

National Assembly for Wales
Annual Equality Report 2009



The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales and holds the Welsh Government to account.

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

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Introduction by the Presiding Officer

This is the first progress report on our Equality Scheme and Action Plan, published just over a year ago. It provides everyone with an update on the wide range of equality work that the National Assembly for Wales as a body undertook during the year on the specific priorities identified in the Action Plan.

This has also been the year when we marked 10 years of devolution. To emphasise our commitment to equality of citizenship in devolved Wales I met with groups throughout Wales who appeared to us to be under-represented in relation to the work of the Assembly. An Assembly cannot be really 'National' unless it is truly representative of all those who face equality and accessibility issues in their daily lives. The discussions we held hopefully helped us all to commit ourselves to greater accessibility and to promote equality in all that we do.

While we use this report to celebrate achievements over the last year, we also recognise that the work of promoting greater equality and democracy can never be a completed task. It is about the quality of relationships between individuals and organisations in our public life. That is why we have to continue to strive to be an exemplar equality organisation with policies, practices and, especially, a culture that positively promotes equality, dignity and respect. This is after all the lifeblood of democracy.

Presiding Officer and Chair of the Assembly Commission

The Rt Hon the Lord Elis-Thomas AM



01_Summary

The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales and holds the Welsh Government to account. One of our founding principles is the promotion of equality of opportunity for all.

Our Equality Scheme and Action Plan is designed to support the National Assembly in promoting equality, valuing diversity and identifying and removing potential barriers to equality for our staff, for Assembly Members and for the public that we serve.

We continue to strive to be an exemplar equality of opportunity employer, supporting the diverse needs of our workforce to ensure that they achieve their full potential.

We support the business of the Assembly and the work of Assembly Members, providing accessible facilities, advice and information briefings.

As the National Assembly is the home of democracy in Wales we provide buildings, information and proceedings that are accessible to all members of the public.

What the report contains:

- a progress update on the equality work that has been undertaken and achieved across the organisation; and
- an outline of our priorities for building on our equality work in 2010.

Recording progress

Annexe A provides a progress report on the objectives set for each Service Area as set out within the Equality Scheme and Action Plan 2008-2011. Chapter 2 identifies some of the highlights of the year.

Equality of Opportunity Committee

This report will provide an opportunity for the Assembly's Equality of Opportunity Committee to take evidence from a representative of the Assembly Commission and officials about the work that we undertake to promote equality and fairness in all aspects of the Assembly's business.

02_Highlight of activities and progress during 2009

Stonewall Workplace Equality Index 2009

For the second successive year, the National Assembly made a submission to be included in Stonewall's Workplace Equality Index, a benchmarking exercise to identify the most gay-friendly employers in the UK. Recognising the hard work that has been undertaken by teams across the organisation, we were rewarded with a place on the index at number 73, and received an award as the "Most improved employer in Wales". Our certificate and award are displayed on the reception desk in Tŷ Hywel.



Speaker's Conference

On 8 June 2009, the Assembly hosted a meeting of the Speaker's Conference in the Senedd. The Conference had been asked to: "Consider, and make recommendations for rectifying, the disparity between the representation of women, ethnic minorities and disabled people in the House of Commons and their representation in the UK population at large". The Conference took evidence from representatives of voluntary sector organisations, Claire Clancy, Chief Executive and Clerk of the Assembly, Lorraine Barrett AM, Commissioner for the Sustainable Assembly, and other Assembly Members. The session focused on the barriers faced by under-represented groups in engaging in the political process. An interim report is now available on the Speaker's Conference website.

Equality Steering Group

The Equality Steering Group, chaired by Claire Clancy, advises the Equality and Access team and acts as a sounding board for all aspects of equality of opportunity in the Assembly. Equality Leads from each service area are members of the group.



Step Up Cymru Mentoring Scheme

Following an award-winning Assembly Member Shadowing Scheme managed by Operation Black Vote in 2007-08, the National Assembly is now working in partnership with the Welsh Government and Welsh Local Government Association to develop and run the Step Up Cymru Mentoring Scheme. The Scheme provides mentoring opportunities to 34 individuals from under-represented groups to get more engaged with democracy in Wales and to increase their confidence in dealing with elected representatives. From October 2009 to April 2010, participants from across Wales will be mentored by either a local councillor or Assembly Member with a focus on increasing the participants' involvement with democratic bodies and developing their roles as active citizens and community ambassadors. The Scheme also provides Mentors with the opportunity to learn about minority communities across Wales and the barriers and issues that they face. A Steering Group assisted in the design and implementation of the Scheme that includes the following organisations: Equality and Human Rights Commission in Wales, Operation Black Vote, Stonewall Cymru, All Wales Ethnic Minority Association (AWEMA), Women Making a Difference, Disability Wales, Interfaith Council, Wales Women's National Coalition, Funky Dragon and Age Concern Cymru.

International Day of Disabled People

On 3 December 2008, the Assembly celebrated the International Day of Disabled People (IDDP) by hosting a day of debates, workshops, performances and presentations. Over 200 members of the public attended the event which celebrated the anniversary of the United Nations Declaration of Human Rights and the European Convention on the Rights of Disabled People. A Steering Group of representative organisations was involved in the design and facilitation of the event.

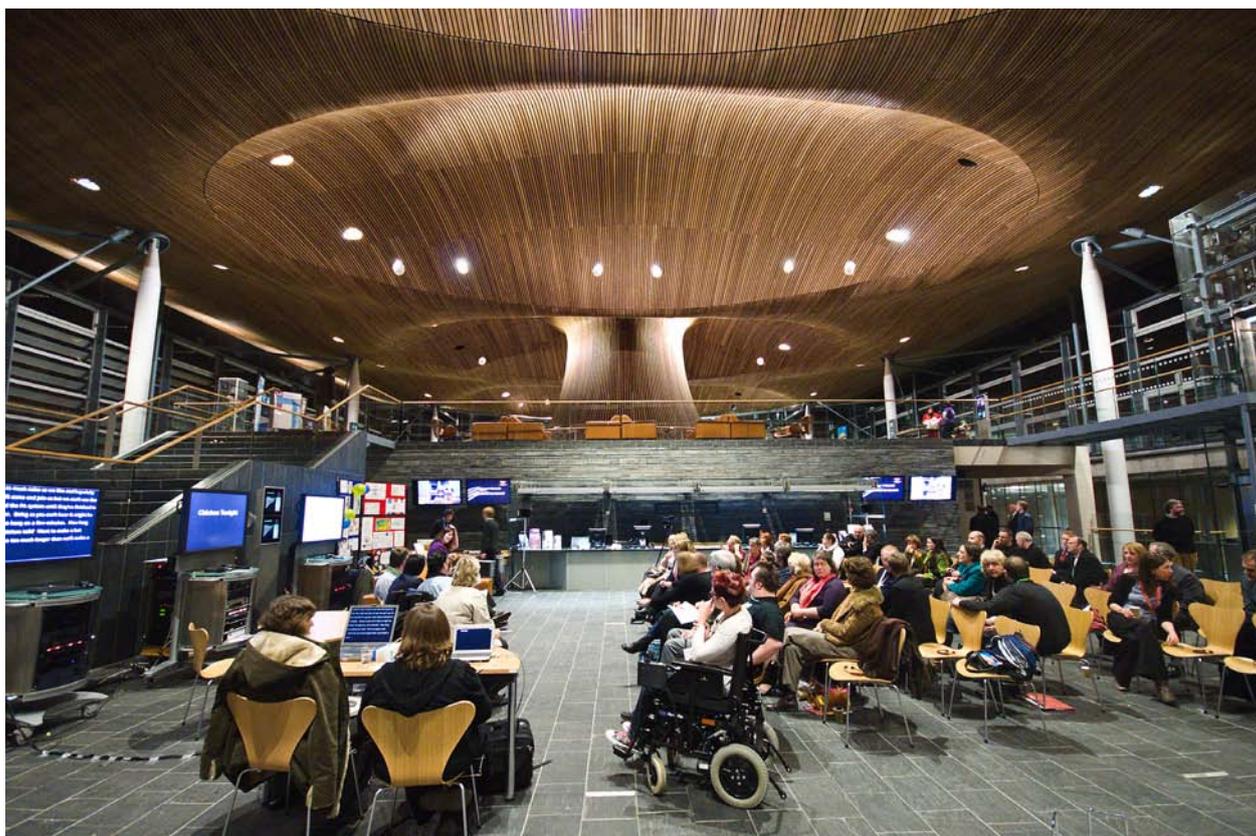
On 3 December 2009 we hosted our second IDDP event which looked at identifying barriers that disabled people face when accessing democracy in Wales. There were workshops in the afternoon to explore the barriers that exist for disabled people and discussions around issues that are relevant to disabled people in Wales. For example, one of the sessions focused on disability hate crime. A report will be published on the result of discussions held on the day.

Interparliamentary Equality Exchange

The Assembly's Equality and Access team has met with counterparts from the other legislative bodies across the UK to facilitate open dialogue and to share best practice. This exchange provided the opportunity to explore many topics, including the challenges and benefits of equality impact assessments and inclusive equality schemes. The event has resulted in further collaborative working between the equality teams of all four UK parliaments.

Black History Month

In October 2009, the National Assembly co-sponsored the screening of a film to celebrate Black History Month. The event was open to Assembly staff and to participants of the Step Up Cymru mentoring scheme.



2008 IDDP event in the Senedd

“Excellent support services provided for IDDP. You gave brilliant support throughout the day and made sure all our needs were taken care of.”

“It was a good showcase for disabled people – a celebration.”

“There was a good mix of activities, debates, presentations, workshops, and performances – the day fitted everyone’s needs.”

“The day definitely raised the profile of disability issues.”

“Arrangements were first class; welcome and comfort first class.”

“It was an excellent showcase and we were privileged to be involved.”

Feedback from attendees at the International Day of Disabled People event 2008.

Presence at Mardi Gras

For the first time, the National Assembly was present at the Cardiff-Wales Mardi Gras. Staff from the Assembly's Events team, Equality and Access team and members of our LGB&T Staff Network were in attendance to welcome visitors onto our Outreach Bus, to inform them of the role and work of the Assembly and to explain what support is available to a lesbian, gay, bisexual or trans employee of the Assembly.



A member of our LGBT staff network on the Assembly Outreach Bus at the Cardiff-Wales Mardi Gras 2009

03_Multi-strand approach

Our Equality Scheme and Action Plan complies with the main principles of the Equality Bill currently before Parliament. It brings each of the recognised equality strands into a single, cross-cutting document. The equality strands recognised within our Scheme and Action Plan are: age, disability, gender, gender identity, race, religion / belief and sexual orientation.

Rather than taking a stand-alone approach to each of the equality strands, we have adopted a human rights based approach to equality for all. While acknowledging and celebrating the diversity of our workforce and our visitors, we recognise that people cannot identify with just a single protected characteristic and that people are first and foremost individuals with individual requirements. As far as possible and practicable, individual requirements are met to enable all the staff and visitors to access the services provided by the Assembly.

04_Our workforce

Our workforce is our greatest asset, and we make every effort to ensure that all staff are able to carry out their duties to the best of their ability. We support our entire workforce, developing a culture which promotes fairness, equality and respect.

Dignity at work policy

To help engender a culture of respect, we have a Dignity at Work policy for staff. That policy describes what action will be taken when investigating claims of bullying or harassment. The policy applies across the equality strands, covering each protected characteristic, and describes what constitutes unacceptable behaviour.

The policy has recently been redeveloped, with input from the Trade Unions and our staff networks. The new policy will be published in January 2010.

Workforce profile

We are currently unable to provide statistical information on every aspect of the composition of our workforce as the information to be held on our new system has not yet been fully collated and inputted. At the time of publication, we are in the process of asking staff to supply the necessary information. Once this exercise is complete, we will have a fuller picture of the diversity of our workforce.

We undertook an anonymous staff equality monitoring exercise in 2008 but do not propose to do so again until 2011 when our Equality Scheme will be updated.

The data that we can currently provide is on race, gender and age (see tables in Annexe B).

Recruitment statistics

Information on the diversity of job applicants is available in Annexe B.



Staff at the National Assembly for Wales

Flexible working arrangements

Assembly Business operates on the principle of family-friendly working hours: timetabling of Assembly Business prior to 09.00 or after 18.00 is avoided where possible.

A number of flexible working options are open to enable staff to balance work and home commitments. While the needs of staff are balanced with business needs, options available include home working, reduced hours, compressed hours, part-time, flexi-time and term-time working.

“I am very grateful for the opportunity to work flexibly. I live quite a distance from Cardiff and have condensed my hours to enable me to work in Cardiff for four long days a week. Also, because of the distance I can occasionally work from home.”

“I am a single parent with caring responsibilities and feel very fortunate to be able to work reduced hours. This enables me to have a healthy work life balance.”

Comments from members of staff who take advantage of our flexible work patterns.

Staff networks

The Assembly has two support networks open to staff from under-represented groups. Our Disabled Staff Forum and LGB&T Staff Network promote a safe, inclusive and diverse working environment and advise the Assembly on issues which affect disabled and LGB&T staff. Both groups are run by staff for staff and have their own budgets. Over the course of 2009, our staff networks have inputted into the development of our Dignity at Work, Discipline and Grievance policies.

Recruitment advertising

Our Recruitment and Equality and Access teams work closely to ensure that all of our recruitment literature is accessible, that language used is appropriate and that a best practice approach to equality is integrated into recruitment procedures and practices. Our Recruitment Team is currently in the process of developing a new recruitment policy and outreach strategy to try to reach a diverse range of potential employees.

Promoting the Assembly as an employer to under-represented groups

We have advertised the National Assembly as a potential employer to various under-represented groups. We have an entry in Stonewall's "Starting Out: Lesbian, Gay and Bisexual Recruitment Guide", which is a handbook available to students and job seekers wanting to find an employer which supports lesbian, gay and bisexual staff.

We have also promoted the Assembly as a potential employer to under-represented groups via the UK Urban Wall planner (a chart which is available in community offices and centres across Wales), through organisations such as All Wales Ethnic Minority Association (AWEMA), Equality Britain and at various events and career fairs.

Equality training

Equality training has been rolled out to all front line staff. The purpose of the training is to:

- develop a better understanding of equality and access issues;
- highlight issues, both attitudinal and physical, that can create a barrier for people accessing our services;
- explore ways of overcoming or removing barriers;
- deliver a first class service to our visitors.

The training provides practical advice on cultural, age, disability, gender and sexual orientation issues with a focus on dignity, respect and human rights. The training also covers advice on providing an accessible service to all visitors, including to people who have either a sensory, physical or mental health impairments, ensuring that their specific requirements are met.

Deaf and Deafblind Awareness course

Since establishing a contract with a training provider, a number of our staff have undergone deaf and deafblind awareness training. This course was open to all staff but specifically aimed at those in public-facing roles to enable them to confidently welcome visitors with differing needs to the Assembly estate. The course will run again in 2010 and some staff will be moving on to learn British Sign Language.

“Although not currently directly linked to my position, it is always useful to have an awareness and skill as there are endless opportunities in my current post and on a personal level when I may come into contact with somebody from the deaf community... By the end of the course I felt confident in approaching any deaf person and helping them as much as I can.”

Feedback from participant on Deaf and Deafblind Awareness course.

Awareness-Raising initiatives

Over the last year, the Equality and Access team has undertaken awareness-raising activities to inform staff of various equality issues and events. These have been publicised via our staff magazine, intranet homepage, posters and information pamphlets. Topics promoted this year include International Women’s Day, LGBT History Month, Black History Month, Diwali, International Day of Disabled People, reporting Hate Crime, Cardiff’s multicultural Mela and the International Day of Older People.

“It took me 3 years to come ‘out’ in my previous job; it took me less than 3 weeks to feel comfortable enough to do the same here at the Assembly. It was clear straight away that everyone accepts everyone else for who they are. I was able to be the new guy, not the new gay.”

Written by a gay member of staff for Stonewall’s ‘Starting Out’ recruitment guide.

05_Engagement and Participation

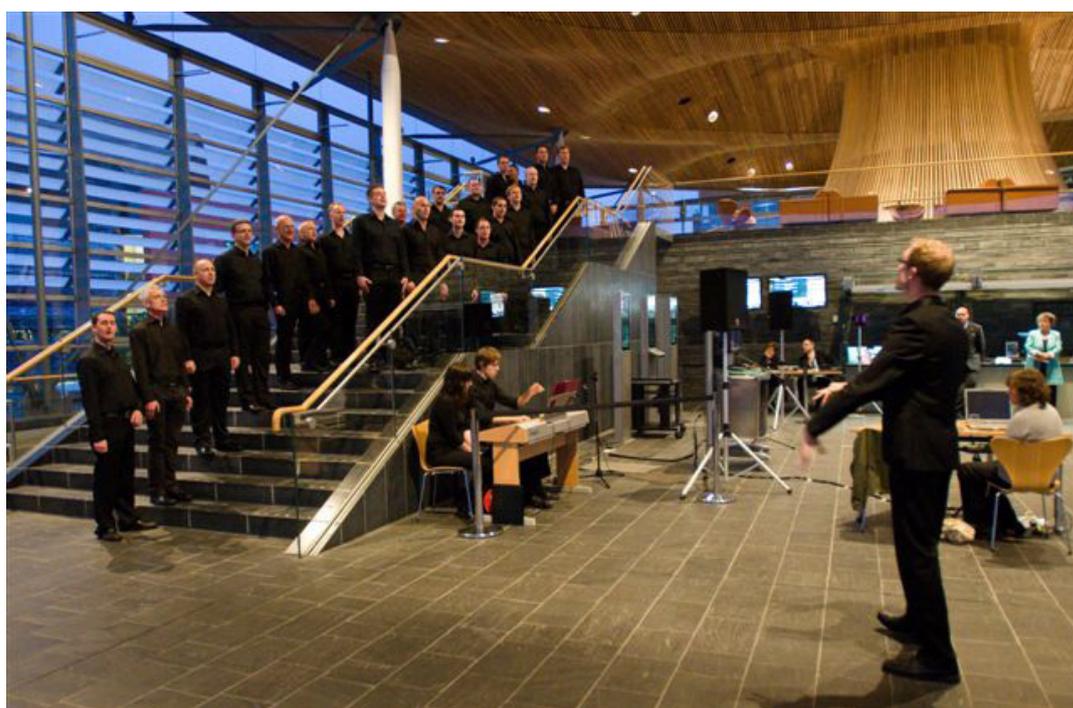
Disabled users' forum

The National Assembly has established an external group of disabled people to help assess organisational policies and procedures and to be part of the steering group designing our 2009 IDDP event. The group consists of people with a range of disabilities who can provide an individual perspective on our policies and service, rather than an organisational input.

The group has provided advice and guidance on the Pierhead Project, providing valuable access advice that has been incorporated into the project plan. The group will have further opportunities to assess the access to the Pierhead and advise the Assembly on operational issues.

Senedd Events

The Senedd has hosted numerous events over the last calendar year related to equality, diversity and human rights. There have been many celebratory events, report launches, presentations and performances including those to mark Black History Month, the Special Olympics, Refugee Art Week, Rhondda Cynon Taf LGBT Support Network, Equip Cymru Disability awareness training, Mental Health Foundation, Young People and Positive Activities in Wales, LGB Mental Health Project, Fair Trade, Valleys Kids Art Exhibition, NSPCC, Commonwealth Day, "Italian memories in Wales" exhibition, LGBT Excellence Centre, Welsh Women's Aid, Cardiff People First, and the United Nations Convention on the Rights of the Child.



South Wales Gay Men's Chorus performing at the Senedd

10 years of devolution events

To celebrate 10 years of devolution, the Assembly has held and attended many events to reinvigorate interest, understanding and accessible engagement between the Assembly and the people of Wales.

Summer events

The Assembly was represented at a series of events over the summer at a range of accessible venues across Wales. The events included the Urdd Eisteddfod in Cardiff Bay, Llangollen International Eisteddfod, the Royal Welsh Show and the National Eisteddfod in Bala. A large cross-section of Welsh society engaged with the Assembly at these events through interactive, online activities and a range of questionnaires. Children and young people were asked to fill in a ballot paper outlining what issues they thought the Assembly's Children and Young People Committee should be investigating in the future. We received nearly 3,000 ballots covering issues such as the environment, having safe places to play and knife crime.

Anniversary Event

To mark 10 years since the inaugural Plenary meeting of the National Assembly for Wales, children from across Wales born on 12 May 1999 were offered the opportunity to celebrate their birthdays in style at the Senedd. Children from Carmarthen, Neyland, Wrexham, Swansea, Cardiff, Newport and Tywyn joined Assembly Members past and present to mark this special day.



The Presiding Officer meets young people on 12 May 2009

Outreach team

The Assembly has an Outreach team whose role is to raise awareness of the work of the Assembly, to build lasting relationships with the people of Wales and to minimise the real or perceived barriers to participation. Over 2009, the team has met with varied groups across Wales including the National Federation of Women's Institutes, People First, Race Equality First, Stonewall and Learning Disability Wales. The Outreach team works closely with the Equality and Access team to identify opportunities to reach under-engaged groups.

Outreach bus

To support the work of the Outreach team, the Assembly has purchased a bus which is used at events such as the National Eisteddfod, Royal Welsh Show and the Cardiff-Wales Mardi Gras. When not at national events, it is used by our Outreach Officer in north Wales to visit communities across the region. The accessible bus is fully equipped to enable members of the public to engage with the Assembly.

The multi-media bus is aimed at widening participation; visitors can find out more about how the Assembly works, leave video messages for Assembly Members, learn how to start a petition and even provide evidence to Assembly committees.

Presiding Officer's engagement tour

As part of the ten yearso f devolution events programme, the Presiding Officer visited under-represented and under-engaged groups across Wales to promote the work of the Assembly and to find out what barriers people face when interacting with the Assembly and democratic institutions in Wales. Supported by our Outreach and Equality and Access teams, he met with ethnic minority groups in Swansea; lesbian, gay, bisexual groups in Llandudno; children and young people in Carmarthenshire; disabled people in the Rhondda valley and the Vale of Glamorgan and faith groups in Newport.

Three main themes came out of the tour:

- first, people felt that politicians prioritise the general population, without listening to the issues specific to minority groups;
- second, a great number of people were unaware how to contact their Assembly Members or how they could get involved in the work of the Assembly and the difference that can make;
- third, a lack of visible role models deters people from minority groups from engaging with political institutions.

This feedback has provided food for thought and we will be looking at how we can address each of these issues in the future.

In addition to the tour, the Presiding Officer has also spoken at a number of events to audiences from under-represented groups, including the Valleys Regional Equality Council, the RNIB, Hafal and at a Stonewall event about tackling homophobia.



The Presiding Officer meets people at the African Community Centre in Swansea

Equality and Access team

The Equality and Access team continues to work with under-represented individuals and representative organisations to understand best practice and to build lasting and meaningful relationships with some of the most disengaged people within Wales.

“I was studying politics at university but left early because I thought that there was no place in politics for a gay man. Since being on the Step Up Cymru Mentoring Scheme, I have realised that this was a myth. I believe that this is a brilliant opportunity and I am really excited about its potential. It has encouraged me to return to university to get the degree I turned my back on.”

“The Mentoring Scheme will enable me to get more involved in my local BME community, to enable me to be more of a community leader and a community voice. I want to use the experience to be empowered to do things within my community and to empower other people from BME groups to get involved.”

Comments from Mentees participating on the Step Up Cymru Mentoring Scheme.



Participants on the Step Up Cymru Mentoring Scheme

06_Providing support for Assembly Members

The work of Assembly committees

The Committee Service is responsible for supporting the work of Assembly Committees. In doing so, it tries to build consideration of equality issues into all of its work by ensuring:

- that committees have the information they need to enable them to scrutinise the Welsh Government effectively, in a way that recognises the impact of equality issues;
- that the work of committees is accessible and that those with diverse requirements are able to contribute equally;
- that committee reports, and other information, is made available in formats that provide equal access for all.

Consideration is always given to building equality issues into the remit for committee inquiries and we ensure that calls for evidence are sent to relevant equality organisations and groups so that they can contribute to inquiries.

We also ensure that any external venues for committee meetings are accessible and that our website is user friendly to all groups.

We have also set up a group to look at how the specific needs of witnesses can be supported when giving evidence to Assembly committees.

Below are examples of how various committees have considered equality throughout 2009.

Over the course of 2009, the **Equality of Opportunity Committee** published reports on 'Home Maintenance and Adaptations Services for Older People in Wales' and 'Welsh Issues arising from the Equality Bill'. It has also undertaken inquiries on 'Older People and Employment Discrimination' and 'Discrimination against People Living with HIV by Healthcare Professionals and Providers'.

To make the petitions process more accessible, the **Petitions Committee** has created easy read guidance documents, used flash cards to aid communication with disabled young people and used video to publicise its work to children and young people. It has also worked with appropriate representative organisations on particular issues identified by petitions.

The **European and External Affairs Committee** has taken evidence from Wales Council for Voluntary Action (WCVA) as part of its inquiry into cohesion policy. As the policy affects funding to some of the projects set up to help minority or vulnerable groups, the Committee spoke to the WCVA to seek the experience and opinions of the grassroots organisations.

The **Health, Wellbeing and Local Government Committee** has received evidence from stroke victims as part of its inquiry into stroke services. It has also worked with the WCVA to ensure that those affected by stroke were represented in the inquiry.

The **Finance Committee** considered equality and child poverty issues when examining the 2009-10 Welsh Government draft budget proposals, asking specific questions both orally and in writing to the Minister for Finance and Public Service.

The **Children and Young People Committee** routinely consults with under-represented groups. For example in its inquiry into Children's Budgeting, its consultation list included many under-represented organisations.

The Committee has developed progressive methods for gathering evidence. For example, Members have informally met with parents to ensure that each of the parents had an opportunity to discuss their ideas. Members then reported back to the Committee as a whole. Parents were briefed in advance of the meeting by Children in Wales. During the meeting childcare was provided for the children who had accompanied their parents.

Members have also met informally with young people with experience of the care system, as part of their inquiry into Arrangements for the Placement of Children into Care. The meeting was facilitated by Voices from Care.

The Committee has taken formal oral evidence from Disabled Children Matter, including one witness who was a disabled young person.

Members of the **Communities and Culture Committee** visited a secure children's home and young offender institutes that housed young Welsh offenders during their inquiry into Youth Justice. Members took evidence from young offenders during these visits, with the young people sometimes left alone with Members and the Committee's secretariat, to enable an open atmosphere for them to comment on their experiences of the secure estate.

An example of a direct success arising from a petition is that from Ysgol Hen Felin in the Rhondda. The petition was raised by the pupils and it called for more out of school activities for young disabled people. Two of the pupils presented their case to the Committee and the Minister for Children, Education, Lifelong Learning and Skills announced that additional funds had been made available. This was reported back to the pupils through an accessible, short video clip.

Members' Research Service

The Members' Research Service (MRS) provides confidential and impartial research support, independent of the Welsh Government, to the Assembly's committees and to individual Assembly Members.

The Service has guidance and procedures in place to ensure that equality considerations are mainstreamed into briefings for individual Assembly Members and for committees. For example, equality issues are always considered when providing suggested lines of questioning for each committee.

MRS colleagues feed into the work undertaken by committees. They have the subject knowledge and research skills to ensure that under-represented groups are engaged with the work of committees. The Service builds equality considerations into Members' briefings and make sure that people from a range of perspectives are asked to give written and oral evidence.

Other good practice includes the distribution of suggested areas of questioning from an equality perspective for researchers to incorporate into their budget briefings for committees.

The Equality Lead within MRS also circulated suggested objectives for inclusion in staff Performance Management and Development Reports to ensure that researchers are aware of equalities considerations. Different teams within the Service have used these in a variety of ways.

Estates and Facilities Management

The Assembly's estate is accessible for Members, their staff and visitors. A budget is available for reasonable adjustments to our property or to the Member's regional / constituency office when necessary.

Equality and Access team

The Assembly's Equality and Access team is a source of information, advice and guidance for all Members. Assistance can be sought on any access or equality issue that Members encounter regarding their constituents, staff or Assembly business.

The team also provides a budget to cover communication support for the Cross Party Group on Deaf Issues.

07_Providing services to the public

Accessible buildings

Improving and increasing access to the National Assembly for Wales continues as an ongoing priority. A programme of enhancements is taking place across the Assembly estate. Some of the improvements include the following:

- Braille and visual signage within the public access areas of Tŷ Hywel is being improved with signage that complies with the Good Sign Guide;
- improvements to the front of Tŷ Hywel to increase access for customers and staff.

An external group of disabled people has also been invited to provide ongoing assistance on Assembly policies, practices and procedures.

As the Pierhead is a Grade 1 listed building, its renovation is presenting many challenges regarding accessibility adjustments. All that can be done to ensure that the building is accessible to staff and visitors is being incorporated into the renovation design.

Following consultation with the local Sikh community, we developed guidelines to enable Sikh visitors who carry a kirpan ceremonial blade to enter the Assembly estate. Visitors can surrender their kirpan for a substitute, miniature version to use for the duration of their visit in the building.



Visitors at the Senedd

Accessible proceedings

Communication support is available upon request with 14 days' notice for viewing plenary or committee proceedings. Each of our business areas has an induction loop installed. Support available may include the provision of British Sign Language (BSL) interpretation. For a short debate on news information for BSL users, for example, an interpreter was made available on an in-vision feed for people watching in the public gallery, on television or online.

Accessible information

The National Assembly has produced a style guide and an accessible information toolkit for staff to ensure that all of our written information is accessible. Research was undertaken to ensure that the practical toolkit represented best practice. The style guide and toolkit have been made available to all staff.

Information, advice and guidance on accessibility is always available to Assembly staff from the Equality and Access team.

“I would like to add my appreciation for a **professional, discrete and sympathetic** job by the Assembly's security team when dealing with female Muslim visitors”

Feedback from Assembly visitor,

08_Foreward look – priorities for 2010

Domestic Abuse Policy

In consultation with the Trade Unions and our staff networks, we have developed a policy to support staff who are victims of domestic abuse. We recognise that staff need support through such a difficult time. The policy is currently awaiting approval from the Management Board before it is launched.

Trans policy

We are in the process of developing a policy to support employees who identify as transgender. We are obtaining advice from trans experts to ensure that the policy will satisfy the needs of staff.

Member factsheets

We are developing factsheets for Assembly Members which provide guidance on their duties as employers under equality legislation. These will be rolled out to Members in 2010.

Continued engagement with under-represented communities

The Assembly will continue to engage with under-represented groups across Wales. Staff across the organisation will have a role to play.

Equality Impact Assessments

We are in the process of developing our Equality Impact Assessment Tool which will assist with impact assessments. Once developed, the tool will be used by all staff. This is due to be implemented in 2010.

Management of Step Up Cymru Mentoring Scheme

The Mentoring Scheme is running until April 2010, after which it will be evaluated. Our Scheme Coordinator will continue to support all participating Mentees and Mentors throughout the duration of the Scheme.

Equality Training and awareness raising

We will continue to provide equality training to staff across the organisation and to promote equality related events to staff in order to raise awareness. Plans are also currently underway to develop an equality and diversity week in 2010 to raise awareness around equality and human rights issues.

Implement Accessible Information Policy across the organisation

With the publication of our Style Guide, the Equality and Access team will work with the Publications Team to ensure that staff are complying with the Accessible Information Policy.

Encourage staff to update personal details to capture equality information

Following the launch of our new Human Resources information management system we will encourage all staff to complete the Personal Details section to ensure that we fully capture the diversity profile of our workforce.

Develop training strategy on new Dignity at Work policy and equality and diversity

The Equality and Access team will work with colleagues in Human Resources to develop a strategy to ensure that staff are aware of the new Dignity at Work policy. Any training will be combined with equality and diversity training to reinforce our position as an equality of opportunity employer.

Equality Intranet site

Over 2010, we will develop our equality intranet site to be a more informative resource for staff and Assembly Members.

Annexe A: Progress on objectives from our Equality Scheme and Action Plan

Action Plan – Corporate Planning and Management

	Required Outcome / Objective
A1	An effective Equality Scheme in place that is monitored and progress on achieving our equality objectives is reported on regularly

Our Equality Scheme and Action Plan was published in November 2008. The Scheme runs from 2008-2011. This is our first update report which will be published online and scrutinised by the Equality of Opportunity Committee.

	Required Outcome / Objective
A2	A Scheme and Action Plan that is reviewed externally every three years

Year 3 objective. No action to report.

	Required Outcome / Objective
A3	Equality objectives are taken into account in service areas' work planning processes

Identified objectives from our Equality Scheme and Action Plan are written into the service plans of each Service Area.

	Required Outcome / Objective
A4	New and proposed policies are equality impact assessed and staff are trained to carry out this process

We are in the process of developing our equality impact assessment tool which will be rolled out across the organisation in 2010 with accompanying training for staff.

	Required Outcome / Objective
A5	Effective internal working relationships / networks in place to inform our work on equality

We consult with the Trade Unions and our LGB&T and Disability Staff Networks when developing corporate policies that affect staff, such as the Assembly's Dignity at Work, Discipline and Grievance policies. We also have an Equality Steering Group made of representative Equality Leads from across the organisation which also inputs into developments. Following the development of our intranet site, minutes from these meetings will be available on the intranet.

	Required Outcome / Objective
A6	Effective external working relationships / networks in place to inform our work on equality

We have established a group of external contacts who provide advice on disabled access issues. We also work with representative organisations which provide guidance when necessary. We are working closely with the Welsh Local Government Association's Equality Unit to run our Mentoring Scheme through which we have developed contacts with individuals and organisations in the equality field. Our Equality and Access team also liaises with contacts within the Welsh Government, EHRC Cymru and representative organisations and individuals.

	Required Outcome / Objective
A7	Staff and Assembly Members are able to gain timely and accurate advice on equality, access and human rights issues

The Equality and Access team is a dedicated resource available to all staff and Assembly Members. We will be developing our equality intranet site as a resource for staff and Assembly Members over 2010.

	Required Outcome / Objective
A8	Awareness among staff and Assembly Members regarding equality, access and human rights is heightened

Awareness-raising has occurred throughout the year with articles published in our staff magazine on a range of equality issues, across the equality strands; topics covered over 2009 include International Women's Day, LGBT History Month, Black History Month, Diwali, International Day of Disabled People, reporting Hate Crime, Cardiff's multicultural Mela and the International Day of Older People.

Information factsheets have been developed for Assembly Members, outlining their duties and responsibilities, which will be rolled out in 2010.

Equality training is provided to new staff as part of the Corporate Induction Training. In addition, Customer Service training, Deaf Awareness training and Disability Equality training continues to be provided. Events and conferences organised by the Equality team provide further opportunities for staff to be involved and further informed.

	Required Outcome / Objective
A9	Increased engagement with members of under-represented communities, with the aim of promoting and widening engagement with and participation in democracy

Contact has been made with various under-represented groups through the Step Up Cymru Mentoring Scheme. The Scheme aims to increase the awareness of the participants and their communities about democracy and citizen engagement in Wales. We developed a Steering Group of representative organisations to help design the scheme.

Our Outreach and Equality and Access teams have made contact with numerous under-represented communities over 2009 and will continue to increase their community contacts over 2010.

Action Plan – Human Resources

	Required Outcome / Objective
B1	Our vacancies reach those local groups who represent ethnic minority people and attract the volume of applications from these groups that reflect the general population with a view to extending this incrementally to the other equality strands

We have informed various organisations about vacant positions within the Assembly, including Cardiff South Enterprise Centre and Mencap. Posts have also been advertised in the job centre which has links with other agencies representing under-represented groups. We have also participated in careers fairs and away days to promote the Assembly as a potential employer.

We have also widened advertising to attract appropriate audiences. We have used the Urban UK Wall Planner, All Wales Ethnic Minority Association, Stonewall's 'Starting Out' guide and Equality Britain to promote the Assembly.

Our new recruitment policy supports our outreach programme as it increases opportunities for under-represented groups to apply for all Assembly posts. This is being rolled out in 2010.

	Required Outcome / Objective
B2	Staff, Assembly Members and Assembly Members' staff to have an increased awareness of their equality / human rights responsibilities and the following equality strands: age, disability, gender / gender identity, race, religion / belief and sexual orientation. Also, to have an understanding of the implications of the Equality Scheme and public sector equality duties

The Learning and Development team has worked with the Equality and Access team to develop a training programme for Assembly staff, Members and their staff. Equality, Diversity and Culture training has been rolled out to all front line staff and offered to all other staff. Following a training needs analysis, a training strategy for equality will be finalised in 2010.

Training has been offered to all Members and their support staff on equality and human rights issues. Members and their support staff can also take advantage of the induction training provided to all new staff at the Assembly.

Information factsheets have been developed to enable Members and their staff to deliver services to their constituents and members of the public. These factsheets cover a range of equality, human rights and customer service issues and will be published in 2010.

Over the course of 2009, the National Assembly's Equality and Access team has started to disseminate the aims and objectives of the Equality Scheme to each Service Area across the organisation. By sharing the core values enshrined in the Scheme we are ensuring that all of

our staff recognise that we are an equality of opportunity employer. The Equality and Access section of the intranet will be further developed in 2010 to provide a valuable resource for staff and Members.

	Required Outcome / Objective
B3	Both bullying and harassment are taken seriously and staff are educated about their duties and responsibilities

Work has been undertaken with the Trade Unions, LBG&T and Disability Staff Networks to review and revise the Assembly's Dignity at Work, Discipline and Grievance policies. The policies are currently undergoing final approval and will be launched shortly. The launch will be followed up with training for staff on their responsibilities.

Volunteers have been obtained from both the Disability and LBG&T networks to act as harassment officers and these will be supplemented by volunteers from the wider Assembly. Training is being prepared for all these volunteers.

	Required Outcome / Objective
B4	Grades are monitored and any gender differentials are addressed

Our Equal Pay Review identified where gender differentials may exist. See results attached as Annexe C.

	Required Outcome / Objective
B5	Employment policies that take account of changing legislative requirements on equality and human rights

We are currently undergoing a programme of reviews of all our people policies / procedures. To date, we have completed reviews of Flexi-time, Home-working, Dignity at Work, Discipline and Grievance policies and procedures.

	Required Outcome / Objective
B6	Equality considerations are built into recruitment processes (including flexible working, job-share and home working arrangements)

All jobs are available to staff on a flexible basis, unless business needs determine otherwise. For jobs that are not open to flexible working, a business case is required. Legal advice has been sought to ensure that business needs are justified and in keeping with legislation.

	Required Outcome / Objective
B7	Improved staff equality data is available. Data is collected, logged and easily available from monitoring employment policies

Using feedback from employees and the LGB&T and Disability Staff Networks, the personal data screen of Snowdrop U-Access is being redesigned to encourage fuller reporting. The new Snowdrop system of recording data be introduced in November 2009 and staff will subsequently be encouraged to complete relevant sections.

	Required Outcome / Objective
B8	Our emerging pay strategy has embedded within it the principle of equality

An Equal Pay Review has been undertaken – results attached as Annexe C

	Required Outcome / Objective
B9	Employees from under-represented groups feel supported and contribute to the development of policies that might affect them (staff networks)

Currently we have two support networks for staff. Our LGB&T and Disability Staff Networks have been consulted in parallel with Trade Unions on new policy developments and reviews. In 2009, the staff networks contributed to the development of the Dignity at Work, Discipline and Grievance policies.

	Required Outcome / Objective
B10	Our revised induction arrangements place appropriate emphasis on our equality commitments/duties and these arrangements are shared with Assembly Members' staff as appropriate

Induction training on equality and human rights issues is provided to all new staff in the Assembly and is offered to Members' support staff. The training covers respect and dignity for other colleagues and service users, and covers issues relating to each of the equality strands.

	Required Outcome / Objective
B11	A pilot scheme promoting work assignments for ethnic minority people to be introduced and rolled out to other strands pending review of pilot

Workplace assignments for ethnic minority people are being investigated as part of our recruitment and outreach strategy. We are also currently developing a work placement scheme to enable a person with a learning disability to get a temporary work placement within the Assembly.

Action Plan – External Communications

	Required Outcome / Objective
C1	Information about the Assembly and its work is accessible to all people. Awareness is raised across all sectors of society about the work of the Assembly

We have developed an education strategy for the next two years and beyond which takes equality issues into consideration. The Assembly offers tailored programmes for special needs schools and an education outreach service. In January 2010, we will organise our first special needs teacher training day.

Audio, video and Word documents are now prepared for all media releases, increasing accessibility for a cross-section of different groups.

Our Outreach Team is actively working with under represented groups across Wales. The Presiding Officer's tour targeted under represented groups.

All information about the Assembly is available in alternative formats upon request. We have developed an Accessible Information Toolkit to ensure that information that we produce is accessible to the public.

	Required Outcome / Objective
C2	Assembly publications with images are representative of diverse society in Wales

A database of images is held within the External Communications team. New images have been developed to align with the new Assembly brand which include images of diversity. One example is the Assembly's Annual Report and Statement of Accounts.

	Required Outcome / Objective
C3	Press / media releases are sent to organisations that include representative organisations / groups that might represent the equality interests

We have developed a contact list of organisations and individuals who receive press releases from our Media Relations team when the issue is considered relevant to their field. For example, the Health, Wellbeing and Local Government Committee issued a report on Mental Health Services in Wales, which alongside the mainstream press was also issued to a number of mental health charities and organisations.

	Required Outcome / Objective
C4	People from under-represented groups access and visit the Senedd and our other buildings

We are currently unable to provide quantitative evidence on the visitors to the Senedd. We have completed a Senedd Exit Survey and will shortly have an interactive pod in the Senedd on which people can leave feedback. A paper based feedback system will be also be available.

Our Outreach Team works with community groups across Wales, encouraging them to visit the Assembly.

	Required Outcome / Objective
C5	Guided tours of the Senedd which are accessible to visitors with sensory impairments

A review of the accessibility of our literature is ongoing in line with our accessible information policy. Tours are available to all of the people in Wales and specific requirements will be catered for when reasonable and practicable. Tours using a British Sign Language interpreter are available if booked in advance.

	Required Outcome / Objective
C6	An increase in ethnic minority and disabled young people's participation from groups in the education centre of the Assembly

Links have been established with schools and colleges across Wales to promote the Assembly as a place for children and young people to visit.

While we actively target special education needs schools and mainstream schools with special education needs units, we are unable to specifically target children from different ethnic minorities. We are also unable to monitor the ethnicity of the children who visit the education centre.

We have produced a database of all pupil referral units and one of our Education Outreach officers has made links with a special school to gain more advice on how we should teach special needs pupils. We are currently planning a training session for teachers teaching students with special needs in January 2010. We now annually welcome SPORTSTRAIN WALES to the Assembly. This is a group of pupils excluded from mainstream education.

The Education and Equality teams have delivered a conference in the education centre to highlight issues faced by young disabled people.

Siambur Hywel is an event space that provides opportunities for all young people to learn about the Assembly.

	Required Outcome / Objective
C7	Widened access to under-represented groups at Assembly events over Wales

The Assembly was represented at a series of events over the summer at a range of accessible venues across Wales. The events included the Urdd Eisteddfod in Cardiff Bay, Llangollen International Eisteddfod, the Royal Welsh Show, the National Eisteddfod in Bala and the Cardiff-Wales Mardi Gras. A large cross-section of Welsh Society engaged with the Assembly at these events through interactive, online activities and a range of questionnaires.

Our Outreach team makes presentations to representative groups across Wales.

	Required Outcome / Objective
C8	People from under-represented groups view and / or engage in Assembly proceedings (eg committees, Plenary and the petitions system)

Our new e-democracy strategy ensures that information is presented in a variety of formats targeting different groups using appropriate media for that group, such as audio files and video files. Easyread documents are being developed as well as accessible summary versions of key Assembly documents. There are clear instructions on all key documents that they are available in different formats and languages as necessary.

Accessible leaflets have been produced to engage people with the petitions system.

	Required Outcome / Objective
C9	Frontline staff that are trained and feel confident in welcoming people with differing needs to the Assembly

All frontline staff have taken part the Culture, Access and Diversity training course aimed at increasing the knowledge and skills of staff when welcoming visitors with differing needs. Frontline staff have also attended deaf and deafblind awareness training to increase confidence when dealing with visitors with different communications needs.

Action Plan – ICT

	Required Outcome / Objective
D1	An accessible website that all people, including disabled people, can access easily

Website accessibility has remained stable, with any new sites reaching at least the level agreed. Feedback received plays an important part in future requirements and has led to a new Education website being considered for the younger members of our user base, to allow them to grasp a better understanding of the Assembly.

	Required Outcome / Objective
D2	IT equipment is accessible and made available for staff with specific requirements in a timely manner

Where required, specialist equipment is obtained for individual use. The Assembly is about to undertake a technology refresh programme and users will be invited to the Model Office to review the technology and operating system being deployed. We have developed a User Reference Group which has provided input to the requirements and is feeding back results of the project to various teams.

	Required Outcome / Objective
D3	Development of new features for the website to enable full and equal public engagement

Any developments or changes to the website, for example e-petitions etc, are made without impacting upon our commitment to accessibility. When the replacement website project starts, the full requirements of accessibility that the Assembly considers appropriate will be included in the specification.

Action Plan – Procurement / Supply Management

	Required Outcome / Objective
E1	Our suppliers operate to the highest standard in relation to equality issues; the supply chain is given a clear indication that equality is important to us as an organisation and that suppliers would be expected to act accordingly

The Assembly's Procurement System is based on a set of fundamental values adopted by the Assembly Commission. This includes a requirement for the procurement process to have full regard to equality. We consider equality issues to be part of the social aspect of Sustainability. Our Equalities Values are further embedded into our procurement policy which requires all suppliers, tenderers, consultants and contractors to share our commitment to equality and to demonstrate that they comply with all current legislation. These requirements are then included in guidance to contract managers and in our standard specification template which helps them to include reference to equality in every contract specification. Compliance with equal opportunities legislation is subsequently a condition of every contract entered into by the National Assembly for Wales. Any breach of that condition is a breach of the contract and dealt with according to the procedure built into our standard terms and conditions of contract. This includes the option to terminate the contract.

Action Plan – Estates and Facilities Management

	Required Outcome / Objective
F1	Buildings that are safe, accessible and clean environments for staff, contracted staff, Assembly Members, their staff and visitors

The Estates and Facilities team ensures that the buildings across the estate comply with all statutory compliance. This includes Disability Discrimination Act (DDA) 1995 and 2005, Health and Safety at Work Act and Regulatory Reform (Fire Safety) Order 2005. The team consults the Health & Safety Advisor and Access Advisor before alterations are made.

In the past year, the following alterations have been made to Tŷ Hywel and the Senedd to ensure accessibility to all staff, Assembly Members and visitors:

Tŷ Hywel

- Additional changing facilities for catering staff to ensure gender separation;
- the levelling out of the access ramp at the front entrance;
- the replacement of the blister paving on front entrance steps with corduroy paving.

Senedd

- External extension of stainless steel handrails to prevent accidents.

	Required Outcome / Objective
F2	Work spaces for staff, Assembly Members, their staff and other contracted staff that are ergonomic and accessible

Assessments are undertaken of staff workstations to ensure that all needs are being met. Specialist equipment is available when necessary to ensure that all staff are comfortable within their working environment. We have achieved a 13.5 % increase in assessments carried out over the last 12 months.

	Required Outcome / Objective
F3	Health and Safety Risk Assessments that take account of equality and access considerations

Our Health and Safety team undertakes risk assessments to ensure that our buildings are accessible and take account of equality considerations. Alterations have been made where problems have been identified, ie the low level walls outside the Senedd and the gradients at the entrance to Tŷ Hywel.

The team consults with the Assembly's Equality and Access team for advice when necessary.

Action Plan – Security team

	Required Outcome / Objective
G1	Security team staff that are professional and trained, and feel confident to deal with a diverse range of visitors with differing needs

All of our security staff have undertaken a Culture, Access and Diversity training course to raise awareness of the differing needs of visitors to the Assembly. Security staff have also undertaken training on the use of Evacuation Chair Fire Training and Deaf, deafblind and BSL Awareness Courses. Procedures are in place to ensure that visitors' needs are met, including those who carry a kirpan (a Sikh ceremonial blade), women visitors getting security checked by other women upon request, wheelchairs and other support available when necessary.

Action Plan – Assembly Business

	Required Outcome / Objective
H1	Members are provided with opportunities to build in equality considerations to their work in the Assembly and in their constituencies

The Members' Research Service (MRS) provides briefings to individual Members and to Assembly committees. The Equality Lead within MRS has drafted guidance on how to incorporate equality considerations into written work and has conducted seminars on Considering Equality Issues. Researchers will be asked to provide evidence of where they have included equality considerations. The Equality Lead has also sent out suggested areas of questioning from an equality perspective for researchers to incorporate into their budget briefings for committees.

Staff in MRS build equality considerations into Members' briefings. Suggested lines of questioning for committees are drafted to include equality considerations. Briefings are checked by colleagues using guidance to make sure equality issues have been addressed.

	Required Outcome / Objective
H2	Research outputs published on the National Assembly for Wales's web pages are as accessible as possible

Research papers are available in alternative formats upon request. All publications are available online and feature a statement that publications are available in any other requested format.

	Required Outcome / Objective
H3	Under-represented groups are consulted accordingly when scrutiny and legislative committees are calling for evidence

The Assembly's Media team is currently working with colleagues in the Assembly's Business Directorate to produce a database of people who would like to receive details of committee consultations. The database will make it easier for staff to actively seek views that may have otherwise been missed.

Currently each service area has their own database of contacts who are consulted on every consultation, this includes under-represented groups, such as the Black Voluntary Sector Network Wales, Welsh Refugee Council, Age Alliance Wales, Race Equality Wales and Stonewall Cymru.

Over the last year, the Legislation Office, for example, has received consultation responses from the following organisations representing under-represented groups: Community Housing Wales, One Voice Wales, Joseph Rowtree Foundation, Shelter, Tros Gynnal, Deaf Child Society, Scope, United Federation and Age Concern.

Committee Service works with Members' Research Service to identify equality-related consultees for committee inquiries. Examples include:

- Children and Young People Committee: Some looked after children came to give evidence to Committee; canvassing of children’s opinions at summer events – the findings are influencing the Committee’s work plan.
- Equality of Opportunity Committee: AIDS Trust Cymru undertook a survey of members’ experience of discrimination in healthcare settings. The findings have determined the Committee’s latest enquiry.
- Heath, Wellbeing and Local Government Committee: service users came in with MIND and HAFOD representatives to give evidence to the Committee’s mental health inquiry.

A report making recommendations for future action by MRS is currently being developed. The report considers the following issues:

- innovative techniques;
- identifying under-represented Groups;
- good practice examples within the Assembly;
- practice examples from external organisations;
- role of different service areas;
- evidence gathering process;
- role of committee members and chair;
- process issues;
- technical expertise.

Required Outcome / Objective	
H4	Records of Plenary and committee meetings are fully accessible to staff, Assembly Members, and members of the public via the Assembly’s website and are fully compliant with AA standards

A number of projects are running via the Change Board which relate to website content and publication. Each Project Manager will ensure there is a compliance statement in each project.

The records of Plenary and committee meetings are invariably published on time. The Record of Proceedings for Plenary meetings is published in three formats—HTML, PDF and Word—to make it as widely accessible as possible. There is a clear distinction between the Welsh and English text, which makes it easy for everyone to use, but especially people with visual impairments. No requests for alternative formats have been received.

Required Outcome / Objective	
H5	Interpretation equipment is accessible to all staff, Assembly Members, committee witnesses, visitors and members of the public

The objective is being met as the equipment is accessible, easy to use and is not heavy. It is fully compatible with all induction systems in the Senedd, Tŷ Hywel and the North Wales office. We have received positive verbal feedback from customers on several occasions.

Interpretation equipment remains available for all users, this includes: headsets for audio enhancement, public gallery screens for video and video signing. The public gallery screens are scheduled for replacement; the project will look to install suitable screens for all areas of the gallery.

Action Plan – Legal Service Team

	Required Outcome / Objective
11	A member of the service specialises in equality issues and is responsible not only for giving specialist advice on such issues but also for disseminating information on such issues to other lawyers

A member of the Legal Service team has been identified as providing specialist advice on equality issues. Assembly Members and staff have heightened awareness and knowledge of equality issues through the provision of legal advice and briefings on aspects of equality law including most recently on specific provisions of the Equality Bill.

Lawyers have established links with the Equality and Human Rights Commission and have disseminated information on equality issues to colleagues across the organisation.

	Required Outcome / Objective
12	All lawyers receive, before the end of the period of the Scheme, appropriate training focussed on legal equality issues

In compliance with Law Society training requirements all lawyers are responsible for ensuring their own continuous professional training and development and training records to enhance and increase their knowledge and understanding of legislation including equality legislation. When the Equality Bill passes through Parliament, Legal Services will undertake equality training on relevant provisions of the Bill.

Equalities training is a specific ongoing objective in the Performance Management and Development Reports of all lawyers in Legal Services, and the following are some examples of the equality courses that have been attended by staff: Discrimination Law Lexis Nexis; Employment Tribunal and discrimination law; New Strand Discrimination Course; Administrative Law Update – Equality Workshop; Equality and Human Rights Commission information sharing session.

	Required Outcome / Objective
13	Lawyers prepare regular reports to the Equality and Access team on the current status of the Assembly and of the Commission within the framework of international, EC, UK and Welsh equality legislation

The Equality and Access team contacts Legal Services as and when they require legal advice and assistance. Legal briefings have been provided to the Equality and Access team on a range of equality issues including the Equality Bill, the Equality Scheme, the Accessible Information Policy, the Equality Statement and draft vulnerable witness protocol.

Annexe B: workforce statistics and recruitment statistics by equality strand

Table 1: Ethnicity of assembly staff*

Ethnicity of Assembly staff	Total
White	338
Other ethnicity	16
Not recorded	21
Total	375

Table 2: Gender of Assembly staff*

Gender	Total
Men	182
Women	193

Table 3: Age groups of Assembly staff*

Age	16-24	25-34	35-44	45-54	55 and over
	56	124	71	76	48

* includes Casual, Fixed term, Secondees & Permanent staff

Recruitment statistics by equality strand

The statistics presented below are from the Equality monitoring forms that are submitted with job application forms for the 33 external recruitment schemes that ran between 1 December 2008 and 30 November 2009. Not all applicants submit the forms or fully complete them. The data covers both internal and external applications. Please note that some of the schemes have not yet been fully completed so the number of successful sift, offer and reserve candidates will rise. The data provides a snapshot of information as at 30 November 2009.

Race / Ethnicity statistics

	Applications received	Successful at sift	Offer of employment	Reserve
White	925	148	29	27
Other ethnicity	65	5	1	1
No reply	105			

Gender / gender identity statistics

Gender	Applications received	Successful at sift	Offer of employment	Reserve
Female	488	84	16	14
Male	607	82	17	15
Trans	0	0	0	0

Disability statistics

	Applications received	Successful at sift	Offer of employment	Reserve
Applications from those with a declared disability	39	7	1	1

Age statistics

Age	Applications received	Successful at sift	Offer of employment	Reserve
16-24	120	18	7	3
25-34	151	31	7	6
35-44	120	18	2	2
45-54	110	23	3	6
Over 55	36	4	0	1
Not recorded	558			

Sexual orientation statistics

	Applications received	Successful at sift	Offer of employment	Reserve
Heterosexual	487	82	15	16
Gay man	10	3	2	1
Gay woman / lesbian	2	0	0	0
Bisexual	9	1	0	0
Not recorded	587			

Annexe C: Equal Pay Review 2009

As part of the preparations for the 2010 pay round, HR, with support from MRS, undertook an Equal Pay Review of Assembly staff salaries as at 1 April 2009. The headline results were:

- the mean and median basic Full Time Equivalent (FTE) salaries for males are 6.7 and 26.2 per cent respectively below that for females;
- the mean and median total FTE salaries for males are 5.6 and 12.4 per cent respectively below that for females.

When the salaries of the Clerk / Chief Executive and Directors together with the two salaried advisers are excluded from the analysis, the differences are slightly increased:

- the mean and median basic FTE salaries for males are 9.2 and 26.4 per cent respectively below that for females;
- the mean and median total FTE salaries for males are 8.1 and 12.4 per cent respectively below that for females.

There are no substantial differences within individual grades that would cause concerns. However, there are few examples which merit explanation:

- the median basic and total FTE salaries for Team Support males are 12.7 and 8.1 per cent respectively above that for females - this is largely explained by the numbers of male Team Support employees in receipt of the Security Shift Disturbance Allowance and the considerably higher number of male Team Support employees who are on the scale maximum;
- the median basic and total FTE salaries for Management Band 2 (M-2) males are 10.1 and 8.6 per cent respectively below that for females - this is largely explained by the numbers of female employees in receipt of the Translating and Reporting Service Recruitment and Retention Allowance and the considerably higher number of female M-2 employees who are on the scale maximum;
- the median basic and total FTE salaries for Executive Band 2 (E-2) males are 9.0 and 13.5 per cent respectively above that for females - this is largely explained by the considerably higher number of male E-2 staff who are on the scale maximum.

