



Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru  
Her Majesty's Inspectorate for Education and Training in Wales

# **Strategic Equality Plan Annual Review 2017-2018**

**September 2018**

# 1 Mission Overview

Our **mission** is to achieve excellence for all learners in Wales by providing independent, high quality inspection and advice on policy.

Our **vision** is to be recognised through the expertise of our staff as an authoritative voice on education and training in Wales.

Our **strategic objectives** are focused on improving the quality of outcomes for learners in Wales through:



In doing so, it is equally important that Estyn follows its **delivery principles**.

Continue to develop Estyn as a 'best value' organisation and 'exemplary employer'

Continue to work collaboratively with stakeholders and other inspectorates to support improvement

## Our values



The [about us](#) section on our website further explains the work we do in regard to inspections of providers of education and training, provision of advice and guidance, building capacity and spreading best practice, and partnership working with other inspectorates.

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## **1.1 Introduction and background**

This document is the second Annual Progress Update against [Estyn's Strategic Equality Plan \(SEP\) 2016-2020](#) and covers the period April 1<sup>st</sup> 2017 to March 31<sup>st</sup> 2018.

The SEP supports Estyn's Equality Objectives and outlines key information about our equality, diversity and human rights activity. As well as fulfilling our duty under the Equality Act 2010, it considers a wide range of other legislation associated with equality and diversity.

The Equality 2010 Act general duty requires public bodies to have 'due regard' to the need to:

- eliminate unlawful discrimination, harassment, and victimisation and other conduct that is prohibited by the Act
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relationships between people who share a protected characteristic and those who do not

The SEP covers all the protected characteristics required by the Equality Act 2010:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic or national origin, colour or nationality)
- religion or belief (or lack of belief)
- sex and sexual orientation

## **1.2 Annual reporting requirements**

This Annual report provides information, as required by the Specific Duties for Wales, regarding the actions which Estyn has taken to meet its obligations under the Equality Act 2010, for the reporting period of 2017-2018. These are:

- the steps the listed body has taken to identify and collect relevant information
- how the public body has used this information in meeting the three aims of the general duty
- any reasons for not collecting relevant information
- a statement on the effectiveness of the authority's arrangements for identifying and collecting relevant information
- progress towards fulfilling each of the authority's equality objectives
- a statement on the effectiveness of the steps that the authority has taken to fulfil each of its equality objectives
- specified employment information, including information on training and pay (unless it has already published this information elsewhere)

Estyn may include in its annual reports any other matter it feels is relevant to meeting the general duty and the specific duties.

Actions taken in the first year of the SEP, 2016-2017, can be found [in the Strategic Equality Plan Annual Review 2016-2017](#).

### **1.3 Our Strategic Objectives and Delivery Principles**

Estyn's SEP provides a framework and equality objectives for implementing and embedding requirements of the Equality Act 2010, which promotes an equal and diverse society. It also affirms our commitment to equality, diversity, dignity and respect as incorporated within Human Rights principles.

The Plan details the agreed actions to be undertaken set out during the years 2016-2020. Some of the actions will only need to be completed once during this time, some each year and some as and when appropriate. This annual report summarises the progress made in the second year of the SEP 2016-2020, on actions that support the objectives within the plan and as such should be read in conjunction with the SEP. The actions undertaken during 2017-2018 are shown in Part 2 under each objective.

Through our activities we strive to maintain and build upon the commitments expressed within our previous equality-related schemes to:

- eliminate unlawful discrimination in all our functions and services
- take positive action to promote diversity in our workplace
- place a positive value on diversity and believe that differences in our workforce can add value and make us stronger, more flexible and ultimately more capable of delivering inspection and advice services that meet the needs of learners in Wales
- make sure that no user of our service, present or future employee or job applicant receives less favourable treatment on grounds of any protected characteristic
- refuse to tolerate discrimination, victimisation, bullying or harassment, direct or indirect, intentional or unintentional, against any person on any grounds whatsoever, including, but not limited to, those protected characteristics listed within the Equality Act 2010
- promote equality of opportunity and promote good relations between people regardless of background or characteristic, both within our workforce and in the wider community where possible, in order to eliminate discrimination and promote equality

Estyn's Executive Board (EB) and Health, Safety, Employee Wellbeing and Engagement Group (HSEWE) monitor the progress of the objectives set in the SEP and consider issues that arise during the year. As identified in the SEP there are two lead officers within Estyn specifically tasked with ensuring that Estyn complies equality legislative requirements; one for inspection and one for corporate policy. Several Estyn publications already refer to our commitment to promote equality and diversity, including the following:

[Annual Report and Accounts 2017-2018](#)  
[Corporate Governance Framework](#)  
[Annual Plan 2017-2018](#)

**2 Strategic Equality Plan – Progress and activities against objectives 2017-2018**

**Objective 1: Ensure that the promotion of equality and human rights and elimination of discrimination and harassment is embedded and exemplified throughout Estyn**

Ref	Action	Specific Related Characteristic
1.2	<p><b>2017-2018</b>                      Staff continue to be trained in the practicalities of the Equality Act 2010, ensuring that they are aware of the impact on equality and diversity of decisions made and policies implemented and act in accordance with Estyn’s values.                      New staff are asked for ideas on how Estyn can further embed equal and diverse values within the organisation and about activities which can be undertaken to raise awareness.</p>	All
1.3	<p><b>2017-2018</b>                      All new starters attended an Equality and Diversity induction programme incorporating an introduction to the Equality Act and how Estyn meets its duties.</p>	All
1.4	<p><b>2017-2018</b>                      Equality and Diversity is a standing item on the HSEWE Group agenda. This ensures that opportunities are created to discuss and debate equality and diversity and to consider best practice. Exploring ideas for opportunities to promote equality and diversity events, e.g. national days.</p> <p>Articles written for the internal staff newsletter in 2017-2018 publicised:</p> <ul style="list-style-type: none"> <li>• the “Heads Together” campaign</li> <li>• Estyn’s SEP Annual review 2016-2017</li> <li>• Braille Day</li> <li>• Zero Discrimination Day</li> </ul> <p>These articles can be found in Appendix 1</p>	All

Ref	Action	Specific related protected characteristic
1.7	<b>2017-2018</b> Review of new shorter Equality Impact Assessment introduced in 2016-2017 for small updates to policies is working well and will continue going forward.	All
1.10 & 1.11	<b>2017-2018</b> Changes to our communicating and reporting mechanisms are continually reviewed to check compliance with accessibility guidance and no issues arose during the year.	All
<b>Objective 2: Foster good relations between those who share a protected characteristic and those who don't</b>		
2.1	<b>2017-2018</b> We continue to publicise, on our intranet, useful information and event promotions relating to various protected characteristic groups: <ul style="list-style-type: none"> <li>• PRISM calendar of events for 2018</li> <li>• Pride Cymru's Big Weekend</li> <li>• PRSIM plays its part in Equalities Week</li> <li>• PRISM news and regular round up</li> </ul>	All
2.2	<b>2017-2018</b> Estyn has promoted equal opportunities through announcements on SharePoint, noticeboards and through the Estyn newsletter – see 1.4 and 2.1 above.	All
2.3	<b>2017-2108</b> Liaison continues between Estyn and Welsh Government protected characteristics networks providing Estyn staff with opportunities to access these groups, attending events, raising awareness and providing support. Estyn is a relatively small organisation with a large proportion of staff working from home. Organising any kind of focus or support group is problematic due to location and scarcity of time. Being able to tap into WG or WAO groups is a useful way to tackle this barrier.	All
<b>Objective 3: Advance equality of opportunity between people who share relevant protected characteristics and those who do not share relevant protected characteristics</b>		

3.2	<b>2017-2018</b> We continue to monitor the diversity of our workforce through our monitoring questionnaire and we will give consideration to the frequency with which is carried out. The results of the 2017-2018 monitoring exercise are detailed in Section 3.	All
<b>Ref</b>	<b>Action</b>	<b>Specific related protected characteristic</b>
3.3	<b>2017-2018</b> We continued to operate our Flexible Working Policy which provides a wide-range of working options, e.g. providing flexibility to assist with managing family commitments. In 2017-2018 there were 8 requests to work flexibly, 7 of which were successful.	Sex Pregnancy and Maternity Disability
3.5	<b>2017-2018</b> All staff have to do a workstation assessment on a regular basis. In 2017-2018, 13 members of staff were provided with ergonomic equipment to help to alleviate the impact of the issues they were having at their workstation.  When choosing accommodation, staff undertaking the booking ensure that they have taken into account those staff who have specific requirements with their accommodation.	Disability
3.6	<b>2017-2018</b> The feedback from external events is continually monitored to assess facilities to ensure that they are accessible to all protected characteristics. As in 2017-2018, no issues were raised by delegates but we will continue to monitor to ensure ongoing compliance.	All



Ref	Action	Specific related protected characteristic
3.7	<p><b>2017-2018</b> The learner/parent questionnaires continue to be provided in 26 languages, no requests for translation into any other language were received in 2017-2018.</p>	All
<b>Objective 4: Ensure that equality of opportunity is embedded in our recruitment and selection processes</b>		
4.1	<p><b>2017-2018</b> Our recruitment guidelines were updated and continued to stress the importance of taking into account equality and diversity at each stage of the recruitment process. Processes and selection techniques are reviewed regularly to ensure hidden bias is removed and to ensure talent is not being blocked from entering the organisation.</p> <p>Everyone taking part in activities such as short-listing and interviewing undertake training in recruitment and selection and unconscious bias and are aware of the relevant legislation and the importance of avoiding discrimination.</p>	All
4.2	<p><b>2017-2018</b> Estyn adopts the ‘two ticks’ symbol to demonstrate our commitment to supporting disabled staff. Disabled applicants who apply under the Guaranteed Interview Scheme and who satisfy the essential criteria for the advertised post will be offered a guaranteed interview. Reasonable adjustments may also be made to interviews and/or assessment centres.</p>	Disability
4.3	<p><b>2017-2018</b> All job applicants continue to be asked to complete our equal opportunities monitoring form. We continue to monitor and analyse recruitment information, investigate reasons for any differential outcomes, and take remedial action, where appropriate, to ensure there is no discrimination and that we are promoting equality of opportunity.</p>	All

Ref	+Action	Specific related protected characteristic
4.4	<p><b>2017-2018</b>            In addition to advertising vacancies on Civil Service recruitment website, in national press and other job specific publications we continue to ensure that our advertisements reach a wide audience covering all protected characteristic groups by circulating our vacancies to:</p> <ul style="list-style-type: none"> <li>• Race Equality First</li> <li>• Disability Wales</li> <li>• Valleys Race Equality Council</li> <li>• South East Wales Race Equality Council</li> <li>• Swansea Bay Race Equality Council</li> <li>• North Wales Race Equality Network</li> <li>• Minority Ethnic Women’s Network</li> <li>• Disabled Workers Cooperative.</li> </ul> <p>In 2017-2018 we ran 9 recruitment campaigns.</p> <p>Her Majesty’s Inspector (HMI) vacancies will always be advertised externally to ensure we reach a wide and diverse field of potential applicants with the professional skills required</p> <ul style="list-style-type: none"> <li>• The media chosen to publicise job opportunities and the time allowed for advertising must be suitable for attracting a sufficiently strong and diverse field of applicants, taking account of the nature of the role and the relevant job market.</li> </ul>	All
4.5	<p><b>2017-2018</b>            We have had no complaints about our job descriptions and job advertisements age discriminatory. Application forms do not require applicants to state their age.</p> <p>Appointments are made through open competition with selection on the basis of assessment against competencies of the job, regardless of any personal characteristics.</p> <p>Under Estyn’s Flexible Working Policy 8 staff applied to work flexibly (decisions to allow part-time working are assessed against business-need criteria) in 2017-2018, 7 of which were approved and there are no pending decisions.</p>	All

Ref	Action	Specific related protected characteristic
<b>Objective 5: Ensure that our processes for procuring goods and services promote equality and human rights</b>		
5.2	<p><b>2017-2018</b></p> <p>We ensured further development of our equality presence in the procurement of goods and services by employing best practice evident in other organisation. Procuring through Government run frameworks and portals we ensured we took advantage of agreed public sector protocols when applying equality to the contracting process.</p> <p>We have embedded the Code of Practice: Ethical employment in supply chains, into our procurement process and supplier contracts. This code commits us to a set of actions that tackle illegal and unfair employment practices. Welsh Government provides supporting guides which contain tools and advice to help put the commitments into practice and these have been used within Estyn to ensure compliance to the Code.</p>	All
<b>Objective 6: Through our inspections and survey work, promote equality and identify good practice and disseminate that good practice across the relevant education sectors</b>		
6.1	<p>During 2017-2018 Estyn completed and published a number of remits covering some of the equality and diversity issues and protected characteristics. These include:</p> <p><a href="#">Religious education at key stage 2 and key stage 3</a>  <a href="#">The impact of the Learning and Skills Measure on vulnerable learners</a>  <a href="#">Review of healthy relationships education</a>  <a href="#">Learner progress and destinations in independent living skills learning areas in further education colleges</a></p> <p>Best practise studies published in 2017-2018:  <a href="#">Raising standards of wellbeing among pupils and staff</a>  <a href="#">School develops innovative learning experience for pupils</a>  <a href="#">Celebrating diversity to support well-informed, responsible and tolerant pupils</a>  <a href="#">Improving pupils' wellbeing and attitudes to learning through curriculum enrichment</a>  <a href="#">Tracking pupils' progress to improve standards of wellbeing and attainment</a></p>	All

Ref	Action	Specific related protected characteristic
	<p><a href="#">Supporting pupils with English as an additional language to help them integrate</a></p> <p>A complete list of Thematic Reports can be found here - <a href="#">Thematic Report Search</a></p> <p>Estyn hosted a roundtable discussion organised by EHRC about addressing bullying in schools based on protected characteristics. EHRC used the discussions to inform publications and case studies on this topic - <a href="https://www.equalityhumanrights.com/en/bullying">https://www.equalityhumanrights.com/en/bullying</a></p>	
<p><b>Objective 7: Regularly seek feedback on our actions, both planned and achieved, to meet the requirements of the Equality Act</b></p>		
7.1	Engagement with all new starters, introducing them to the SEP and consulting them on actions to meet the requirements of the Act where they were previously employed.	All
<p><b>Objective 8: Improve how we measure whether we are meeting our equality objectives and use this information to inform our future work</b></p>		
8.3	<p><b>2017-2018</b></p> <p>The New Inspection Arrangements (NIA) were implemented in September 2017 with the updated guidance on how Equality and Diversity is addressed within the inspection process. Every effort was made to ensure the NIA consultations covered the hard to reach groups; the groups consulted are shown in Appendix 2.</p>	All
8.6	<p><b>2017-2018</b></p> <p>The HSEWE considered the results of the Civil Service Peoples' Survey and looked into actions which could be taken forward from the outcome. Actions decided:</p> <ul style="list-style-type: none"> <li>• Improve engagement with temporary members of staff</li> <li>• Produce action plan to improve the management of inappropriate behaviors.</li> </ul>	All

### 3 Employment Information

Estyn is required to collect and publish employment information on its employees by protected characteristic on an annual basis. In publishing this information, it is important to ensure the requirements of the Data Protection Act are being met, protecting employees' rights to confidentiality.

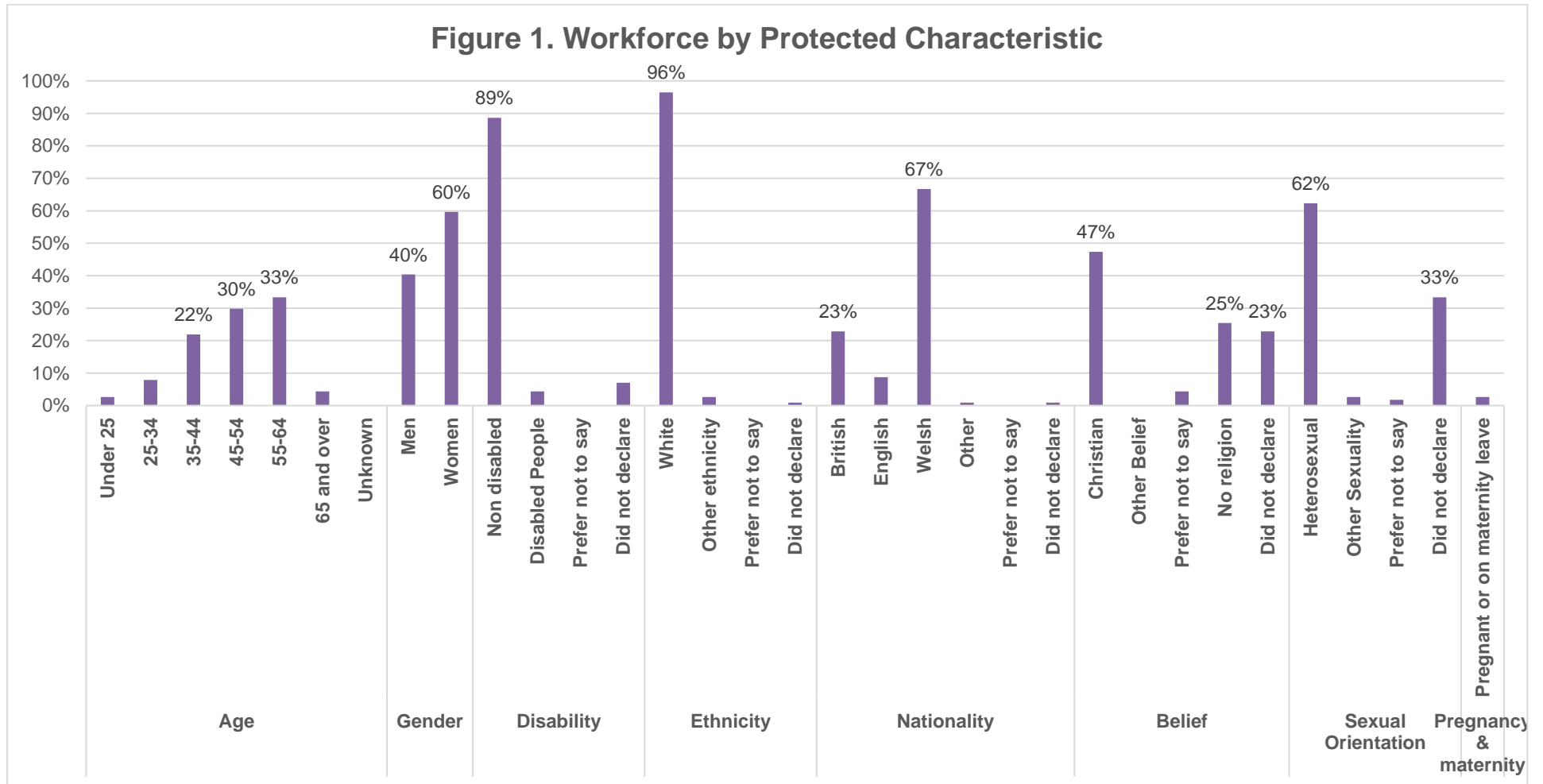
For the purposes of this information 'Did not declare' refers to the number of staff who did not respond to a diversity monitoring question and 'Prefer not to say' refers to the number of staff who have chosen not to disclose the information in response to a particular diversity monitoring question. We continue to compare our statistics with Census and Civil Service data and when comparing our statistics with the latest data available no anomalies were identified. All data was obtained from Estyn's HR Information System.

Data labels have not been included for figures lower than 10%.

As at 31 March 2018, Estyn employed 114 people. This is broken down by protected characteristic in Figure 1.

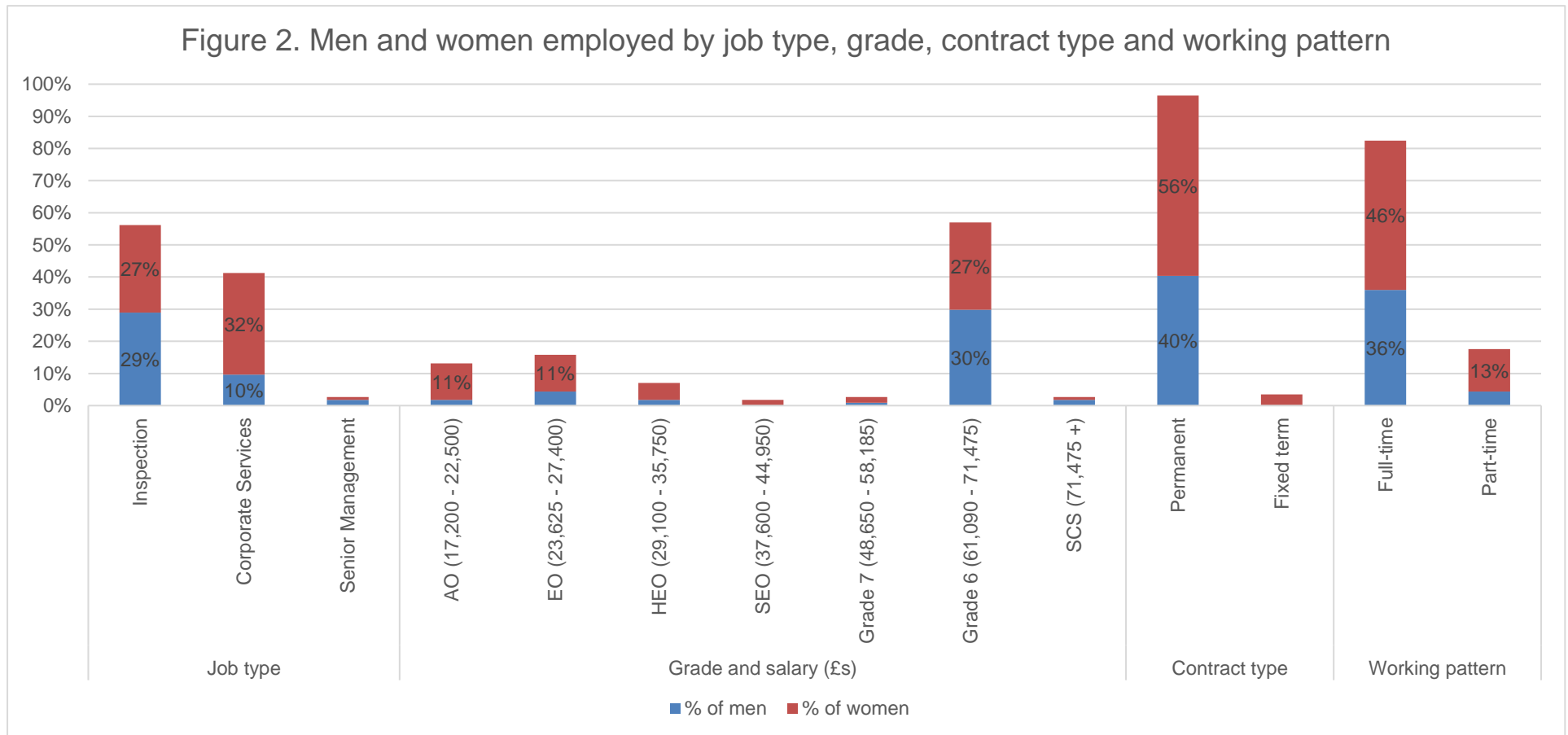
### 3.1 Workforce representation

As at 31 March 2018, Estyn employed 114 people. This is broken down by protected characteristic in Figure 1.



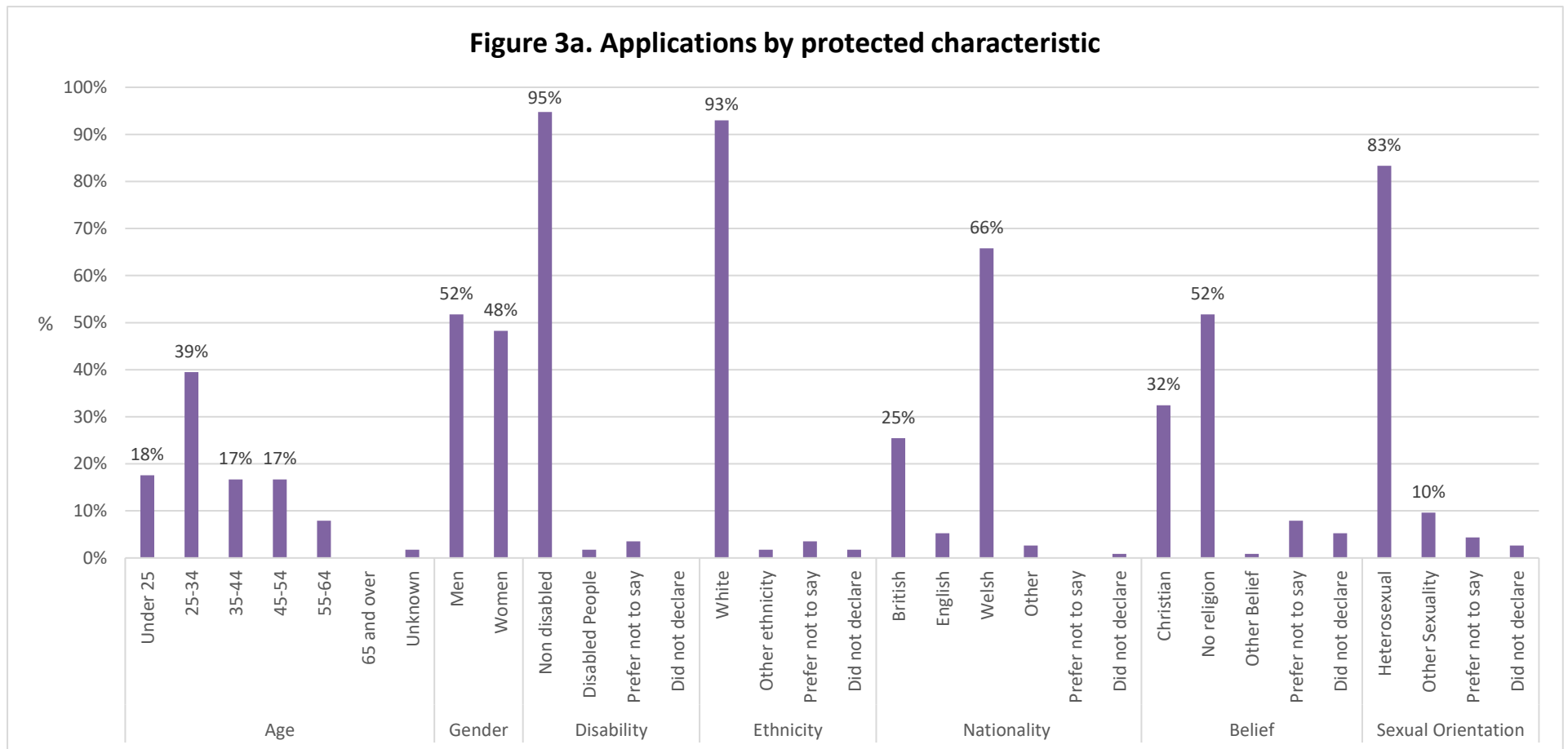
### 3.2 Job type, grade, pay, contract type and working pattern

Figure 2 illustrates the number of men and women employed broken down by job type, grade, pay, and contract type and working pattern as at 31 March 2018.



### 3.3a Recruitment

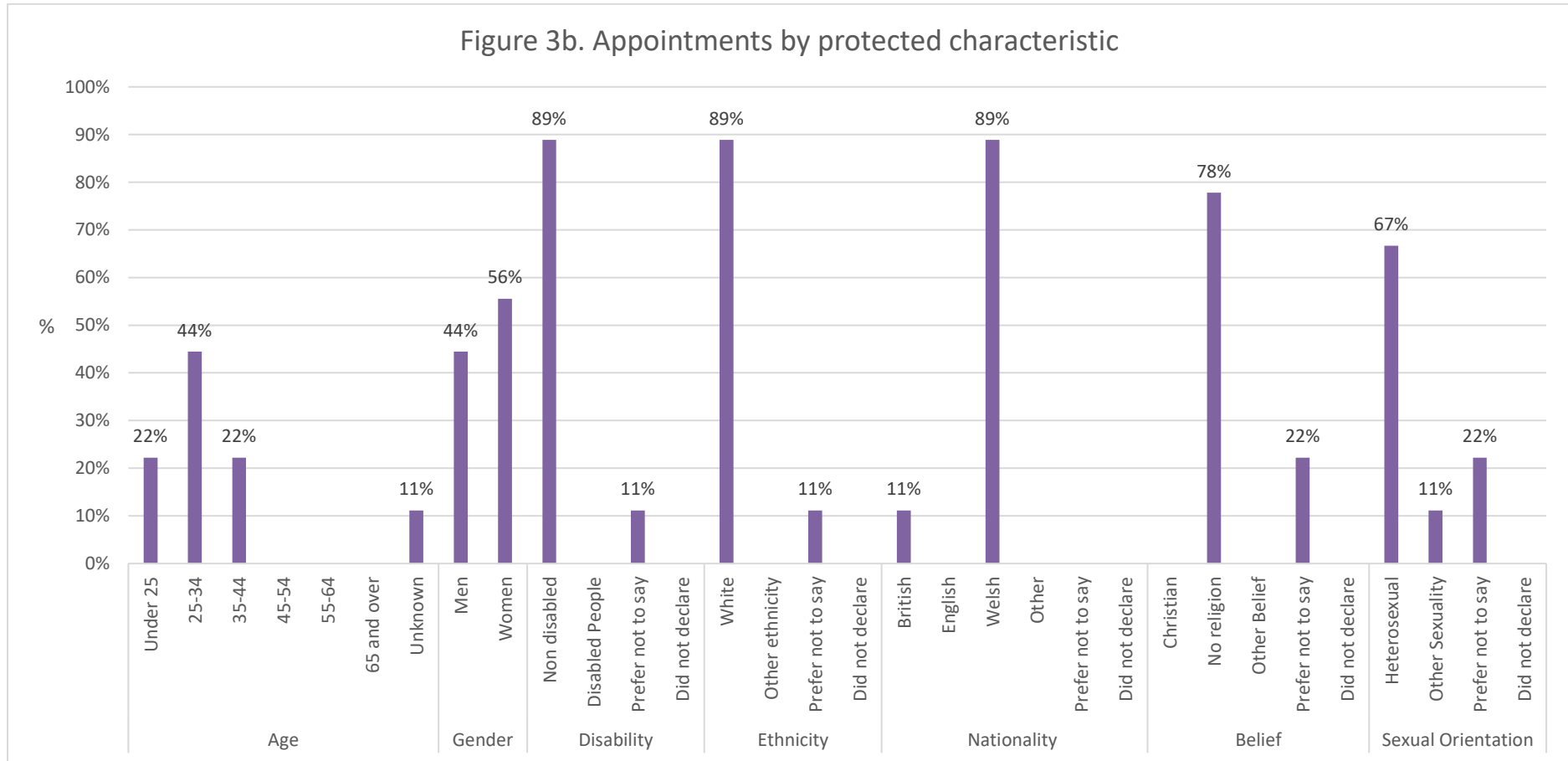
In 2017-2018 Estyn received 114 applications from individuals applying for jobs with Estyn through external open recruitment. We advertised for a number of vacancies from Administrative Officer to Strategic Director level. In total, nine appointments were made. Figures 3a & 3b illustrate the number of applicants and appointments made through external open recruitment by protected characteristic between 1 April 2017 and 31 March 2018. We do not ask applicants to inform us if they are pregnant or on maternity leave as part of the recruitment process.





### 3.3b Recruitment

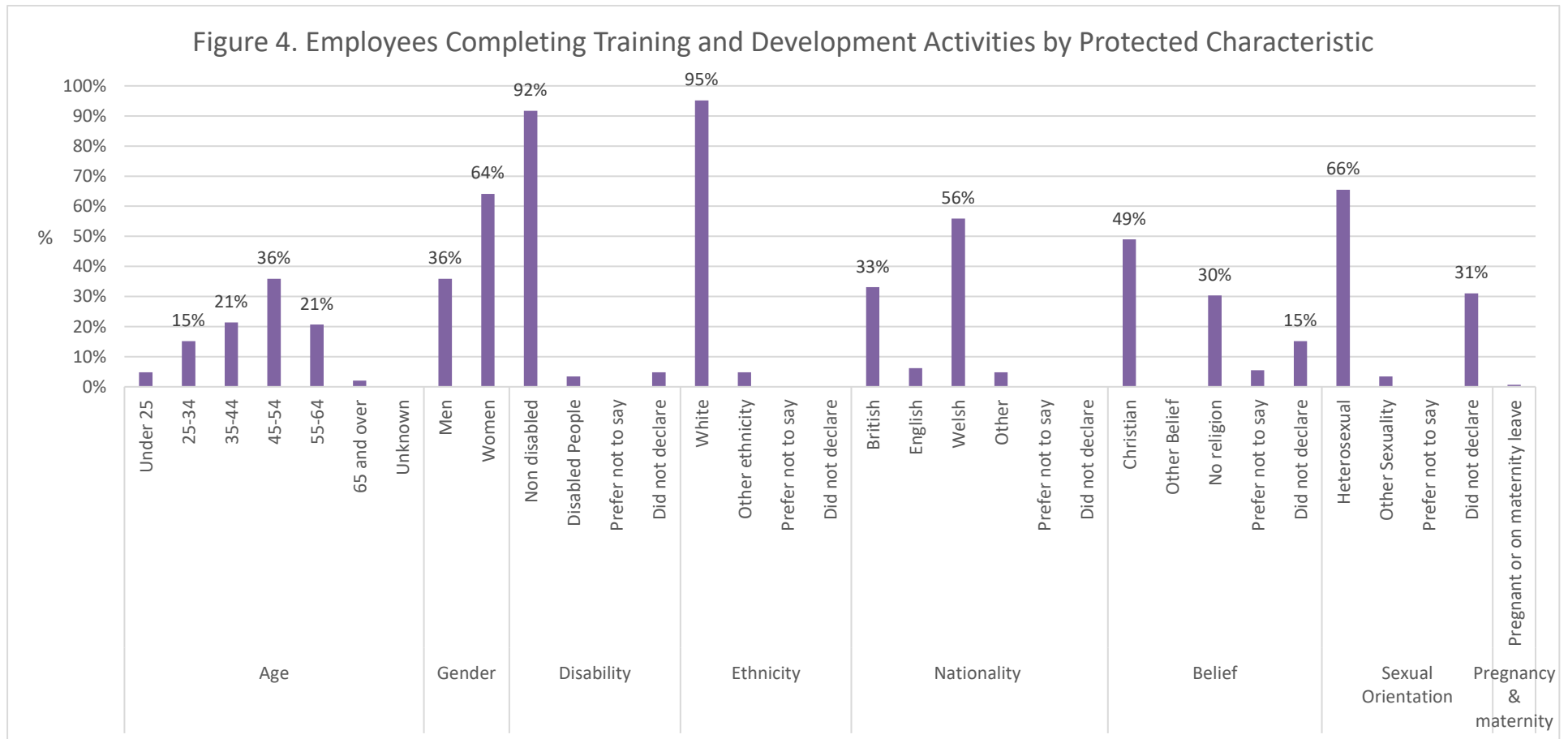
Figure 3b. Appointments by protected characteristic



### 3.4 Training

In 2017-2018, Estyn received 145 training requests from employees. This figure excludes professional development weeks and sector networks for Inspectors and Corporate Services away days for Corporate Services staff. All employees who applied for training succeeded in their application.

Figure 4 illustrates the number of employees who completed training between 1 April 2017 and 31 March 2018 by protected characteristic.



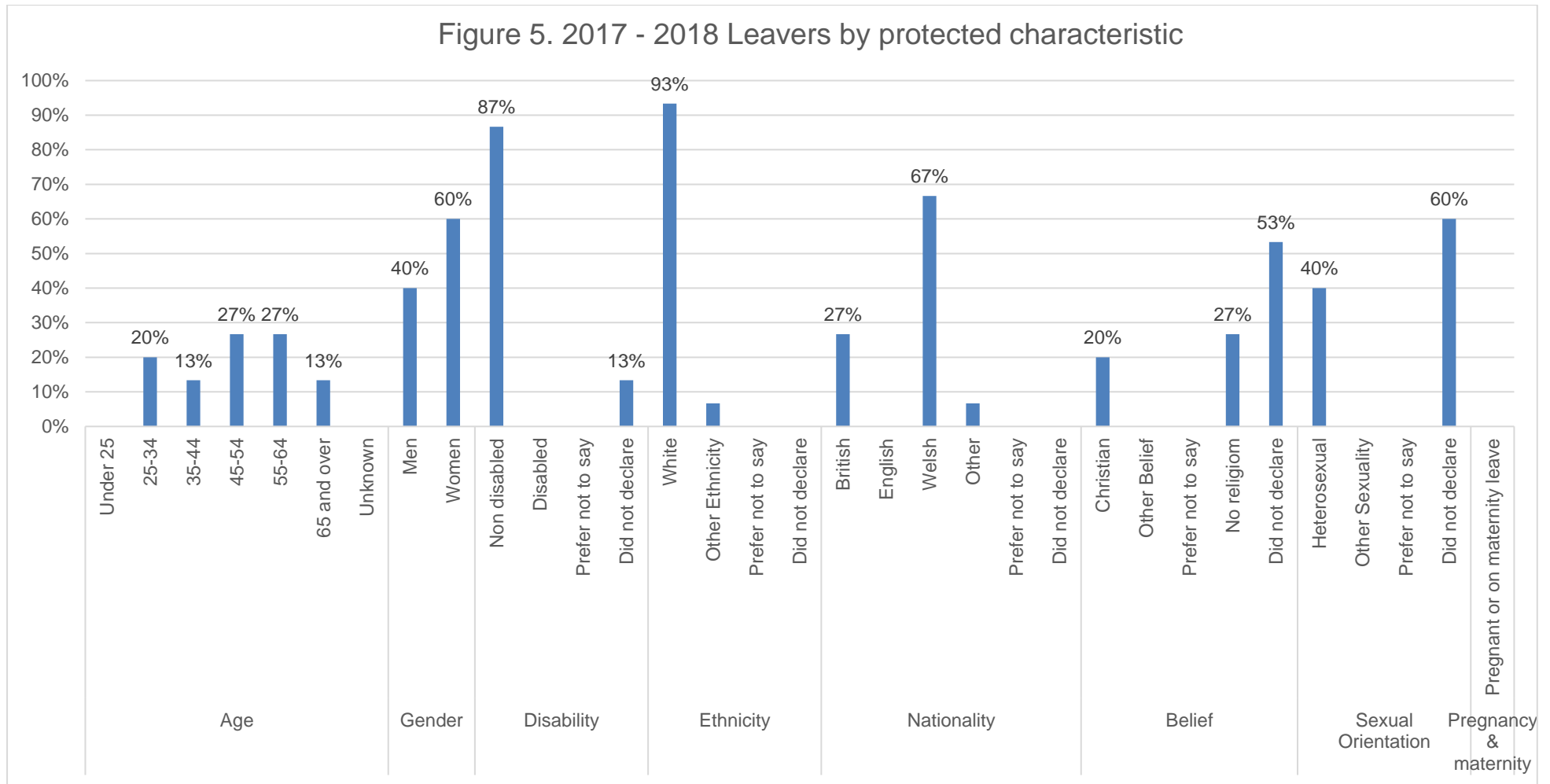
### **3.5 Grievance and disciplinary procedures**

There were no staff involved in a reported grievance, either as the accuser or the accused in the period 1 April 2017 to 31 March 2018.

There were no staff subject to formal disciplinary proceedings in the period 1 April 2017 to 31 March 2018.

### 3.6 Leavers

There were 15 leavers during the period 1 April 2017 – 31 March 2018. Figure 5 illustrates the profile of leavers by protected characteristic.



## 4 Summary

- 4.1 This Annual Report shows the progress that Estyn has made in achieving the objectives set out in the SEP and continued monitoring of activity will ensure that this progress is maintained.
- 4.2 Using the results from our Equality and Diversity Employment Monitoring, any new best practice identified and stakeholder comments received, we will continue to ensure our action plan is fit for purpose and meets the ever changing environment it relates to.

# TALKING EQUALLY by Lisa G

## Heads Together

A mental illness affects everything from your thoughts to your behavior to your relationships. It may sap your energy, mood and sleep. It may distort your beliefs about yourself and sink your self-esteem. It may feel like your days are regularly filled with a series of obstacles.

The workplace can often lead to staff feeling stressed and within Estyn there are a number of policies and initiatives designed to support people who find themselves struggling to cope with the pressures they are under:



- ▶ [Care First - Employee Assistance Programme](#) - provides emotional and practical support for issues at home or work and via Freephone 0800 174319. (Username: est001 Password: styn1234)
- ▶ [Stress and Wellbeing Policy](#)
- ▶ [Health and Safety Policy](#)

The Duke, along with the Duchess of Cambridge and Prince Harry, has been campaigning for Heads Together to encourage the nation to speak about psychological problems or to be a sympathetic ear.

Lady Gaga has joined their campaign, [teaming up with the Duke for a video](#), where they encourage people to open up about their feelings and bring an end to the “shame” of talking about mental health.

## TALKING EQUALLY by Lisa G

Estyn operates on the basis that all people have equal rights and should be treated as such regardless of any protected characteristic such as age, disability, gender, race or religion. Each year, Estyn publishes a Strategic Equality Plan Review, detailing activities undertaken to fulfil the commitments made in the four year [Strategic Equality Plan 2016 - 2020 \(SEP\)](#).

### [Read the 2016-2017 review](#)

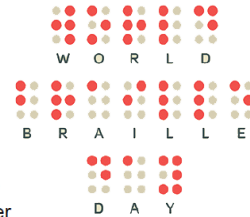
As well as documenting progress against the SEP objectives, the review also includes the following employment data broken down by protected characteristics:

- Workforce representation
- Job type, grade, contract type and working pattern
- Job applicants
- Job appointments
- Employees trained
- Numbers of staff involved in disciplinary procedures
- Leavers

## Appendix 1 cont'd

### TALKING EQUALLY by Lisa G

January 4 was World Braille Day and it celebrates the birth of Louis Braille, inventor of the reading and writing system used by millions of blind and partially sighted people all over the globe. Blinded in both eyes in an accident as a child, Braille nevertheless managed to master his disability while still a child.



Because Braille books cannot be shared across borders, the blind cannot read any books that are not produced within their own country. Unfortunately, at present only 5% of all published materials get produced in accessible formats, which means that under 10% of all blind children in developing countries go to school due to the shortage or lack of teaching materials.

World Braille Day provides an opportunity for teachers, charities and non-government organizations to raise awareness about issues facing the blind and the importance of continuing to produce works in Braille, providing the blind with access to the same reading and learning opportunities as the sighted.

We aim to provide a website and documents that are accessible to all. In the past year, all our inspection reports and thematic reports have been transferred to templates that are compatible with popular screen reading software. The Annual Report is also created in this way. We launched our current website in 2015 and it is built to the standard of WCAG 2.0, which helps to make our online information widely accessible.

For more information on accessibility, please read [this presentation](#) or speak to Robert.

### Talking Equally by Lisa G

On 1 March, people all over the world joined together to mark Zero Discrimination Day 2018.

First held in March 2014, Zero Discrimination Day was established by UNAIDS – the joint UN programme on HIV and AIDS – to promote universal equality throughout all 193 UN member states.

Sadly, discrimination continues to undermine efforts to achieve a more just and equitable world. Conscious and unconscious discrimination occurs in many forms; from racial prejudice and religious intolerance, to bigotry and bias based on gender, sexual orientation or age, and even bullying at work or school.



The symbol for Zero Discrimination Day is the butterfly. Representing positive transformation, the butterfly symbol is used widely on social media by people sharing their stories in the hope of working towards a discrimination free future.

Although the official date has passed, please spare a few minutes to read about [Zero Discrimination Day 2018](#) and the five actions you can take to help end discrimination.

## Organisations consulted on the New Inspection Arrangements

Category	Organisation
1 Immigrants - particularly if they have limited knowledge of English	<p><u>National</u></p> <p>1 Welsh Refugee Council  2 Wales Strategic Migration Partnership  3 Race Council Cymru  4 Minority Ethnic Women's Network Wales  5 Bawso  6 Displaced People in Action</p> <p><u>Central south Wales</u></p> <p>7 Race Equality First  8 Polish Home Association Cardiff  9 Hindu Cultural Association Wales  10 South Wales Chinese Association  11 Oasis Cardiff  12 South Riverside Community Centre</p> <p><u>South east Wales</u></p> <p>13 SEWREC  14 The Sanctuary project, Newport  15 Pakistan Association of Newport &amp; Gwent</p> <p><u>South west Wales</u></p> <p>16 African Community Centre, Swansea  17 Polish-Welsh association, Llanelli</p> <p><u>North Wales</u></p> <p>18 North Wales Chinese Association  19 BAWSO, Wrexham</p>
2 People with physical disabilities	<p>20 Disability Wales  21 Mencap Cymru  22 Scope Cymru  23 Disability Sport Wales  24 Disability Arts Cymru  25 Leonard Cheshire Disability Wales.  26 Aspire  27 Disabled Parents Network  28 MS Society Cymru  29 Mirus Wales  30 Shaw Trust  31 SNAP Cymru</p>
3 People with sight or hearing impairments	<p>32 RNIB Cymru  33 Action on Hearing Loss Cymru  34 British Deaf Association Cymru  35 Sight Cymru  36 Deaf Access Cymru  37 North Wales Deaf Association  38 Wales Council for Deaf People  39 North Wales Society for the Blind  40 Cardiff Institute for the Blind</p>



## Organisations consulted on the New Inspection Arrangements

Category	Organisation
	41 Wales Council of the Blind 42 Sense 43 Deafblind Cymru
4 People with learning difficulties	44 Disability Wales 45 People First 46 Learning Disability Wales 47 Wales Dyslexia 48 Leonard Cheshire Disability Wales 49 Mirus Wales 50 Shaw Trust 51 SNAP Cymru
5 People with mental health problems	52 Mind 53 Disability Wales 54 Hafal 55 Gofal 56 Bipolar UK Wales 57 Shaw Trust 58 Pobl Cymru
6 Gypsies and travellers	59 Gypsies and Travellers Wales 60 Save the Children Cymru – Travelling Ahead Project 61 Romani Cultural & Arts Company 62 Liaison officers in local authorities (via Welsh Local Government Association).
7 Very rural / isolated communities	63 Talysarn (Gwynedd) 64 Penycae and Pant (Wrexham) 65 Llangefni (Ynys Mon)