

Archwilydd Cyffredinol Cymru  
Auditor General for Wales

# Equality Report

2014-15



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU



# Report on compliance by the Auditor General for Wales and Wales Audit Office with the Equality Act 2010 General Duty for the Period 1 April 2014 to 31 March 2015

This report has been prepared in accordance with the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

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Wales Audit Office  
24 Cathedral Road  
Cardiff  
CF11 9LJ

Telephone 02920 320 500  
Email [info@audit.wales](mailto:info@audit.wales)  
Website [www.audit.wales](http://www.audit.wales)  
Twitter [@WalesAudit](https://twitter.com/WalesAudit)

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## Foreword

This is the first joint report by the Auditor General for Wales and Wales Audit Office on our compliance with the General Duty of the Equality Act 2010, covering the reporting period 1 April 2014 to 31 March 2015.

Our Joint Strategic Equality Plan, published in May 2014, outlines our continued commitment to equality. The Plan sets out how we seek to eliminate discrimination, advance equality of opportunity, and foster good relations in our work and our day-to-day activities.

We are committed to providing a work environment that values the diversity of all people, both our own staff and those with whom we come into contact during our work, and we fully support the rights of people to be treated with dignity and respect.

In 2014-15, we made good progress on meeting our Plan objectives. In particular, we established better arrangements to seek and take account of the views of people who represent the interests of protected groups, and updated our framework of diversity monitoring questions to better reflect current good practice and recently published guidance.

We also developed a detailed and more holistic programme of work to help ensure that the necessary arrangements are in place for us to fully meet our equality duties and objectives.

In 2015-16, we will be taking a number of steps to build on this progress. In particular, we will carry out a full equal pay audit, make further efforts to ensure the accessibility of our website and premises and extend the reach of our public engagement, and more fully integrate human rights and equality considerations in our work.

**Huw Vaughan Thomas**  
Auditor General for Wales

**Lindsay Foyster**  
Equality Champion and Non-Executive Board Member,  
on behalf of the Wales Audit Office

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In 2014-15, we developed a revised programme of work to help ensure that the necessary arrangements are in place for the Auditor General and Wales Audit Office to fully meet their equality duties and objectives

The Auditor General and Wales Audit Office are required to follow the framework of protection against discrimination, harassment and victimisation and the public sector equality duties brought in by the Equality Act 2010 and related legislation.

The Auditor General and the Wales Audit Office have jointly prepared a **Strategic Equality Plan** which sets out 10 specific objectives to help ensure they give due regard in their work to the need to help eliminate discrimination, promote equality of opportunity and foster good relations.

In May 2014, the Wales Audit Office Board authorised the Director of Corporate Services to establish, for an 18-month term and on a part-time basis, the role of Equality Project Manager. The purpose of the Project Manager role is to help ensure that the necessary arrangements and programme of work are in place for the Auditor General and Wales Audit Office to fully meet their equality duties and objectives.

An Equality Steering Group was also re-established as a task-and-finish group to:

- assist the Project Manager in establishing the necessary arrangements and programme of work for meeting the Auditor General and Wales Audit Office's equality duties and strategic equality objectives; and
- help ensure the arrangements and programme of work are fully implemented and delivering the required outcomes.

Since the Project Manager role commenced, a more holistic programme of equality work has been developed to ensure the Auditor General and Wales Audit Office can fully meet their equality duties and objectives. On a bimonthly basis the Steering Group, with input from the Project Manager, considers and discusses:

- progress made to date on the key projects within the programme;
- further work that needs to be undertaken on those projects to deliver the required outcomes; and
- how this work will be embedded in future, once the Project Manager secondment comes to an end.

An Equality Interest Group had also previously been established in order to ensure effective engagement with employees representing the interests of protected groups, when designing and implementing the programme of equality work.

In 2014-15 the Project Manager worked with the Interest Group, providing briefings and seeking their views on the different elements of the equality programme, including in particular their involvement in undertaking impact assessments.

## We made good progress on meeting our Strategic Equality Plan objectives, including through establishing improved arrangements to seek and take account of the views of people who represent the interests of protected groups

A particularly important step we took over the course of the year was to establish improved arrangements to seek and take account of the views of people who represent the interests of protected groups.

In previous equality reports prepared by the Auditor General, and in responses to our 2013-14 staff survey on equality, it was recognised that we need to take up more effective means of engaging representative groups and working more closely with the third sector. Despite carrying out several external consultations in 2013-14, including on our forward studies programme and Code of Audit Practice, we still did not achieve the results that we would have liked in terms of the level of response, and so we decided that a different approach was needed for all future consultations.

In June 2014 we hosted a consultation day event to meet with representative groups from across Wales, and discuss how best we can achieve effective engagement in the future. A significant proportion of attendees recommended that the best mechanism for engagement would be via the Equalities and Human Rights Coalition – an established group where we would likely get a balanced and representative set of views on our work plans and on the impact of our work. The Coalition is a network of over 120 third-sector organisations working in the equalities and human rights field in Wales, which is facilitated by the Wales Council for Voluntary Action.

We subsequently acted on this advice and established the necessary arrangements towards the end of 2014-15. We then consulted with members of the Coalition on proposals for the Auditor General's programme of local government studies to be commenced in 2015-16, and received some very helpful responses to the consultation. Looking forward, the new arrangements will enable us to more effectively seek the views of people that represent the interests of protected groups when deciding the coverage of and devising fieldwork for specific aspects of the Auditor General's value-for-money audit work in 2015-16, and when evaluating the impact of that work.

Other key developments made in 2014-15 towards meeting our Strategic Equality Plan objectives included:

- updating our reasonable adjustment request arrangements as part of the launch of our e-recruitment platform, and making similar revisions to our employee self-service HR system;
- looking for evidence of authorities' continuing compliance with the General Equality Duty during our annual reviews of local authority improvement plans, and subsequently reporting on any negative findings in each relevant Annual Improvement Report for 2014-15;
- making arrangements for an external audit of the Wales Audit Office website to be undertaken during April 2015, with a view to gaining accessibility accreditation, validation of meeting **Web Content Accessibility Guidelines level 2.0 AA success criteria**, alongside a greater understanding of tackling digital exclusion;
- preparing comprehensive equality guidance for financial audit staff, which included an outline of the key aspects of the equality duties of both auditors and audited bodies, and a checklist for auditors to better inform 'reporting by exception';
- holding a series of shared learning seminar-style internal training events for performance audit staff in January 2015, with a focus on how best we can take account of equality issues and considerations in our performance audit work;
- increasing staff awareness of a range of equality issues through preparing a 'diversity calendar' of 15 to 20 internationally recognised equality-related events for 2015-16, for inclusion on our intranet home page carousel;
- regularly attending Equality and Human Rights Commission in Wales events to ensure we remain sighted of ongoing developments in the field; and
- conducting three equality impact assessments of our policies and processes, including through convening a number of Equality Impact Assessment Groups to ensure the policies were subject to comprehensive and effective scrutiny.

**See Appendix 1 – Summary of the effectiveness of steps taken and progress made towards meeting our equality objectives in 2014-15**

Equality Impact Assessments completed between 1 April 2014 and 31 March 2015	Key outcomes of assessment
<p>Wales Audit Office website</p>	<ul style="list-style-type: none"> <li>Identified a need to engage external specialists to test the accessibility of the website, including through using focus groups of persons with protected characteristics.</li> </ul>
<p>Wellbeing policy</p> <p>This policy brought together a number of other policies including in relation to alcohol and drugs, domestic abuse, lone working and stress in the workplace</p>	<ul style="list-style-type: none"> <li>Identified that further clarification is needed on the meaning of well-being and why it is important in the workplace.</li> <li>Recommended that further recognition be given to the links between the wellbeing policy and other related policies, including our flexible working, capability, and dignity at work policies.</li> <li>Recommended that we seek the views of people who represent those with protected characteristics who may be able to provide further information and advice on whether we have considered all the relevant equality implications in the policy and supplementary guidance notes.</li> </ul>
<p>External policy on reasonable adjustments</p> <p>This policy puts forward a set of criteria upon which to base an assessment of whether requests for reasonable adjustments are reasonable or not</p>	<ul style="list-style-type: none"> <li>Concurred with the assessment question framework: <ul style="list-style-type: none"> <li>Will the adjustment help in overcoming the difficulty that the person may have?</li> <li>How practical is it to provide the adjustment?</li> <li>What are the resource implications of making the adjustment?</li> <li>Would the adjustment cause disruption to others?</li> </ul> </li> <li>Recommended that we ensure a system is established whereby all requests and resulting correspondence for reasonable adjustments are recorded and monitored to ensure fairness in application of the policy.</li> </ul>

We also revised our framework of diversity monitoring questions and categories to better reflect current good practice and recently published guidance

It is important that we monitor and analyse employment diversity information so that we can ensure that our policies and practices are fair and in accordance with legal requirements.

The Auditor General identified in last year's **Equality Report** that the questions and categories which previously underpinned our collection of diversity monitoring information needed to be revised to reflect current good practice and recently published guidance.

**See Appendix 2 – Our employment information analysed by protected characteristic**

Consequently, in 2014-15, we updated our framework of questions and categories for inclusion as part of a new e-recruitment platform, and for replication on our employee self-service HR system.

In particular, our revised framework takes account of and aligns with:

- Equality and Human Rights Commission (EHRC) guidance on collecting information on gender identity;
- the EHRC Employment Statutory Code and Stonewall guidance on collecting information on sexual orientation;
- our subscription to the Social Model of Disability in recognition that people with impairments are disabled by social, environmental, institutional and attitudinal barriers in society;
- the fact that carers of disabled and elderly people are protected under the Equality Act 2010 from 'discrimination by association'; and
- the widely accepted view that ethnic origin categories are not about nationality, place of birth or citizenship – they are about the group to which the individual perceives they belong.

**See Appendix 3 – Our revised framework of diversity monitoring questions and categories**

We will use the data generated by the new diversity monitoring system to help us in designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce, with particular focus on improving recruitment and retention of underrepresented groups.

In 2015-16 we will carry out an equal pay audit, make further efforts to ensure the accessibility of our website and premises and extend the reach of our public engagement, and more fully integrate human rights and equality considerations in our work

We have made plans to carry out an equal pay audit commencing in January 2016, aimed at further identifying Wales Audit Office gender and age pay gaps and their likely causes, and establishing an action plan for reducing any gaps and mitigating any likely causes. Once our new diversity monitoring system is sufficiently populated, it is our intention to expand the remit of future equal pay audits to include identifying and addressing pay gaps by other protected characteristics.

As outlined in last year's Equality Report, a particular area of focus for us is the accessibility of information placed on our website. A much improved and more accessible version of our website was launched in early 2014. In April 2015 an accessibility audit of our website was undertaken which highlighted the remaining issues that are likely to restrict or stop anyone with a particular impairment from using our site. Following completion of the audit, we are currently making the necessary amendments to our site, with a view to gaining:

- a recognised certificate of accreditation;
- validation of meeting Web Content Accessibility Guidelines level 2.0 AA; and
- a greater understanding of digital inclusion.

Physical access audits of our Cardiff and Swansea offices were also undertaken by a registered supplier in July 2015, and access considerations have been taken into account when evaluating recent proposals for the relocation of our North Wales office.

As part of our strategy for increasing public engagement with our work, greater emphasis will be placed in 2015-16 on extending the reach of that engagement, including for people from protected groups.

We will also be taking forward proposals in 2015-16 for integrating human rights and equality considerations, particularly through auditor guidance and impact assessments of new or revised policies and practices. This work will further help the Auditor General and Wales Audit Office in meeting their legal duties under the Human Rights Act 1998 and reporting duties under the Companies Act 2006, and to align our processes with best practice.

We will report on the progress we have made in delivering each of these projects in our 2015-16 Equality Report.

## Appendix 1 – Summary of the effectiveness of steps taken and progress made towards meeting our equality objectives in 2014-15

Strategic Equality Plan Objective	Effectiveness of steps taken and progress made on meeting each objective in 2014-15
<p>1 We will seek and take account of the views of people who represent the interests of protected groups in deciding what value-for-money work we will undertake.</p>	<p>In February 2015 we established more effective engagement arrangements with the Equalities and Human Rights Coalition – a network of over 120 third-sector organisations working in the equalities and human rights field in Wales. The Coalition is facilitated by the Wales Council for Voluntary Action.</p> <p>Through those arrangements, we successfully consulted with members of the Coalition on proposals for the Auditor General’s programme of local government studies to be commenced in 2015-16.</p>
<p>2 In deciding the coverage of any value-for-money work that is relevant to the General Equality Duty, and in devising fieldwork for such projects, we will seek the views of people that represent the interests of protected groups, so as to take account of the needs of those groups.</p>	<p>The arrangements established with the Equalities and Human Rights Coalition towards the end of 2014-15 will enable us to more effectively seek the views of people that represent the interests of protected groups when deciding the coverage of, and devising fieldwork for, the Auditor General’s value-for-money audit work in 2015-16.</p> <p>We also held a series of shared-learning-seminar-style internal training events for performance audit staff in January 2015, with a focus on how best we can take account of equality issues and considerations in our performance audit work.</p>
<p>3 Each year as part of our work to assess whether Welsh Improvement Authorities have met the improvement requirements of the Local Government (Wales) Measure 2009, we will assess whether those authorities have taken the General Equality Duty into account in their arrangements to secure continuous improvement, especially in the development of their Improvement Plans.</p>	<p>We reviewed whether all Welsh Improvement Authorities had taken the General Equality Duty into account in their arrangements to secure continuous improvement in 2014-15. We reported on any significant failures in each relevant Annual Improvement Report. All improvement reports can be accessed on the Wales Audit Office website.</p>

Strategic Equality Plan Objective	Effectiveness of steps taken and progress made on meeting each objective in 2014-15
<p>4 On undertaking our financial audit work, including grant certification, we will consider whether any of the information reviewed indicates significant failures to perform the General Equality Duty on the part of audited bodies, and we will provide feedback on this on an exception basis (ie, where there appears to be a problem) to those bodies.</p>	<p>Improved guidance for financial audit staff was prepared in 2014-15, which included an outline of the key aspects of the equality duties of both auditors and audited bodies, and a checklist for auditors to better inform reporting by exception.</p>
<p>5 We will improve the extent and quality of information, such as external feedback, that we gather regarding how our work contributes or could contribute to performing the General Equality Duty.</p>	<p>The arrangements established with the Equalities and Human Rights Coalition towards the end of 2014-15 will enable us to more effectively seek the views of people that represent the interests of protected groups on how our work contributes or could contribute to performing the General Equality Duty.</p>
<p>6 In procuring and monitoring externally sourced professional services, we will work to ensure that firms perform the General Equality Duty in the course of relevant work.</p>	<p>The terms and conditions of our contracts explicitly state that providers must assist the Wales Audit Office in meeting the General Equality Duty in exercising its functions, and include an obligation to perform the General Equality Duty in the course of work undertaken on behalf of the Auditor General. Providers are also required to comply with other requirements of the Equality Act 2010, such as making 'reasonable adjustments' in respect of persons with impairments. Our annual quality review arrangements examine samples of audits and other projects completed by providers in order to check whether the provider has made suitable arrangements to perform the General Equality Duty.</p>
<p>7 Improve the quality and extent of Wales Audit Office workforce information in respect of the protected characteristics and use this information so as to perform the General Equality Duty.</p>	<p>We updated the questions and categories which underpin our collection of employment diversity monitoring in 2014-15, including through implementation of an e-recruitment system and on our internal HR system, to reflect current good practice and recently published guidance.</p> <p>In 2015-16 we will take further steps to encourage staff to complete the confidential diversity monitoring questionnaire on our HR system.</p>

Strategic Equality Plan Objective	Effectiveness of steps taken and progress made on meeting each objective in 2014-15
<p>8 Remove significant gender pay differences (and other unwarranted pay differences in relation to characteristics) within Wales Audit Office pay bands through the continued application of the Wales Audit Office's current pay alignment arrangements.</p>	<p>An equality impact assessment was undertaken in January 2015 of our 2015 pay offer, analysed by gender and age groupings and pay bands.</p> <p>The impact assessment concluded that the pay proposals did not directly or indirectly discriminate on the grounds of gender or age, but illustrated a significant overall gender pay gap due to the relative distribution of staff across pay bands.</p>
<p>9 We will seek to address structural gender pay differences caused by recruitment and promotion arrangements, and ongoing working conditions.</p>	<p>A full equal pay audit will be commenced in January 2016, aimed at further identifying Wales Audit Office gender and age pay gaps and their likely causes, and establishing an action plan for reducing any gaps and mitigating any likely causes.</p> <p>Once our new diversity monitoring system is sufficiently populated, we plan to expand the remit of future equal pay audits to include identifying and addressing pay gaps by other protected characteristics.</p>
<p>10 We will seek to foster good relations between Wales Audit Office staff sharing relevant protected characteristics and those that do not by providing senior staff 'allies'.</p>	<p>In 2014-15, our equality 'champions', including members of the Wales Audit Office Board and our staff Equality Interest Group, continued to work hard to ensure that staff at all levels have an opportunity to share or discuss equality issues, and are supported where they express any concerns.</p>

## Appendix 2 – Our employment information analysed by protected characteristic

The figures in these tables have been rounded to the nearest 10, and where the number is fewer than five (except where zero), the number is indicated by an asterisk '\*'. This is to prevent unfair processing of personal information through deduction. Consequently, care should be taken when undertaking data comparison of rounded figures.

No figures can be given in respect of gender reassignment, or for grievance or disciplinary proceedings in respect of all protected characteristics, without risking unfair processing of personal information through deduction.

Information on external recruitment is provided only for the half-year period 1 April 2014 to 31 October 2014, due to the implementation of a revised diversity monitoring question and category framework and new e-recruitment system in November 2014. External recruitment information analysed by protected characteristic for the period 1 November 2014 to 31 March 2015 will be included in our 2015-16 Equality Report.

Pregnancy, maternity and adoption information held by the Wales Audit Office was confined to records of maternity and adoption leave. The Wales Audit Office does not currently gather employment information on the number of staff who have applied for training, are successful or unsuccessful in their application, and who have completed that training, in a way that facilitates analysis by protected characteristic.

## Gender

	Female	Male	Not Specified
Number of persons employed as of 31 March 2015	130	120	0
Number of persons during the period 1 April 2014 to 31 October 2014 who applied for a job within the Wales Audit Office (excluding current staff)	140	200	*
Number of staff who applied to change position within the Wales Audit Office during the period 1 April 2014 to 31 March 2015	20	30	0
Number of staff who were successful in their application to change position during the period 1 April 2014 to 31 March 2015	10	20	0
Number of staff who were unsuccessful in their application to change position during the period 1 April 2014 to 31 March 2015	10	10	0
Number of staff who have left the organisation during the period 1 April 2014 to 31 March 2015	10	10	0

## Age

	16 - 25 years	26 - 35 years	36 - 45 years	46 - 55 years	56 - 65 years	66 years and over	Do not wish to declare
Number of persons employed as of 31 March 2015	10	40	80	80	30	*	0
Number of persons during the period 1 April 2014 to 31 October 2014 who applied for a job within the Wales Audit Office (excluding current staff)	160	100	50	30	10	0	*
Number of staff who applied to change position within the Wales Audit Office during the period 1 April 2014 to 31 March 2015	*	10	20	10	10	0	0
Number of staff who were successful in their application to change position during the period 1 April 2014 to 31 March 2015	*	10	10	*	*	0	0
Number of staff who were unsuccessful in their application to change position during the period 1 April 2014 to 31 March 2015	0	10	10	10	*	0	0
Number of staff who have left the organisation during the period 1 April 2014 to 31 March 2015	*	10	10	*	*	*	0

## Sexual orientation

	Bisexual	Gay	Hetero- sexual	Lesbian	Do not wish to declare	Not Specified
Number of persons employed as of 31 March 2015	0	*	200	*	10	30
Number of persons during the period 1 April 2014 to 31 October 2014 who applied for a job within the Wales Audit Office (excluding current staff)	*	10	310	*	10	*
Number of staff who applied to change position within the Wales Audit Office during the period 1 April 2014 to 31 March 2015	0	*	40	0	*	10
Number of staff who were successful in their application to change position during the period 1 April 2014 to 31 March 2015	0	*	20	0	*	*
Number of staff who were unsuccessful in their application to change position during the period 1 April 2014 to 31 March 2015	0	0	20	0	0	*
Number of staff who have left the organisation during the period 1 April 2014 to 31 March 2015	0	0	20	0	*	10

## Marriage and civil partnership

	Civil Partnership	Married	Other	Do not wish to declare	Not Specified
Number of persons employed as of 31 March 2015	0	150	90	*	10
Number of persons during the period 1 April 2014 to 31 October 2014 who applied for a job within the Wales Audit Office (excluding current staff)	*	90	230	10	10
Number of staff who applied to change position within the Wales Audit Office during the period 1 April 2014 to 31 March 2015	0	30	20	*	*
Number of staff who were successful in their application to change position during the period 1 April 2014 to 31 March 2015	0	10	10	*	*
Number of staff who were unsuccessful in their application to change position during the period 1 April 2014 to 31 March 2015	0	10	10	0	*
Number of staff who have left the organisation during the period 1 April 2014 to 31 March 2015	0	10	10	0	*

## Disability (impairment)

	Yes	No	Do not wish to declare	Not Specified
Number of persons employed as of 31 March 2015	*	220	*	20
Number of persons during the period 1 April 2014 to 31 October 2014 who applied for a job within the Wales Audit Office (excluding current staff)	10	320	*	0
Number of staff who applied to change position within the Wales Audit Office during the period 1 April 2014 to 31 March 2015	0	50	*	*
Number of staff who were successful in their application to change position during the period 1 April 2014 to 31 March 2015	0	20	*	*
Number of staff who were unsuccessful in their application to change position during the period 1 April 2014 to 31 March 2015	0	20	0	*
Number of staff who have left the organisation during the period 1 April 2014 to 31 March 2015	0	20	0	*

## Religion or belief (or lack of religion or belief)

	Buddhist	Christian (all denomi- nations)	Hindu	Jewish	Muslim	Sikh	No Religion	Other	Do not wish to declare	Not Specified
Number of persons employed as of 31 March 2015	0	110	*	0	10	0	60	10	10	50
Number of persons during the period 1 April 2014 to 31 October 2014 who applied for a job within the Wales Audit Office (excluding current staff)	0	140	10	0	20	*	160	*	10	*
Number of staff who applied to change position within the Wales Audit Office during the period 1 April 2014 to 31 March 2015	0	20	0	0	*	0	10	0	*	10
Number of staff who were successful in their application to change position during the period 1 April 2014 to 31 March 2015	0	10	0	0	0	0	10	0	*	*
Number of staff who were unsuccessful in their application to change position during the period 1 April 2014 to 31 March 2015	0	10	0	0	*	0	10	0	*	10
Number of staff who have left the organisation during the period 1 April 2014 to 31 March 2015	0	10	0	0	*	0	10	0	0	10

## Ethnicity

	Asian	Black	Mixed	Other	White	Not Specified
Number of persons employed as of 31 March 2015	10	0	*	0	220	10
Number of persons during the period 1 April 2014 to 31 October 2014 who applied for a job within the Wales Audit Office (excluding current staff)	40	20	10	*	270	*
Number of staff who applied to change position within the Wales Audit Office during the period 1 April 2014 to 31 March 2015	*	0	0	0	50	*
Number of staff who were successful in their application to change position during the period 1 April 2014 to 31 March 2015	0	0	0	0	30	*
Number of staff who were unsuccessful in their application to change position during the period 1 April 2014 to 31 March 2015	*	0	0	0	20	*
Number of staff who have left the organisation during the period 1 April 2014 to 31 March 2015	*	0	0	0	20	*

## Other employment information

Information analysing the number of persons and proportion of staff employed by sex in terms of job, grade, pay and working pattern was published in our **Annual Report and Accounts 2014-15**.

Contract type	Male	Female
Full-time	110	90
Part-time – term time	0	10
Part-time – other	10	30

## Appendix 3 – Our revised framework of diversity monitoring questions and categories

### Introduction for candidates provided on our e-recruitment system

The Wales Audit Office is committed to ensuring that its recruitment procedures are fair and in accordance with legal requirements. It is therefore important that we monitor and analyse diversity information so that we can ensure that our policies and processes are fair, transparent and promote equality of opportunity. Regulations made by the Welsh Ministers under the Equality Act 2010 also require us to seek to collect information regarding protected characteristics.

Alongside your application, we would therefore appreciate you taking the time to complete this section on diversity monitoring.

Your co-operation in providing us with accurate data will help ensure that we not only meet our legal obligations, but, more importantly, will help us in designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce.

Any information provided within this section will be treated as sensitive personal data and will be used for statistical purposes only.

The information will not be seen by anybody directly involved in the selection process. Assessment of your suitability for the post will be made purely on the information you give on the application form and your performance at interview and assessment centre tests, should you be invited. Appointments are made strictly on merit. If you are successful in your application, any information provided within this section will be securely transferred in to our HR system and again will be treated as sensitive personal data.

None of the information provided will be published or otherwise used in any way which allows any individual to be identified. All questions are optional. Please feel free to select 'prefer not to say' or leave questions blank if you do not wish to answer. Please feel free to provide further detail where you have selected the category 'other' for a particular question.

We hope that this encourages you to complete this section to help us better understand how we, as an employer, can ensure equality of opportunity for all.

## Sensitive personal data questions and categories

- 1 Which of the following describes how you think of yourself?<sup>1</sup>
  - a. Male
  - b. Female
  - c. In another way
  - d. Prefer not to say
- 2 At birth, were you described as ...
  - a. Male
  - b. Female
  - c. Intersex
  - d. Prefer not to say
- 3 What is your age?
  - a. 16-24 years
  - b. 25-34 years
  - c. 35-44 years
  - d. 45-54 years
  - e. 55-64 years
  - f. 65 years or over
  - g. Prefer not to say
- 4 What is your sexual orientation?<sup>2</sup>
  - a. Bisexual
  - b. Gay man
  - c. Gay woman/lesbian
  - d. Heterosexual/straight
  - e. Other
  - f. Prefer not to say
- 5 Are you married or in a civil partnership?
  - a. Yes
  - b. No
  - c. Prefer not to say

<sup>1</sup> Questions 1 and 2 as recommended by Equality and Human Rights Commission (EHRC) guidance on collecting information on gender identity.

<sup>2</sup> Question 4 as recommended in the EHRC Employment Statutory Code and Stonewall guidance.

6 Do you consider yourself to have an impairment, as defined by the Social Model of Disability?<sup>3</sup>

- a. Yes
- b. No
- c. Prefer not to say

7 What is your religion or belief (including lack of religion or belief)?

- a. No religion or belief
- b. Christian (all denominations)
- c. Buddhist
- d. Hindu
- e. Jewish
- f. Muslim
- g. Sikh
- h. Other
- i. Prefer not to say

8 Are you pregnant, or currently on or returning from maternity, paternity or adoption leave?

- a. Yes
- b. No
- c. Prefer not to say

9 Do you have caring responsibilities?<sup>4</sup>

- a. Yes
- b. No
- c. Prefer not to say

<sup>3</sup> The Wales Audit Office subscribes to the Social Model of Disability in recognition that people with impairments are disabled by social, environmental, institutional and attitudinal barriers in society.

<sup>4</sup> Question 9 takes account of the fact that carers of disabled and elderly people are protected under the Equality Act 2010 from 'discrimination by association'. We have defined a carer as anybody who looks after a family member, partner or friend who needs help because of their illness, frailty or disability. All the care they provide is unpaid.

- 10 How would you describe your national identity?
- a. Welsh
  - b. English
  - c. Scottish
  - d. Northern Irish
  - e. British
  - f. Other
  - g. Prefer not to say
- 11 What is your ethnicity?<sup>5</sup>
- a. White
    - i. Welsh/English/Scottish/Northern Irish/British
    - ii. Irish
    - iii. Gypsy or Irish Traveller
    - iv. Other White background
  - b. Mixed/multiple ethnic groups
    - i. White and Black Caribbean
    - ii. White and Black African
    - iii. White and Asian
    - iv. Other Mixed/multiple ethnic background
  - c. Asian/Asian British
    - i. Indian
    - ii. Pakistani
    - iii. Bangladeshi
    - iv. Chinese
    - v. Other Asian background
  - d. Black/African/Caribbean/Black British
    - i. African
    - ii. Caribbean
    - iii. Other Black/African/Caribbean background
  - e. Other ethnic group
    - i. Arab
    - ii. Other ethnic group
  - f. Prefer not to say

<sup>5</sup> Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which the individual perceives they belong.



Wales Audit Office

24 Cathedral Road

Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: [info@wao.gov.uk](mailto:info@wao.gov.uk)

Website: [www.wao.gov.uk](http://www.wao.gov.uk)

Swyddfa Archwilio Cymru

24 Heol y Gadeirlan

Caerdydd CF11 9LJ

Ffôn: 029 2032 0500

Ffacs: 029 2032 0600

Ffôn Testun: 029 2032 0660

E-bost: [info@wao.gov.uk](mailto:info@wao.gov.uk)

Gwefan: [www.wao.gov.uk](http://www.wao.gov.uk)