Secretary to chair the Committee, together with other Members elected so far as practicable to reflect the balance of political groups in the Assembly and having regard to the desirability of each subject committee being represented on the Committee. Members who are not members of the Committee may attend its meetings when these are in public. Any such Members who have specific constituency or regional interests to pursue in relation to the work of the Committee may in advance of any meeting seek the chair's permission to make representations to the Committee at that meeting; but they may not vote. Members may also write to the Chair requesting that their observations on any aspect of the Committee's work be tabled for consideration by the Committee at its next meeting; and the chair shall arrange for such tabling to take place.

14.4 Without prejudice to paragraph 8.14, the Committee shall, from time to time, appoint such advisers as it requires to enable the views of minority or disadvantaged groups to be put before it.

Reports

14.5 The Committee may report to the Assembly from time to time in addition to submitting its annual report.

Appendix A2: Membership of Committee on Equality of Opportunity

MEMBERSHIP OF COMMITTEE ON EQUALITY OF OPPORTUNITY

The membership of the Committee as at April 2002 was:

Edwina Hart (Chair) Labour Gower

Lorraine Barrett Labour Cardiff South and Penarth

Eleanor Burnham Liberal Democrat North Wales

Ann Jones Labour Vale of Clwyd

Helen Mary Jones Plaid Cymru Llanelli

Huw Lewis Labour Merthyr Tydfil and Rhumney

Val Lloyd Labour Swansea East

David Melding Conservative South Wales Central

Janet Ryder Plaid Cymru North Wales

Peter Rogers Conservative North Wales

Owen John Thomas Plaid Cymru S Wales Central

Christine Gwyther (Labour: Carmarthen West and South Pembrokeshire) was a member until 27 November 2001.

Richard Edwards (Labour: Preseli Pembrokeshire) was a member until 12 June 2001

Jonathan Morgan (Conservative: South Wales Central) was a member until 20 November 2001

Appendix A3: Meetings of the Committee on Equality of Opportunity

9 May 2001 - EOC-04-01

Chair's Report

Equality Audit and Committee's Revised Forward Work Programme

Draft Annual Report of the Committee on Equality of Opportunity

The work of the North Wales Race Equality Network:

Presentation: Steve Bennett, Project Manager and Susheela Lourie, Chair, North Wales Race Equality Network

Stephen Lawrence Inquiry

Minutes of the previous meeting

13 June 2001 - EOC-05-01

Dr Liisa Horelli - visiting Finnish expert on mainstreaming equality

Chair's Report

The National Assembly's Procurement Policy

Equal Opportunities Commission's Equal Pay Taskforce Report Presentation:

Teresa Rees, Equal Opportunities Commissioner for Wales

Data available within the National Assembly:

Presentation on equality data which is available within the National Assembly for Wales

NHS Appointments Policy

Annual Report on the Assembly's Arrangements to Promote Equality of Opportunity

Minutes of the previous meeting

11 July 2001 - EOC-06-01

Chair's Report

McKenzie Report – Action Plan

Remuneration of Public Appointees – Report on the responses to consultation

Terms of Reference for Equal Pay Working Group

Asylum Seekers in Wales - evidence gathering

Disbursement Programme and Resettlement of Asylum Seekers

Detention of Asylum Seekers

Minutes of the previous meeting

31 October 2001 EOC-07-01

Chair's Report

Working Group on Equal Pay

The Race Relations Amendment Act

Presentation: Jonathan Lane, Head, Race Legislation Unit, Home Office

Equality Training Strategy

Travelers and Roma and Sinti people

Annual Report of the Disability Rights Commission

Chair of the Disability Rights Commission, Mr Bert Massie

Commission for Racial Equality Annual Report

Dr Mashuq Ally

Update on response to Disability Rights Task Force

Assembly Review of Procedure

Inclusion of Human Rights in Committee's remit

Minutes of the previous meeting

28 November 2001 EOC 08-01

Chair's Report

Minister for the Environment

CADW report on Physical Access to Historic Buildings and other environmental access issues

Equal Opportunities Commission Annual Report

Presentation: Professor Teresa Rees and Kate Bennett

Equal Pay

Asylum Seekers

Presentation by Stacy Thornton, Director of the National Asylum Support Service on the dispersal and resettlement of asylum seekers in Wales

Gypsy-Travellers

Welsh Affairs Select Committee: Report on Social Exclusion

Minutes of the previous meeting

30 January 2002 - EOC 01-02

Chair's Report

McKenzie Report Action Plan

Presentation by Permanent Secretary on progress on implementation of the McKenzie Report Action Plan

Gypsy-Travellers Inquiry

Presentation by Chief Executive of the Irish Equality Authority, Niall Crowley

Procurement Policy Update

Remuneration of Public Appointees

Race and Employment Directives

Presentation by Department of Trade and Industry officials

Minutes of the previous meeting

6 March 2002 - EOC 02-02

Chair's Report

Welsh Language Review

Presentation by Delyth Evans AM on Culture Committee' review of the Welsh language

Code of Practice on Public Appointments

Diversity Action Plan

Access to Polling Stations

Presentation by Will Bee, Disability Rights Commission on "Polls Apart 3" report

Employment and Race Directives

Minutes of the previous meeting

24 April 2002 - EOC 03-02

Chair's Report

Access to Polling Stations

Presentation by Glyn Mathias and Kay Jenkins, Electoral Commission and Steve Thomas, Welsh Local Government Association

Office of the Immigration Services Commission

Presentation by Commissioner, John Scampion

Gypsy-Traveller Review

Presentation by Rachel Morris, Traveller Law Research Unit at Cardiff University

Equal Pay Campaign

Minutes of the previous meeting

Annex B: Report from the Permanent Secretary on the WORK TO promotE equality in THE WORK OF Assembly STAFF – APRIL 2001 to March 2002

1. Introduction [*](#)

2. Achievements [*](#)

i. General 18

ii. Strategic Plan 20

iii. Better Government 21

3. Summary 22

Appendix B1: The Role, functions and work of the Equality Policy Unit [*](#)

Appendix B2: Specific Divisional Equality initiatives .33

1. Introduction

This report outlines the work undertaken by the National Assembly for Wales to promote equality of opportunity in the Assembly since my report in June 2001. It covers the period from April 2001 to March 2002. The Presiding Office will make a separate report on its work to promote equality of opportunity.

Throughout this period I have sought, through both my own personal commitment and that of my staff, to ensure that Equality of Opportunity is mainstreamed into every facet of the work of the Welsh Assembly Government. My leadership, and that of my senior managers, is crucial to the mainstreaming of equality, and I consider that the initiatives undertaken during the period provide increasing practical demonstration of this leadership. The achievements outlined below and the results from the third equality audit, provide an indication of progress and a gradual change in the culture of the organisation. This change of culture will take time to become embedded and I acknowledge that we still have a long way to go.

2. Achievements

There have been a number of achievements of note during the period. For ease of reference I have outlined these achievements under separate headings: those of a general nature; those related to the Strategic Plan; and those related to Better Government. In addition to highlighting the achievements, where appropriate I have provided information of our intentions for the coming year :

i. General

The changes we have made to our recruitment procedures, our new equal pay arrangements for staff, and our new performance management system, are high profile and significant examples that demonstrate that real progress is being made.

Other achievements of a general nature include:

- Our work to develop a race equality scheme as a result of the Race Relations (Amendment) Act 2000. In the coming year the challenge will be to implement fully the Action Plan that has been derived from the scheme.
- The training we have conducted to assist Divisions develop their understanding of Human Rights issues. In the coming year there will be refresher training and more tailored training for Divisions and Groups which require it.
- The strategic Welsh input provided to Central Government on their deliberations on the implications of Article 13 of the Treaty of Amsterdam Race and Employment directives. In the coming year, we will continue to assist with the Government's consultation on an implementation plan, and the development of a strategy for helping employers implement the sexual orientation and religious strands, in particular
- The continuing work on the implementation of part III of the Disability Discrimination Act 1995, to promote access to service provision in Wales. Work is now in progress to ensure the widest possible awareness of the requirements of part III in the public sector. A specific project will involve 5 conferences across Wales to promote awareness of the responsibilities of service providers in the public and private sectors, as well as the development of monitoring systems to ensure those we fund have appropriate mechanisms in place to make their service delivery systems fully compliant with the Act.
- International Day of Disabled People events held across Wales for young disabled people, culminating in a Plenary Session in the Assembly Chamber, chaired by the Presiding Officer. The First Minister and the Finance Minister answered questions which the young people had developed from regional workshops preceding the main

event. We hope to build on this and take forward the lessons learnt for future high profile events for young disabled people.

- The celebration of International Women's Day, including the work undertaken by Welsh Assembly Government staff to launch a Wales-wide Equal Pay campaign and a high profile breakfast event. We aim to build on this in the year ahead.
- The appointment, on a 2 year secondment, of the first Black, Minority Ethnic Senior Civil Servant to the National Assembly.

Further details of the above, and other work and achievements during this period are shown at Appendices B1 and B2.

ii. Strategic Plan

The promotion of a culture in which diversity is valued and equality of opportunity is a reality is one of the three major themes and values by which the Assembly operates, and which I expect all National Assembly staff to follow. The Assembly's Strategic Framework document sets out the long-term vision for a better Wales: a tolerant society in which the needs of all social groups are addressed and everyone is given an opportunity to play a full part. A number of policies and initiatives are being introduced across the Assembly to help achieve these aims. Examples of these include:

- Two open recruitment exercises at Band A and Band F which specifically encouraged applications from underrepresented groups, in particular individuals from the Black Minority Ethnic (BME) communities. For these exercises the proportion of BME applicants increased from [X%] to 6% (4.5% of applicants were disabled). Of the candidates interviewed, 7.6% were BME and 10.4% disabled. BME candidates represented [X%] of those recommended for appointment and disabled candidates [X%].
- The development of positive action schemes and networks for under represented groups in the Assembly. A scheme was bought in from the Civil Service College to assist the career development of BME staff. In addition, a number of employment-related schemes to improve the diversity of our workforce have been initiated and are now underway (work shadowing, training-placements and secondments to Race Equality Councils). For the coming year, the effectiveness of the initiatives will be reviewed and we plan to extend the scheme to cover disabled people.
- Support for a number of voluntary sector equality organisations (All Wales Ethnic Minority Association, Wales Women's National Coalition, Disability Wales, Lesbian, Gay Bisexual Forum), as vehicles for consultation with the Assembly. Three year funding has been made available to build capacity within these organisations so that the effectiveness of consultation is greatly increased year on year.
- The quarterly meetings between senior members of the BME communities and senior officials held under my chairmanship. These provide an independent source of advice and guidance and act as a sounding board for new initiatives.
- The continuing work of the Public Appointments Unit in seeking to promote diversity in appointments. A number of Positive Action Initiatives are being considered, including outreach exercises and specific equality training for selection panel members. In addition, the Unit has undertaken work to encourage people from groups traditionally under-represented on the boards of our public bodies to put themselves forward for appointment. The Unit has now produced an action plan to take forward these initiatives.
- The promotion of the need for equality of opportunity as a specific requirement of European Structural Funding (ESF). In conjunction with WEFO, equality awareness training is being developed to ensure that at all stages equality is built into ESF.
- The development of an Information Age Strategy to help open up opportunities for, amongst others, those with physical or sensory impairments. The wide-ranging electronic consultation (both externally and within the Assembly), has set a new standard for future consultations.
- Promotion of the need for specific, practical equality actions in Divisional Plans. Good progress has been made in this area as can be seen by the many Divisional initiatives at *Appendix B2*. In the coming year the Divisional Plans will be supplemented by Group Action Plans.

iii. Better Government

The Modernising Government White Paper and the subsequent Action Plans that emerged following the meeting of Permanent Heads of Departments at Sunningdale in 1999 emphasised the need for the Civil Service to become more diverse. All Departments were required to formulate Action Plans to demonstrate how they were going to tackle the issue of diversity. The White Paper emphasised that "the public service must be part of, not apart from, the society it serves" and this message is fundamental to the success of the Assembly. The Delivering Better Government Initiative in Wales is my response to the challenge of the Modernising Government White Paper. I have taken a personal responsibility for the Initiative, which has as one of its seven themes "Building Equality into all our Policies and Practices". The theme means we seek:

"To ensure that the Assembly's policies actively endorse its commitment to equality and diversity and that the Assembly exercises its functions with due regard to the principle of equality of opportunity for all. To ensure that, as an employer, the Assembly finds and draws upon the best talent to meet its objectives".

Specific initiatives taken during the year in support of this objective were:

- The support and co-sponsorship of the first Race Diversity Awards ceremony in Wales, held in the Coal Exchange in Cardiff. This event was a tremendous success which has helped to raise the profile and image of the Assembly in the Black Minority Ethnic community in Wales. We are considering how we can build on this success.
- Innovative and ground-breaking initiatives in developing outreach, placements and work-shadowing schemes aimed at the BME communities. These schemes are now operational and have already received much acclaim. In the coming year we intend to extend the schemes to other under-represented groups.
- A new Equality Awareness Training Strategy and a programme of mandatory equality awareness raising for all Assembly staff were developed. We also changed the induction programme to ensure that all staff joining the Assembly are made aware of the Assembly's equal opportunities policy and their rights and responsibilities. Our aim is that by the end of June 2002 85% of Assembly staff will have received this training. The Strategy also includes the development of a suite of training packages covering a broad range of equality issues, both generic and more specifically tailored modules.

1. Summary

I consider that there is evidence of real progress in our work as an employer, policy maker and service deliverer. This can best be seen by our progress in 3 key areas:

- Policy Making** – There is an increasing awareness and consideration of equality issues in the policy development process. The work of mainstreaming equality issues into our policies will need to continue for some time, but this process is now successfully underway. Work is also well underway on a new policy development tool which will assist in the mainstreaming process, as will the implementation of a consultation database to ensure the public can be fully involved in our consultation processes.
- Staffing** – There has been a considerable amount of work in this area, notably in taking forward the recommendations of the Lifting Every Voice Report. The start of the new open recruitment/promotion arrangements, including exercises at Band A (Administrative Assistant) and Band F (Grade 7), will provide us with evidence of whether we are attracting more applicants from underrepresented groups. To date that evidence suggests we have made some progress. While the success rate at the appointment stage is improving, further work is needed to see what can be done to improve this, and to increase awareness amongst underrepresented groups of the opportunities which exist in the Assembly and our commitment to recruit from these underrepresented groups. There have also been changes to the flexitime arrangements to assist those with caring responsibilities. The new performance management arrangements are also aimed at reducing barriers to underrepresented groups and to provide an effective developmental tool to assist them progress.
- Access** – A new set of guidance on access issues has been drawn up and is being widely distributed within the Assembly. This will help Divisions plan their information campaigns and consultations and ensure that proper consideration is given to language and format. Evidence of this happening can be seen in the changes to our policy on job advertisements where we have moved to strap-lines in 14 point font to assist people with visual impairment.

I believe we have made real progress with our new staff recruitment and development system. Evidence that our efforts are being rewarded can be seen from the increased

levels of applications for posts from under-represented groups. We also have a clearer view of the data we need to gather to enable us to assess whether our policies and services meet the needs all the communities across Wales and, if they do not, what the key areas are that we need to address. Work on this front will continue in the coming year.

From the report it is also clear that equality issues are being properly addressed by Assembly staff, although with varying levels of commitment. Whilst there is greater evidence of the mainstreaming of equality, in the year ahead we will need to further embed the equality culture across the work of the Assembly. The equality training and awareness now being provided will help to ensure that this happens.

JON SHORTRIDGE

June 2002

Appendix B1: Role, Functions and Work of the Equality Policy Unit

The role of the Equality Policy Unit (EPU) is to take forward the equality obligations of the Assembly in a coherent and consistent manner. The Unit's main role is to assist the Assembly in meeting its statutory obligations in respect of equality and to meet the equality objectives in the Strategic Plan and the "Better Government" initiative.

The Unit's main objectives fall into four areas:

- acting as a catalyst for, and promoter of, change;
- providing a centre of expertise and advice on best practice;
- maintaining a dialogue with organisations representing minority and disadvantaged groups;
- assisting and supporting the work on equality of opportunity of the Equal Opportunities Committee, Cabinet Ministers and the Permanent Secretary.

An outline of the work undertaken by the EPU since June 2001 under the specific headings of Race, Gender, Disability, Human Rights, Training and the Equality Audit follows:

Race

A number of initiatives have been undertaken over the past year to promote race equality practices both internally and externally, to take a lead in supporting public sector organisations drive forward the race equality agenda across Wales. Examples of these initiatives include:

- The Race Relations (Amendment) Act 2000, the general duty of which came into force on 2nd April 2001. This placed a statutory duty on the Assembly to have due regard to the elimination of unlawful racial discrimination and the promotion of equality of opportunity and good relations between persons of different racial groups in all the work that the Assembly undertakes. This duty was further strengthened by the specific duty, which comes into force on 31 May 2002, which requires the

Assembly to develop a Race Equality Scheme and ethnic monitoring of employment practices. The Code of Practice and statutory Guidance produced by the Commission for Racial Equality were published in December 2001.

- Information about the Act was circulated to all Divisions and its main requirements highlighted. The draft Code of Practice developed by the Commission for Racial Equality was similarly circulated informing Divisions about the changes that would be required to ensure compliance with the new legislation across the Assembly. A Working Group has been established to co-ordinate the development and implementation of a Race Equality Scheme, and training has also been organised for senior managers to raise awareness of their personal responsibility for ensuring that their Divisions take forward the Act in their areas of responsibility.

The introduction of the Race Relations (Amendment) Act highlighted the need for public sector organisations to share good practice and support each other in achieving equality. In partnership with the Commission for Racial Equality in Wales, the Assembly has established a Wales Public Sector Round Table on Equalities, which is chaired by Mrs Edwina Hart AM the Minister for Finance, Local Government and Communities. The Group consists of chief officers of key Welsh public sector organisations and discussions centre around equality issues in the wider sense, information circulation and the sharing of good practice. The Group has proved effective at supporting its members in addressing equality issues and has established a taskforce to support its work and take forward specific initiatives. We anticipate that this will promote improved joint working.

- As part of the recommendations from the McKenzie Report on institutional racism within the Assembly ('Lifting Every Voice'), the definition of institutional racism was circulated to all Assembly Sponsored Public Bodies (ASPBs) with a request that they adopt the definition and begin work on tackling this issue within their organisations. Generally, ASPBs have welcomed this and have stated their commitment to take this work forward.
- The Permanent Secretary continues to meet regularly with members of black minority ethnic communities in Wales to discuss ways in which the Assembly can increase the diversity of its workforce. The discussions range across a number of issues and, as a result, the Assembly has undertaken a number of initiatives to achieve a diverse workforce. One example is the appointment of a BME secondee at Senior Civil Service level for two years within the Assembly.
- An increase in the number of BME people working in the Assembly, to reflect the make-up of the local population, is an objective that the Assembly is committed to achieving. Following discussions between the Permanent Secretary and members of the BME communities, two schemes have been developed that aim to raise awareness of the employment opportunities that exist within the Assembly. A work shadowing scheme and a training placement scheme aimed specifically at the BME communities were launched in January 2002.
- In driving forward race equality and to support the work the Race Equality Councils undertake at a local level, Welsh Assembly Government staff are currently arranging for a secondment of a member of staff to each Race Equality Council. The Welsh Assembly Government will also benefit from this initiative with staff returning with information about, and experience of working with, minority ethnic communities.
- Following the events of September 11th, the Permanent Secretary attended a series of meetings with political and religious leaders and members of minority ethnic communities to discuss the impact of this event on community and race relations in Wales. There were concerns about an increase in the number of racist incidents being perpetrated and about the way in which the media was reporting this issue. A separate meeting was held with Muslim women to ensure that their needs and those of their children were being met. A number of actions were agreed at the meeting, including increased liaison with the Police, to ensure that the Assembly was monitoring the situation and could provide support and assistance to those affected as required. The Permanent Secretary also met representatives of the Crown Prosecution Service in March and discussed a series of equality issues, including best practice established by the Crown Prosecution Service and effective implementation and monitoring.
- Although a non-devolved issue, the Assembly has shown keen interest in the experiences of asylum seekers who have been dispersed to, and are residing in, Wales. The Assembly has kept in close contact with the Cardiff Consortia, the All Wales Local Authority Consortium and the National Asylum Support Service to maintain an overview of the situation and to keep itself fully informed in an area of work that changes rapidly. The current White Paper, which proposes changes to asylum, immigration and nationality policies, is also being considered in terms of its potential impact for Wales.
- As part of the support for asylum seekers in Wales, a review of the Welsh Refugee Council (WRC) was agreed by the Assembly and the Home Office to identify areas

for improvement. A number of recommendations were made regarding the management of the WRC and the Assembly has funded a short term secondee to take forward the implementation of the recommendations to ensure that asylum seekers in Wales have appropriate support.

- To celebrate Black History Month in October 2001, the Welsh Assembly Government part sponsored the first Race Diversity Awards to be held in Wales which were organised by the Black Voluntary Sector Network Wales. The Awards were organised to highlight and celebrate the contribution made to Welsh society by black minority ethnic people and to reward organisations that have made real progress in taking forward diversity issues in Wales. We hope that this will become an annual event which will also support the Assembly's leadership role in encouraging the public sector to mainstream race equality issues.
- The Equality Policy Unit has also continued to provide advice, support and assistance internally to ensure that strategies, policies and practices address the needs of the minority ethnic communities.

The Year Ahead

Much of the work that is undertaken in the area of race will be continued this year. The key area will continue to be the implementation of the Race Relations (Amendment) Act 2000 and the further development of the Race Equality Scheme, with each Assembly Group developing an action plan as a mechanism for ensuring that there is compliance with the new legislation.

Over the coming year, the Equality Policy Unit, as part of Better Government, will also be working with the All Wales Ethnic Minority Association (AWEMA) to undertake an outreach project aimed at raising awareness within community based minority ethnic organisations about the role and remit of the Assembly, and to encourage their involvement and participation in influencing policy through AWEMA.

Gender and Sexual Orientation

A number of initiatives have been undertaken over the past year to promote gender and sexual orientation equality practices both internally and externally. Examples of these include:

- The facilitation of the setting up of the Lesbian, Gay and Bisexual Forum Cymru. £25,000 from the 'Promoting Equalities' fund was allocated to the group which will help them establish a consultation base to feed into Assembly policy. The official launch of the Forum took place in the evening of 30 August 2001 in City Hall after a Homophobia and Youth conference was held there during the day. Key speakers at the launch were Angela Mason (Stonewall), John Sam Jones and Gloria Jenkins (co-chairs of the Forum), and Mrs Edwina Hart AM.
- A visit by Dr Liisa Horelli, a Finnish mainstreaming expert with particular interest in Regional Economic Development, was arranged by Welsh Assembly Government staff in conjunction with the Equal Opportunities Commission. Dr Horelli spoke to senior managers about mainstreaming equality.
- Organisation of an Equality Breakfast to mark International Women's Day on 8 March 2002.
- Contribution to the discussions between Personnel Division and the EOC regarding the Assembly's pay audit in March 2001, and membership of the Assembly Joint Working Group on Equal Pay in October 2001. This included the launch of the strategy and development of the future strategy for the equal pay campaign.
- Production of a support paper on priority issues for women for the Childcare Strategy. Assembly staff also expanded the scope of a consultation paper being issued by the Children's Commissioner through Children and Families Unit to ensure it reached a wider audience in May 2001, and contributed to equality-proofing annual staff appraisal reports (ASRs) as part of the Assembly's review of ASRs in September 2001.
- Contributions to the Civil Partnership consultation exercise, facilitated by colleagues in the Gender and Sexual Orientation Team in the Cabinet Office, were made by

Assembly staff in January 2002.

- Links and contact with organisations outside the Assembly have been maintained and extended by Assembly staff. A number of equality-related conferences, seminars and meetings were attended including the EOC Annual Conference, a consultation day on Women and Racism facilitated by the Bah' ai women's group (formulating a declaration to the UN World Conference on Racism), MEWN Cymru and AWETU's annual general meetings, the BME Diversity Awards, and the Welsh Women's Euro Network Annual Conference.
- Relationships established with new groups such as Transgender Wales with whom a consultation route was opened to ensure the transgender population in Wales have a voice within the Assembly.

The year ahead

Much of the work that is undertaken in the area of gender and sexual orientation will be continued. In addition, specific actions for the year ahead will include:

Development of the 'Close the Pay Gap' campaign. This will be through :

- Taking a mobile exhibition to pre-determined venues
- Creating a CD ROM for employers use
- Holding seminars to further explore the issues

Follow-up questionnaires will be sent to those who attended the International Women's Day event in March 2002. Responses will be used to plan the event for March 2003.

Analysis will be undertaken and actions developed from the 'outreach' questionnaires sent to relevant gender organisations.

Ongoing development and support of the LGB Forum Cymru

Disability

A number of initiatives have been undertaken over the past year to promote disability equality practices both internally and externally. Examples of these initiatives include:

- Young View - a delegation from Young View presented a paper to the Committee on Equality of Opportunity. Young View is a group of visually impaired people facilitated by Wales Council for the Blind. The paper highlighted the difficulties faced by blind and visually impaired young people and the social barriers to work, education and leisure activities.
- The Equality Policy Unit has contributed to a number of draft documents including CADW's 'Guidelines on Access to Historic Buildings' and the Arts and Culture Paper 'A Culture Strategy for Wales', in addition to answering queries and requests for advice on disability equality issues from across Assembly divisions.
- The production of Good Practice Guidance to Producing Accessible Information, which is now ready for publication and distribution. The guidelines provide advice and guidance on the production of accessible information to ensure that disabled people are able to gain easy access to information produced by the Welsh Assembly Government, and that the Assembly is an exemplar of best practice. The good practice identified in these guidelines has been endorsed by the Wales Council for the Blind and RNIB Cymru and is consistent with guidelines published by the Central Office of Information for other Government Departments.
- Co-ordination of the International Day of Disabled People event. International Day of Disabled People celebrates and acknowledges the experience and capabilities of

people with disabilities. On the 3rd December 2001 a celebration of the day was organised via a conference for disabled young people in conjunction with partners outside the Assembly. The purpose of the youth conference, preceded by three regional conferences, was to provide young disabled people with a vehicle to bring to the attention of politicians and senior officials within the Assembly issues which are of prime concern to disabled young people in Wales. It also served to demonstrate the Welsh Assembly Government's commitment to an inclusive Wales and its recognition of the International Day. The focus of the conference on 3 December was a question and answer session in the Assembly Chamber. Questions from the young people were answered by the First Minister and the Finance Minister, with the session chaired by the Presiding Officer.

The year ahead

Much of the work that is undertaken in the area of disability will be continued.

The issues raised by the disabled young people at the 3 December event will be taken forward.

- The Equality Policy Unit will work in partnership with the Disability Rights Commission (DRC) to hold seminars across Wales for ASPBs, Public Bodies and service providers to begin preparing for the implementation of Part III of the Disability Discrimination Act. From October 2004 service providers will have to remove barriers that make it impossible or unreasonably difficult for disabled people to access services. Service providers are encouraged in the DRC Codes of Practice to build into refurbishment or repair works alterations that enable disabled access. The seminars will further encourage this work and provide advice and guidance on good practice and the provisions of the Act.
- Alongside the Health and Safety Executive, TUC and CBI, the National Assembly will work to encourage greater health and safety awareness amongst ASPBs, Public Bodies and Service Industry. This includes investigating good practice in the field of workplace retention and rehabilitation to encourage the employment of disabled people.
- 2003 has been designated the European Year of Disabled People, and the Welsh Assembly Government will be collaborating with UK Government departments, the other devolved administrations, and with public bodies and disability organisations in Wales, to develop a successful programme of events and initiatives to support the Year. A major event, already in the planning stage, will be an International Congress of Disabled Young People. This will bring together an equal number of young people from across Wales and from other European nations (and, hopefully, some from developing countries), so that they can exchange ideas and life experiences.

Human Rights Act

- Since full implementation of the Human Rights Act in October 2000, the Assembly has undertaken a wide-ranging programme of training for its staff. All Assembly divisions have received basic awareness raising sessions on the Act, and a second tier of in-depth seminars is currently underway for staff who need or want to know more, taking into account recent developments in case law. Some of these sessions are being delivered by OCG legal teams, while others are being provided by lecturers from Cardiff Law School. The Equality Policy Unit is developing (in conjunction with the OCG Constitutional & Human Rights Team) a brief module on human rights for inclusion in the Assembly's induction training programme, so that all new staff are aware of the organisation's human rights obligations (especially Section 107 of the Government of Wales Act).
- A survey of local authorities and Assembly Sponsored Public Bodies was conducted in June last year by the Equality Policy Unit to test levels of awareness in these public bodies. Each public authority is responsible for ensuring its own compliance with the Act, and for ensuring that its staff are adequately trained. However, the survey showed a desire by authorities for more accessible information on the Act, and particularly on the impact of case law. In response to this, the Equality Policy Unit is currently planning two Roadshows for the summer, one in North Wales and one in the South. These are being organised in conjunction with the Human Rights Unit in the Lord Chancellor's Department, and will be aimed at local authorities, other public bodies, and voluntary groups. It is hoped that these will serve to remind public bodies in Wales of their obligations under the Act, and help point them in the right direction for further information and advice.

European Equality

The Equality Policy Unit has been working closely with the Department for Trade and Industry's Equality and Diversity Branch, and with other government departments represented on the Employment Directive Steering Group. Its aim has been to ensure that Welsh perspectives are taken into account in the implementation of EU Race and Employment Directives, especially around the three new strands of sexual orientation, religion and age.

Initial consultation on the UK Government's proposals took place from December 2001- March 2002, and during that period the DTI implementation team came to Wales twice, to address the Wales Public Sector Roundtable on Equalities and the Assembly's Committee on Equality of Opportunity. The Equality Policy Unit has discussed the Government's proposals with the three Equality Commissions in Wales, the LGB Forum Cymru and others, and these discussions were used to inform the Equality Committee's response to the DTI consultation document.

During 2002/03, the Equality Policy Unit will continue to facilitate consultation on the UK Government's implementation programme within Wales, and develop a strategy for supporting Welsh employers with implementation, particularly with the sexual orientation and religious strands which have to be implemented by December 2002. We will undertake this in partnership with Economic Policy Division, the Business Partnership Council, the Equality Commissions and other interested parties.

Training

Following the publication of the Equality Training Strategy we are currently conducting compulsory basic equality awareness training for all Assembly staff, and a revised induction course with an equality awareness module. There has also been equality training for those involved in the new recruitment exercises and a pilot of training for ASPB board members. The intention over the coming year is to conduct an equality training needs analysis across the Assembly and to develop a range of training packages to respond to the training needs identified.

Equality Audit

The third equality audit provides fresh evidence of the progress which has been made. This has been demonstrated through the increasing level of awareness of the importance of equality, the strong commitment (political and administrative) to taking these issues forward, and the increasing engagement with a broader community (both in formal consultation and earlier in the policy development process). In the coming year we, together with the Disability Rights Commission, Equal Opportunities Commission, and Commission for Racial Equality, will undertake a wholesale review of the audit process to ensure their continued rigour and to refine and develop the methodology where necessary. In summary, what the audit shows is that progress continues to be made but there is still a long way to go in fully integrating and mainstreaming equality into everyday business practices. The audit has, however, made a valuable contribution to measuring progress. This is evidenced by the following summary which identifies progress against the criteria used in the audit:

- **Business Aims** – There has been some progress in this area, but many business plans still lack SMART objectives related to equality. This can be due to several reasons - the nature of the work of a particular division makes it impractical for it to have specific targets; there may not have been sufficient consideration of how equality fits into the work of the division; or it may be that it has been mainstreamed into the area of work or service. For many there is still a difficulty in framing specific objectives in terms of race, gender and disability. The equality awareness-raising training for all staff and the separate training for the Senior Civil Service may help with this. The new performance management arrangements for the Senior Civil Service with their mandatory diversity objective should be a powerful tool in promoting practical equality at a senior level.
- **Top Level Commitment** – There is firm evidence of the strong personal commitment of the Cabinet and Senior Officials to promoting equality in all we do. It is the visible, practical demonstrations of this commitment which, while they clearly exist, are less acknowledged across the whole Assembly.
- **Monitoring and Adjustment** – On the whole there are effective monitoring systems, but the lack of specific equality objectives limits the effects of these systems in promoting equality.
- **Guidance and Training** – There is some way to go in terms of involving equality organisations in the preparation of our guidance and ensuring that issues are identified where appropriate. Following the production of our Equality Training Strategy we plan that all existing Assembly staff will have completed a mandatory basic

awareness course by the end of June 2002. Likewise, the revised induction training includes an equality section, making new staff aware of their rights and responsibilities and the equality policy of the National Assembly, as well as an introduction to Human Rights issues

- **Consultation and Communication** – There is clear evidence of an increasing awareness of the need to ensure that equality organisations and underrepresented groups are included in our consultations, and to a lesser extent of the need to involve them at the policy design stage. Likewise the funding we have provided to some key voluntary equality bodies is starting to provide conduits for information in both directions. Development is now needed of a systematic approach to involving equality organisations and underrepresented communities. Where this has happened there is clear evidence of the added value it has produced.

Appendix 2: Specific Divisional Equality Initiatives

Contents

Transport, Planning & Environment Group

Welsh European Funding Office (WEFO) 35

Economic Development Division 38

Transport Planning and Environment Department 45

- Transport 46
- Planning 47
- Environmental Protection 48
- Countryside 48

Agriculture & Rural Affairs Department

- Group Synopsis 49
- Animal Health Division 50

Permanent Secretary

Office of the Counsel General 51

Cabinet Secretariat 52

Policy Unit 54

Public Appointments 55

Personnel, Management & Business Services Group

- Overview 56
- Management Services Division 57

- Personnel Division 57
- Business and Information Systems Division 58
- Table of April 2001 to March 2002 58
- Table of 2002- 03 Aims and Objectives 59

Finance Group 60

Social Policy & Local Government Affairs

Local Government, Housing & Culture Department

- Crime Reduction Unit 61
- Housing Directorate 63
- Local Government Modernisation 66
- Culture and Welsh Language Division 68
- Local Government Finance 70

Primary and Community Health

Review of Divisional Activities 2001-02

- PCH1 71
- PCH2 71
- PCH3 72
- PCH4 72
- PCH5 73

Principal Divisional Activities planned for 2002-03

- PCH1 74
- PCH2 75
- PCH3 77
- PCH4 77
- PCH5 78

NHS Directorate

- NHS Finance Division 80
- Performance Management Division 81
- Clinical Quality and Improvement Branch – NHSQ 83
- HIMTE2 86
- NHS Human Resources Division 86
- Health and Well-being Strategy & Planning Division 89

Nursing Division 91

Health Protection & Improvement Directorate

- Health Promotion Division (HPD) 91
- Health Protection and Improvement Directorate 93
- Public Health Protection Division 94
- Public Health Strategy Division 94

Social Care Group & Social Services Inspectorate For Wales

- Social Care Policy & Children & Families Divisions 96
- Care Standards Inspectorate for Wales 99
- Social Services Inspectorate For Wales 100

Department for Education and Training 102

Research & Development Group 109

Communities Directorate 111

CADW 111

WELSH EUROPEAN FUNDING OFFICE

ANNUAL EQUALITY REPORT 2001-2002

The Welsh European Funding Office is an Executive Agency of the Welsh Assembly Government, responsible for the management of the European Structural Funds Programmes and Community Initiatives in Wales between 2000 and 2006.

Equality of opportunity is a key theme of the Structural Funds and so is a mainstream activity of WEFO. There is also a Community Initiative, Equal, which promotes equality of opportunity and access, managed by WEFO through its European Social Fund team.

WEFO's main corporate aims on mainstreaming equality of opportunity for

2001-2002

To appoint an Equal Opportunities Officer;
To deliver equality awareness training to all staff by September 2001;
To deliver training on equality in appraising applications to Programme Management teams by March 2002;
To integrate reporting on equality of opportunity (and other cross-cutting themes) into all reports to the Programme Monitoring Committees

All of these objectives were achieved. The appointment process for the Equal Opportunities Officer took longer than expected, requiring two open competitions to find a suitable candidate, but the post was filled with effect from January 2002. WEFO took part in the pilot if the Equality Awareness training provided by the Equality Policy Unit, which covered the three statutory equality areas plus other equality issues.

WEFO’s corporate aims for mainstreaming equality of opportunity in 2002-2003 are as follows:
To deliver training on equality in appraising applications to central support teams by September 2002;
To include equality issues in general staff training days and corporate ‘awaydays’;
To review systems as part of corporate planning processes to ensure that equality considerations are taken fully into account.

A report on progress in equality of opportunity in the operation of the Structural Funds is attached.

EUROPEAN STRUCTURAL FUNDS PROGRAMMES AND COMMUNITY INITIATIVES

Gender balance in local and regional partnerships.

The European Commission has set 40%, in the medium term, as the minimum level of participation of women or men in Committees and expert groups. This was set out in a Communication from the Commission of July 7 2000 (Document 300Y0718 (01)).
--

Significant progress has been made in achieving the target of a minimum of 40% representation by both genders on partnerships. Of the 25 local and regional partnerships:

- 9 have achieved the target;
- 9 are less than one member short;
- 2 are one member short;
- 4 are less than 1.5 member short;

This means that only one partnership is three members short.

The significant progress in this area has not gone unnoticed by the Commission. Manfred Beschel, of the European Commission stated " ...[WEFO] seem to take gender balance more seriously in the implementation than other regions that I am dealing with".

Welsh Language

The Welsh Language is an important consideration within the Structural Fund programmes, in particular Objective 1. Guidance notes have been prepared to assist potential applicants to understand how incorporating Welsh language issues within projects can contribute to job creation and increased turnover. Some of the Mentrau Iaith are key players in local partnerships created to attract European funding to their areas, and we are keen that all of the Mentrau Iaith should become involved. They could provide a network of advice for local partnerships, supporting the work of the Welsh Language Board and the Welsh European Funding Office.

The Wales European Equality Partnership

The Partnership was set up in 1997 comprising members of the Statutory Equality bodies. The partnerships main aim is the integration of equal opportunities into structural funds project development, approval and monitoring and to develop new measures to mainstream equal opportunities in the economic development of Wales.

The Partnership has continued with its main aim and has expanded the representation to include the Voluntary and Private Sector (WDA Representative).

Equality Unit

An Equality Officer was appointed on 28 January 2001 as the first stage in the setting up of an Equality Unit. The Unit will be able to give advice, guidance and training on project development, monitoring and evaluation for Partnerships and WEFO staff and to identify gaps in provisions that are being offered and encourage new projects.

Through joint funding provision (NAfW and Technical Assistance Objective 1 and 3) an Equality Support Unit will also be established. This will consist of 1 HEO / Principle Officer and 1 Administrative Assistant. The main remit of this Unit will be to provide information on Structural Funds to all equality organisations in Wales; briefings to PM's on key issues, to provide secretariat support for the European Equality partnership.

Programme Complement

The Objective 1 Programme Complement (PC) is being amended and up-dated to make it more user friendly. The same process will be happening at a later date with the PC for Objective 2. Considerable effort has been made to ensure that the equal opportunities aspects of the PC are not diluted and are in fact updated with regard to terminology and implementation.

Training

The Equality Unit within WEFO, has embarked on a roll out programme of equality training to staff and Local and Regional Partnerships. The training is specifically based around equality within the projects and how best WEFO staff and Partnerships can assist projects in the performer, application, monitoring and evaluation stage. Particular emphasis has been placed on the need for consistency in assessing projects.

Gender Mainstreaming Conference

A Gender Mainstreaming Conference will be held on Monday 13 May 2002 at the Dylan Thomas Centre Swansea.

The Conference is jointly organised by the UK (Wales), Ireland and the European Commission. The aim of the conference is to facilitate the effective implementation of gender mainstreaming in structural funds programmes in the UK and Ireland and will focus on the management aspects of implementation. Amongst the outcomes of the conference will be a clear set of recommendations / actions for actors at all levels: programme, regional, national and European.

A number of key speakers are attending, including Edwina Hart AM will make the opening address.

This will be a good opportunity to put Wales on the map and demonstrate the work that has been undertaken with regard to gender mainstreaming within the Structural Funds Programme in Wales.

Economic Development Division – EQUALITY OF OPPORTUNITY ACTION PLAN

PROGRESS ON TARGETS/INDICATORS : 2001- 02

TARGET/INDICATOR	PROGRESS/OUTCOME
Employment Number of complaints/representations made by staff to PM Division, etc, about any less favourable treatment they have received within their work area?	 This was followed up but the request caused some problems with PM under confidentiality criteria. The issue of the release of this information to Department Directors is currently under consideration by PM.

Operational Delivery of Services and Policy Development in EDD

- All policy review and development, including development of new services, will take careful account of the need to work in partnership, with effective consultation and dialogue, with all interested parties. It will also take account of the inclusion of equality interests on policy advisory groups and building the equal opportunities dimension into the terms of reference of such groups. This will involve, for example, the All Wales Ethnic Minorities Association, Equal Opportunities Commission, Commission for Racial Equality, Disability Wales, Disability Rights, Age Concern and Chwarae Teg, etc. The outcome of such arrangements will be presented in submissions made to Assembly Ministers and where appropriate in papers to the Economic Development Committee. Policy development opportunities include:

- • • • •

The National Economic Development Strategy – *A Winning Wales*, was issued for consultation during the year. The 10 year strategy for transforming the economy of Wales was formally launched on 28 January 2002. The strategy was formulated in consultation with equal opportunity organisations.

The strategy is the overarching policy framework under which EDD will operate from now on.

Provided a grant to AWEMA of £50K for the employment of staff to support the EDC

and for the provision of IT equipment.

Secondment of a Grade 7 to AWEMA during the Spring 2001 to help the Association

prepare its response to NEDS, and also to prepare a framework economic development strategy of its own. The Officer worked closely with AWEMAs economic development committee. We were however rather disappointed with the feedback and intelligence from the Association.

The current Regional Selective Assistance Policy and programme is integral to NEDS. At the appraisal stage of grant applications we take account of job quality which embraces equality criteria such as training (equal opportunities commitment), IIP accreditation, pay, location and tapping into the talent and diversity of the local workforce.

WalesTrade International established an all-Wales international trade advisory body, the Export Forum. The knowledge and talents of ethnic minorities were taken into account, and the Forum included a

representative from AWEMA.

The Export Strategy for Wales document identifies how the Assembly's key challenges will be met, including Equal Opportunities in this area.

In developing the West Wrexham URBAN II programme Equal Opportunities was made one of three cross cutting issues addressed throughout the programme document. DTLR lead on developing the transnational Interreg IIIB and IIIC programmes with input from EDD and as required by EC legislation equal opportunities is a key issue.

EEAD is represented on the European Equality Partnership Group. During the period it met on 2 May, 17 July, 7 November and 11 December (not represented on this one).

Sheila Drury, a businessperson, is the first female, appointed to Chair of the Welsh Industrial

Development Advisory Board which advises the Assembly about regional assistance applications.

Regional assistance has been used to aid insurance call-centres in Wales which uses innovative flexible part-time working for staff.

The Wales Tourist Board, which we sponsor, reviewed its forward programme against equality and social inclusion good practice.

Appointments to the Welsh Development Agency are dealt with in accordance with equal opportunities and diversity principles. Increased the number of female Board members from 2 to 3.

The delivery of the Entrepreneurship Action Plan encourages equality and diversification in the growth of new businesses.

Support to an Equality Officer in the voluntary sector: we have agreed in principle to provide match funding (£27,500 a year for 3 years) to fund an Equality Research and Information Officer, with the Disability

Rights Commission. This is a capacity-building action. The postholder will be responsible for undertaking strategic analyses of equal opportunities action and results across the various European Structural Fund programmes in Wales and for advising the 3 statutory equality commissions and the representative equality organisations on the performance of the programmes. This information will enable the organisations concerned to contribute more effectively to the implementation of equal opportunity and the monitoring of programme performance. Initially, the postholder will focus on Objectives 1, 2 and 3 and the EQUAL programme. In due course the focus will extend to LEADER II, INTERREG, and URBAN initiatives.

We sponsored WISE (Women Into Science and Engineering) events during the year.

The number of policy consultations undertaken and their outcome.

<p>Submissions to Assembly Ministers on policy development will contain a compliance clause about equality of opportunity issues.</p> <p>Number of policy submissions including equal opportunities compliance:</p> <p>Target 100%</p>	<p>As above.</p>
<p>Training and Education</p> <p>All staff to attend a session on equality of opportunity awareness session by Equal Opportunities Unit by end September 2001.</p>	<p>Progress has been made but not achieved by the target date. The Basic Equality Awareness courses are now being rolled out across the Group. Courses started in February 2002 and by end March some 70 staff would have attended.</p>
<p>All staff in EDD to be made aware of EDD's equality of opportunity policy communicated through copies of Action Plan, articles in the EDD staff newsletter, line management cascade and dialogue at management meetings – to be achieved by 31 March 2001</p>	<p>Action Plan published on 6 February and sent to all staff.</p> <p>Open Learning video shown 20 March - `Actions Speak Louder than Words` Disability Rights Commission.</p>

<p>New staff to EDD are informed of equality of opportunity policy and their responsibilities through the EDD Induction Training Programme. Equality of Opportunities feature as part of the Induction Checklist and also in the regular new entrant seminars about EDD's Quality Programme. New entrants receiving equal opportunities induction training: Target 100%.</p>	<p>All new entrants receive a copy of the Action Plan.</p> <p>Equality of Opportunities is included in the New Entrant Induction Checklist.</p> <p>Equal Opportunities is covered in the monthly EDD New Entrant Seminars held in the Cinema, CP2.</p>
<p>Awareness raising for EDD staff on the Human Rights Act 1998 (by the Office of the Counsel General).</p>	<p>Awareness raising session held on</p> <p>6 November 2000 as part of EDD's Open Learning arrangements, and follow-up article by OCG in February 2001 edition of the EDD staff newsletter.</p>
<p>To ensure all staff are given equal opportunities to develop</p>	<p>October 2001 staff survey indicated that 83% of staff agreed that all staff were given equal opportunities to develop.</p> <p>Part-time workers – 89% of part-time workers agreed that they were not prevented from taking up training opportunities as a result of this.</p>

EDD – EQUALITY OF OPPORTUNITY – TARGETS/INDICATORS 2002-03

As at 1 January 2001 %EDD %WAG EDD Target 2003
Race) % Ethnic Minority 1.8% 1.3% 2.5%
Sex) % Female – all grades 46% 53% 50%
) % Female – Heads of Branch and above 15% 3.5% 25%
Age - over 50 12% 20% 20%
Marital status – information not readily available
Disablement - % staff who consider themselves 2.8% 3.5% 4%
Family/domestic responsibilities % Overtime 0.41% 0.74% 0.4%
Working patterns eg part time % Part-time 5% 13.5% 10%

TARGET/INDICATOR	PROGRESS/OUTCOME
<p>Employment</p> <p>1 Number of complaints/representations made by staff to PM Division, etc, about any less favourable treatment they have received within their work area?</p> <p>2 To use the Diversity Programme for project work placements in EDD:</p> <p>Target: 3 placements in Divisions.</p>	

Operational Delivery of Services and Policy Development in EDD

- 1 All policy review and development, including development of new services, will take careful account of the need to work in partnership, with effective consultation and dialogue, with all interested parties. It will also take account of the inclusion of equality interests on policy advisory groups and building the equal opportunities dimension into the terms of reference of such groups. This will involve, for example, the All Wales Ethnic Minorities Association, Equal Opportunities Commission, Commission for Racial Equality, Disability Wales, Disability Rights, Age Concern and Chwarae Teg, etc. The outcome of such arrangements will be presented in submissions made to Ministers and where appropriate in papers to the Economic Development Committee.
-

The number of policy consultations undertaken and their outcome.

Implementation of *A Winning Wales* (national economic development strategy).

Monitoring progress on a quarterly basis (May, July, October, January), with publication of an annual report (May 2003).

<p>3 Submissions to Ministers on policy development will contain a compliance clause about equality of opportunity issues.</p> <p>Number of policy submissions including equal opportunities compliance:</p> <p>Target 100%</p>	
<p>The Outcome of Feedback from Customers</p> <p>1 Review customer satisfaction questionnaires, and other means of gathering feedback from customers to ensure that where relevant references to equality of opportunities are included.</p>	
<p>Training and Education</p> <p>1 All staff to attend the Basic Equality Awareness session by end August 2002.</p>	
<p>2 All new staff to EDD informed of equality of opportunity policy and their responsibilities through the EDD Induction Training Programme. Equality of Opportunities feature as part of the Induction Checklist and also in the regular new entrant seminars about EDD's Quality Programme. New entrants receiving equal opportunities induction training:</p> <p>Target 100%.</p>	

<p>3 To ensure all staff are given equal opportunities to develop:</p> <p>Target 100%</p>	
<p>Work Life Balance</p> <p>1 To satisfactorily balance work and home life commitments:</p> <p>Target 100%</p>	

Transport Planning and Environment Department

Departmental Synopsis

Transport Planning and Environment Department undertook work both internally and externally on equality in 2002/3.

Department Equality Board and Network

Staff from across the Department were invited to partake in a brain storming session on equality and diversity in June 2001. The results of this were wide ranging and resulted in the setting up of a Departmental Equality Board and network. The board's role is to discuss and promote equality of opportunity, and provide a two way channel of communication on equality issues between staff and senior management, as well as visiting community projects and networking with equality organisations. A second meeting agreed the role and make up of such a Board and the next meeting, scheduled for April will finalise the Boards actions for 02/03.

Presentations and Networking

The Disability Rights Commission made an informative presentation to the Environment Business Group (Sue Essex's policy board) on disability issues in policy making. A further meeting followed up the presentation between Martin Evans and Will Bee (Director of Disability Rights Commission Wales), to discuss the best way of engaging disability groups in our policy making. Invitations have been sent to representatives from the Campaign for Racial Equality, the Black Environment Network (BEN) and the Welsh Assembly for Women to present at future meetings and these are presently being arranged. A chart that reviews progress on the work of the Department is now circulated to the Disability Rights Commission, the Black Environment network and the All Wales Ethnic Minority Association (AWEMA) to ensure that they have the opportunity to engage on topics where there is a particular issue for them. It is aimed to increase the circulation of this chart to other equality organisations in 02/03.

Martin Evans attended the ‘Beyond Rhetoric’ seminar and had meetings with Liisa Horrelli the Finnish mainstreaming expert and Museji Takolia the UK Governments Senior Adviser on Diversity during 01/02. He also attended the Permanent Secretary’s regular meeting with members of the minority ethnic communities, and featured on the Assembly’s Equality Policy website.

Martin Evans accompanied by staff from the Department visited community projects supported by Black Environmental Network, met members of the Muslim community of the Medina mosque, and had meetings with Naz Malik from AWEMA this year. The visits gave staff direct experience of the issues and began a dialogue on which we are hoping to build this year.

In 2002/3 Martin Evans is to have a joint meeting with AWEMA, Disability Wales, and the Welsh Women’s Coalition to both develop the relationship between the Department and these organisations, and to look at better ways of working together. It is also aimed to visit equality organisations in North Wales during 2002/3.

Staff Training

Staff from across TPE attended Human Rights training this year and this will be followed up in the coming year with more in-depth training for those with an identified need. All staff from TPE have also been allocated a place on the Assembly equality awareness training, and the majority will have attended by the end of this year, with the remainder completing in 2002/3.

On completion of this awareness training an evaluation will be carried out by the department, the results of which will be fed into the Department’s Management Team meeting.

Divisional Actions – 2001/2002 and Divisional Actions 2002/03

All TPE divisions have been involved in the equality/diversity work of the Department. They have also been involved in specific work in this area, as detailed in the left hand column below.

TRANSPORT

Achievements April 2001 to March 2002	Divisional Actions 2002/03

<p>The publication of the Transport Framework in November 2001, set out proposals for the new transport policy. The policy aims to provide a transport system to improve accessibility and mobility for all with particular emphasis on people with disabilities, young people and those at a social disadvantage, including those without access to a car.</p>	<p>Successful introduction of concessionary fares for elderly and disabled people, improving access to facilities for these groups.</p>
<p>Transport Policy Division consulted race, gender and disability groups on concessionary fares.</p>	<p>Produce leaflets on concessionary fares in eight different languages.</p> <p>Complete the preparation work for equalisation of concessionary fares for men.</p>
<p>The Transport Forum has members that represent the interests of disabled users, it also has representation from DIPTAC.</p>	<p>Development of an updates scheme for disabled motorists (consultation concludes April 2002).</p>
<p>RNIB have been involved in discussions on the specific needs of blind and partially sighted people on public transport. This is now built into the work of Transport Policy Division.</p>	
<p>The print size of all advertisements from Roads Admin Division was increased to aid those who are partially sighted.</p>	
<p>Facilities were maintained for disabled staff across the Directorate, in particular specially adapted IT equipment.</p>	
<p>Network Management continues to work with the Highways Agency technical project boards to ensure equal opportunities are incorporated into technical and design standards.</p>	
<p>Network Management Division held a staff seminar by Anne Frye from the Mobility Inclusion Unit of DTLR in June 2001. This detailed the responsibilities of policy makers under the Disability Rights Act and gave information on DTLR initiatives on accessibility to transport by disabled people.</p>	

PLANNING

Achievements April 2001 to March 2002	Divisional Actions 2002/03
The database for consultees for the public consultation on Draft Planning Policy Wales was expanded as a result of the input of the 'Social Inclusion, Equal Opportunities and Community Participation' Working Group of the Land Use Planning Forum, whose report formed the basis of the Draft Planning Policy Wales. The document was also placed on the Assembly's Internet site to make it as widely available to the general public as possible, with hard copies available on request.	The consultation draft of 'Planning Policy Wales' makes specific reference to the need to avoid discrimination in the operation of the Planning system. Associated guidance (in Technical Advice Notes, for example) will develop this theme and provide specific guidance on best practice. The opportunity will be taken to fully consult appropriate bodies representing minority interests before such guidance is finalised and published.
'Planning: delivering for Wales' pre-consultation Planning Forum included ethnic minority, disabled and women's representatives.	Local authorities unitary development plans will be closely scrutinised to ensure, inter alia, that they contain policies which take account of the needs of minority groups; objections or amendments will be put forward where this is not the case.
Development plans during 2001/2 scrutiny included scrutiny of policies taking account of minority interests.	The Assembly/Welsh Local Government Association concordat will reflect the fact that equality is mainstreamed in the planning system.
Planning Division had a presentation from the Equality Policy Unit on current equality legislation.	In appeal and call-in decisions we will ensure that buildings to which the public will have access are designed, from the outset, to provide easy and convenient access to all.

ENVIRONMENTAL PROTECTION

Achievements April 2001 to March 2002	Divisional Actions 2002/03

Applications were sought from ethnic minority, disability and women's representative groups for appointment to Regional Flood Defence Committees.	Ensure that relevant organisations are made aware of appointment opportunities.
Consultations in all areas have included equality interests; these are to become more focused in future.	Consult relevant equality organisations on policy issues and involve them in public consultations.
Shadowing and work experience opportunities for people from black and minority ethnic groups have been offered within the Division.	Seek Ministerial advice on water charging regulations for vulnerable groups.
Flood and Coast defence grant applicants were encouraged to incorporate access for the disabled. Major schemes at Chepstow and Llandudno incorporate this provision.	Develop an Air Quality Strategy and introduce regulations to reduce health impacts on vulnerable groups.
The Environment Agency in Wales has been advised to take forward policies on equality via the Division's sponsorship role.	Contribute to health and waste studies to reduce actual and perceived impact of waste management on vulnerable groups.

COUNTRYSIDE

Divisional Achievements April 2001 to March 2002	Divisional Actions 2002/03
Staff from the division have attended local access fora on the countryside and rights of way act implementation, and are ensuring that there are disability interests represented and borne in mind there.	To identify and meet the most appropriate minority community groups to discuss areas of policy development

The division takes opportunities as they arise to contribute to the furtherance of the assembly's policies in relation to equal opportunities. The division is committed to supporting equal opportunities in its policy work and in the way it conducts business.	Continue commitment to supporting equal opportunities in our policy work and in our conduct of business.
--	--

All the Divisions of TPE Department will continue to contribute to the furtherance of the Assembly's policies in relation to equality of opportunity.

AGRICULTURE & RURAL AFFAIRS DEPARTMENT

Group synopsis

The Agriculture and Rural Affairs Department (ARAD) has a overarching Equality Action Plan and an Equal Opportunities Focus Group, comprising some 35 members of staff, of all grades, across ARAD.

2001 – 02 achievements

Progress on the equality aims and objectives of ARAD was severely hampered by the outbreak of Foot and Mouth Disease in Wales over the spring, summer and autumn of 2001. Nevertheless, some significant progress has been during the remainder of the period:

An analysis of the current staffing position within ARAD, in terms of **gender, race, age, disability** and working patterns has been produced; can be used as a baseline against which to monitor change

An ARAD **staff** survey has been conducted on **working patterns and work/life balance**; and guidelines introduced subsequently on core hours for internal meetings

A statistical breakdown of the Department's **customer base**, in relation to **gender, race and working patterns** has been obtained, and further consideration will be given over the coming year to increasing the Department's database on disability amongst the farming industry

CAPM Front Office staff have received training in **disability** awareness and the Front Offices assessed in relation to access for the disabled

The ARAD Focus Group has actively supported Personnel Division's review of **childcare**, by providing Personnel with volunteer contacts and consultation co-ordinators within ARAD offices outside Cardiff.

Consultation has begun with Merched Y Wawr and the Wales Women's National Coalition on the design of innovative Farming Connect services aimed specifically at **women in farming**.

Family issues were taken into account by the Futures Strategy Group in drawing up the Farming for the Future strategy document.

ARAD has provided a representative to sit on the senior official-level **Race Relations (Amendment) Act** Implementation internal working group.

2002 – 03 aims and objectives

We are hoping to introduce twice-yearly **consultative meetings** between ARAD officials, the **Wales Women's National Coalition** and **Disability Wales**, to discuss issues of mutual interest.

Firm proposals for providing innovative Farming Connect services for women **on farms** will be circulated to the key women's groups for consultation.

Proposals are being worked up for bespoke **training** in diversity issues for ARAD staff, to complement the equality awareness training which all staff will be receiving. The Department's Focus Group will then be considering what additional, more job-specific training might be devised.

The ARAD **Equal Opportunities Focus Group** is aiming to target around 4 key equality issues during the year and will be meeting to agree those targets in April.

Animal Health Division

Aims/Objectives and achievements April 2001 to March 2002		
Area	Action	Comment
Race		1. All staff will have attended Equality training by end March 2. Consultation list reviewed and revised to include extra bodies
Gender		Ditto 1. above
Disability		Ditto 1. above
Aims/Objectives and achievements April 2002 to March 2003		
Race	Recruitment – attempt to address ethnic imbalance in the branch when next recruiting	
Gender	Consultation – consider pro-active measures to increase the involvement of women working in livestock farming in flock improvement schemes	
Disability	Placement for secondees suffering a disability. Create work experience placement for persons suffering from disability	

OFFICE OF THE COUNSEL GENERAL: EQUAL OPPORTUNITIES ANNUAL REPORT

Aims/Objectives and achievements April 2001 – March 2002

Area	Action	Comment
Race) Gender) Disability)	i. Recent recruitment exercise followed all guidance on equal opportunities ii. Compulsory PDP for all staff iii. Staff reporting training organised iv. Standing agenda item on OCG (MB) meetings v. Charles Willie addressed OCG (MB) vi. Standing agenda item on Law Society liaison group meetings vii. Scrutiny of draft secondary legislation so as not to conflict with GOWA	i. Appointments still being made. So far 10 women have been offered posts, of whom 2 will work part time; 3 men have been offered posts, of whom one is working part-time and another is a representative of an ethnic minority group ii. Training and development available to all iii. All reporting officers have had staff reporting training iv. OCG(MB) considers all equal opportunities central initiatives for applicability to OCG vi. OCG represented on group vii. No adverse comments by Legislation Committee ix. Article in Links/Dolenni by Myo Win-Pe on his experience as a student placement

	<p>viii. Keep in touch scheme introduced</p> <p>ix. Formal work placement scheme introduced in place of previous ad-hoc arrangements</p> <p>x. Flexible working hours adopted by professional staff below SCS</p>	x. Work/life balance
Disability	i. All staff offered health and safety risk assessments	i. Purchase of specialised office equipment as a consequence

Aims / Objectives and achievements April 2002 – March 2003

Area	Action	Comment
Race) Gender) Disability)	<p>i. Equality training for all staff</p> <p>ii. All staff involved in recruitment exercises to undergo Assembly training</p> <p>iii) Scrutiny of draft secondary legislation so as not to conflict with GOWA</p> <p>iv. Keep in touch scheme to continue</p>	
Gender		
Disability	i. All new staff to be offered health and safety risk assessments	

CABINET SECRETARIAT

SYNOPSIS OF ACTIVITIES

The main aim for 2001/2002 was to raise awareness among staff in Cabinet Secretariat of equality and diversity issues, thereby aiming to increase their general awareness and understanding. This objective will be continued and equality champions within Cabinet Secretariat appointed. This will include more detailed and mandatory equality training sessions in 2002/2003 as outlined in the Equality Training and Awareness Raising Strategy for Assembly Staff.

April 2001 to March 2002 Activities

DATE	ACTIVITY	COMMENTS
09/11/01	Equality & Diversity Awareness Session	Delivered by Charles Willie of EPU ; all staff in Cab Sec invited to attend
28/11/01	On the Road to Gender Equality in the Civil Service: Bringing in and Bringing on Talent	Arranged by Capita in London & attended by Eirwen Long & Virginia Bennett
28 - 30/11/01 ; 3 & 5/12/01	Equality Awareness Sessions for staff in Cab Sec who requested to attend	Delivered in Cardiff Bay by Voirrey Manson from NHS Wales Equality Unit
14/12/01	Equality Awareness Strategy meeting	Presented by Charles Willie & attended by Virginia Bennett & Elaine Dyer

20/02/02	Equality Planning meeting	With Voirrey Manson at NHS Equality Unit, Hensol Castle ; attended by Eirwen Long & Virginia Bennett
21/02/02	Beyond Ramps & Rhetoric Seminar	Arranged by the NHS Wales Equality Unit in partnership with the Disability Rights Commission in Wales ; held at the Parkway Hotel, Cwmbran & attended by Virginia Bennett
25/02/02	Meeting with Norman Moore, Wales Council for the Deaf	To be re-arranged
26/02/02	Meeting with Naz Malik, All Wales Ethnic Minority Association	Attended by Virginia Bennett & Elaine Dyer
01/03/02	Meeting with Dr Mashuq Ally, Commission for Racial Equality Wales Office	To be re-arranged
05/03/02	Meeting with Vanessa Webb, Wales Council for the Blind	Attended by Virginia Bennett & Elaine Dyer

April 2002 to March 2003

Planned Divisional Actions 2002/03
<ul style="list-style-type: none"> Further awareness training and shadowing activities are planned, as well as work experience, secondments and interventions as a two way process for staff and equality organisations. In addition, more visits, including schools visits, will continue to be arranged as appropriate, and specific visits to the Careers Service in Wales, the Welsh Refugee Council and Quest Employment Agency are planned for the near future.
<ul style="list-style-type: none"> In conjunction with this it is the intention to commence outreach work with the local community whereby laying the foundations for mainstreaming equality in to Cabinet Secretariat. Under the heading of "Other" in the generic checklist above, religion, languages and age (issues around retirement/disability), for example, will also be considered.

- A short questionnaire will be issued to staff in Cabinet Secretariat to gauge their level of awareness of equality issues and to ascertain their understanding of the definitions of race, gender and disability and how they apply to the organisation. This Equality Audit of Cabinet Secretariat staff will take the form of an Equality Audit Toolkit booklet, which is divided into 11 sections. The first section will contain questions under the following 9 headings: - commitment, monitoring, policy, action planning, training and development, mainstreaming, positive action, delivery of services and equal pay. The second section of the Equality Audit Toolkit deals with outcomes, which will provide an analysis of Cabinet Secretariat staff under the headings of occupational category, age profile, percentage of employees who are disabled and ethnic group statistics. The third section is an individual section for staff to complete (yes/no answers and comments) on a personal basis. It is the intention to launch this Equality Audit Toolkit by the end of April 2002.

- It is recognised that equality training for line managers involved in the recruitment and selection process should be undertaken and linked in with their objectives. Similarly, the new performance management system should be monitored for equality. Cabinet Secretariat, aware of legislative requirements, may arrange a session on employment law and contract law, which the NHS Equality Unit has offered to provide.

The overall aim therefore, is to produce a strategy for Cabinet Secretariat based on commitment, monitoring activities and robust policy, thus resulting in a clear and relevant Action Plan.

-

Policy Unit

-

2001-02

1. We recently held a Widening Participation event in South Wales as part of our committment in our Divisional Plan to encourage under represented groups to be more involved in politics and policy making processes.

2. During 2001-02 we begun work on developing a suite of Consultation Tools which will make for more open and responsive consultation procedures. External stakeholders including the statutory equality organisations have been engaged in developing these tools.

3. Policy Week which was organised last May by Policy Unit included a Question Time style event with representatives from Race, Disability and Gender organisations.

4. The recruitment exercise last year to take on two new EOs was open to all regardless of Race, Gender or Disability.

2002-03

We plan to hold another Widening Participation event in North Wales and possibly West Wales in the near future.

The Consultation tools above will be built and rolled out over 2002-03.

Further Policy events and Policy Week which will be held again this year will again pay due regard to Race, Gender and Disability issues.

Future recruitment exercises will also be open to all regardless of Race, Gender or Disability.

Public Appointments

The Committee has continued its work on mainstreaming equality in public appointments.

Actions 2001/01

Motivation Study - Professor Teresa Rees was commissioned to produce a scoping study into what motivates people to take up public appointments. The Committee noted a summary of the scoping study.

‘Mainstreaming Equality in Public Appointments’ Action Plan - The motivation study informed a draft Action Plan on ‘Mainstreaming Equality in Public Appointments’. The Action Plan aims not only to ensure that the diversity of candidates coming forward for public service broadly reflects that of the communities served by public bodies, but also to ensure that when appointed, members and Chairs are able to take up their roles in modern, progressive boards which embrace equality and diversity in all aspects of their work. The Committee suggested that the draft Action Plan should be put to the Voluntary Sector Partnership Council for comments.

Code of Practice on Public Appointments. The Committee has provided comments a draft revised Code of Practice on Public Appointments. The draft revised Code brings together the existing ‘National Assembly for Wales Code of Practice on Public Appointments’ with ‘The Commissioner for Public Appointments’ Code of Practice’.

Independent Assessors - The Committee commented on proposals for the recruitment, training and management of additional Independent Assessors to scrutinise public appointments, in accordance with the Code of Practice.

Separate Commissioner for Wales - The Committee has also provided comments on the proposal that a separate Commissioner for Wales should be established.

Equality proofing -The Equality Policy Unit plays a role in equality proofing documentation for the appointments process such as advertisements and person specifications. Advertisements are brought to the attention of groups representing women, black and ethnic minorities and disabled people.

Future work

The Committee continues its active role in the development of policy in this area. It has commissioned work on ‘feedback to candidates’, ‘a training programme for Independent Assessors’ and ‘statistics on Welsh speaking public appointees’.

EQUAL OPPORTUNITIES ANNUAL REPORT TO THE COMMITTEE

2001/02 - PMBS GROUP

Progress in 2001/02

2001-02 was a busy year for PMBS Group in respect of the furtherance of the equal opportunities agenda. The Group was proactive in ensuring equal opportunities for all, regardless of race, gender, ability, age, sexual orientation or religion.

Throughout the Group awareness exists of the need to recognise, and maximise, the benefits arising from a diverse workforce. All vacancies in the Group are advertised as being open to all and managers are encouraged to look favourably upon candidates working on a part-time basis, those with a disability or those from a different ethnic background to the traditional composite in the Assembly’s workforce. The Group also endeavours to ensure that access to all the locations it occupies is easily available to meet the needs of its diverse workforce. New and existing staff are given full support if they choose to pursue alternative methods of working such as job-sharing, part-time working or home-based working. Particular support is offered to working parents and others with domestic responsibilities, to allow them to maintain a work/home life balance.

All managers throughout the Group are instructed to operate an open-door policy to allow staff to express their views on equal opportunities. This allows individual managers an appreciation of the full needs of all their staff and allows them to identify any potential problems at the embryonic stage. In addition, there are a number of other forums where staff can raise concerns. The Group Director holds monthly discussion sessions at which all staff are encouraged to raise concerns and express their views. Each Division also holds regular branch and divisional meetings which give staff an opportunity to discuss such issues in a more localised environment.

Training and development is another major area of activity within the Group for ensuring equality of opportunity. The Group is committed to ensuring that all staff have equal

opportunity to progress their careers. All staff are encouraged to undertake a wide range of training opportunities through regular discussion and assessment with their line managers. Each Division regularly holds awaydays to ensure that staff are aware of their own responsibilities and their opportunities for development within the framework of their own and their Division’s workload for the year ahead.

Aside from an Assembly wide obligation to ensure equal opportunities for all, the three constituent Divisions within the Group each have distinct roles to play in promoting equal opportunities throughout the Assembly and beyond. The Equal Opportunities Unit also forms part of PMBS Group and its activities form the principal focus for this Annual Report.

Management Services Division (MSD)

In managing the Assembly’s portfolio of premises, MSD aims to provide facilities which provide equal access and functionality for all people.

2001/02
<p>The Assembly’s managing agents have completed a Disability Access Audit embracing the whole of the Assembly’s core property portfolio.</p> <p>MSD will be working towards the Disability Discrimination Act deadline of 1 October 2004 in respect of building adjustments which may be required to buildings. In the meantime, any new property acquisitions, or alterations to existing buildings, will be designed to reflect the Assembly’s aim of equal access and functionality for all.</p>
<p>The Design Team commissioned for the new Assembly building includes an independent access advisor to ensure that the building not only complies with statutory requirements but that it exceeds them wherever practicable.</p>
<p>The effectiveness of equipment provision continues to be evaluated and monitored.</p>
<p>Specific training is provided to staff on equipment to meet the needs of users with special needs.</p>
<p>The Division has also been proactive from an employment perspective, employing a number of individuals under the New Deal initiative. Additional training was undertaken to assist in the individuals’ preparation for open recruitment. This system of group training and individual coaching was extremely successful with all 11 candidates successfully attaining permanent employment with the National Assembly.</p>

During the year the Group also recognised the needs of those displaced from their home countries and was a willing participant in the refugee placement scheme.

Personnel Division (PD)

The Division has a key role to play in ensuring that the terms and conditions of service for all staff reflect the Equal Opportunities agenda.

A major improvement during 2001/02 was the development of a new pay structure to address the financial disadvantages experienced by staff who are absent for a significant period of time, such as career breaks for domestic purposes.

Personnel Division has undertaken an ethnicity and disability survey and an equal pay audit.

In response to the McKenzie Report the draft open recruitment policy has also been formulated.

WorkChoices, which has been implemented with the backing of senior management and the TUS, has enabled all staff to access the flexible working arrangements.

The Review of the Performance Management system has been equality proofed to ensure our commitment to diversity is met.

Business and Information Systems Division (BISD)

As a service provider involved in the delivery of a largely technically based service, BISD is committed to ensuring that its staff have the necessary skills and knowledge to provide suitable equipment for both service users with disabilities and home users.

SBS have been contracted to provide better than standard turn around times for staff with special needs, with revised arrangements for placing service requests reflecting the fact that users with special needs should have priority. All aspects of Cymru Arlein reflect the need to address social inclusion and equal opportunities in the development and implementation of all aspects of Assembly policy on ICT. A draft data base of all public access points to the internet has been created in support of this objective.

The Division has re-issued the guidelines on web access for people with visual impairments and other disabilities and has continued to emphasise to all Assembly developers including ASPBs the need to adhere to these guidelines.

BISD is particularly keen to push back the boundaries of gender bias in the historically male-dominated area of ICT. The Division continues to maintain a good balance between male and female staff.

Aims/Objectives and achievements April 2001 to March 2002

Area	Action	Comment
Race	<p>Response to McKenzie Report – specifically links to open recruitment</p> <p>Ethnicity Survey</p> <p>Equal Pay Audit</p>	<p>From Cabinet Office linked to census classifications</p>
Gender	Equal Pay Audit	
Disability	<p>Disability Survey</p> <p>Equal Pay Audit</p>	<p>Questionnaire to all current and new staff to assess disability and any action that needs to be taken</p>
Other	<p>Implementation of WorkChoices which enables all staff to access flexible working arrangements.</p> <p>Review of Performance Management system that has been equality proofed</p>	<p>Implemented with the backing of Senior Management and TUS.</p>

Aims/Objectives and achievements April 2002 to March 2003		
Race	<p>The introduction of 'Eric' a recruitment recording and tracking data base</p> <p>Develop an EOC Model</p>	<p>Working with the EOC to develop a model for business – equal pay audits</p>
Gender	Develop an EOC Model	
Disability	<p>Compliance with Part 3 DDA</p> <p>Develop an EOC Model</p>	
Other	<p>Review of WorkChoices</p> <p>Increase diversity of the workforce</p>	<p>Work on review will start in April and will also include a review of staff working long hours in the Assembly, and how it can be tackled.</p>

2002- 03 Aims and Objectives

During 2002-03 PMBS Group as a whole, and each of the Divisions will build on the progress made during the past year, by continuing to pursue the aims and objectives from 2001-02 and by developing a number of new initiatives.

2002- 03 Aims and Objectives
MSD will focus on a programme, initially for black and ethnic minority communities for identifying training placements and work shadowing opportunities. A number of placement opportunities have already been identified.
Within BISD a project is being run to examine the issues surrounding new joiners who are disabled, and how faster services can be delivered to them. The objective is to have a strategy in place by October.

Compliance with UK and European Commission guidelines on web access for disabled customers will continue to be a priority objective for the Division, particularly in relation to the all Wales Portal.
The Cymru Arlein project, all aspects of which reflect the need to address social inclusion, will be progressed rapidly throughout 2002-03.
PMD will introduce a recruitment, recording and tracking data base to monitor equality and staff diversity throughout the National Assembly.
The Division will also work with the Equal Opportunities Commission to develop a business model for equal pay audits and will ensure that the Assembly complies with Part 3 of the Disability Discrimination Act.
PMD will also begin work in April on the Review of Work Choices which will include an examination on how the issue of staff working long hours within the Assembly can be tackled.

Finance Group

OBJECTIVES 2001-2002	
Raise awareness of diversity issues in the Group	Diversity features as a regular topic in management and cascade meetings within the Group. During the course of the year we held a one-day training course for all senior managers (Grade 7 and above) to increase diversity awareness. This was an extremely successful course which made a real impact on the Group. At the end of the day each of the participants was asked to draw up their own personal action plan and I subsequently sent my own action plan around to all members of the Finance Group to demonstrate my own commitment.

LOCAL GOVERNMENT, HOUSING & CULTURE DEPARTMENT

Crime Reduction Unit

Aims/Objectives and achievements April 2001 to March 2002		
Area	Action	Comment
Race	Provided £7,600 in grant aid to establish Muslim women telephone helpline to deal with issues particular to the Muslim population, from a religious and cultural perspective.	Enabled a help line to be set up to give specialist support for Muslim women and their families.
	<p>Provided £5,000 in grant aid to provide a one training programme to include communication processes across cultures, social, cultural and religious issues, women, children and family issues</p> <p>Grant aid of £10,000 to part fund a Security Wall at the Muslim Welfare Centre, Barry</p>	<p>Enabled delegates from North Wales Police and Public Sector Authorities acquire information to</p> <p>increase their awareness of:</p> <ul style="list-style-type: none">• the many diverse communities across North Wales• cross cultural communication issues and the need to develop good cultural communication skills• how investigative processes may cause friction if they are contrary to social, cultural and religious customs. <p>Increased security for the Muslim Welfare Association</p>

Gender	<p>Funding of £4,000 provided towards the cost of Launch/Conference of Powys Domestic Abuse Forum</p> <p>£767,000 has been made available for schemes involving domestic violence and rape/sexual assault by known perpetrators across Wales</p> <p>.</p>	<p>To help to change attitudes to domestic violence.</p> <p>To raise the awareness of and change attitudes to domestic violence and ensure that those seeking assistance know where to access information, help and support; as well as providing alarms, offering emotional and practical support through the legal procedures to victims of domestic violence.</p>
Aims/Objectives and achievements April 2002 to March 2003		
Race	<p>Requirement for the 22 Crime Reduction Partnerships to address issues of race hate crime and domestic violence in the audits and strategies and to consult minority groups.</p>	<p>To reduce issues of race hate, crime and domestic violence</p>

Housing Directorate

Aims/Objectives and achievements April 2001 to March 2002

Black and Minority Ethnic (BME) Housing Project

Funded a wide-ranging Black and Minority Ethnic (BME) Housing Project to consider the feasibility of establishing a black-led housing organisation, promote good practice in providing BME housing services, increase awareness of and engagement with relevant groups and communities and facilitate enhanced minority representation in housing organisations.

BME Housing Strategy for Wales

Published and consulted on a National BME Housing Strategy. The document provides a strategic framework for the Assembly and social landlords to identify and meet BME housing needs and meet their obligations under race and housing legislation. The key areas the Strategy focuses on are: the development and dissemination of guidance and good practice; identifying BME housing needs; taking account of BME needs in the development of housing; improving service delivery for BME tenants; tackling racial harassment; more fully involving BME people in tenant participation initiatives; and developing a multi-agency approach to BME housing.

Registered Social Landlord (RSL) Regulations

RSLs to provide information to tenants in a form appropriate for those who have difficulties with written material

Aims, objectives and achievements April 2002 to March 2003

Housing asylum seekers and refugees

Investigate the potential of issuing guidance and examples of good practice on housing asylum seekers and refugees.

National Black, Minority Ethnic (BME) Housing Action Plan

The Assembly Government will be publishing a National Black, Minority Ethnic (BME) Action Plan in summer 2002. The Plan is part of the Assembly's broader agenda to meet its duties under the Race Relations Amendment Act 2000. It also ties in with the "Equality of Opportunity" main theme of the Welsh Assembly Government's Plan for Wales.

The Action Plan will contain the specific actions that need to be taken by the Assembly, social landlords and other housing organisations in Wales to promote race equality and meet the housing needs and demands of Wales' BME households. The following paragraphs set out the specific actions that the Assembly Government will be taking in 2002-03.

We will carry out quantitative and qualitative research to build up an understanding of the nature and intensity of the housing and related problems faced by BME people in Wales, how they are changing and what impact the Assembly Government's housing policies and practices are having.

We will amend the RSL Regulatory Framework to take account of the National BME Housing Action Plan.

We will issue best practice guidance on BME housing to RSLs.

We will amend Programme for Improvement (Housing) guidance and indicators against the National BME Housing Action Plan.

Forthcoming Assembly policy, guidance and funding in the following areas will take account of BME housing issues:

- Local Housing Strategies
- assessing housing needs and demands;
- the Welsh Housing Quality Standard and RSL Development Quality Requirements;
- housing design award schemes;
- social housing lettings and homelessness;
- Supporting People;
- stock transfer;
- tenant participation;
- representation on RSL boards;
- new Private Housing Sector Renewal arrangements; and
- membership of the Rent Assessment Panel.

We will provide "Right to Buy" and "Right to Acquire" information in ethnic minority languages.

We will consider a feasibility report setting out options for the establishment of a black-led housing organisation for Wales.

We will allocate funding under the Social Housing Management Programme for 1 to 3-year projects for:

- providing capacity building and training opportunities for BME social housing tenants, and councillors / board members;
- supporting projects (such as fast-tracking) to increase representation of BME people in senior social housing management positions;
- supporting diversity training for local authority and registered social landlord staff and members. and
- supporting innovative and effective methods of communicating with, and consulting BME tenants (such as the production of information tapes in various ethnic minority languages).

We will continue to work in partnership, and consult, with social landlords and BME organisations on BME housing issues. This will be done through:

- meetings of the BME Housing Review Group, which has been set up to inform and monitor BME housing policy and practice in Wales; and

an Annual Conference to promote BME housing good practice, innovation and research.

Supporting People is a new policy and funding framework for supported housing. It represents a new approach to the provision of support to vulnerable people to maintain the occupation of their home. By supporting society's most vulnerable groups, supported housing, contributes to the Welsh Assembly Government's equality of opportunity agenda. Service providers have developed gender, race and disability specific services.

Homelessness: The National Assembly is committed to eliminating the need for rough sleeping and to enable everyone who needs it to have access to good quality social housing.. It is currently preparing its response to the report of the Homelessness Commission, an advisory task and finish group. The NAW will be consulting on a draft national homelessness strategy during 2002 that will build on the work of the Commission. In addition the Homelessness Bill is expected to complete its passage through the House of Commons by March 2002, and the Assembly will issue the Commencement Order as soon as possible. Through its national strategy and guidance to local authorities on their statutory responsibilities, the Assembly intends to work towards ensuring that no section of the community is additionally disadvantaged by homelessness.

Within the context of this work on homelessness, the National Assembly has supported the launch of a major new report on homelessness amongst young lesbian and gay people, and will be considering the need for further measures in the light of the recommendations in the report.

Care & Repair/ Services for Older People and People with Disabilities: Care and Repair services provide assistance to elderly and disabled people to enable them to carry out improvements to their properties. This often avoids clients going into supervised care and enables them to stay in their own homes in the community of their own choosing. There are 25 Care and repair agencies in Wales and the service they provide is wide-ranging. It includes practical support within the home renovation grant process, management of building work and advice on reputable contractors. £1.36 million is being provided by the Assembly for the financial year 2002-03 as a contribution to core running costs.

Lifetime Homes: The National Assembly is committed to the principle of Lifetime Homes which was first introduced in April 2001. Since this date all new dwellings built by Registered Social Landlords in Wales have been built to the standards and the first new homes are now complete.

We will continue to work with Social Landlords on looking at ways to introduce the Lifetime Homes Standards in their existing dwellings and to actively promote the adoption of the standards by the private sector housebuilders

Housing Directorate Internal Activities

Housing Directorate will be taking on a secondee from early April 2002 for 2-3 years, from AWEMA (All Wales Ethnic Minority Association), to work with officials to develop and review BME housing policy, practice and guidance.

Housing Directorate will also be involved in "increasing the diversity of the Assembly's employees" by providing training placement and work-shadowing opportunities for individuals from under represented groups.

Local Government Modernisation

Aims/Objectives and achievements April 2001 to March 2002	
1. Establishment of Local Government Equalities Unit	A three year grant awarded to enable the Welsh Local Government Association to establish its own equalities unit comprising a manager, policy officer and training officer plus administrative support. The unit will address all aspects of equal opportunities including race, gender and disability. Staff were appointed in 2001-2002 to enable the unit to operate from April 2002.
2. Policy agreements	<p>Policy agreements with all 22 local authorities were signed, each agreement including a statement about what the local authority will do to promote equality of opportunity over the next three years. These agreements will be monitored annually.</p> <p>An order was passed which enables local authorities to take into account matters such as the training and development record, industrial relations record and equal opportunities policies of companies tendering for business.</p>

<p>3. Consideration of workforce matters in tendering</p>	<p>An independent study of councillors' allowances was commissioned. Its remit was to recommend a system of basic and special responsibility allowances which – among other things - would make it more attractive for a wider cross-section of people, particularly those under-represented among councillors [which include women, people from ethnic minorities and people of working age], to stand for election to county councils. The study's recommendations were accepted and will be implemented for 2002 –2003, including the introduction of dependants allowances for those with caring responsibilities.</p> <p>Specific equality of opportunity considerations were included in key guidance issued to local government this year including that on preparing community strategies and the Wales Programme for Improvement.</p>
<p>4. Councillors' allowances</p>	<ul style="list-style-type: none"> • Dissemination of the Generic Equality Standard for local government, via the Local Government Equalities Unit. The standard provides local authorities with a practical framework for addressing equality of opportunity considerations generically as employers, providers of services and developers of policies. • Support for the work of the Equalities Unit and monitoring of progress (the unit will produce its first annual report in June 2003) • Monitoring of progress on policy agreements • Issuing of guidance on workforce matters (see 3 above) • Orders and guidance to enable county councils to provide dependants allowances to councillors and to enable them to run a one-off severance scheme to enable long serving councillors to stand down to make way for younger representatives

5. Mainstreaming of equal opportunities considerations into guidance	<ul style="list-style-type: none"> • Consultation on the report of the Commission on Local Government Electoral Arrangements, due in June 2002. The Commission was required to consider, among other things, "the capacity of the whole council to reflect the diversity of interests and values in the local community".
Aims, objectives and achievements April 2002 to March 2003	Continue to raise awareness of diversity issues within the Group
	Introduce the procurement voluntary code to encompass grant recipients
	Finalise the remuneration review

Culture and Welsh Language Division

(and from October 2001, Arts, Lottery and Sport Division)

Aims, objective and achievements April 2001 to March 2002

1. Sponsorship of cultural bodies

1.1 Much of the work of the two Culture divisions involves the sponsorship of, and provision of grant aid to, other bodies. These include the National Library of Wales, the National Museums & Galleries of Wales, the Welsh Language Board, the Council of Museums in Wales, the Library and Information Services Council (Wales) and the Welsh Books Council.

In January 2002 the Minister for Culture, Sport and the Welsh Language published 'Creative Future: Cymru Greadigol - A Culture Strategy for Wales'. Action points included:

- to ask cultural ASPBs to set realistic but challenging targets for achieving equality of opportunity;
- to ensure that black and ethnic minority communities are properly represented on our cultural ASPBs;
- to produce plans for ensuring compliance with the Disability Discrimination Act by cultural ASPBs;
- cultural ASPBs to produce plans to promote cultural diversity.

The remit letters which the division sent to the cultural bodies specifically requested action on these issues.

1.2 Examples of equal opportunities initiatives by the cultural bodies are:

- the National Library of Wales new visitor centre will provide adequate access for the first time to users with mobility difficulties;
- the Welsh Language Board makes it a condition that those receiving grant operate equal opportunities policies either as employers or in connection with volunteers;
- free entry to the National Museums & Galleries of Wales has led to a significant rise in the number of visitors including from socially disadvantaged groups.

2. Other Action

2.1 The division organises the appointment of members to the Boards of the cultural bodies. One aim is to increase the number of members who are from black and ethnic communities. One member appointed by the Assembly to the Welsh Language Board is from an ethnic minority and has learned Welsh. Additionally, in a recent exercise to appoint members to the National Museums & Galleries of Wales, the division used a member of an ethnic minority to act as an independent advisor to check on the propriety of the appointments process.

2.2 In September 2001 the division published Public Library Standards for the 360 public library service points in Wales. The standards have equality of opportunity as an underlining theme. Major equal opportunity organisations were consulted on the draft standards. Share the Vision, an organisation involved in the provision of library services for visually impaired people, wrote to the Culture Minister to offer their thanks and congratulations on the set of standards and on the fact that careful note had been taken of the responses to the consultation from RNIB Cymru and Share the Vision. In addition, standards pertaining to the provision of services in the Welsh language were introduced.

2.3 With regard to the media in Wales, in November 2001 the Culture Minister presented the Race in Media awards. She also chaired a round table meeting of broadcasters which had been set up to look at ways of extending equality of opportunity within the media industry.

3. Staff

3.1 The division continues to take a flexible approach towards staff in terms of family and other personal commitments. Two members of staff work on a part-time basis; one member of staff works from home. The division employs one disabled staff member.

3.2 One of the qualifications for working in the division's Welsh Language and Media Branch is the ability to speak Welsh. However, one current member of the branch was accepted on the basis that she was learning Welsh and was given support in the first year to attain an acceptable degree of fluency. There are also Welsh speakers in the other branches and it is open to staff throughout the division to undertake further training in Welsh to improve on their skills.

Aims, objectives and achievements April 2002 to March 2003

1.1 During 2002-03 the division will monitor the cultural ASPBs on the equal opportunities action requested in the remit letters. In addition, the division will include equal opportunities issues in the remit letters for 2003-2004.

1.2 In April 2002 the division will consider the 3 year Library Plans produced by the 22 library authorities to see how they intend to achieve the public library standards including those of relevance to the needs of ethnic minorities, and those with disabilities and special needs.

1.3 The views of major equal opportunity organisations will be sought on the consultation paper 'An Advisory Structure for Museums, Libraries and Archives in Wales'.

1.4 All staff will attend equality training courses during 2002-03.

Local Government Finance

- Internally, all LGF staff attended equality awareness courses in April / May 2002;
- The new local government prudential capital financial system will give enhanced financial flexibility to local authorities which will make it easier for local authorities to find any required resources to achieve equality aims/ objectives;
- For 2002-03, our new procedures for Assembly Government appointments to the Valuation Tribunals will take careful account of equality and diversity issues.

Primary and Community Health

3. REVIEW OF DIVISIONAL ACTIVITIES in 2001 - 2002

3.1 PCH1

The following Schemes and Initiatives were launched during the year;

- GP Recruitment Initiative,
- Welfare Rights Scheme,
- Welsh Dental Initiative (Stage 3),
- Dental Fissure Sealant Programme (Health Inequalities Fund – 3 year programme).

Work on the following projects has been completed;

- Out of Hours Phase 1 Project
- Recommendations of the Practice Premises Working Group have been implemented
- Branch EFQM Plan
- Regulations on Abolition of Medical Practitioners Committee
- Evaluation of the CDS/GDS Trial Scheme
- The use of general anaesthesia from the general dental service has been banned.

New Guidance has been issued on;

- Language testing for Dentists
- Frequency of eye sight testing

3.2 PCH2

- The Expert Group, set up to examine issues surrounding instalment prescribing, has completed its considerations and a paper is likely to be submitted to Ministers in March 2002.

- A Consultation exercise on the review of the maximum price scheme for generic medicines and its effects on Wales has been completed and the Scheme is now in force.
- The Health & Social Services Committee (H&SSC) considered and approved (with amendments) the recommendations of the Prescribing Task & Finish Group in November 2001. Majority of recommendations expected to be implemented, after consultation, in 2002-2003.
- H&SSC agreed last November 2001 to establish an All Wales Medicines Strategy Group (AWMSG). Following Nolan procedures the Chair and Members of the AWMSG are expected to be in place by the summer of 2002.
- A review covering access to palliative care drugs (including the establishment of a Palliative Care Working Group) has been completed and is now being rolled out across Wales. A general review of out of hours provision of pharmaceutical services is dependent on resources being available for review of pharmacy contract.
- The rollout of Nurse Prescribing is on track to be completed in 2001-2002 academic year.
- Relevant sections of the Health and Social Care 2001 Act will be brought into force early in 2002-03.
- Design of the new Prescription Form FP10; consultations with stakeholders on bi-lingual drafts continuing.

3.3 **PCH3**

- The National Health Service (Penalty Charge) (Wales) Regulations came into force on 1 April 2001.
- Drafting instructions were agreed and issued to Pensions Agency to facilitate an amendment allowing superannuation of General Medical Practitioners Local Health Group board members honoraria and allowances.
- Post "Shipman" probity regulations for contractor professions agreed and drafted.
- A direction to Health Authorities to delegate executive functions to Local Health Groups agreed and entered into force on 1 September 2001.
- A performance management framework for LHGs was developed and 5 LHGs, 1 from each HA were visited as part of a planned programme.
- A penalty charge and NHS treatments entitlement publicity campaign was developed and completed.
- The Branch is committed to supporting and developing its staff. During the year 18 days training were undertaken, one replacement member of staff was recruited internally and a head of branch appointed. Two members of staff have been seconded since January to work with HSPT on implementing Local Health Boards.

3.4 **PCH4**

- Provide support for the Mental Health Review Tribunal. Arrange hearings within statutory and best practice time scales. Consider any proposed changes to tribunal arrangements and prepare submissions as necessary
- Monitor progress under the Mental Health Act and discuss developments of the new Mental Health Act with OGDs
- Advertise, select and appoint 1 Prison Health Coordinator to promote the Prison In Reach Service in Wales.
- Adult Mental Health Strategy delivered in September 2001 and 3 events launched
- Child & Adolescent Mental Health Strategy delivered September 2001; responsibility passed to PCH5
- Advertise, select and appoint 5 secondees to support the Mental Health National Service Framework (NSF) by March 2002.
- Diabetes NSF - deliver draft English standards for consultation, draw up specification for ITT and invite applications by March 2002, Draw up communication strategy and PID.
- Regulation of Private & Voluntary Hospitals - under Care Standards Act - deliver Regulations, Regulatory Impact Assessment and supporting Standards to the Minister for approval and then to Plenary for discussion to enable regulations to be made by 1 April 2002. Ensure child protection, equal opps, disability and minority groups, human rights, Welsh language issues etc. are given full consideration.
- Free Nursing Care - responsibility and budgets handed over by SCP to PCH in February 2002. Virement arrangements completed, allocation to HAs and, in turn, funds paid to nursing homes from 3 December 2001.
- Staff Management - advertise and appoint 4 new recruits and 4 casual staff to replace/fill vacancies. Ensure equal opps guidelines are followed. Provide induction pack and training. For experienced staff, provide appropriate programme of training to ensure continuing development and opportunity to attend team briefing and leadership courses.

3.5 **PCH5**

- Health & Well Being for Looked After Children - Work on the planning, assessment and monitoring guidance continues, in conjunction with Department of Health colleagues and SSIW.
- Antenatal Screening programme - Phase one almost complete. 'Choices', a report produced by Velindre NHS Trust – including a baseline review of antenatal screening services and recommendations for their future management, is currently out to consultation. The final report is expected at the end of March 2002.

- Breastfeeding Strategy - Grants totalling £65,000 approved with 37 local community projects benefiting, each receiving up to £2,000.
- Health & Social Services Committee Review of services for Children with Special Health Needs – work with Committee Secretariat to scope and establish review.
- CARLILE Review – Report published on 5 March. Implementation group established to consider recommendations.
- Cervical Screening - Liquid Based Cytology (LBC) pilot studies carried out by Velindre NHS Trust.
- Child & Adult Mental Health Services (CAMHS) - Implementation Group, recommended by the CAMHS strategy in September 2001 established.
- Child Health Information Requirements Project (CHIRP 2) - Part 2 of the project for an All-Wales Child Health database is nearing completion. Final recommendations are expected to be considered by the Project Board in April 2002.
- Domestic Violence – Domestic Violence: A Resource Manual for Health Care Professionals" issued bilingually on the internet at the end of October 2001.
- Welfare Food Scheme – Administer scheme in Wales and manage budget (£12m). Consider implications of the Scheme review, when available.
- Abortion Regulations – Contributed to the redesign of the Abortion Form HSA4.
- HFEA – Monitor work and provide financial contribution to HFEA.
- Universal Neonatal Hearing Screening - Velindre NHS Trust asked to scope the implementation of UNHS as a national screening policy.
- Maternity Mapping Project carried out.
- Issued 355,000 "Reduce the Risk of Cot Death" leaflets.

4. PRINCIPAL DIVISIONAL ACTIVITIES AND PROGRAMMES PLANNED FOR

4.1 **PCH1**

- Liaison with HIMTE on NHS lift
- Monitoring and review of recruitment initiatives
- Continuation of work on PC resource centres - Flintshire and Blaenau Gwent
- Ongoing support for PMS pilots
- Branch EFQM plan
- Increase in remuneration for dentists - SDR (Annual)
- Launch of Gwent Personal Dental Service pilot.
- Extension of Occasional Treatment to unregistered patients
- General Ophthalmic Services- Increase in sight test fees and voucher values (Annual)
- Amendment of the General Ophthalmic Services Regulations in accordance with the Assembly's instruction on 31 January to allow for the provision of second sets of optical appliances.
- Launch of the Wales Eye Care Examination to 'At Risk' groups - accreditation for optometrists. Target Launch date 1 May 2002.
- Launch of the Wales Diabetic Retinopathy Screening Programme. Target Launch date 1 June 2002.
- Launch of the Wales Low Vision Aids Scheme. Target Launch date 1 July 2002.
- National Service Framework in Primary Care
- Policy development for contractor services provision for vulnerable groups e.g. elderly, homeless, children, travellers, within Social Inclusion Policy
- Set up all Wales Committee to determine GP vacancies
- Input into Out of Hours project phase 2 run by PC Strategy Board
- Development of Wales Glaucoma Screening Programme.
- Corporate Bodies in Dentistry
- Workforce review into terms and conditions for dentistry
- Review of the remuneration for dentists and Dental Practice Board payments infrastructure
- Implementation of recommendations from the Carlisle Report for health professions within contractor services.

4.2 **PCH2**

- To negotiate contracts, terms and conditions with pharmaceutical service providers. Review of pharmacy contract possibly next year. Welsh Drug Tariff. Consultation on remuneration of appliance contractors imminent
- To monitor, develop and support pharmaceutical services and the drugs bill across Wales.
- The development and implementation of drug policy and prescribing practice (in conjunction with CPO) across the whole of the NHS. Review of the Drug Tariff – availability of drugs for erectile dysfunction, gluten-free foods etc. Advice relating to drug availability in secondary care eg beta interferon, anti-TNF drugs. Review of WHC (91) 94 – prescribing at the interface, use of patients' own drugs in hospitals.
- To consider the process appeals relating to the location of pharmacies within Wales. Increase in number of appeals due to LHB involvement and right to oral hearings following the Human Rights Act.

- Roll-out of nurse prescribing in Wales, extension of prescribing rights to other professions, Patient Group Directions
- Steer amendments to NHS legislation through the Assembly
- Advise the Assembly on the implementation of the Task & Finish Group's recommendations and to put agreed recommendations into practice eg. Establishing an AWMSG, Establishing the Welsh Medicines Partnership, Establishing the NHS-Industry Forum (consultation stage), Electronic prescribing, Repeat dispensing – supporting North Wales pilot, Review WHC (91)94, Commissioned Industry sponsorship survey.
- Management of SLA with Prescription Pricing Authority
- Management of SLA with Health Benefits Agency (Low Income Scheme). Review and implement changes.
- Review policy and implement changes if appropriate on Prescription Charges and exemptions, monitoring impact of free scripts for under 25's
- Monitoring and improvements of systems to minimise patient and contractor fraud. Responding to Audit Commission's report on 'Maximising income from prescription charges
- Maintaining a good relationship through meetings with representatives of the Pharmaceutical industry. Setting up NHS-Industry Forum.
- Consider Welsh Language issues and implement any necessary changes arising from them. Production of bilingual of prescription form. Systematic review of all forms to ensure bilingual version
- Update and re-write NHS forms as necessary.
- Consider implications relating to IT innovations. Organising HSW user group with profession. Prescribing data availability on web. Fraud issues – date of birth on prescription form, etc
- Receive suggestions from the profession and act accordingly. Consultation exercise once NHS structures and functions clarified. Making of Regulations and implementation
- Maintain relationship with HSW and ensure required information is obtained from them. Close scrutiny of recovery plan and plan for repricing the six-month backlog – membership of project board and project assurance team. Responding to contractor issues relating to above
- Research into current provision of Out of Hours Services and consideration of best practice. To issue guidance to the service on out of hours access to palliative care drugs following advice from working group. Contribute to general review of Out of Hours pharmaceutical services now to be taken forward by primary care strategy action plan.

- Put forward recommendations for consultation in Wales on Oxygen Therapy
- Move forward with the project on Electronic Pricing of Prescriptions, involving updating technology, and change of policy. Membership of the programme board to oversee implementation (including the initial scoping study)
- Ensure that information is both sent and received where necessary within the NHS, and that consultation takes place as appropriate. Attend Welsh Pharmaceutical Committee meetings, Directors of Pharmaceutical Public Health, Prescribing Advisors Forum on a regular basis to update on NHS Wales.
- Provide advice on Prescribing Incentive Schemes
- Input into the development of NICE guidance and NSF. Involvement in policy on availability of beta-interferon and anti-TNF drugs
- Welsh Medicines Resource Centre – Budget holders – bid for additional funding. Membership of the WeMeReC steering group
- To draft replies timeously and accurately on the Minister's behalf, to react and amend policy as appropriate
- To brief Minister on replies to AQs and PQs

4.3 **PCH3**

- Introduce post Shipman probity regulations for general medical practitioners, general medical practitioner locums, dentists, ophthalmic opticians and optometrists.
- Liaise with OCG to agree and draft probity regulations for pharmacists, pharmacist locums, dentist locums, ophthalmic optician and optometrist locums.
- Lead project to co-ordinate Health Authority system development for keeping medical lists and lead project to find an all Wales solution post April 2003.
- Lead on Assembly input to new GP contract negotiations through NHS confederation.
- Lead on primary care fraud policy; review publicity campaign for NHS treatment entitlements and fraud charges, develop and implement a follow up campaign.
- Conclude impartial independent assessment of LHG state of readiness (organisational audit) and review outcomes.
- Establishment of charters, protocols and memorandums of understanding on primary care fraud policy with appropriate Welsh bodies and associations

- Lead on implementation of EFQM NHS Wales action plan within the division.
- Promote and implement equal opportunity for all staff and foster a family friendly approach to working practices;

4.4 **PCH4**

- Mental Health Review Tribunal - Support work of the Tribunal. Arrange hearings within statutory and best practice time scales. Clerk the hearings.
- Consider any proposed changes to tribunal arrangements and prepare submissions as necessary
- Mental Health Act - Monitor progress, discuss developments of the new Mental Health Act with OGDs. Set up Bill team to work with DH, Home office, OGDs to feed in Wales' views, arrange consultation in Wales and clear proposals with Minister and WAG. Bill to be introduced in Nov 2002 and 18 months then to implement. (code of practice, subordinate legislation, welsh representation on the Commission). Need funds to support BILL.
- Prison In Reach Service - advertise, select and appoint 1 Prison Health Coordinator to promote the In Reach Service in Wales.
- Mental Health NSF - consult on draft NSF. Roll out NSF through implementation and focus groups (1 coordinator and 5 secondees).
- Palliative Care Strategy (including Hospices) - deliver draft strategy for consultation.
- Diabetes NSF - award contract for baseline study, receive baseline study and report of focus groups to feed into plan. Other products and final plan and roll out timing described in PID. Aim to deliver final product by end 2003.
- Continuing Care Guidance - restricted consultation, issue guidance 2002/2003
- Free Nursing Care - Ensure virement arrangements completed, allocation to HAs, and in turn funds paid to nursing homes from 3 December 2001. Ensure regular meetings with external reg GP. Regular exchange of info with HAs. Appoint secondee to take this forward. Subordinate legislation needs to be in place by November 2002.
- Older Persons NSF - issue letter to accompany restricted consultation. Decide on priority of standards for issue.
- Chronic Illness – Beta Interferon and Myalgic Encephalitis (Report to CMO) - need to consider implications for Wales.

- Long Term Care and Learning Disabilities - Liaise with SCP
- Staff Management - Continue to provide support and training for new staff. For experienced staff, provide appropriate programme of training to ensure continuing development and opportunity to attend team briefing and leadership courses.
- Ministerial Correspondence etc – deal with by due date, keep appropriate records.
- Manage budgets in line with WAG guidance.

4.5 **PCH5**

- Antenatal Screening Programme – Consider implementation of recommendations from Report by Velindre NHS Trust on the provision and future management of antenatal screening services
- Health & Well Being for Looked After Children – Guidance to be issued in coming months, following comments received following consultation.
- Children's Act Regulations – Amendments to the Review of Children's Cases regulations 1991 and Arrangements for Placement of Children (General) (Amendment) Regulations 1991 are planned late 2002, early 2003.
- Child Health Information Requirements Project (CHIRP) – Part 2 of the project for an All-Wales Child Health database nearing completion. Final recommendations are expected to be received by Project Board in April 2002.
- Child & Adult Mental Health Services (CAMHS) – Throughout 2002 – 2003 the Implementation Group will cost the measures required to provide a cohesive high quality service for young people, monitor its implementation and report to the Minister on progress.
- Carlile Review – Report published 5 March. Implementation Group established to consider recommendations.
- Cervical Screening – Liquid Based Cytology (LBC) pilot studies continuing to be carried out by Velindre NHS Trust. Completion and report expected later this year. NICE to review their guidance on the use of LBC in May 2003.
- Children – Speech & Language Difficulties – Ministers to consider evidence regarding the level of provision of current services and based on evidence, decide how best to proceed.
- Domestic Violence – Working Group to be set up to consider the way forward in developing a clear policy for Wales. Communities Directorate leading.

- National Service Framework for Children – set national standards for the provision of health services for all children, divided into six modules, one of which is maternity. Build on the work undertaken in the Maternity Mapping Project.
- Universal Neonatal Hearing Screening – Programme for a national screening policy expected to be in place by the end of March 2003.
- Breastfeeding Strategy – Contribute to Breastfeeding Week in May. Breastfeeding coordinator for Wales to be appointed late Spring 2002 - (Nursing Division led)
- Abortion – Amendment to Abortion Regulations expected to be made summer 2002 to take account of new Abortion Form HSA4
- Welfare Food Scheme – Administer scheme in Wales and manage budget (£12m) Consider implications of the Scheme review, when available.
- Infertility Services – NICE Review of RCOG Guidelines expected October 2003.
- Pregnancy Advisory Bureaux and Private Abortion Clinics – Five Pregnancy Advisory Bureaux & two private Abortion clinics due for renewal this year. Carry out a programme of inspections by June 2002.
- Issue "Reduce the Risk of Cot Death" leaflets.
- Health & Social Services Committee Review regarding services for Children with special needs – contribute to Committee report and take forward findings

NHS Finance Division

Aims/Objectives and achievements April 2001 to March 2002

Area	Action	Comment

Race	<ul style="list-style-type: none"> ● Increase the representation of ethnic minorities in the Division. 	<ul style="list-style-type: none"> ● Ethnic minority remained under-represented although it has improved over the past year. ● The Review of NHS Resource Allocation (see 'Others') also addresses the needs of rural communities and ethnic minorities and asylum seekers.
Gender	<ul style="list-style-type: none"> ● Maintain the balance of male/female staff. 	<ul style="list-style-type: none"> ● Balance within the department has been maintained. ● Grades SEO and above there is a gender imbalance in favour of the males and on all grades lower there is an imbalance in favour of females. This is particularly apparent at AO level.
Disability		<ul style="list-style-type: none"> ● Remained constant.

Aims/Objectives and achievements April 2002 to March 2003

Race	<ul style="list-style-type: none"> ● Work is being undertaken to establish whether there is evidence to support a resource adjustment to reflect the additional costs associated with translation costs and any high cost hereditary diseases in ethnic minority populations which will not be adequately reflected in the direct measures if health need formula. 	
-------------	---	--

Gender	<ul style="list-style-type: none"> Take into account the staff/gender mix to try to improve the imbalance. 	<ul style="list-style-type: none"> Scope is relatively limited given the overall imbalance at higher level within the Assembly and the key requirement is to secure the best candidates for senior posts.
Disability	See notes in 'Others'	
Other	<ul style="list-style-type: none"> Build equality awareness into practice and procedure. Equality awareness training sessions in the Divisional training session on 11/03/02. Full equality awareness training has been arranged for the Division commencing on 25/03/02. 	

Performance Management Division		
Aims/Objectives and achievements April 2001 to March 2002		
Area	Action	Comment
Race Gender Disability	<ul style="list-style-type: none"> Research evidence to suggest that services may not be equally available to all economic groupings, which would have some bearings on deprived communities, older people, the black and ethnic minority communities and disabled people. Various staff members 	<ul style="list-style-type: none"> This needs to be explored in depth as part of an overall health inequalities agenda and the contribution that the NHS can make to their reduction. No matters relating to racial discrimination have been raised with regard to complaints about waiting lists and service provision. Given the nature of the bulk of the work at the division there seems to be little that could be achieved at helping us address the issues around the Race Relations Act.

	have pursued Human Rights Act training.	
Other		<ul style="list-style-type: none"> • This division deals with the NHS performance and service improvement; Waiting lists and emergency pressures, dealing with some of the more politically sensitive issues within the NHS; Public participation issues involving the Welsh equivalent of the Patient's Charter, complaints and other public involvement initiatives. • It is in the area of public involvement that main issues regarding equality lie. • Waiting list issues and service improvement are dealt with directly by the NHS and as long as decisions are made on the basis of clinical services should be fairly provided.
Aims/Objectives and achievements April 2002 to March 2003		
Other	<ul style="list-style-type: none"> • The Division remains active in ensuring the widest engagement in HNS issues via the public involvement work and closely assessing the confidentiality aspects of the HR legislation. • Action that could be undertaken: Assessment of the implications of the RRA for the Division's work; Incorporation of equality themes into the new performance management framework. 	

NHS Performance Management Division**Aims/Objectives and achievements April 2001 to March 2002**

Area	Action	Comment
Race Gender Disability	<ul style="list-style-type: none">• Various staff members have pursued Human Rights Act training.	<ul style="list-style-type: none">• No matters relating to racial discrimination have been raised with regard to complaints about waiting lists and service provision.•
Other		<ul style="list-style-type: none">• This division deals with the NHS performance and service improvement; Waiting lists and emergency pressures, dealing with some of the more politically sensitive issues within the NHS; Public participation issues involving the Welsh equivalent of the Patient's Charter, complaints and other public involvement initiatives.• It is in the area of public involvement that main issues regarding equality lie.• Waiting list issues and service improvement are dealt with directly by the NHS and as long as decisions are made on the basis of clinical services should be fairly provided.•

Aims/Objectives and achievements April 2002 to March 2003

Race Gender Disability	Research evidence to suggest that services may not be equally available to all economic groupings, which would have some bearings on deprived communities, older people, the black and ethnic minority communities and disabled people.	<p>This needs to be explored in depth as part of an overall health inequalities agenda and the contribution that the NHS can make to their reduction.</p> <p>The Division would benefit from guidance on the Race Relations Act, and needs to pick up on this.</p>
---	---	--

Other	<ul style="list-style-type: none"> • The Division remains active in ensuring the widest engagement in NHS issues via the public involvement work and closely assessing the confidentiality aspects of the HR legislation. • Action that could be undertaken: Assessment of the implications of the RRA for the Division's work; Incorporation of equality themes into the new performance management framework. 	
--------------	---	--

Clinical Quality and Improvement Branch - NHSQ		
Aims/Objectives and achievements April 2001 to March 2002		
Area	Action	Comment
Race	Maintain & further develop good working relationships with AWEMA	<p>Experienced positive benefits from their involvement in policy development, e.g., the Coronary Heart Disease NSF was amended to include a specific aspect affecting patients of South Asian origin.</p> <p>Involvement of AWEMA in:</p> <p>the policy development work for the Commission for Health Improvement (CHI)</p> <p>complaints and public/patient involvement aspects of clinical governance policy development</p> <p>sought nominations for all National Service Framework (NSF) policy development groups</p>

	<p>Ensure that all of our sponsor bodies comply with the requirements of the Welsh Language Act and provide public/patient information in any appropriate minority language</p>	<p>Both the National Institute for Clinical Excellence (NICE) and CHI have Welsh Language policies developed with the Welsh Language Board.</p> <p>Both bodies also produce patient information in minority languages</p>
Gender	See comments in the section "Other"	
Disability	Maintained involvement of the various health related voluntary bodies, e.g., Diabetes UK Cymru, Community Health Councils, British Heart Foundation, British Cardiac Patients Association in policy development	

Other	<p>Equal Opportunities – general: Established:</p> <p>"Family friendly" approach to the timing of away-days, briefing sessions etc;</p> <p>Flexible approach to working hours to tie in with family commitments, e.g., "school gate";</p> <p>Working from home arrangements</p> <p>In addition to Personnel Division's equal opportunity statement, all job ads bear a "personalised" statement about the Division's commitment to equal opportunities.</p> <p>Establish a cross divisional group to identify good practice & effective systems for monitoring progress</p>	
Aims/Objectives and achievements April 2002 to March 2003		
Race	<p>Maintain & further develop good working relationships with AWEMA;</p> <p>Delivery of briefing sessions to staff on the role of AWEMA</p> <p>Develop relationship with Race Equality First Units</p>	
Gender	See comments in the section "Other"	

Disability	Maintain involvement of the various health related voluntary bodies, e.g., Diabetes UK Cymru, Community Health Councils, British Heart Foundation, British Cardiac Patients Association in policy development	
Other	<p>Human Rights Act: Develop policy line with England on how sponsor bodies must demonstrate due regard to the HRA and its impact on their functions.</p> <p>Equal Opportunities – General: In addition to maintaining our approach as described at "Other" for 2001/02, we intend to implement the following:</p> <p>Identify appropriate training & development for all staff on the promotion and pursuit of equality of opportunity in relation to policy development and implementation;</p> <p>Establish a structured approach and divisional good practice that promotes and encourages staff to consider equal opportunity issues encompassing all aspects of bias;</p> <p>Develop explicit links between the Division's Equality Plan, business planning & the Better Gov't Improvement Action Plan to ensure that the principles of equality of opportunity run throughout all of the Division's business</p>	

HIMTE2**Aims/Objectives and achievements April 2002 to March 2003**

Race	Patient confidentiality awareness campaign to take account of needs of ethnic minorities.	
Disability	Any leaflets on patient confidentiality to be available in large print.	

NHS Human Resources Division**Aims/Objectives and achievements April 2001 to March 2002**

Area	Action	Comment
Race	<ul style="list-style-type: none">• The Public Appointments branch hosted a stand at the recent AWEMA conference on the national plan and primary care strategy to help publicise opportunities for ethnic minority participants.• The Division has one member of staff from the ethnic minorities.	<ul style="list-style-type: none">• Job adverts are being reviewed to ensure that a wider audience is reached.• A Welsh Health Circular (WHC) was developed and issued.• Capacity to encourage recruitment from this sector is constrained by the Assembly recruitment arrangements.• Nine one-day workshops were organised to help develop joint working and common understanding. Training was also provided through the OCG programme.

Gender	<ul style="list-style-type: none"> • 2 Windsor fellowship students for 6 weeks during the summer. 	<ul style="list-style-type: none"> • Job shadowing arrangements would provide a positive opportunity for both men and women to observe and experience the more senior levels of operation within the Assembly.
Disability	See 'Others'	See 'Others'
Other	<ul style="list-style-type: none"> • Flexible working has been encouraged and this accommodates childcare arrangements. Job sharing is available as well as ad hoc home working. • Needed to strengthen our monitoring process to ensure that underrepresented groups were being represented. • An Equality/Human Rights group has been established and now meets monthly. • Equality principles are actively pursued within the Division as well as contributing to the wider equality debate on employment arrangements within the Assembly. • Promotion of equality initiatives in the service through conferences organised by the NHS Wales equality unit. • An equality audit of the NHS Wales was recently 	<ul style="list-style-type: none"> • Equality training was held for all Division staff. • Clear equality targets were introduced and placed on the NHS Wales through the HR Strategy and monitoring arrangements.

	undertaken and the results should be available soon.	
Aims/Objectives and achievements April 2002 to March 2003		
Race	<ul style="list-style-type: none"> • A WHC introducing new arrangements for monitoring ethnic origins of employees and patients in secondary care is being prepared and will also be circulated shortly. • Raise awareness of cultural and language issues with staff including recruitment, selection and career development. 	<ul style="list-style-type: none"> • Recently met with the director of the CRE in Wales to discuss the way forward for the NHS Wales. Regular quarterly meetings will continue to be held. • Standardisation of monitoring categories of ethnicity, Race Relations Amendment Act. • NHSD would welcome guidance on how to identify/address institutional racism (McKensie report) within the division.
Gender	See 'Others'	See 'Others'
Disability	See 'Others'	See 'Others'

Other	<ul style="list-style-type: none"> • An annual audit is being developed to ensure that the principles of equality and human rights are integrated into the Division's work. • A review of NHS Public Appointments Policy and Procedures was undertaken and approved by the HSSC. • The Division is committed to promoting and developing equality in NHS Wales through SLAs with NHS Wales Equality Unit, the HR Strategy and through the revised NHS Public Appointments procedure. • It is proposed to establish a directorate-wide Equality and Human Rights group at senior level. • The Division has lead responsibilities for equality, the Human Rights Act and the Welsh Language and is also tasked with developing the first NHS Equality and Human Rights Plan. • Develop initiative to 	<ul style="list-style-type: none"> • Arrangements are underway with the OCG and the NAW equality unit for the second level training in the Human Rights Act. • To be launched before year-end. It will address issues of equality in recruitment and selection and the low application rates from minority groups and should expose potential areas of discrimination. • The Equal Opportunities Committee is interested in the revision of the Public Appointments policy and how it can improve the balance of under-represented groups on the boards of NHS bodies. • This would ensure that these issues are top of the agenda for all NHSD staff and for NHS policy.
-------	--	---

	encourage applications from minority groups.	
--	--	--

Health and Well-being Strategy and Planning Division

Equal Opportunities

Aims/Objectives and Achievements April 2001 – March 2002

Area	Action	Comment
Race Gender Disability Other	<ul style="list-style-type: none"> • Taking forward the NHS renewal plan 'Improving Health in Wales'. This is a major change to the structure and operational system in NHS Wales. • Preparing the framework for consultation involving workgroups etc for the Primary Care strategy and Structural Changes in the NHS • There has been a proactive communication strategy to all NHS Wales through Q&A sessions and as assurance that there will be equality of opportunity for new and changed posts. 	<ul style="list-style-type: none"> • The process has been inclusive in developing proposals with all stakeholders and the voluntary and minority groups have been fully represented. • May include training opportunities to help people obtain the skills for the post they would consider applying for.

Aims/Objectives and Achievements April 2002 – March 2003

<p>Race</p> <p>Gender</p> <p>Disability</p>	<ul style="list-style-type: none"> • Division to develop a tool for ‘equality proofing’ all activities within the Division and will be extended to encompass Human Rights requirements. # <p>Liase with Divisions in the Department to consider meaningful equality goals</p>	<ul style="list-style-type: none"> • The principles of equality and the requirements of the Human Rights Act are embedded in Divisional policy. • All policy developed and maintained within the Division would be monitored and reviewed in this context.
<p>Other</p>	<ul style="list-style-type: none"> • Undertake a review of NHS policy to ensure that it remains fit for purpose and to identify policy gaps. • Involve interested parties at policy design stage to establish effective consultation and dialogue. This will include statutory and non-statutory agencies such as, the Commission for Racial Equality, the Equal Opportunities Commission, the Disability Rights Commission and AWEMA. 	<ul style="list-style-type: none"> • Use ‘equality proofing’ as part of the review process and any new policy development identified will take careful account of the of the need for inclusive partnership working. • A Divisional equality awareness programme is being prepared to ensure that all staff are aware of their responsibilities and opportunities in delivering an inclusive equality agenda. • All staff will be encouraged to incorporate in their personal development plans awareness raising, education and training in equality of opportunity and the Human Rights Act.

		<ul style="list-style-type: none"> • The Division wants to maintain a culture free from harassment and bullying where everyone can achieve their potential.
--	--	--

Nursing Division

We are a small Division (Group) and the issues around equality, ethnicity, gender and disability are taken into consideration in all the Division's activity (as set out in the relevant paragraph in our 2001/2 Divisional Plan and will be equally taken into consideration as we move forward on our Divisional Plan for 2002/3). We do, within the Division, have one of our Nursing Officers who is registered disabled (in a wheelchair). We do have a policy of bringing in secondees to undertake pieces of work (or are attached to Nursing Officers as part of their personal development plans) and one of those at present is from a minority ethnic background. We do have at present two members of our staff who are fluent Welsh speakers.

Report from Health Promotion Division (HPD) for 2001- 2002

And plans for 2002 - 2003

3. Division's equality aims and objectives:

HPD contributes to the Health & Social Services Committee priority of improving health and tackling inequalities.

There are components of the Divisional Plan for 2001 – 2002 that are heavily involved with equality, but there are no specific targets.

One of the tenets of health promotion to ensure that equality is included in, and informs, all health promotion activity. *Promoting Health & Well-being* – the national health promotion strategy for Wales provides ample evidence of health promotion principles.

The Division's work seeks to identify and address the needs of all social groups. Promoting inclusivity is a key factor in our plans. The importance of urban and rural dimensions and the social gradient that exists in health status is recognised, and the Division aims to focus its resources on groups where inequalities in health exist.

HPD is operating a number of programmes and initiatives that directly or indirectly promote equity and contribute to reducing inequalities in health. These include:

- Health Inequality indicators
- Sustainable Health Action Research Programme (including Barefoot Health Workers project in Bute Town/Grange Town led by researchers from the ethnic community working within their communities)
- Smoking cessation services (funding NHS smoking cessation services targeted particularly at smokers from lower socio-income groups and promoting better smoking cessation services to ethnic minorities).
- Welsh Network of Health Promoting Schools Schemes (in line with recommendations of the Acheson Report).
- The Community Food Initiative (supporting and promoting healthier diets, particularly among disadvantaged and vulnerable groups).
- Workplace health promotion (workplace health initiatives with small firms in areas of social deprivation).
- Promoting rehabilitation and retention of employment in line with targets set in *Securing Health Together* – the Occupational Health Strategy for England, Scotland and Wales.
- Rural health (research being commissioned to provide information which will be used to inform future programmes and initiatives to address health, health inequality and well-being issues in rural areas).
- Voluntary Sector Grant Scheme (aimed at reducing health inequalities through community-led development initiatives)

2. New policies, programmes, services initiated:

- Review of Tobacco Programme indicated that ethnic minorities were under-represented among people accessing smoking cessation services. Training programme was initiated in September 2001 to make local cessation services more sensitive to this issue and to encourage local advertising targeted at ethnic minorities.
- Similar work on the elderly population has been completed and will be published shortly.
- Sampling has been extended and literature updated for the work on men's health messages in popular magazines.
- The Rural Research Programme with the Institute for Rural Health will be examining specific difficulties faced by rural communities.

In addition the Division:

- Contributes to the Black and Ethnic Minorities section of the CMO's report.
- Participates in the NHS Black and Ethnic Minority Forum.
- Participates in the All Wales Black and Ethnic Minority National Assembly Consultative and Participatory Association.
- Contributes to the Assembly's initiatives on Gypsies, Travellers and Asylum Seekers

3. **Other actions which promote equal opportunities**

- *Sexual Health Strategy*. Available data on young people (including looked-after children, ethnic minorities, gay men and people with disabilities was reviewed in the course of developing the strategy. Formal public consultation (Jan-March 2000) involved circulation of the document to relevant statutory and voluntary bodies, including women's organisations, gay men's groups, youth organisations and the Commission for Racial Equality.
- *Voluntary Sector* – Health Promotion Grants Scheme. This has undergone a 12-month review process involving a wide range of representatives of voluntary groups in Wales and nominated representatives of the networks that they represent. The needs of ethnic communities was recognised in both the past and modified scheme. We currently fund an initiative through the BDA aimed at Ethnic groups across South Wales. For future funding rounds a priority group of the hard to reach has been established.

3. **Plans for 2002 – 2003**

New policies, programmes and services

- Commence a 3-year initiative to improve access to occupational health services, especially for people working in small and medium enterprises.
- Review of health promotion for ethnic minority groups, to inform and generate recommendations for future action, planned for completion within year 2002/03.
- 2002 Health Behaviour in School-aged Children (HSBC) Study will include a detailed assessment of social inequality across all 35 countries involved.
- Condom distribution grant scheme to increase access to free condoms to be introduced in April 2002. It will target the most vulnerable groups in the community.
- HIV campaigns will take place in April and October 2002.

And

- Continuation of on-going programmes and initiatives as described in sections 1 and 2 above

Health Protection and Improvement Directorate

Directorate

Review of 2001-02
Specific work undertaken to create a programme for incoming black and minority ethnic doctors
Programmed meetings with CRE, EOC and DRC and regular dealings with AWEMA. Voluntary sector involvement in Public Health Review
Equality organisations involved in discussions/consultations in areas such as health inequalities targets and the NHS structures reforms
Ensured venues for conferences/symposia appropriate in terms of wheelchair access, mobility problems and both visual and hearing impairments
Work started on the development of Group equality plan which will permeate through Divisional Plans
Website on Health Promotion is accessible to those with visual and hearing impairments

Aims and Objectives 2002-03
Group Equality Plan Developed
Involve equality organisations in discussions/consultations on policy development
Equality issues to be firmly embedded in the development of Better Health, Better Wales Mark 2
To arrange conferences/symposia taking into account the needs of attendees eg wheelchair access, mobility issues and visual/hearing impairment
Where applicable, produce information material in minority languages
Training for staff in the Directorate in respect of the Race Relations (Amendment) Act 2000
Further progress on the implementation of EFQM within the Directorate. The EFQM action plan includes the requirement for staff to adopt best practice with regard to disability

Keep Well This Winter campaign to take account of information needs of the elderly and minority ethnic populations
--

Public Health Protection Division

Review of 2001-02
Some training relating to equality issues undertaken eg communicable diseases, immunisation for HIV/TB
All appointments went to those considered best candidate for the relevant post
Involved in the dispersal of asylum seekers ie in relation to communicable diseases, in particular specific strains of Tuberculosis
Aims and Objectives 2002-03
Involve equality organisations in discussions/consultations on policy development
Consider equality issues in the development of Better Health, Better Wales Mark 2
To arrange symposia taking into account the needs of attendees eg wheelchair access, mobility issues and visual/hearing impairment
Equality issues to be embedded in Divisional Plan
Staff within the Division will attend equality training with this included in all PDPs
All appointments to the Division to be made on the basis of ability
Further progress on the implementation of EFQM within the Division

Public Health Strategy Division

Quotes from Equal Opportunities Report in italics

- *Inequalities in health Fund - provision has been made so that action to address local inequalities in access to health services can be supported.*
- *‘...includes action to improve health information for vulnerable and disadvantaged groups including people with disabilities, people with learning difficulties, people from black and ethnic minority communities.’*

PHSD Review of 2001

- **Inequalities in Health Fund** - designed to tackle health inequalities e.g. including inequities in access to health services. Information on the fund disseminated widely to voluntary sector organisations as well as other public organisations. Assistance given to leaders of a 'Race and Health' project to work up bids. Fund is supporting action for:
 - A community of travellers
 - People with learning disabilities
 - Black and ethnic minority/communities
 - Rural areas
- Two comprehensive **literature reviews** to help identify the health information needs of ethnic minority communities and visually impaired people in Wales were carried out.
- A '**Framework for best practice** of health information for the public' has been developed. The Framework is produced in various formats such as audiotape, Braille and large print.
- The **Keep Well This Winter campaign** included information specifically tailored to the target group's needs such as talking newspapers, newsletters and posters in a number of ethnic minority languages as well as large print format.
- The **website** on Health Promotion continues to take account of the information needs of disadvantaged groups by making it accessible to those with visual and impairments.
- The **health promotion library** participated in the National Assembly for Wales Disability Audit in November 2001 to ensure that the library complies with the requirements of the Disability Discrimination Act.

Forward Look:

- Staff from PHSD will attend equality training.

- **Better Health Better Wales II** - action plan to further demonstrate the cross cutting approach of the Welsh Assembly Government's policies and programmes and to reinforce the commitment of tackling inequalities, social disadvantage and social inclusion.
- **Better Health Better Wales II** -will explore its availability in large print, with an option for copies to be made available in Braille (will seek advice from RNIB)
- Continued development of the **Inequalities in Health Fund** to improve local action to address inequalities in access to health services.
- Recommendations based on the findings of the **literature reviews** to help identify the health information needs of ethnic minority communities and visually impaired people in Wales will be disseminated and reviews on other disadvantaged groups will continue in 2002/03.
- The dissemination of the **Framework for best practice** of health information for the public' and monitoring of uptake will continue throughout 2002/03.
- The **Keep Well This Winter campaign** builds on experience gained during the first year and will take account of the information needs of the elderly and minority ethnic populations.
- The **website** on Health Promotion continues to take account of the information needs of disadvantaged groups by making it accessible to those with visual and impairments. PHSD are linking into ongoing **research** with the DoH **on accessibility** of information for parents including socially disadvantaged groups to inform future development of resources.
- The **Health Promotion Library** will re-submit its application for Charter Mark recognition.
- The **EFQM Action Plan for HPID** identifies the need for all staff to adopt best practice with regard to disability. In particular the health promotion library is working within guidelines produced by the Disability Rights Commission and ReSource and is investigating investment in a minicom system.

DISABILITY ISSUES

SOCIAL CARE POLICY DIVISION

2001-02 Objectives and Outcomes

	Objective for 2001-02:	Outcome:
Direct Payments Scheme This Scheme provides funding to support the community care of disabled people in a manner which gives them a high degree of control over that care provision. The Scheme was in place prior to 2001-02.	To extend the scope of the Direct Payments Scheme to include carers, 16 and 17 year old disabled children and persons with parental responsibility for disabled children.	Achieved in July 2001
Services for the Deafblind:	To issue new guidance to Local Authorities on identifying deafblind people and ensuring that they receive a satisfactory needs assessment and subsequent service provision.	Achieved: Guidance issued in NAW Circular 10/01 in August 2001

2002-03 Objectives

Services for People with a Visual Impairment

To issue new guidance to local authorities on the registration and assessment of people with a visual impairment and on subsequent service provision.

CHILDREN AND FAMILIES DIVISION

The *Children First* Programme 2001-02

The *Children First* programme aims to improve services for all children in need and their families, irrespective of gender, race, disability, religion or language.

- *The programme sets 11 key objectives for children's social services in Wales.*

In **2001-02, Objective 6**, which deals with **services for disabled children**, was introduced. It states the following:

"To ensure that **children with specific social needs arising out of disability** or a health condition are living in families or other appropriate settings in the community where their assessed needs are adequately met and reviewed."

Additional sub-objectives under Objective 6 required local authorities to set out in their Children First Action Plans what action they intend to take to:

1. increase provision of family support services (including short-term breaks);
2. better **integrate disabled children** into mainstream leisure and out-of-school services;
3. improve information for planning purposes;
4. provide better information for parents; and
5. increase the availability of key workers and other measures to improve co-ordination.

The *Children First* programme 2002-03

The objectives and targets from 2001-02 have been carried forward to 2002-03 and subsequent years.

-

RACE ISSUES

SOCIAL CARE POLICY DIVISION

In **2001-02**, considerable work was undertaken to ensure the proper inclusion of considerations of **racial equality** in respect of elderly members of ethnic communities in particular. There was specific and substantial consultation with a variety of organisations in this regard on **carers policy**, specifically the **Carers Strategy**, and on the development of the flagship **Strategy for Older People**, a cross-cutting project to provide services to the elderly of these strategies. This work will continue in 2002-03.

SCP Division also agreed a Business Plan for 2001-2004 with **Age Concern Cymru** and ensured that it included action to bring together relevant bodies to consider current and future issues for the **older minority ethnic population**. The Division will also want to see effective joint working with the black and ethnic minority groups in Wales in fulfilling this programme of work.

CHILDREN AND FAMILIES DIVISION

Consultation on BME Child Protection Services

2001-02. Consultation exercise being undertaken that involved a number of organisations representing BME communities on the specific requirements of BME children in relation to child protection procedures.

2002-03 The above consultation will continue and **guidance** will be produced to supplement the existing publication *Working Together to Safeguard Children*

2002-03 Victoria Climbié inquiry

Following the report of Lord Laming's inquiry into the Victoria Climbié case, proposals for improvements to child protection services will be consulted upon.

EQUAL OPPORTUNITIES GENERALLY (I.E. NOT IN ONE CATEGORY)

Embedding Equal Opportunities in Children's Programmes Planning and Grant Bidding Round

2001-02 Objectives and outcomes:

The objective was to give special regard to equal opportunities at points listed *in bold italics* below.

	Outcome
<i>When the research brief to evaluate the existing programmes was issued</i>	The following requirement was included within the brief: "In reviewing the programmes consideration should be given to whether they reached groups facing discrimination, whether through the conduct of partnerships or through the nature of projects funded."
<i>When guidance was issued</i>	At end-year 2001-02, guidance was in preparation and within the new unified fund Cymorth, inclusion and access will be a key delivery theme, so as to mainstream the inclusion of children and young people with disabilities or from ethnic minorities.
<i>When the Childcare Taskforce Action plan was considered</i>	National Minimum Standards for childcare and guidance on childminder startup grants now indicate that childcare provision should be culturally sensitive, and that local partnerships should consider providing additional funding to childminders offering care to children with special needs.

<i>When the Child and Family Services Grant bidding round was being conducted</i>	Core funding has been awarded to the organisation <i>Access for Black Children with Disabilities</i> , and the Special Needs Advisory Playgroup (SNAP) Cymru for the first time.
<i>When objectives for the new fund were being drawn up.</i>	These are in preparation at end-year 2001-02.

2002-03 Equal Opportunities objectives in relation to Child and Family Programmes;
<ul style="list-style-type: none"> • To ensure that equal opportunities issues are mainstreamed in defining the objectives of a new Guidance and Evaluation Unit. • To confirm objectives to monitor the inclusion and access theme within Cymorth. • To raise awareness of equal opportunities issues within the staff of Child and Family Programmes branch.

Framework for The Assessment Of Children In Need And Their Families 2001-02

The Framework was published in Wales in 2001 and was being implemented by all local authorities, (and continues to be implemented in 2002-03). It provides a systematic way of understanding, analysing and recording what is happening to children and young people within their families and the wider context in which they live. It assesses children and their families across three dimensions, utilising the child developmental approach, which underpins the Looking After Children System, together with parenting capacity and family and environmental factors. For all children, the framework considers cultural, religious, linguistic and racial identity, Associated Practice Guidance, deals in detail with the needs of black children and their families and disabled children and their families.

Assessment Framework 2002-03

By March 2003, it is intended that a draft of an Integrated Children's System for Wales will be published. This builds on the Assessment Framework and will help to improve assessment and care planning for all children in need and looked after children.

The Children's Framework & *Moving Forward: Listening to Children in Wales* plan

2001-02 Full account was taken of equal opportunities considerations covering the areas of disability, race, gender and sexual orientation in the development of both the above strategies, and will remain so during their continuing development in 2002-03. Consultation on these projects included additional groups, including the Gay and Lesbian Forum, details of which were sought from PEP in 2001-02 and added to a database of consultees. A talking book version of the Strategic Frameworks Consultation Paper was produced.

2002-03 Equal Opportunities targets for the four categories stated above in both strategies will be monitored as will progress in including marginalised groups in decision-making.

Care Standards Inspectorate for Wales – Implementation

CSIW Divisional Plan

Equal Opportunities targets	Outcome
To ensure that equality of opportunity is considered in all our relationships with staff in the Division.	Within the implementation team itself we have one member of staff who has been part-time and now wishes to work full time – but working partly from home. This has been arranged and is working well.
To ensure that the National Minimum Standards include references to diversity and other equality of opportunity issues.	The National Minimum Standards for residential accommodation all contain references to the need for residential homes to reflect the needs of clients from different ethnic and religious groups with regard to food preparation, religious worship, privacy etc
To ensure that we consider equal opportunities in dealing with staff transferring to the Assembly from local and health authorities.	Our transfer policy sets out the Assembly's flexible working arrangements and all staff have been given the opportunity to decide what hours they wish to work, which region they would want to be based in and to request to work from home where this suits their and management arrangements. The new pay deal for inspection staff recognises and take account of the equal pay issues for under 8s inspectors.

CSIW

Aims/Objectives and achievements April 2001 to March 2002	Aims/Objectives and achievements April 2002 to March 2003
Action	Action
N/A	To develop CSIW's plan to ensure equal opportunities

SOCIAL SERVICES INSPECTORATE FOR WALES

DISABILITY ISSUES

2001-2002 Objectives and Outcomes

Inspection & Development Programmes: A series of inspections have been undertaken on services for people with a disability during 2001-2002. The reports are about to be published including an overview report. It is proposed that the outcomes from these inspections will be linked to other work on disability (eg work commissioned by the Nuffield Institute by the local authorities) to highlight service development needs in social care.

2002-2003 Objectives

As above to carry forward the work on outcomes from inspections.

Unified Assessment Process for Adults: Guidance has been developed to improve assessment and care management for adult social service users. This includes services for people with a disability and guidance on fair access to care. This work has been led by SSIW but includes health and social services to achieve more seamless approach to service across the board and greater equality in service provision. The guidance was launched on 1st April and follow up on implementation will be during 2002-03.

Framework for Assessment of Children in Need and their Families: SSIW has been fully engaged in the work identified by CFD particularly in promoting the professional aspects of service delivery. A network of social services managers of services for disabled children has been established. SSIW also contributes to the Children in Wales Disabled Children's Forum.

RACE ISSUES

2001-2002 Objectives and Outcomes

Inspectorates: *Head of Inspectorates in England and Wales have agreed a framework on the duty to promote race equality. The framework has been developed by the Commission for Race Equality and SSIW are adopting this for their work and carried forward to 2002-2003.*

EQUAL OPPORTUNITIES GENERALLY

2001-2002 Objectives and Outcomes

Chief Inspector's Report: SSIW have highlighted equality issues as a key theme in the Chief Inspector's Report as underpinning SSIW's approach to Quality. It sets out how SSIW will approach equality issues in its work, expectations on social services authorities and arrangements through performance management for monitoring this.

Staff Training and Development: Staff training and development has been undertaken including one monthly training and development session addressing equality issues in social services.

Care Council: The Care Council for Wales was established on 1st October 2001 and is an ASPB sponsored by SSIW. Its remit is to improve quality in the social services workforce through training and regulation. A key part of its work is delivering on equality issues and this is part of monitoring arrangements for the workforce.

Inspectorates: The Wales Inspectorate Forum has developed an approach on Equality issues linked to the Wales Programme for Improvement and SSIW are adopting this in their work

SSIW Development Programme: The SSIW development programme presented to Health and Social Services Committee in January sets out a programme for improvement and promoting quality in social services as well as meeting dependency needs and safeguarding service users and vulnerable people. These programmes of work are underpinned by a commitment to quality.

2002-03 Objectives and Outcomes

This overall work will be carried forward to programmes for 2002-03.

Department for Education and Training - Outcomes for 2001-02

Background

The group had no formal equality Plan for 2001-2002 but, as it is an area very much central to education and lifelong learning, we had in train a significant number of activities. For 2003-2003 we have a formal plan aimed at systematizing and formalising our consideration and actions on this front. The combined plan attached therefore shows progress on matters undertaken last year as well as the key or major planned activity for 2002-2003.

Synopsis of activities across the group.

Over the past year we have :

Planning and General

- The group director has met with representatives of all the umbrella groups representing those from minority ethnic groups, with disabilities or concerned with gender issues. They have agreed to be "critical friends" in considering future and existing policies and direction and will be invited to annual corporate management team meetings as well as invited to comment upon the annual operational plan.
- We have ensured that our appointments procedures do more to ensure better representation from the diverse population that is Wales, including using consultants for the recent round of Higher Education Funding Council appointments which delivered 6 new appointments including 3 women and our first representative from minority ethnic groups.
- Activities to improve access and participation generally and reduce differences in performance and attainment across the education and lifelong learning sectors pay a part in supporting these groups in particular. The work on narrowing the gap in performance between and within LEAs for example (begun in 2001 but continuing) aims to provide schools and LEAs with best practice strategies to reduce performance gaps. Similarly, the activity on reducing disaffection exclusions and absences should support improvement in boys performance in particular.
- The sectors across education and training collect data on students and staff by gender ethnicity and disability giving us solid data in many areas.

Disability

- Ensured that the major planning documents for school age education – the ESPs - includes the full range of matters LEAs should consider. The regulations covering these for 2003-2004 (supplementary plans) and plans thereafter therefore require:
- a statement of policy on provision for SEN pupils with the focus on promoting inclusion of such pupils

into mainstream schools, support to be given to all SEN pupils,

- targets for improving that support and promoting inclusion. information on numbers of SEN pupils and the settings in which they are educated
- arrangements for a parent partnership service for SEN pupils in accordance with section 332A of the Education Act 1996
- Our existing significant capital resources for school buildings improvement are intended to include works on adaptation as appropriate. We will in order to strengthen this further issue guidance to LEAs and schools on the development of access plans for school buildings in line with the requirements of the SEN and Disability Act 2001 in June 2002.
- Encouraged – and supported financially – the audit of provision for students with disabilities in the post 16 sector (0.8m in 2001-2002) so that decisions on capital allocations etc can be made appropriately. Funding for HE institutions includes access to a disability provision development fund allocated on the basis of formula but subject to institutions' adoption of disability provision development plans.
- Ensured that the arrangements for improving Basic Skills across the population have specific strands such as the curricula for Adults with Learning Difficulties and Disabilities so that those facing the disadvantages of disability are not doubly disadvantaged by lack of educational opportunities. During 2001-02, new teaching and learning materials were produced, a pre-entry curriculum framework developed, and guidance document - 'Access for All' - issued. For the future we intend to support this through Tutor training courses in 2002 –03.

Minority ethnic

- Ensured that the major planning documents for school age education – the ESPs - includes the full range of matters LEAs should consider. The regulations covering these for 2003-2004 (supplementary plans) and plans thereafter therefore require (or will require – some regulations will pass plenary in April) :
- provision being made for teaching English as a additional language to pupils whose first language is not English or Welsh
- arrangements for supporting traveller pupils
- policy on promotion of racial awareness in schools and the strategy for preventing and addressing racism in schools (to meet the requirements of the Race Relations Amendment Act)
- put in place arrangements to improve our data on data on ethnic minority school pupils with the piloting of pupil level data leading to full introduction of new data collection arrangements in school census January 2003.
- put in place arrangements to similarly improve our data on traveller children again leading to full introduction in January 2003 school census.

- ensured that the Basic Skills strategy aimed at improving levels of literacy and numeracy include specific strands, such as the curriculum for English for Speakers of Other Languages (ESOL) to meet established needs for this group and ensure that they can in future have fuller access to education and employment. We developed the new ESOL curriculum during 2001-02 and commenced training for tutors in Wales in March 2002 – this will be continuing in 2002-03.

Gender

- Our improvements on data at school level piloted last year and to be introduced in the January census will improve data here too – but we already have targets for boys and girls achievement. The most recent analysis by gender demonstrated that in general girls continue to perform better than boys but with smaller gaps in maths and science than in languages. However this has not held true across the age range – at A level for example the gap has increased. But activity on disaffection and reducing exclusions and on narrowing the gap will by improving performance across the board and tightening up schools' and LEAs' abilities to recognise and tackle failures should reduce gender imbalances also – exclusion rates for boys in 2000-2001 for example were over 6 times that for girls.

The future

The extract from the operational plan sets out in broad terms the future actions specific to equal opportunities for the defined groups (as opposed to activities in the group which aim at increasing opportunities and access to learning for all). In brief, it aims at both formalising our relationship with the sectors, taking action where necessary on RRA and DDA, looking at issues around governance in a number of sectors and at the supply of and training of new teachers as well as maintaining progress on McPherson. I need hardly say that we will also be endeavoring to ensure that as usual new policies (such as the new assembly learning grants) are constructed and delivered in ways that have no inadvertent discriminatory effects including using representatives of the umbrella groups to offer informed comment and advice. There is a more detailed plan in existence in draft should you wish to see it

Result 49: Action to deliver on the objectives of the equality agenda in The Learning Country

Milestones:

- Production of final DfTE Equal Opportunity Statement and Diversity Action Plan following discussion with external stakeholders in 2001-02
- Implement ministerially endorsed recommendations of EO Committee Report on measures to be taken in education system to combat racism
- Apply requirements of Race Relations (Amendment) Act 2000
- Comprehensive survey of numbers and attainments of pupils from black and ethnic minorities
- Implement requirements of SEN and Disability Act 2001 to provide access for disabled children and young people (school building also at result 5)
- Focus attention of governing bodies on the importance of inclusivity in constructing their own memberships
- Hold seminar on looked after children guidance
- Issue guidance on ethnic minority achievement grant; gifted children; and the education of travellers' children.
- Promote the work of the Education for Sustainable Development Panel in the context of 'Learning to Live Differently'.
- Increase the range of opportunities for people to pursue Welsh medium education and training throughout their lives:
- HEFCW to commission report into current levels of demand and supply in Welsh medium HE and projected trends
- Scoping and preparatory work for immersion/intensive Welsh pilots in primary/secondary schools and for teacher sabbaticals
- Develop model, identify pre-conditions and develop resources for pilots

July 2002

DfTE

March 2003

December 2002

January 2003

March 2003

Autumn

Autumn 2002

SMD

<ul style="list-style-type: none"> • Identify schools for participation in pilots • Contribute to the development of the ELL Committee Report on Welsh in Education • Prepare response to the above • Encourage schools and LEAs to act on findings of Estyn's study of Y Curriculum Cymreig • Strengthen links between Menter au Iaith and local schools • Take forward the Work-Life Balance Initiative by preparing a 3-year strategy, including implementing public sector pilots and developing the Work-Life Balance Challenge Fund; • Improve the participation of women in the Welsh labour market by agreeing support for the activities of Chwarae Teg's Operational Plan • Secure an agreement between ES and PM to recruit more people with disabilities and from ethnic minorities through ND • Take forward the DfTE commitments under EFQM to overcome identified barriers to achieving good results; promote continuous improvement in performance; provide exemplary opportunities for staff to develop their own competencies; develop a corporate approach to this, project and information management; and review health and safety matters • Develop a forward legislation plan following passage of Education Bill 	<p>September</p> <p>September 2002</p> <p>March 2003</p> <p>March 2003</p> <p>July 2002</p> <p>Nov 2002</p>	<p>PSD</p> <p>SPD/DfTE</p>
<p>Outcome: Productivity of training and education systems in Wales raised through delivery on social inclusion; the promotion of bilingualism, creativity, innovation and enterprise; and the development of a more outward facing DfTE.</p>	<p>September</p> <p>April</p>	

	Autumn 2002	
	March 2003	
	June 2002	
		TSCP
		TSCP
		TSCP
		DfTE
		DfTE

Department for Training and Education Equality Draft Action Plan Summer 2001 to end March 2003

Timescale / priority / source	Action (responsibility)	by when	progress (by date)
Business Aims Strategy and Management Systems and Communication Consultation and Awareness			
Short / high /CMT	Result 1 : formalise existing relationships and practices to raise the group's game still further and maintain momentum on good work already undertaken :		
	Milestones: <ul style="list-style-type: none"> Director to meet representatives of all the relevant umbrella groups and agree some future actions (RJD/JMC) (summary note of these meetings is attached) 	by end Summer 2001	completed (end June 2001)
	<ul style="list-style-type: none"> Director to meet representatives of all relevant umbrella groups with draft action plan for 2002-2003 (RJD/JMC) 	by end 2001-2002	
	<ul style="list-style-type: none"> umbrella groups to attend DfTE CMT – <u>cyclically</u> (JC/LK) 	May 2002; & annually	
	<ul style="list-style-type: none"> monitoring of equality issues to be formally rather than informally part of the CMT regular agenda (JC) 	from June 2002,	quarterly thereafter
	<ul style="list-style-type: none"> ensure all group staff have attended the compulsory equality awareness training (JC/RM) 	by June 2002	Most known to have attended- follow up to track the missing (as at 1 March 2002)

	Outcome: established/ strengthened relationships with the representative groups at director and head of division level; formal recognition of this agenda in management systems.		
	Result 2. standardised consultation approach across the group		
medium/medium/ CMT	Milestones <ul style="list-style-type: none">ensure that the relevant organisations are on the group wide names and address database due to go live in 2002 and that the guidance that issues with it includes specific mention of the need to ensure that the relevant groups receive consultation papers (JC)		
	<ul style="list-style-type: none">ensure that the forthcoming central (Assembly-wide) guidance on consultation methodology includes stressing that consultation methods other than consultation documents should also include equality groups (JC)		
	<ul style="list-style-type: none">annual contact at CMT level to include early warning of major policy initiatives – share the operational planning for example (JC)		
	Outcome : best practice in consultation which does not exceed the capacity of the voluntary sector groups or DfTE but achieves the objective of meaningful consultation		
Guidance and training			
	Result 3: Implement the terms of the race relations amendment act as they apply to the training and education sectors in Wales		
Short / high /TLC statutory in part	Milestones <ul style="list-style-type: none">ensure that all relevant parts of the group are aware of the implications of the RRA (JC)	in March 2002	completed 13 th March
	<ul style="list-style-type: none">task HEFCW in their 2002-03 remit letter to check that HEIs have in place the procedures and paperwork to comply with the RRA Act, (DRA)	by 1 April 2002	
	<ul style="list-style-type: none">Minister to write to all schools drawing their attention to the requirements of the RRA (AL)		completed (end December 2001?)

	<ul style="list-style-type: none"> consider what guidance needs to be in place for Governors (schools and other) (EAT, NT, DRA) 		
	<ul style="list-style-type: none"> consider what changes need to be considered to the ITT curriculum in respect of RRA but also equality issues more generally (MH) 		
	<ul style="list-style-type: none"> consider what guidance needs to be given to the GTC (MH) 		
	<ul style="list-style-type: none"> Consider what if any further guidance needs to be given in respect of the FE and training sectors (NT) 		
	<ul style="list-style-type: none"> consider what if any further guidance needs to be given to the Careers Companies (RK) 		the RRA has been drawn to their attention
	<ul style="list-style-type: none"> ensure that appropriate monitoring arrangements are in place (building on those in existence already such as Estyn inspections) for all relevant sectors (CMT) 	end March 2003	Careers Wales companies annual evaluation include equality in the assessment
	Outcome : the group has met its obligations in terms of providing advice and guidance to the sector on the requirements placed upon them by the RRA		
	Result 4 : implement the education/ training recommendations of the Lawrence/ McPherson report .		
medium / high / TLC and Equality Committee's plan	Milestones <ul style="list-style-type: none"> Write to LEAs and schools to provide a list of culturally diverse resources which can be accessed; emphasise that schools should have, and be aiming to implement, CRE's 'Learning for All'. and promote advice from Circular 3/99 and 'Learning for All' on creating a school-based strategy to address racial awareness policy and prevent racism. (AL) 		
	<ul style="list-style-type: none"> Reconsider references to racial and cultural diversity in the PSE framework during the review of its status in 200. (EKD) 	Autumn 2002	

	<ul style="list-style-type: none"> consider the training and guidance provided to teachers (CPD) (MH) 	?	
--	--	---	--

R&D GROUP CONTRIBUTION

Aims/Objectives and achievements April 2001-March 2002

Area	Action/Objective 2001-2	Comment
Equal Opportunities	Series of reports and papers setting out proposals for improvements to statistics on equality of opportunity	A report has been produced as guidance on the main sources of equality data. This will be presented to the Equal Opportunities Committee shortly and distributed to divisions.
Disability		Work has begun on a Statistical Focus on Disability
Area	Action/Objective 2002-3	Comment
Equal Opportunities	<p>Develop with partner organisations, new and existing sources of statistics for Wales to better meet user needs, having particular regard to information on diversity and equal opportunities.</p> <p>Develop pupil level data in line with agreed project plan.</p> <p>Deliver outputs from the boosted Local Labour Force Survey.</p> <p>Agree SD role in revised arrangements for managing health statistics in the context of the NHS reorganisation.</p> <p>Exploit the data coming available late in the year from the 2001 Census.</p> <p>Outcome: Significant improvement in data available to inform</p>	As plan from Nov-July

	<p>policy development and monitoring, particularly on broader, cross-cutting areas.</p> <p>Support development of improved information for monitoring under the Race Relations (Amendment) Act</p>	<p>Summaries as data become available</p> <p>Advice to divisions as they develop Race Equality Plans.</p>

Communities Directorate

During 2001-2 Communities Directorate has been concerned to address equality issues in developing the policies and programmes for which it is responsible. The Directorate has also been keen to take ensure that its day to day working practices take account of equality. This has been done through involving representatives of minority groups in drawing up guidance; discussions on programme implementation arrangements; and work shadowing arrangements.

For the forthcoming year, the Directorate intends to build on existing practices and to increase the awareness of equality issues amongst all its staff.

EQUAL OPPORTUNITIES ANNUAL REPORT TO COMMITTEE

CADW

Aims/Objectives and Achievements April 2001 – March 2002-03-08	
Disability	<p>Cadw Monuments:</p> <ul style="list-style-type: none">• Installation of handrails where possible to help the ambulant disabled• Publication of booklet giving details of facilities for disabled at sites – available in several formats including large print and Braille; and on Cadw’s website
	<p>Historic Buildings</p> <ul style="list-style-type: none">• Consultation with local authority and other service providers to consider how historic buildings might be adapted to permit disabled access• Following consultation draft guidance agreed by Sue Essex and Equal Opportunities Committee
	<p>Recruitment</p> <ul style="list-style-type: none">• Cadw recruitment committed to using the Guaranteed Interview Scheme (two ticks) which encourages applications for jobs from disabled people• Provision of support and equipment to assist disabled staff
	<p>Training</p> <ul style="list-style-type: none">• Training of Historic Buildings architect to carry out audit of disabled access to buildings
	<p>Royal Commission on the Ancient and Historical Monuments of Wales (an ASPB sponsored by Cadw)</p> <p>Provision of additional funds to enable the Commission to construct an access to their offices at Plascrug, Aberystwyth which is suitable for disabled people.</p>

Race, Gender and Disability	<ul style="list-style-type: none"> • All Cadw staff are participating in Assembly – wide training on equality awareness
Other	Recruitment <ul style="list-style-type: none"> • Recruitment of at least one Welsh speaking custodian staff at each staffed monument (ongoing)

Aims/Objectives and achievements: April 2002 to March 2003	
Disability	Historic Monuments <ul style="list-style-type: none"> • A disability audit of sites to examine ways of improving access
	Historic Buildings <ul style="list-style-type: none"> • Issue of guidance to local authorities and other service providers on methods of improving access
	Training <ul style="list-style-type: none"> • Training of staff on methods of improving of disabled access
Race, disability and gender	Training <p>Customer care training for custodian and other staff involved with the public on improving awareness of equality issues in the area of customer care</p>

NATIONAL ASSEMBLY EQUALITY AUDIT MATURITY PROFILE 1999-2000 Appendix B3

	Innocence	Awareness	Understanding	Competence	Excellence
	1	2	3	4	5
Business Aims, Strategy and Management Systems	<p>No clear links between Equal Opportunities and business aims.</p> <p>No account taken of equal opportunities in management systems</p>	<p>General Reference to Equal Opportunities in Group Plans</p> <p>Some functions (e.g. special Training) in place to support equal opportunities</p>	<p>Mention made of Equal opportunities in Group Plans.</p> <p>Group Policies and procedures take equal opportunities into account at the design stage.</p>	<p>Strategic aims for Equal Opportunities reflected in the divisional plans.</p> <p>Equal opportunities recognised as core value in development of Divisional Policies and procedures.</p>	<p>Ethical and business benefits of Equal Opportunities integral to division strategy and plans.</p> <p>Equal Opportunities fully integrated into all management systems, and promotes equal opportunities culture.</p>
<i>*Perception of</i> Top Level Commitment	No visible support or commitment	<p>Public declaration of support, backed by some visible actions</p> <p>Equal Opportunities appears an occasional agenda item at management meetings</p>	<p>Public declaration of support backed by frequent visible actions</p> <p>Equal Opportunities appears on most agendas at management meetings</p>	<p>Consistent top management communication and demonstration of support for equal Opportunities.</p> <p>Equal Opportunities a Regular feature at meetings</p>	<p>Top Management actively communicate, demonstrate and promote equal Opportunities inside and outside the organisation</p> <p>Equal Opportunities a feature at all meetings</p>
Monitoring and Adjustment	No Monitoring in Place	Ad hoc or partial monitoring done , but not focussed or comprehensive and not used to effect change	Regular monitoring occurs. Some changes made as a result, but not in a systematic way	All appropriate processes and procedures monitored on a rolling programme from and equal opportunities perspective	Comprehensive focused monitoring integrated into review and planning process. Actively pursued.

Guidance and Training	No specific training or guidance provision for Equal Opportunities. No recognition of the need for equality training or guidance.	Recognition of the need for equality training and guidance but no specific provision made for all staff. Training available for key personnel	Provision for equality training made for all staff but not promoted. Guidance material available but not disseminated	Equality training actively promoted and included as part of group Training and Development plan. Guidance material available, ad hoc dissemination	Mandatory tailored and evaluated training in equal opportunities integral to the groups training provision. Guidance material available and regularly disseminated
Communication, Consultation and Awareness	No process to communicate Equal Opportunities policies and procedures. No external consultation	Ad hoc approach to communication and consultation	Equal Opportunities issues regularly communicated in a way that meets the needs of various audiences. Consultation on a regular basis but with limited groups	System in place to encourage contributions and feedback. Consultation on a regular basis with a wide range of appropriate groups	Information and feedback systems in place which maximise involvement and commitment Consultation on a regular basis with a wide range of appropriate groups from the outset.

NATIONAL ASSEMBLY EQUALITY AUDIT MATURITY PROFILE 2000-2001

	Innocence	Awareness	Understanding	Competence	Excellence
	1	2	3	4	5
Business Aims, Strategy and Management Systems	<p>No clear links between Equal Opportunities and business aims.</p> <p>No account taken of equal opportunities in management systems</p>	<p>General Reference to Equal Opportunities in Group Plans</p> <p>Some functions (e.g. special Training) in place to support equal opportunities</p>	<p>Mention made of Equal opportunities in Group Plans.</p> <p>Group Policies and procedures take equal opportunities into account at the design stage.</p>	<p>Strategic aims for Equal Opportunities reflected in the divisional plans.</p> <p>Equal opportunities recognised as core value in development of Divisional Policies and procedures.</p>	<p>Ethical and business benefits of Equal Opportunities integral to division strategy and plans.</p> <p>Equal Opportunities fully integrated into all management systems, and promotes equal opportunities culture.</p>

*Perception of Top Level Commitment	No visible support or commitment	Public declaration of support, backed by some visible actions Equal Opportunities appears an occasional agenda item at management meetings	Public declaration of support backed by frequent visible actions Equal Opportunities appears on most agendas at management meetings	Consistent top management communication and demonstration of support for equal Opportunities. Equal Opportunities a Regular feature at meetings	Top Management actively communicate, demonstrate and promote equal Opportunities inside and outside the organisation Equal Opportunities a feature at all meetings
Monitoring and Adjustment	No Monitoring in Place	Ad hoc or partial monitoring done , but not focussed or comprehensive and not used to effect change	Regular monitoring occurs. Some changes made as a result, but not in a systematic way	All appropriate processes and procedures monitored on a rolling programme from and equal opportunities perspective	Comprehensive focused monitoring integrated into review and planning process. Actively pursued.
Guidance and Training	No specific training or guidance provision for Equal Opportunities. No recognition of the need for equality training or guidance.	Recognition of the need for equality training and guidance but no specific provision made for all staff. Training available for key personnel	Provision for equality training made for all staff but not promoted. Guidance material available but not disseminated	Equality training actively promoted and included as part of group Training and Development plan. Guidance material available, ad hoc dissemination	Mandatory tailored and evaluated training in equal opportunities integral to the groups training provision. Guidance material available and regularly disseminated
Communication, Consultation and Awareness	No process to communicate Equal Opportunities policies and procedures. No external consultation	Ad hoc approach to communication and consultation	Equal Opportunities issues regularly communicated in a way that meets the needs of various audiences. Consultation on a regular basis but with limited groups	System in place to encourage contributions and feedback. Consultation on a regular basis with a wide range of appropriate groups	Information and feedback systems in place which maximise involvement and commitment Consultation on a regular basis with a wide range of appropriate groups from the outset.

NATIONAL ASSEMBLY EQUALITY AUDIT MATURITY PROFILE 2001-2002

	Innocence	Awareness	Understanding	Competence	Excellence
--	------------------	------------------	----------------------	-------------------	-------------------

	1	2	3	4	5
Business Aims, Strategy and Management Systems	<p>No clear links between Equal Opportunities and business aims.</p> <p>No account taken of equal opportunities in management systems</p>	<p>General Reference to Equal Opportunities in Group Plans</p> <p>Some functions (e.g. special Training) in place to support equal opportunities</p>	<p>Mention made of Equal opportunities in Group Plans.</p> <p>Group Policies and procedures take equal opportunities into account at the design stage.</p>	<p>Strategic aims for Equal Opportunities reflected in the divisional plans.</p> <p>Equal opportunities recognised as core value in development of Divisional Policies and procedures.</p>	<p>Ethical and business benefits of Equal Opportunities integral to division strategy and plans.</p> <p>Equal Opportunities fully integrated into all management systems, and promotes equal opportunities culture.</p>
<i>*Perception of</i> Top Level Commitment	<p>No visible support or commitment</p>	<p>Public declaration of support, backed by some visible actions</p> <p>Equal Opportunities appears an occasional agenda item at management meetings</p>	<p>Public declaration of support backed by frequent visible actions</p> <p>Equal Opportunities appears on most agendas at management meetings</p>	<p>Consistent top management communication and demonstration of support for equal Opportunities.</p> <p>Equal Opportunities a Regular feature at meetings</p>	<p>Top Management actively communicate, demonstrate and promote equal Opportunities inside and outside the organisation</p> <p>Equal Opportunities a feature at all meetings</p>
Monitoring and Adjustment	<p>No Monitoring in Place</p>	<p>Ad hoc or partial monitoring done , but not focussed or comprehensive and not used to effect change</p>	<p>Regular monitoring occurs. Some changes made as a result, but not in a systematic way</p>	<p>All appropriate processes and procedures monitored on a rolling programme from and equal opportunities perspective</p>	<p>Comprehensive focused monitoring integrated into review and planning process. Actively pursued.</p>
Guidance and Training	<p>No specific training or guidance provision for Equal Opportunities. No recognition of the need for equality training or guidance.</p>	<p>Recognition of the need for equality training and guidance but no specific provision made for all staff. Training available for key personnel</p>	<p>Provision for equality training made for all staff but not promoted.</p> <p>Guidance material available but not disseminated</p>	<p>Equality training actively promoted and included as part of group Training and Development plan. Guidance material available, ad hoc dissemination</p>	<p>Mandatory tailored and evaluated training in equal opportunities integral to the groups training provision.</p> <p>Guidance material available and regularly disseminated</p>

Communication, Consultation and Awareness	No process to communicate Equal Opportunities policies and procedures. No external consultation	Ad hoc approach to communication and consultation	Equal Opportunities issues regularly communicated in a way that meets the needs of various audiences. Consultation on a regular basis but with limited groups	System in place to encourage contributions and feedback. Consultation on a regular basis with a wide range of appropriate groups	Information and feedback systems in place which maximise involvement and commitment Consultation on a regular basis with a wide range of appropriate groups from the outset.
--	---	---	--	---	---

ANNEX C: REPORT FROM THE CLERK ON THE PROMOTION OF EQUALITY OF OPPORTUNITY IN THE CONDUCT OF BUSINESS

1. Introduction

1.1 This report outlines the work undertaken by the Presiding Office to promote equality of opportunity in the conduct of business (section 48 of the Government of Wales Act). The report covers the period April 2001 to March 2002.

1.2 The Presiding Office's Corporate Statement sets the context in which we work. Our principal goal is to strive to provide services of the highest quality to all Assembly Members, and always to seek to identify when these services could be improved.

1.3 The Statement details the way in which our goal will be achieved and makes specific reference to:

- the principle of equality of opportunity for all people (Section 48 of the Government of Wales Act) in the conduct of business;
- our commitment to increasing public understanding and awareness of the Assembly and to making the Assembly accessible to all;

- our commitment, whenever practicable, to provide our services to Assembly Members and their staff and to the public so as to give effect to our obligations under Section 47 of the Government of Wales Act (Equal treatment of English and Welsh languages), and to support staff who wish to learn and improve their Welsh.

2. Activity to promote equality

2.1 Assembly proceedings

1. From its inception the Assembly has organised its business on the basis of family-friendly hours. This has clear benefits for Assembly Members and for their staff and for Assembly staff. It also helps make Assembly business more accessible to external organisations and the public. The Assembly Chamber and committee rooms have induction loops fitted to help those with hearing impediments.
2. The Assembly has also organised its business on the premise that, in accordance with the Government of Wales Act, it has a statutory obligation to treat the Welsh and English languages on a basis of equality as far as is appropriate in the circumstances and is reasonably practical. Wherever possible, papers provided for Members are provided in both languages; a simultaneous translation service is also provided at Assembly proceedings to enable Members to speak in English or Welsh.

2.1.2 Specific initiatives to improve the accessibility to Assembly business in 2001/2002 have included:

- the launch of British Sign Language interpretation on request in plenary and committees. Discussions are on-going as to the possibility of televising sign interpretation during plenary sessions.

2.1.3 Planned initiatives for 2002/2003 include:

- webcasting of Assembly proceedings (beginning April 2002), which will enable the public to view and listen to proceedings through their own PCs or at Information Link libraries;
- induction loop systems will be installed in each of the conference rooms;
- consideration is being given to increasing Braille signage in the public (ground floor) areas of the National Assembly building.

2.2 Physical access

2.2.1 The Assembly's buildings in Cardiff Bay are already fully accessible to people with disabilities, but there is always room for improvement.

2.2.2 Specific initiatives to improve physical access in 2001/2002 have included:

- a review of the Cardiff Bay buildings in terms of the Disability Discrimination Act 1995 (DDA) and compliance to the provisions of the Act;
- the installation of a ramp in the entrance to the Pierhead building. During the refurbishment of the building, in preparation for its use as a visitor centre, two lifts for use by disabled persons were installed;
- to improve the accessibility of committee meetings held away from the National Assembly building, guidance and minimum standards for access have been developed in consultation with Disability Wales. Local disability access groups are invited to comment on the choice of venue for regional committee meetings.

2.2.3 Planned initiatives for 2002/2003 include:

- o Implementation of the recommendations of the DDA review report to improve accessibility of premises and facilities for all who use them as staff or visitors.

2.3 Access to information

2.3.1 The Presiding Office is responsible for making available a wide range of information on the Assembly and its business. Papers relating to plenary and committee business are published on the Assembly's website in English and Welsh. Paper copies of the daily agendas are made available to members of the public at the Public Information desk in the Assembly hall and the daily votes are posted to the notice boards.

2.3.2 Specific initiatives in 2001/2002 have included:

- a new minicom number which is being included in all new and revised publications;
- access to regional committee meetings for people with sensory impairment has been improved through measures which have included providing, on request, agendas in large print (14 point) and Braille, individual induction loop systems, appropriate signers for the deaf and, on one occasion, a palantypist;
- all new publications are also made available in large print and braille on request. Audio versions can also be provided on request;
- the general leaflet 'Your Guide to the Assembly' which provides an introduction to the Assembly, how it is elected and what it does is also available on-line in nine additional languages at present: Arabic, Cantonese, French, German, Gujarati, Portugese, Spanish, Somali and Urdu.

2.3.3 Planned initiatives for 2002/2003 include:

- making improvements to the exhibition at the Assembly in the Pierhead to make the information more accessible to people with disabilities. This will include the provision of a large print guide to the exhibition and an investigation into the possible use of headsets;
- in 2002-2003, the Record will be produced in a CD-ROM multi-media format, which will provide easier access to those with disabilities;
- advertisements were placed in April 2002 for the appointment of an Access Officer to promote access in all aspects of the Assembly.

3.1 The Work of Committees

Section 120 of the Government of Wales Act (equality of opportunity in the exercise of functions) is not generally applicable within the Presiding Office. However, committees' involvement in policy development is one area where awareness of equality of opportunity issues is extremely important. The equality organisations are included in committees' consultation exercises and are frequently invited to attend committee meetings. In addition three regional committees have held or are holding public meetings in their areas to discuss disability issues.

4.1 Personnel initiatives in the Presiding Office

4.1 Presiding Office staff are employees of the National Assembly for Wales and as such share the same terms and conditions of employment. The Presiding Office fully participates in Assembly wide initiatives to promote equality, complementing these with local activity as appropriate.

2. The Presiding Office has participated in the Assembly-wide initiatives arising from:

- the Assembly's equal pay audit;
- the McKenzie report; and,
- the Better Government (European Foundation for Quality Management/EFQM) initiative.

4.3 In addition the Presiding Office has:

- arranged mandatory equality training for all staff; and,
- participated in the International Day for Disabled people which involved a series of events for young disabled people culminating in a plenary session in the Assembly Chamber, chaired by the Presiding Officer with the First Minister and the Finance Minister answering questions.

4.4 The Presiding Office employs part-time job sharers and has adopted flexible working patterns to enable staff to carry out their family responsibilities whilst ensuring the smooth running of business. This is particularly relevant during the Assembly's recess periods which coincide with school holidays.

4.5 A key measure of our success in increasing the representation of our communities within our workforce will be the production of staffing data showing an improvement. All recruitment is monitored to ensure equality.

4.6 Other specific initiatives in 2001-2002 to promote equality have included:

- staff shower rooms have been refurbished and include a shower suitable for use by disabled persons. A colour scheme assists those with impaired vision;
- during the year a number of expert advisers were appointed to assist committees with specific reports. Advertising for the posts is designed to generate a wide field of good quality candidates. The numbers of candidates generated through different advertising media and the equal opportunities aspects of expert advisor appointments are monitored.