

Report of Performance and Compliance Co-ordinator

Subject: Annual Equality Report 2023-24

Under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 a listed body in Wales must produce an annual report by 31 March each year. In previous years the Authority's annual report has formed part of our Annual Report on Meeting Well-being Objectives. This was to support activities to mainstream our equality activities within wider corporate planning and monitoring. However following guidance from the EHRC a separate report has been developed for 2023/24.

Appendix 1 of the report includes our recruitment and workforce equality and data analysis for 2023/24.

Compliance

The National Park Authority is required to comply with reporting requirement under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

Equality

Report includes performance information for activities that support delivery of the Authority' Equality Plan and Objectives.

The design of the report is simple to support the uploading of the report in HTML format to our website to support compliance with Web Accessibility Regulations.

Section 6 - Biodiversity and Resilience of Ecosystems Duty

Actions within our Equality plan help ensure that a wider range of people are able to contribute to improving the resilience of the National Park, whether through taking part in projects that benefit the Park, volunteering with the Park, working for the Authority or getting involved in decisions about the Park.

Welsh Language statement

The document will be published in both English and Welsh on the Authority's website.

Recommendation

Members are requested to approve Annual Equality Report 2023/24 and provide delegated Authority to officers to incorporate as necessary any minor changes as needed (e.g. typos, factual corrections).

Pembrokeshire Coast National Park Authority

Annual Equality Report 2023/24



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**Pembrokeshire Coast
National Park**

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Section 1: Introduction and Background

Under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 a listed body in Wales must produce an annual report by 31 March each year. In previous years the Authority's annual report has formed part of our Annual Report on Meeting Well-being Objectives. This was to support activities to mainstream our equality activities within wider corporate planning and monitoring. However following guidance from the EHRC a separate report has been developed for 2023/24.

Public Sector Equality Duty - The General Duty

When making decisions and delivering services, we must have due regard to:

- Eliminating discrimination, harassment, victimisation and any other conduct that is prohibited under the Act.
- Advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Fostering good relations between persons who share a relevant protected characteristic and persons who do not share it.
- When thinking about how to advance equality of opportunity between persons who share a relevant

protected characteristic and those who do not, we also need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic and are connected to that characteristic.
- Meet the needs of persons who share a relevant protected characteristic that are different from the needs of the person who do not share it.
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

Public Sector Equality Duty - The Specific Duties

The Equality Act provides a power to make regulations imposing duties on public bodies to support better performance of the General Duty; these are the Specific Duties for Wales. The specific duties in Wales are set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and set out requirements the Authority must comply with on:

- Objectives
- Strategic Equality Plans
- Engagement
- Assessing Impact
- Equality information
- Employment information

- Pay differences
- Staff training
- Procurement
- Annual reporting
- Publishing
- Review
- Accessibility

Who Is Protected Under the Equality Act 2010?

It is against the law to discriminate against someone because of their protected characteristics. This is the term used in the Equality Act 2010 to identify the types of things that affect how people are treated and can mean people may experience discrimination. The protected characteristics are:

- age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion, belief or non-belief
 - sex
 - sexual orientation
-

Section 2: Identifying, collecting and using relevant equality information

Employment and Recruitment

The Authority collects equality monitoring information as part of its recruitment process.

The Authority collects information on its workforce, this is recorded via the Cezanne system. Levels of information held were impacted when the Authority switched to the Cezanne system, however it is now seeing levels of information held improving. However, the levels of data held has impacted on ability to accurately analyse this information.

Further work is needed to look at equality monitoring and training records.

Data is analysed annually and reported annually – see Appendix 1. It also informs workforce planning with particular focus on issues relating to age profile risks for the Authority and succession planning.

We have specific actions in our Skills Development and Training delivery plan on:

- Explore new pathways to employment opportunities through skills development/ training / apprenticeship opportunities.
- Development of Establishment and Workforce Plan

The Authority is carrying out a Pay and Grading Review and as part of this a gender pay gap analysis will be carried out.

Performance/ Case Impact Studies

Information on our inclusion and outreach activities and corporate equality work are captured as part of our performance framework. Data is held on our performance reporting system and reported to Members via relevant Committee reports to enable them to scrutinise and assess our work in this area.

Staff also submit Case Impact Studies which are included in performance reports and these have been particularly useful for capturing the impact of our inclusion and outreach projects and activities.

Impact Assessments and Strategic Planning

A wide range of data sets are used to inform strategic planning and associated impact assessments, this includes:

- Census Data
- EHRC – Is Wales Fairer
- Data informing National Indicators for Wales and National Milestones
- Welsh Government data in terms of visitor surveys and national survey for Wales
- Pembrokeshire Well-being Assessment
- Poverty reports from JRF and End Child Poverty

- Research and reports on barriers to accessing the outdoors

To inform land use policy making the Authority is working in partnership with Pembrokeshire County Council on local housing needs assessment. It also takes account of Gypsy and Traveller needs accommodation assessment.

There are limitations to data sets on visitors in terms of supporting analysis against protected characteristics.

Project Level Data

The Authority carries out specific engagement activities where required to help inform project development. This is important from an equalities perspective in terms of ensuring the solutions and interventions we develop are informed by those they are seeking to benefit.

In 2023/24 the Authority developed an engagement Survey titled 'What do you want for the future of Traeth Mawr (Newport Sands) to ensure access for all?' with 107 responses. The outcome of this survey informed the following paper that went to 20 March NPA on [Traeth Mawr / Newport Sands – update on outcome of changes to Beach Access by Vehicles, Public Engagement and Next Steps](#).

The Authority carried out Beach Wheelchair/ Mobility Equipment Survey in 2023. The survey moved to being a live survey throughout the year with clients being prompted to complete it following their bookings. 79 responses were

received. The survey results are analysed, and feedback is used to identify opportunities to improve the service.

Our Roots to Recovery and Pathways project are user led and people centred projects. Root to Recovery activities are suggested and chosen by the project beneficiaries.

Evaluation reports are also commissioned for specific inclusion projects with an evaluation carried out in 2023 for the partnership West Wales Walking for Well-being project.

Forums

The Authority has in place a Youth Committee Forum. Minutes from the Youth Committee Forum are provided to Members as part of National Park Authority papers.

The Authority has in place a Volunteer Forum. Minutes from the Volunteer Forum are provided to Members as part of National Park Authority papers.

The Authority has in place a Staff Representative Body which provides it with an opportunity to gain feedback from staff.

Section 3: Equality Impact Assessments

The Authority has in place an integrated assessment template which includes its equality impact assessments. For National Park Management Plan and Local Development Plan separate equality impact assessments are carried out.

In 2023/24 equality impact assessments were carried out as part of an integrated assessment on the following:

- Corporate and Resources Plan and Delivery Plans
- Welsh Language Promotion Strategy
- Pembrokeshire County Council/ Pembrokeshire National Park (Off Street Parking Places) Order Variation
- Pre application and planning performance agreement guidance.

In addition, an addendum was added to the integrated assessment on implementation of new management practice at Traeth Mawr (Newport Sands) to stop practise of Beach Parking (following purchase on dunes and beach). This addendum took account of follow up action around public consultation and engagement for proposal for Traeth Mawr. This addressed data and engagement gaps in terms of the original assessment to help enhance mitigation actions for impacts identified particularly for disabled people in terms of access.

National Park Authority papers have a standard section looking at equality implications of a report.

The Authority is currently also exploring development of project level tool to support assessing impact as part of project development.

Section 4: Culture

Training

Equality and Diversity training is available for staff to complete via the ELMS online learning platform.

Additional training is provided to staff, volunteers and Members as required, in 2023/24 training has included:

- Welsh Government Equality training for Members
- Mental Health Training
- Opportunities for staff to access training with other staff from Landscape Partnerships arranged by Strategic Advisor

Roots to Recovery mentors have been able to access minibus (MIDAS) training, first aid training and safeguarding training.

Collaboration

The Authority has fostered a culture of collaboration to support its inclusion and outreach work. To deliver projects effectively in this space, the Authority recognises the importance of working with partners with expertise and who already have relationships with people the projects are seeking to benefit. Engaging with people who don't currently use the Park, particularly those with poor physical or mental health can be challenging; building trust is very important and working through trusted delivery partners is often the key to successful outcomes. This is clearly demonstrated by the Roots to

Recovery project where our partnership with Mind Pembrokeshire and Carmarthenshire enables participants to gradually build up their engagement, starting with drop-ins at a Mind Resource Centre where they are accessing other mental health services and building up to day-long activities and visits as they get to know and trust the project staff, volunteers and participants.

The Authority currently hosts Welsh Government's Inclusion, Diversity and Governance Strategic Lead for Designated Landscapes in Wales. They have in place an Inclusion, Diversity and Excellence Governance Action Plan. The Action Plan's mission is "To support, advise and drive forward Wales' Designated Landscapes in their commitment to becoming more diverse and more inclusive, ensuring diversity and inclusion is a 'golden thread' prioritised throughout all of the DLs underpinning the public duty, and supported by a transparent governance framework that values and reflects the diversity of our communities." Authority officers have been engaging with Strategic Inclusion, Diversity and Governance Excellence Strategic Lead to inform our inclusion and outreach activities, workforce activities and development of future projects. Staff have attended meetings with the Anti Racism Wales Action Plan team and are integrating actions into the work and policies of the authority.

Section 5: Procurement arrangements

Information on equality is included in the pre-selection tender questionnaires.

The Authority is looking to carry out further work in this area, through the development of our Socially Responsible Procurement Strategy and review of our Sustainable Procurement Policy in 2024/25.

Section 6: Activities in support of delivery of the Authority's Equality Objectives

The Authority has in place an Equality Plan and Objectives for 2020-2024 period. This plan is due for review in 2024. Where possible actions have been mainstreamed into wider corporate planning and monitoring to support delivery and accountability.

The Authority recognises that meaningful change in this area takes time and as a result each objective sits under a longer term aim.

Long Term Aim 1: Create a Park that is a Landscape for Everyone

Equality Objective 1: By 2024, our promotion of the National Park as a destination will be representative of more diverse audiences and we will have removed some barriers to accessing the Park for underrepresented groups or those who

face specific barriers. Resulting in a more diverse range of people benefiting from and experiencing its Special Qualities

Equality Objective 2: By 2024, we will ensure that solutions developed to address opportunities and challenges identified in the National Park Management Plan are inclusive and take account of the Plans Equality Impact Assessment.

Action: Develop mechanisms to ensure promotion and interpretation material takes into account accessibility and inclusivity as standard practice.

Activities carried out in support of above:

- ✓ Development of audio trails and guides.
- ✓ Signalong activities carried out, including training for First 1,000 days project.
- ✓ Development of photograph/ easy read menu at Carew in response to regular use of site by some of our project participants.
- ✓ Online interpretation resources particularly for community archaeology and increase in virtual engagement offer, providing opportunities for people to experience Park's heritage without having to visit a site.
- ✓ Broader range of photographs have begun to be developed informed by some of our projects, for example beach wheelchair scheme photos. Authority in 2024/25 will be commissioning photography shoots for all three centres to produce a new bank of imagery which is representative of diverse audiences.

- ✓ The Open to All accelerator partnership project between the Authority and Visit Pembrokeshire was launched in March 2024. It is working with businesses and organisations (including the Authority) to make Pembrokeshire the first choice for residents and visitors who face barriers to travel and tourism.

Action: Develop and deliver projects and schemes that enhance access to and participation opportunities within the Park, including delivering priority actions identified from the Experiences for All Project and continue to support provision of Beach Wheelchairs across the Park.

Activities carried out in support of above:

- ✓ Experiences for All research completed, although research did face challenges due to COVID. Some recommendations have been implemented and report will help inform our future work with stakeholder mapping activities already underway.
- ✓ Beach Wheelchair and Mobility Equipment Scheme in place, with booking system implemented. Following additional funding the equipment available via the scheme has expanded. It has also helped facilitate wider access to our work, through schools being able to use the chairs and equipment. There were 399 beach wheelchair and mobility equipment bookings in 2023/24.
- ✓ First 1,000 days project, is providing programme of activity and support for young families and pre-school

children to experience the outdoors. Including working with early years settings supporting families facing poverty.

- ✓ Roots to Recovery programme of supported, people-led activity to improve mental health and wellbeing through being outdoors. Activities are based at hub locations, local to the hub or opportunities further afield within the National Park. Activities include walks, gardening, conservation work, wildlife spotting, learning new skills and social interaction. The project has recruited peer mentors who provide additional support to participants and aims to develop individual skillset and confidence of mentors.
- ✓ Pathways supported volunteering project enables individuals who face barriers to volunteering to participate by providing transport, support of volunteer leaders and other support.
- ✓ Provision of supported walking opportunities through West Wales Walking for Well-being, Walkability and Well-being wanderers. With 3,545 participants in Authority facilitated supported walking opportunities in 2023/24. The Authority is in process of developing a new supported walking scheme under the Get Outdoors banner.
- ✓ The Authority is supporting outdoor education opportunities for children and young people through the Pembrokeshire Outdoor Schools programme and its own education programme. It has also provided practical sessions for Duke of Edinburgh participants and Pembrokeshire College Students.

- ✓ Authority runs a next generation programme for young people involving the Youth Committee and the Youth Ranger project.
- ✓ Authority has delivered a range of sessions for Kinship families.
- ✓ Castell Henllys has in place a quiet hour, with 664 people attending in 2023/24.

Impact Spotlight - Beach Wheelchairs Survey comments:

“Being able to use this beach wheelchair has given me more freedom and flexibility. I was able to go on the beach with my family and enjoy dipping my feet in the sea which felt great. I have not been able to do that for the last 6 years. So you can imagine the tears of joy it brought to me and my family. We’ve actually stayed at Saundersfoot more times than usual last year because of this facility and we hope to be doing this again this new year. Thank you for making this stay so enjoyable because of this beach wheelchair. I now look forward to going to the beach.”

“Loved being able to go on the beach for the first time in 20 years amazing and should be available everywhere.”

“My husband has recently become disabled, it's been a traumatic time for the whole family, having the wheelchair helped enormously, he could be part of our trip to the beach which was so vital and important. It was truly life changing.”

Action: Work with others in the development of local projects and schemes that help address transport challenges in the Park

Activities carried out in support of above:

- ✓ Authority has continued to provide financial support for Greenways Officer and coastal buses.
- ✓ The Authority minibus is used to overcome transport barriers, helping people to participate in our projects and volunteering opportunities across the Park. The Authority initiated the process of purchasing an accessible electric mini bus in 2023/24.
- ✓ Commissioned Transport Study.
- ✓ Securing funding to cover bus costs for school trips. Forest Holiday funding was used to enable schools to go to Lost Words Exhibition at OYP in 2023/24.
- ✓ Member sits as Co-opted (Non voting) on Corporate Joint Committee – Regional Transport Sub Committee.

Action: Develop a project checklist which can be shared with partners to ensure projects developed to address challenges and opportunities in the National Park Management Plan are inclusive.

Activities carried out in support of above:

- ✓ Bases of checklist developed as part of Experiences for All report and outlined in the Appendix of the report, however further development required.

- ✓ Group of staff met to look at development of project checklist linked to integrated assessment approach and further work is planned to develop the project checklist in 2024/25.

Action: Engage with individuals from underrepresented groups and people who face barriers to opportunities in the Park as we develop projects aimed at supporting delivery of the National Park Management Plan.

Activities carried out in support of above:

- ✓ In 2023/24 the Authority developed an engagement Survey titled 'What do you want for the future of Traeth Mawr (Newport Sands) to ensure access for all? to inform future proposals for this site.
- ✓ The Authority carried out Beach Wheelchair/ Mobility Equipment Survey in 2023 and moved to being a live survey throughout the year with clients being prompted to complete it following their bookings. The survey results are analysed and feedback used to identify opportunities to improve the service.
- ✓ Our Roots to Recovery and Pathways project are user led and people centred projects. Root to Recovery activities are suggested and chosen by the project beneficiaries.
- ✓ Wild Well-being wanders (Value Independence) were engaged with assessing routes during 2023/24.

Action: Continue to support suitable affordable housing developments within the Park area, in line with the Authority's LDP.

Activities carried out in support of above:

- ✓ Supplementary planning guidance on Community Land Trust and Affordable Housing in place. The purpose of this guidance is to assist in bringing forward affordable housing development with the help of community land trusts.
 - ✓ Progress on completions is monitored via annual Local Development Plan 2 monitoring targets. Local Development Plan 2 policy 48 set a target to delivery 362 affordable dwellings over the plan period 2016 to 2031. This equates to an annual target of 23 affordable dwellings. The data from the latest Annual Monitoring Report for the Local Development Plan shows:
 - There were 27 affordable housing completions in 2023/24.
 - Since 2015, 210 affordable homes have been completed, which is above the target of 207.
 - ✓ To inform land use policy making the Authority has worked in partnership with Pembrokeshire County Council on a local housing market needs assessment.
-

Long Term Aim 2: Our services are accessible and inclusive by default and our projects are contributing to addressing inequality.

Equality Objective 3: By 2024, we will have staff and volunteers trained and mechanisms in place to ensure we design, procure and deliver accessible and inclusive services

Equality Objective 4: By 2024, we will have developed and delivered projects and schemes that have positive benefits for those facing inequalities, in particular children and young families from deprived areas.

Action: Integrate equality training and awareness into staff and volunteer induction processes

Activities carried out in support of above:

- ✓ Equality training is available on ELMS online training platform and new staff are required to complete it as part of the induction process.
 - ✓ Volunteer training is more adhoc and focused on specialist areas, often delivered as joint training opportunities with staff. This has included Autism awareness training and mental health training. HR have been working with Engagement and Inclusion team on developing specific in person equality training for volunteers for delivery in 2024/25.
-

Action: Develop a training plan for all staff to be trained on

how they can deliver accessible and inclusive services and to identify and source specialist training for relevant staff and volunteers.

Activities carried out in support of above:

- ✓ All staff have access to equality training available on ELMS online training platform.
- ✓ Some training has been provided to staff on specific topics for example, Mental Health, Easy Read Awareness, Autism awareness. The Authority is developing a training plan based on outcome of Well-being and Development Review which will help identify if any additional training is needed for certain roles.
- ✓ Opportunities provided for staff to access training with other staff from Landscape Partnerships arranged by Strategic Advisor.
- ✓ Open to All Accelerator project will be providing a range of training sessions that Authority staff in visitor services can benefit from in 2024/25.

Action: Identify mechanisms to assist staff in procuring and delivering digital systems and services that comply with accessibility best practice and public sector regulations.

Activities carried out in support of above:

- ✓ Working with Digital Accessibility Centre to audit and test website. Use of new monitoring platform and work

ongoing in terms of improving accessibility scores, including reducing use of PDFs on the site.

Action: Support Authority Centres to engage and join in with initiatives that support wider access to attractions, heritage and art opportunities

Activities carried out in support of above:

- ✓ Pathways and Roots to Recovery participants and participants from Value Independence were invited to collaborate on creating activities and nature displays for the Lost Words exhibition at Oriol y Parc. The Pathways group made poetry boxes which were placed around the Park to encourage people to write their own poem to share their experience with passers-by. The Roots to Recovery group made paper leaves and wildflowers for the curated displays of the exhibition. A Signalong resource for the exhibition of the nature words was created which led to walking for wellbeing groups regularly visiting the exhibition following a walk in the area with the words being presented in an accessible way. Value Independence provided feedback on the accessibility of the exhibition, reporting that they enjoyed pausing and listening to the bird song and the paintings made them feel happy.
- ✓ Castell Henllys hosts a quiet hour.
- ✓ Concession pricing is in place for 65+ and students at Castell Henllys and Carew, with free entry in place for

wheelchair users and carers. Free entry is also in place for residents living close to Castell Henllys and Carew.

- ✓ Easy read menu developed at Carew Café.
 - ✓ Mobility Equipment available at the sites.
 - ✓ Development of volunteering opportunities at Carew including conservation works, gardening, general maintenance and helping at activities and events.
-

Action: Identify opportunities to promote our commitment to equality and inclusion in our procurement process and in our relationships with suppliers and contractors

Activities carried out in support of above:

- ✓ The Authority is looking to carry out further work in this area, through the development of our Socially Responsible Procurement Strategy and review of our Sustainable Procurement Policy in 2024/25.
-

Action: Develop and deliver projects in partnership with others that have positive benefits for those facing inequalities, in particular children and young families from deprived areas (e.g. outdoor and cultural education and engagement and facilitated social action and supported volunteering projects.)

Activities carried out in support of above:

- ✓ Contributed to the Pembrokeshire Public Services Board Tackling Poverty: Our Strategy, with Authority leading on specific actions within the action plan.
- ✓ First 1,000 days project, is providing programme of activity and support for young families and pre-school children to experience the outdoors. Including working with early years settings supporting families facing poverty. Funding has been confirmed for the First 1,000 days project for the period April 2024 to March 2025, with the project to focus on a programme of activity with parents and pre-school children in Haverfordwest. 2,498 participants in Authority's Early Years programme sessions in 2023/24.
- ✓ Roots to Recovery programme of supported, people-led activity to improve mental health and wellbeing through being outdoors. Each session is planned to achieve all the five ways to well-being. Activities are based at hub locations, local to the hub or opportunities further afield within the National Park. Activities include walks, gardening, conservation work, wildlife spotting, learning new skills and social interaction. The project has recruited peer mentors who provide additional support to participants and aims to develop individual skillset and confidence of mentors.
- ✓ Pathways supported volunteering project enables individuals who face barriers to volunteering to participate by providing transport, support of volunteer leaders and other support. Activities in 2023/24 included a range of practical access, conservation and site work.

- ✓ Beach Wheelchair and Mobility Equipment Scheme in place.
 - ✓ Experiences for All research completed, although research did face challenges due to COVID. Some recommendations have been implemented and report will help inform our future work with stakeholder mapping activities already underway
 - ✓ Provision of supported walking opportunities through West Wales Walking for Well-being, Walkability and Well-being wanderers. The Authority is in process of developing a new supported walking scheme under the Get Outdoors banner.
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Impact Spotlight – Roots to Recovery:

Participant confidence through Roots to Recovery continues to increase and the [Roots to Recovery Facebook](#) page documents the enjoyment participants are gaining from the group activities.

Feedback from participants include:

“It's nice to come back when I'm well and help do the gardens”

“I try to keep active and I like being out in the lovely Pembrokeshire fresh air and it helps me keep fit.”

Action: Evaluate how effective our projects are to inform development of future projects

Activities carried out in support of above:

- ✓ West Wales Well-being Project Evaluation completed
 - ✓ Evaluation of Pathways project fed into the development of Roots to Recovery project.
 - ✓ Beach wheelchair survey helping inform future development of scheme.
-

Long Term Aim 3: Our workforce is diverse, we are an employer of choice and staff feel supported within an inclusive and fair work environment

Equality Objective 5: By 2024, we will have increased potential routes into employment for underrepresented groups in our workforce.

Equality Objective 6: By 2024, we will through well-being initiatives, training and associated policies provide a supportive and inclusive workplace.

Equality Objective 7: By 2024, we will reduce the Authority's gender pay gap, with a particular focus on the experiences of staff in our Lowest Quartile (Lowest Paid.)

Action: Carry out a comprehensive review of the Authority's recruitment and selection process to ensure fairness within

recruitment processes, including looking at potential barriers for younger applicants.

Action: Participate in the Pembrokeshire College (PSB) Work Placement Scheme and develop or participate in other related schemes (e.g. developing a replacement Skills in Action training scheme or developing apprenticeship opportunities.)

Action: Explore with other National Parks, conservation and heritage providers opportunities to develop a scheme to promote job opportunities within the sector to underrepresented groups

Activities carried out in support of above:

- ✓ Practical sessions continued to be provided to Pembrokeshire College students and Duke of Edinburgh participants.
 - ✓ 2 Kickstarter placements were provided.
 - ✓ Trainee posts developed for planning and HR.
 - ✓ Officers attending career events.
 - ✓ HR are carrying out wider review of recruitment processes, including developing a new recruitment policy.
 - ✓ Specific actions have been included in our Skills Development and Training delivery plan on:
 - Explore new pathways to employment opportunities through skills development/ training / apprenticeship opportunities.
 - Development of Establishment and Workforce Plan
-

Action: Become a disability confident organisation (at least level 1, working towards level 2.

Activities carried out in support of above:

- ✓ Authority has become a Disability Confident Organisation (level 1). The Authority guarantees an interview to disabled candidates, who meet essential job criteria and opt to apply via the Authority's Disability Confident Employee Scheme.
-

Action: Undertake a review of all our well-being activities and support for staff and work with staff reps to develop a well-being offer for staff that reflects current best practice.

Activities carried out in support of above:

- ✓ Well-being day was held for staff in 2023/24, with positive feedback provided from those who attended.
- ✓ Listening service in place with Members and counselling service available for staff.
- ✓ Appraisals amended to well-being and development reviews.
- ✓ HR have carried out work to identify new Employee Benefits platform Vivup, which will be launched in 2024/25.
- ✓ HR are carrying out wider review of Health and Well-being policies and associated initiatives that will be progressed further in 2024/25.

- ✓ Work was carried out to promote Menopause Champions, however there was limited take up from staff so HR are exploring creation of Health and Well-being champions with wider remit.
 - ✓ Health and Safety cultural survey was carried out in 2023/24.
-

Action: Review relevant HR policies to ensure they reflect current best practice in terms of promoting an inclusive workplace.

Action: Source and develop a suite of training for line managers to equip them to manage diverse teams and promote an inclusive culture

Activities carried out in support of above:

- ✓ HR are carrying out a programme of review of all HR policies including developing a new recruitment policy and health and well-being related policies. They intend to develop suite of training and learning sessions to assist line managers in implementing and understanding the policies as part of this process.
 - ✓ Online equality training on ELMS.
 - ✓ Some resilience training sessions held, including session for planning officers.
-

Action: Engage with staff in our Lower Quartile (Lowest Paid) to examine and review the fairness of our employment offer to

them including pay, working hours, flexible working, progression and training. (Gender Pay Gap)

Action: Carry out further analysis to see the role that current post grading has on our gender pay gap. (Gender Pay Gap)

Activities carried out in support of above:

- ✓ Authority is carrying out Gender Pay Gap analysis as part of its job evaluation work.
 - ✓ While the Authority pays staff on NJC scales, for a number of years we have paid a supplement to any members staff who is below the Real Living Wage to ensure that they receive this level of pay. The Authority has committed to becoming an Accredited Real Living Wage employer and is currently identifying ways to meet the criteria, in particular the criteria relating to contractors.
 - ✓ The contracts of employment for seasonal workers have been reviewed and as a result the number of zero-hour contracts have been significantly reduced (by approximately 80%.) Where appropriate for business needs evergreen and annualised hours contracts have been issued. The seasonal staff will have opportunities, depending upon location, to undertake a broad range of duties including catering, customer service, retail etc. to enable them to develop their skills portfolio. All staff are offered training appropriate to their role. The changes in employment legislation have also enabled us to offer rolled up holiday pay from January 2025.
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Action: Improve the monitoring of training and annual performance review process. (Gender Pay Gap)

Activities carried out in support of above:

- ✓ Appraisals amended to well-being and development reviews. This will inform development of workforce training plan.
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Action: Sign up to the EHRC pledge 'Working Forward' and implement its recommendations (Gender Pay Gap)

Activities carried out in support of above:

- ✓ Authority has signed up to the pledge. The Authority has in place flexible working policy.
-

Action: Continue to carry out workplace equality monitoring, contributing to Welsh Government Open Data project and improving analysis of our data.

Activities carried out in support of above:

- ✓ Workplace equality monitoring in place and reported annually. Movement to new HR system has impacted on level of workforce data being reported, this has impacted on its accuracy for analysis. However, Authority saw improvement in level of data held for workforce in 2023/24.
-

Long Term Aim 4: A diverse range of people are able to influence the work of the Authority and decisions that affect the Park area

Equality Objective 8: By 2024, we will create opportunities for underrepresented groups within our governance and wider structures to influence decisions about the Park and work of the Authority and improve Members' equality governance skills.

Equality Objective 9: By 2024, have in place mechanisms to enable a wide range of groups and people to participate in an ongoing conversation about the Park.

Action: Support programmes and plans to increase representation in local politics and in Welsh Government Public Appointee processes

Activities carried out in support of above:

- ✓ Authority Officers and Strategic Advisor continued to engage with Welsh Government in terms of Public Appointments scheme and opportunities to increase diversity of applicants and development of mentor scheme.
-

Action: Use Equality Impact Assessments to provide Members with information they need to assess the impact of policies and decisions on protected characteristic and as a

part of this process engage with wider groups to capture different perspectives.

Activities carried out in support of above:

- ✓ The Authority has in place an integrated assessment template which includes its equality impact assessments. Summary information provided to Members in relevant Committee Reports.
- ✓ An addendum was added to the integrated assessment on Implementation of new management practice at Traeth Mawr (Newport Sands) to stop practise of Beach Parking (following purchase on dunes and beach). This addendum took account of follow up action around public consultation and engagement for proposal for Traeth Mawr. This addressed data and engagement gaps in terms of the original assessment to help enhance mitigation actions for impacts identified particularly for disabled people in terms of access.

Action: Deliver Equality and Diversity Training to Members.

Activities carried out in support of above:

- ✓ Welsh Government Equality training was provided for Members in 2023/24.

Action: Support Member development through achieving Advanced Member Charter

Activities carried out in support of above:

- ✓ Authority has achieved the Advanced Member Support and Development Charter.

Action: Work with young people to develop and sustain a PCNPA Youth Forum/ Committee to help inform the work of Members and the Authority.

Activities carried out in support of above:

- ✓ Youth Committee in place. Minutes included for National Park Authority.
- ✓ Youth Committee continue to develop the Pembrokeshire Coast National Park Youth Manifesto and have been involved in early engagement around review of National Park Management Plan.
- ✓ Committee members gained funding for video and mural work. They have used mural to engage other young people with issues affecting the Park.
- ✓ Wider Next Generation Activities including practical sessions and outdoor engagement, involving the Youth Rangers.
- ✓ During 2023/24 joint sessions have been delivered between Authority Next Generation and Bannau Brycheiniog Youth Wardens, a joint residential took place in March.

Action: Work with volunteers to build on and sustain the Authority’s Volunteer Forum to help inform the work of the Authority and to ensure the forum attracts a diverse range of volunteers from across the Authority’s volunteering offer.

Activities carried out in support of above:

- ✓ Volunteer Forum in place, including participation of volunteers from Pathways project.
- ✓ Wider volunteer review undertaken.
- ✓ Celebration events held with volunteers.

Action: Support outreach mechanisms and initiatives that help the Authority develop an ongoing conversation about the National Park Management Plan with a diverse range of stakeholders and members of the public.

- ✓ Youth Committee continue to develop the Pembrokeshire Coast National Park youth manifesto and have been involved in early engagement around review of National Park Management Plan. They have also engaged with other young people through their mural project.
 - ✓ Traeth Mawr (Newport Sands) survey has helped develop proposals for that site.
 - ✓ A Special Qualities Survey was developed to help inform the National Park Management Plan and to capture different views on what people feel the Parks Special Qualities are.
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Appendix 1 – Recruitment and Workforce Equality Data and Analysis

Note on Data: To align with Welsh Government open data source reporting from previous years, throughout the following tables, all figures are rounded to the nearest 10 and figures below 5 have been suppressed and are denoted by *. Percentages are rounded and where figures are below 5 corresponding percentages have been suppressed and are denoted by *. Totals may not sum due to rounding. Rounding in this way also helps protect the anonymity of staff and job applicants. This does mean that small changes in workforce or recruitment diversity or categories with low numbers will not be captured or identified within data represented below. Workforce data is based on headcount from the end of month extract as at 31st March 2024, as a result some seasonal employees will not be captured in the figures.

There were 59 job vacancies advertised in 2023/24, this compares to 53 in 2022/23. Job applicant data is from the Authority’s online job application system.

Number of Job Applicants Overall

2021/22	2022/23	2023/24
330	460	340

Workforce data is from the Authority’s People Management System. At the end of 2023/24 70.31% of equality monitoring information was completed on the Authority’s people

management system, this was an increase on 58.45% on the system at end of 2021/22. However, it remains below the 75% target and 78.6% of equality monitoring information held on the Authority's previous people management system. The move to the new system in 2021/22 impacted on level of data held, this impacts of the accuracy of data used for assessing workforce representation. Due to the drop in monitoring data held care should be taken in terms of any cross-year comparisons or analysis of workforce data. Staff are able to access, review and complete their equality monitoring data directly on the system.

Number of Employees

2020/21	2021/22	2022/23
140	160	170

Age

The Authority has altered its reporting age for brackets for job applicants as a result direct cross comparison is not possible with previous years. The rounded data for 2023/24 shows that 36% of job applicants were under 30, 42% are between 30 - 49, and 24% are between 50 and 64.

Job Applicants: Age

Age	2023/24	Census 2021 – Pembrokeshire
16-24	24% (80)	9%
25-29	12% (40)	5%

30-34	12% (40)	5%
35-39	9% (30)	5%
40-44	12% (40)	5%
45-49	9% (30)	6%
50-54	9% (30)	7%
55-59	9% (30)	8%
60-64	6% (20)	7%
65+	* (*)	26%
Prefer Not to Answer	* (*)	N/A
Not Declared	* (*)	N/A

Based on the rounded data there has been no change in age profile of the Authority's workforce between 2022/23 and 2023/24. 32% of the Authority's workforce are 40 and under. In terms of long term trends this is positive increase on 21% of workforce that was under 40 in 2019/20. 16% of the Authority's workforce are 60 and over.

Employees: Age

Age	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
20 years and under	* (*)	5% (10)	5% (10)	4.7% (16-20)
21-30	6% (10)	11% (20)	11% (20)	10%
31-40	18% (30)	16% (30)	16% (30)	10.3%

41-50	29% (50)	26% (50)	26% (50)	10.8%
51-59	29% (50)	26% (50)	26% (50)	13.6%
60 and over	18% (30)	16% (30)	16% (30)	33.6%

Gender Reassignment

There has been a small decrease in the number of job applicants identifying under same category, this potentially reflects increase in the % of people not declaring.

Job Applicants: Birth Gender

Birth Gender	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
Same	94% (310)	98% (450)	97% (330)	93.4%
Not the same	* (*)	* (*)	* (*)	0.3%
Prefer not to answer	3% (10)	* (*)	3% (10)	N/A
Not Declared	3% (10)	* (*)	* (*)	6.3%

Disability

There has been a significant increase in the % of job applicants identifying as having a disability. The Authority is a Disability Confident Organisation and guarantees an interview

to disabled candidates, who meet essential job criteria and opt to apply via the Authority's Disability Confident Employee Scheme.

Job Applicants: Disability

Disability	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
Identify as having a disability	6% (20)	7% (30)	12% (40)	22% (Disabled under the Equality Act)
Identify as not having a disability	88% (290)	91% (420)	85% (290)	78% (Not disabled under the Equality Act)
Prefer not to answer	6% (20)	2% (10)	3% (10)	N/A
Not Declared	* (*)	* (*)	* (*)	N/A

There has been improvement in number of staff providing disability related information with decrease from 72% not declaring to 40%. Due to data gaps caution is needed in terms of analysing this data however the 2023/24 rounded data is showing that 5% of the workforce identify as having a disability.

Employees: Disability

Disability	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
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Identify as having a disability	* (*)	* (*)	5% (10)	22% (Disabled under the Equality Act)
Identify as not having a disability	* (*)	28% (50)	55% (50)	78% (Not disabled under the Equality Act)
Not Declared	100% (160)	72% (130)	40% (80)	N/A

Ethnicity

Due to the small numbers relating to Other Ethnicity, this group has not been disaggregated in the next two tables. However, it is recognised that it is important to consider representation and experiences relating to different ethnicities within the Other ethnicity category.

The Authority has seen a small decrease in % of applicants from other than White ethnic backgrounds, back to 2021/22 levels. The Authority has seen a small increase in the number of job applicants providing this information.

Job Applicants: Ethnicity

Ethnicity	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
White	94% (310)	91% (420)	97% (330)	97.6%
Other Ethnicity	3% (10)	4% (20)	3% (10)	2.3%

Prefer not to answer	3% (10)	4% (20)	* (*)	N/A
Not Declared	* (*)	* (*)	* (*)	N/A

It is difficult to assess changes in patterns in terms of ethnicity and workforce profile due to % of information not declared, with an increase in number of staff not declaring in 2023/24 compared to 2022/23. Authority is reviewing the ethnicity categories on Cezanne system as some of the categories reflect US not UK terminology.

Employees: Ethnicity

Ethnicity	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
White	38% (60)	83% (150)	58% (110)	97.6%
Other Ethnicity	* (*)	* (*)	* (*)	2.3%
Not Declared	63% (100)	17% (30)	42% (80)	N/A

Religion or Belief

Due to the small numbers relating to Other Religion/Belief, this group has not been disaggregated in the next two tables. However, it is recognised that it is important to consider representation and experiences of people with different religions and beliefs that fall under the Other Religion/ Belief category.

The Authority has seen a small decrease in % of applicants from Other Religion/Belief, back to 2021/22 levels. There has been a slight increase in proportion of applicants who identify as Christian, with no change in terms of those identifying as having no region.

Job Applicants: Religion or Belief

Religion or Belief	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
No Religion/ Belief	55% (180)	54% (250)	54% (190)	43%
Christianity	27% (90)	26% (120)	29% (100)	48.8%
Other Religion/ Belief	6% (20)	9% (40)	6% (20)	1.6%
Prefer not to answer	12% (40)	11% (50)	11% (40)	N/A
Not Declared	* (*)	* (*)	* (*)	6.6%

It is difficult to assess changes in patterns in terms of religion or belief and workforce profile due to % of information not declared, however there has been an increase in number of staff providing information in 2023/24 compared to 2022/23.

Employees: Religion or Belief

Religion or Belief	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
No Religion/ Belief				
Christianity				
Other Religion/ Belief				
Prefer not to answer				
Not Declared				

No Religion/ Belief	13% (20)	12% (20)	32% (60)	43%
Christianity	6% (10)	12% (20)	21% (40)	48.8%
Other Religion/ Belief	* (*)	* (*)	* (*)	1.6%
Prefer not to answer / Not Declared	81% (130)	74% (126)	47% (90)	6.6%

Sex

In 2023/24 there were more female applicants compared to male applicants, this contrasts with 2022/23 when there were more male applicants compared to female applicants.

Job Applicants: Sex

Sex	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
Female	52% (170)	43% (200)	57% (200)	51.3%
Male	45% (150)	54% (250)	43% (150)	48.7%
Other Term	* (*)	* (*)	* (*)	N/A
Prefer not to answer	3% (10)	* (*)	* (*)	N/A
Not Declared	* (*)	* (*)	* (*)	N/A

The rounded data shows a higher % of female staff compared to male staff in 2022/23, with % males staff falling from 47% in 2021/22 to 44% in 2022/23 and 42% in 2023/24.

Employees: Sex

Sex	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
Female	53% (90)	56% (100)	58% (100)	51.3%
Male	47% (80)	44% (80)	42% (80)	48.7%
Prefer not to answer/ Not Declared	* (*)	* (*)	* (*)	N/A

Sexual Orientation

The Authority saw an increase in the % of job applicants identifying as Lesbian, Gay, Bisexual or Other in 2023/24 based on the rounded data.

Job Applicants: Sexual Orientation

Sexual Orientation	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
Heterosexual	82% (230)	83% (380)	83% (290)	89.8%
Lesbian, Gay,	7% (20)	6% (40)	9% (30)	2.3%

Bisexual or Other				
Prefer not to answer	11% (30)	6% (40)	9% (30)	N/A
Not Declared	* (*)	* (*)	* (*)	7.9%

Authority has seen an increase in % of staff identifying as Lesbian, Gay, Bisexual or Other to 5% in 2023/24. There has been a decrease in number of people not declaring this information.

Employees: Sexual Orientation

Sexual Orientation	2021/22	2022/23	2023/24	Census 2021 - Pembrokeshire
Heterosexual	19% (30)	24% (40)	47% (40)	89.8%
Lesbian, Gay, Bisexual or Other	* (*)	* (*)	5% (10)	2.3%
Prefer not to answer	* (*)	* (*)	5% (10)	N/A
Not Declared	81% (130)	76% (130)	42% (80)	7.9%

Employees who left our employment during the year/ changed position

The number of employees who have left the Authority has increased year on year between 2021/22 to 2023/24. There

was a decrease in the number of employees who changed position during the year, falling back to 2021/22 levels after impact of organisational restructure in 2022/23.

This data below will be analysed internally by HR against the equality monitoring categories to identify if any further actions are needed. The data sets are too small for further meaningful reporting across any of the protected characteristics and issues around staff identification. However, in terms of age profile for leaving our employment there was a notable change. In contrast to 2022/23 where the breakdown was evenly split across the different age groups, in 2023/24 the age groups with the highest number of employees leaving the Authority were those 30 and under and those in the 51-59 age bracket.

Employees who left our employment during the year

2021/22	2022/23	2023/24
20	30	40

Employees who changed position during the year

2021/22	2022/23	2023/24
10	30	10

Grievance and Disciplinary

The data sets are too small for reporting with potential risk of identifying individuals. This data will be analysed internally by

HR to identify if any further actions are needed.

Workforce Profile against Contract Type/ Work Pattern – Sex

The Authority supports flexible working and has employees working a large range of work patterns in terms of number of hours over varying days. Many staff work a flexitime scheme and all staff can request flexible working arrangements such as 9 day fortnights; requests are generally approved. Staff move in and out of arrangements as circumstances change.

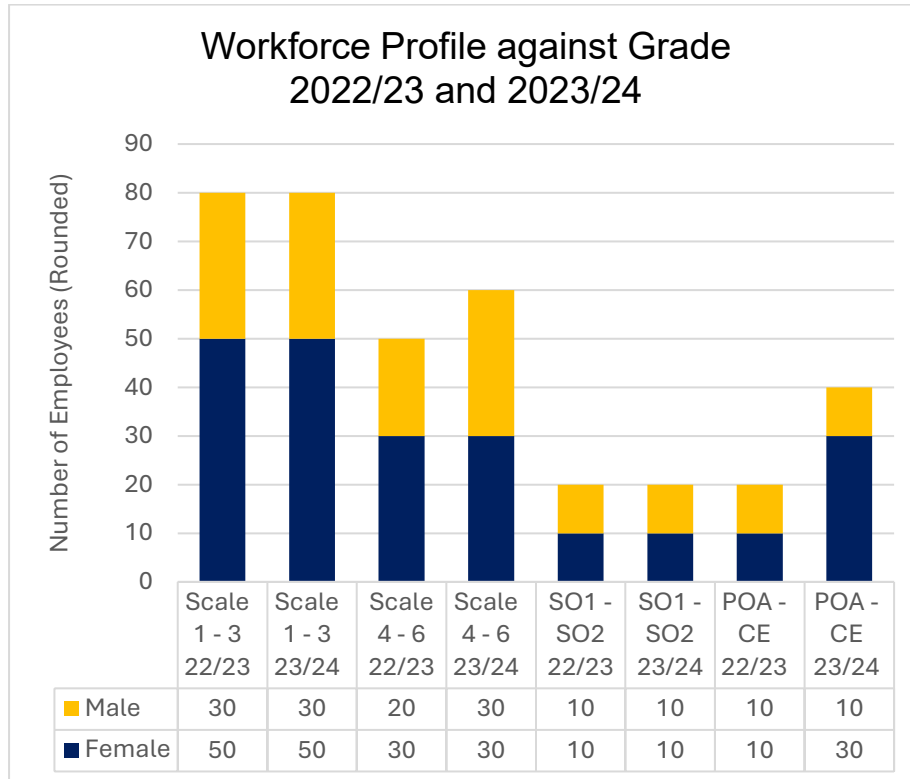
Contract Type / Work Pattern	Female		Male		Totals	
	2022/23	2023/24	2022/23	2023/24	2023/23	2023/24
Full Time	40	50	60	60	100	110
Part Time	60	60	20	20	80	80
Permanent	90	90	70	80	160	170
Temporary	10	20	*	10	10	30

Workforce Profile against Grade - Sex

The Authority employs people in a large range of jobs, many of which have single post-holders and therefore monitoring by 'job' is not undertaken. We have amalgamated Grades to prevent identification of individuals. There are no other significant pay elements payable on top of the salary attached to grade. Figure excludes seasonal staff paid by timesheet and not salaried. Based on rounded data the Authority has seen an increase in females in the POA – CE category, previously this was more balanced between females and

males. However there also continues to be a higher number of females at the lower Scale 1-3 grades.

was carried out as part of the previous review of Equality Plan and identifying whether a specific equality objective was needed. As part of the Pay and Grading review gender pay gap analysis will also be undertaken.



Training and Pay Analysis

To enable further analysis against training opportunities work is needed to improve training recording methods within the Authority, going forwards the new HR system implemented in 2021/22 should support this. Gender Pay Gap analysis work