

Cross Cutting Themes Glossary

This document provides a glossary of a range of phrases / words / terminology referenced within the 2014-2020 Cross Cutting Themes ESF and ERDF Key and Matrix documents for the 2014-20 programmes.

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A

Absolute Poverty:

This is a term used in various different ways to denote a poverty level that does not change over time, in terms of the living standard that it refers to. It stays the same even if society is becoming more prosperous. Absolute poverty is a condition characterised by severe deprivation of basic human needs, including food, safe drinking water, sanitation facilities, health, shelter, education and information. It depends not only on income but also on access to services.

Access/Accessible: Access covers many areas, including:

- Access to literature/marketing e.g. making it available in various formats e.g. Braille, large print, audio tape etc.
- Physical access to buildings e.g. ensuring all individuals can enter and fully use a building and its facilities whether non-disabled or disabled e.g. ramps and wide doorways/corridors for wheelchair users, Braille signs and lifts fitted with voice announcements to aid blind or partial sighted individuals etc.
- Access to services i.e. ensuring the service an organisation provides is made available to and accessible by as wide a group of people who it is intended to serve or assist as possible.
- Consultation i.e. providing opportunities to include the people both within the organisation and outside of the organisation to influence decisions, design, policy etc.
- Committees e.g. consider the make up of the Committee, is it appropriate to its purpose? E.g. a cross-section of men, women, age groups, non-disabled and disabled individuals etc.

Advocacy: To provide public support and suggest ideas, development or ways of doing things.

Age: A person belonging to a particular age (e.g. 32 year olds) or a range of ages (e.g. 18 – 30 year olds)

Ancillary: To provide additional / extra support and help.

B

Biomass: Is a biological material derived from living, or recently living organisms as an energy source, biomass can either be used directly via combustion to produce heat, or indirectly after converting it to various forms of biofuel. Conversion of biomass to biofuel can be achieved by different methods which are broadly classified into: thermal, chemical, and biochemical methods.

Biogas/ Biodiesel: **Biogas** typically refers to a mixture of different gases produced by the breakdown of many organic matter in the absence of some oxygen. Biogas can be produced from regionally available raw materials such as recycled waste. It is a renewable energy source and in many cases exerts a very small carbon footprint. **Biodiesel** refers to a vegetable oil - or animal fat-based diesel fuel consisting of long-chain alkyl (methyl, ethyl, or propyl) esters. Biodiesel is typically made by chemically reacting lipids (e.g., vegetable oil, animal fat with an alcohol producing fatty acid esters.

BME: Black and Minority Ethnic or Black, Asian and Minority Ethnic is the terminology normally used in the UK to describe people of non-white descent.

- Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups.
- Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.

BREEAM: Buildings Research Establishment Environmental Assessment Method <http://wales.gov.uk/topics/businessandconomy/business-wales/design/breeam/?lang=en>

C

Carbon neutral: (net zero carbon footprint) refers to achieving net zero carbon emissions by balancing a measured amount of carbon released with an equivalent amount sequestered or offset.

Caring responsibilities: A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support (Carers Trust <http://www.carers.org/what-carer>).

Childcare: An individual with childcare responsibilities is the primary carer (parent or guardian) for a child who is under 16.

Civil Partnership: Same-sex couples can also have their relationships legally recognised as 'civil partnerships' which provides comparable rights as those enjoyed by married couples. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act)

Combined Heat and Power (CHP): The consecutive generation of useful thermal and electric energy from the same fuel source.

Communities First Programme: This programme provides funding for Lead Delivery Bodies within local authority areas known as Communities First Clusters to narrow the economic, education/skills and health gaps between our most deprived and more affluent areas.

It has three strategic objectives helping to achieve these outcomes:

- Prosperous Communities
- Learning Communities
- Healthier Communities

The programme has [52 Communities First Clusters](#) which between them work with all of the communities which are eligible for inclusion in the programme.

Community Benefits (also known as Social Clauses): Community Benefits are economic, social or environmental objectives, or a combination of these, achieved as part of the delivery of public procurement contracts. In general terms Community Benefits should be things done in addition to what would have been done anyway. The inclusion of 'community benefits' or 'social requirements' in public sector procurement is designed to ensure that wider social and economic issues are taken into account when tendering construction, service or supplies contracts.

Complex Barriers: refers to the following barriers to labour market mobility; low or no skills; a work limiting health condition or disability (including substance or alcohol misuse); care or childcare responsibilities; are over 54; from a BME group or from a jobless household.

Credit Union: Credit Unions are financial co-operatives that are community-focused and controlled by their members, offering savings and loans. The range of products on offer varies from one Credit Union to another. The income generated by lending is used to meet their operating expenses, build reserves and paying savers dividends wherever possible.

D

Demand Response Transport Schemes (DRT): a form of public transport which is demand led offering flexible scheduling, operating on a shared transport basis according to passengers needs. DRT systems can provide a public transport service in rural areas or areas of low passenger demand, where a regular bus service may not be as viable, and/or for disabled passengers. As such, DRT schemes may be fully or partially funded by the local transit authority, as providers of socially necessary transport. Alternatively some locations use the term DART, or Dial-a-Ride Transit.

Digital Divide: The term "digital divide" describes the perceived growing gap between those who have access to and the skills to use Information Communication Technology (ICT) and those who, for socio-economic and/or geographical reasons, have limited or no access. There was a particular concern that ICT would exacerbate existing inequalities. A number of areas of specific concern were identified namely that people could be disadvantaged by their geographic location, age, gender, culture and/or economic status.

Disabled: Participants should be asked whether they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.

Disability (Social Model of Disability): This is defined as "The disadvantage or restriction of activity caused by a contemporary social organisation which takes little or no account of people who have impairments and thus excludes them from the mainstream of society." A person can consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational), which can prevent them from participating fully in all areas of life.

Disability: A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

E

Economically Active: A person who is either employed or unemployed in a particular period - usually the survey reference week. Economically active people supply, or want to supply, their labour to produce goods and services.

Economically Inactive: Refers to everyone of working age who is left after counting the employed and unemployed.

Employment Centre: A geographical area where one might find a large number of employment opportunities.

Energy Conservation: Refers to reducing energy consumption through using less of an energy service. For further information on energy conservation please visit Resource Efficient Wales
<http://resourceefficient.wales.gov.uk/?lang=en>

Ethnicity: Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups i.e. UK citizens may, for example, belong to one of the following groups; Black, Black British, Black English, Caribbean, African, White and Asian, Dual heritage, White, White British, White Welsh, Gypsy / Traveller / Romany etc..

Equal Opportunities: The prevention, elimination or regulation of discrimination between persons on grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or

social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions

Equal Opportunities Policy: Equal Opportunity Policies are policies written by an employer or organisation to work towards equality in areas such as recruitment, selection, training, development and promotion of staff, appraisal and disciplinary procedures etc.

Equality: The right of different groups of people to have a similar social position and receive the same treatment. Providing a playing field that promotes opportunity for everyone and treats people equally irrespective of: gender, race, age, disability, ethnicity, sexual orientation, language, HIV status, religion or belief, national or social origin, class or unrelated criminal conviction. Equality must be integrated into every aspect of employment policy, including recruitment, pay, promotion, training and job retention.

Equality and Diversity: Diversity and Equality are not terms which can be interchanged. Diversity describes the range of visible and non-visible differences that exist between people whilst equality means having the same value, indicating a state of balance. When we talk about managing diversity therefore, we are referring to the harnessing of these differences to create a productive environment in which everyone feels valued, where talents are fully utilised and in which organisational goals are met.

Equality: When everyone is treated fairly and equally.

F

Fuel Poverty: is defined as households that are spending 10% or more of their net income on energy costs.

Fuel Poverty Strategy: This strategy outlines how the Welsh Government will seek to use all the levers available to it to reduce the number of households currently living in fuel poverty in Wales. Additionally the Strategy provides details of the actions that will facilitate the achievement of the target that, as far as is reasonably practicable, no household in Wales will be living in fuel poverty by 2018. For further information regarding the Welsh Government's Fuel Poverty Strategy please use the following link.

<http://wales.gov.uk/topics/environmentcountryside/energy/fuelpoverty/strategy/?lang=en>

G

Gender Equality: The aim to provide equal status for women and men in all aspects of society.

Gender Mainstreaming (European Union definition): Gender Mainstreaming involves ensuring that all general measures and operations openly and actively take into account - during planning, implementation, monitoring and evaluation - their effects on the respective situations of women and men. It also involves the complementary design, implementation, monitoring and evaluation of specific measures and operations to promote equality and to assist women to participate and benefit equally.

Gender Reassignment: The process of transitioning from one gender to another. This can include changing a person's physical sexual characteristics by means of medical procedures such as surgery or hormone treatment.

Grey water: The waste water from baths, showers and washbasins. Can be collected in a reuse system and treated to a standard suitable for WC flushing.

H

Horizontal segregation is where the workforce of a particular industry or sector is mostly made up of one particular gender. An example of horizontal segregation can be found in construction where men make up 90% of the industry's workforce, whereas childcare is almost exclusively a female occupation.

Hydrogen Fuel Cells: Fuel cell is a device that converts the chemical energy from a fuel into electricity through a chemical reaction with oxygen or another oxidizing agent.

I

In Work Poverty: defined as a household, where at least one member is in employment, is living on 60% or less of the UK median income, after housing costs.

Infrastructure: Physical structures that form the foundation for development of a business/organisation e.g. buildings, electricity/water supply. This also includes systems and networks necessary for the functioning of a business/organisation.

Integrated transport system: A transport system that provides joined-up, complimentary transport options that enable a user to conduct an efficient, journey using several types of transport.

Intermodal transport: the use of numerous modes of transportation during a journey.

J

Job Shadowing: To follow someone else while they are at work in order to learn about that person's job, with a view to learning new skills.

L

Local Labour Market: The number of working age people in employment, education or training in Wales.

Lone Parent: A lone parent is a person with a dependant child (whether related to the child or not) living in a household with no other people. A dependant child is a person aged 0-15 years or 16-18 years and in full time education. Participants should be asked if they have sole caring responsibility for a child / children.

M

Mainstreaming Equality: 'Mainstreaming' equality is about the integration of respect for diversity and equality of opportunity principles, strategies and practices into the every day work of a private or public sector organisation. It means that equality issues should be included from the outset as an integral part of the policy and procedure making and service delivery process and the achievement of equality should inform all aspects of the work of every individual within an organisation. The success of mainstreaming should be measured by evaluating whether inequalities have been reduced.

Marriage: Marriage is no longer restricted to a union between a man and a woman but now includes a marriage between same-sex couples.

Micro-generation facilities: The production of heat and/or electricity on a small-scale from a low carbon source. As defined in the UK Microgeneration Strategy 'Our Energy Future' 2005.

Migrant / Migrant Worker: A migrant / migrant worker is classed as a person who has changed their country of residence for a period of at least a year to the UK, but is not a citizen of the UK.

Mitigation: To make something less harmful, unpleasant or bad.

Multiple Disadvantages: A person can experience multiple disadvantage in various ways, an example could be a young person who had experienced multiple problems including homelessness, disability, poor mental health, literacy and language problems, problems with the law, problems with drugs and alcohol, and family breakdown leading to time spent in care.

N

Natura 2000 site: Natura 2000 is series of terrestrial and marine protected areas across the European Community, divided into Special Protection Areas (SPAs) under the EC Birds Directive and Special Area of Conservation (SACs) under EC Habitats and Species Directive).

NEET: A NEET Participant is somebody not engaged in employment, education or training at point of intervention with the ESF funded operation. This includes those who are economically inactive.

NGA Networks: Next Generation Access Networks are part of the European Commission's Digital Agenda launched in May 2010 and refers to provision and availability of fast broadband by 2013 and very fast broadband by 2020, see:

http://europa.eu/legislation_summaries/information_society/strategies/si0018_en.htm

Non-Traditional Roles: To break from a set of perceived behavioural norms associated particularly with males and females in a given social group e.g. increase more women into jobs perceived as male dominated such as plumbers or electricians or increase the number of men in nursing or child care.

O

Occupational Segregation: The concentration of men and women in different kinds of job is known as occupational segregation.

Outreach: An organisations involvement with the community.

P

Participants: The number of individuals participating in an ESF-funded project. Participation should be linked to specific outcomes and require a meaningful level of engagement, for example a training course. This excludes individuals attending conferences or individuals who simply receive information.

Passive Solar Design: The principle objective of Passive Solar Design is to provide a building with a comfortable and healthy indoor environment at low energy and environmental cost. It relies on the following principles:

- making provision for solar gains and avoiding heat losses so as to minimise the need for artificial heating;
- providing access to daylight to reduce the need for artificial lighting;
- using natural ventilation to avoid dependence on mechanical systems, especially air conditioning.

Photo-Voltaic (PV) Panel: A flat collection of solar cells used for converting solar energy into electricity.

Positive Action (Gender): Where an employer can show, within the required terms, that members of a particular sex are under-represented within a particular geographical area or a particular workforce, sections 47 and 48 of the Sex Discrimination Act (SDA) permit positive action: to encourage members of the under-represented sex to take advantages to do particular work; and to train members of the under-represented sex to help fit them for that work. Section 47(3) SDA permits training to help those who have been out of full-time employment because of domestic or family responsibilities to get back into work.

Positive Action (General): Broadly defined, refers to a range of activities such as the introduction of non-discriminatory selection procedures or policies, aimed at preventing harassment. Other examples may include producing written materials in a font and size that is easy for people with sight difficulties to read (Minimum Standard Arial 14), or providing supported work opportunities to 'the person who would benefit most from the work opportunity'. Positive Action is not the same as 'positive discrimination'. More information can be found in Annex B.

Poverty: In Wales poverty is defined as 'A long-term state of not having sufficient resources to afford food, reasonable living conditions or amenities or to participate in activities (such as access to attractive neighbourhoods and open spaces) that are taken for granted by others in society'. Social Exclusion or the ability to participate is strongly linked therefore to issues of Poverty. You may also wish to reference Absolute Poverty and/or Relative Income Poverty.

Pregnancy and Maternity: If someone is in employment, it is unlawful for that employer to dismiss that person because they are pregnant or for reasons connected with their pregnancy or maternity leave. It is also unlawful for that employer to deny that person access to holiday pay, sickness pay training or any other contractual benefit that all employees are entitled to.

- Maternity refer to the period after the birth, and is linked to maternity leave in the employment context.
- IN the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavorably because she is breastfeeding.

R

Race: Refers to the protected characteristics of Race i.e. a group of people defined by their race, colour, and nationality (including citizenship), ethnic or national origins.

RAMSAR: Ramsar sites are designated under the Convention of Wetlands of International Importance. The Convention was adopted in Ramsar, Iran, in 1971 and ratified by the UK Government in 1976. There are currently 150 Contracting Parties to the Convention with 1556 wetland sites designated for inclusion in the Ramsar List of Wetlands of International Importance. More information on the Ramsar Convention can be found at the website, www.ramsar.org.

Recyclates: Any products that can be recycled such as aggregates, glass, wood, plastics, metals, paper and card, biodegradable materials and end-of-life products such as cars, fridges and electrical equipment.

Regional Transport Plan (RTP): Produced by the Regional Transport Consortia, the RTP's will set out the regional transport policies, schemes and priorities, in line with the long-term outcomes and strategic priorities of the Wales Transport Strategy.

Relative Income Poverty: where a household is living on 60% or less of the UK median income, after housing costs.

Religion and Belief: Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it.

Renewable Energy: Renewable energy is generally defined as energy that comes from resources which are naturally replenished on a human timescale such as sunlight, wind, rain, tides, and waves.

Revolving Door Employment: Individuals who change job roles or employers on a fairly regular basis or employers who employ individuals on a short-term basis, continually changing the workforce.

S

Secondary and recycled sources: Goods or materials that have either previously been used or since been recycled.

Service Level Agreements: Service level agreements (SLAs) are agreements or contracts with suppliers that define the service they must provide, the level of service to be delivered and which set out responsibilities and priorities.

Severe Fuel Poverty: is defined as households that are spending 20% or more of their income on fuel.

Sex: A man or a woman.

Sexual orientation: Whether a person is attracted to someone of their own sex, the opposite sex, or to both sexes.

Small businesses: Small firms 10 to 49 employees with a turnover of less than €10 million per annum.

SME: Small and Medium Enterprises. Small consisting of up to 50 people, medium consisting of between 50 and 200 people.

Social Clauses: please also see the Community Benefit reference.

Social Enterprise: The Welsh Government defines social enterprises as businesses with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders or owners

Social Exclusion: It involves the lack or denial of resources, rights, goods and services, and the inability to participate in the normal relationships and activities, available to the majority of people in a society, whether in economic, social, cultural or political arenas. It affects both the quality of life of individuals and the equity and cohesion of society as a whole.

Solar Thermal / Water heating: A heating system that uses the sun's energy to heat a fluid, which in turn transfers heat to water in a storage vessel. Water is then stored and its temperature retained until it is needed.

SSSI (Site of Special Scientific Interest): Is an area protected under the Wildlife and Countryside Act 1981 because it contains wildlife, geological or land features that are of special importance.
<http://wales.gov.uk/topics/environmentcountryside/consmanagement/conservationbiodiversity/sssis/?lang=en>

Stereotype: Stereotypes are generalisations about a group of people whereby we attribute a defined set of characteristics to this group based on their appearance or our assumptions.

Sustainable: An attempt to provide the best outcomes for the human and natural environments both now and into the indefinite future. It relates to the continuity of economic, social, institutional and environmental aspects of human society, as well as the non-human environment.

Sustainable development: Sustainable development is development that meets the needs of the present, without compromising the needs of future, generations to meet their own needs.

Sustainable procurement: A process of purchasing goods, services and capital operations that takes social and environmental factors into consideration alongside financial factors.

Sustainable Urban Drainage Systems (SUDS): A sequence of management practices and control structures designed to drain surface water in a more sustainable fashion than some conventional techniques.

T

Tackling Poverty Action Plan (TPAP): The Tackling Poverty Action Plan sets out the direction for the Welsh Government in its entirety to reduce poverty and improve outcomes for people from low income households. There are six key priorities identified within the Action Plan, these are: early years; educational attainment; reducing the number of young people not in employment, education or training (NEET); reducing the number of workless households; ensuring equal access to high quality healthcare and housing and regeneration. The Action Plan is aimed at tackling the impacts of poverty now and preventing poverty in the future. For further information setting out what is being done in Wales please reference [The Building Resilient Communities: Taking Forward the Tackling Poverty Action Plan](#), upon which their [Annual Report 2014](#) is based on.

Tidal power: Electricity generated through the vertical displacement of water through tides. Can be produced through the use of submerged turbines, usually either associated with artificial tidal barrages or lagoons (which release water stored at a high-tide level).

Travel Plan: A package of practical measures, tailored to the circumstances of individual sites, to reduce car use for travel to work and for travel on business, to reduce the environmental impact of travel and to reduce the need to travel at all for work.

U

Underemployed: is defined as the underutilisation of the productive capacity of employed persons i.e. when specific issues or barriers prevent employed persons from being able to fully utilise their existing capability for example increasing working hours or gaining a permanent contract.

V

Vertical segregation is where opportunities for career progression within an industry or sector for a particular gender are narrowed. Vertical segregation disproportionately affects women more than men. For example, women are less likely to work as managers or senior officials than men – just 11% of all women in employment compared to 19% of men.

W

Wave power: Electricity generated through the motion of the waves.

Wind Turbine: A wind turbine is a device that converts kinetic energy from the wind into electrical power.

Work Limiting Health Condition: A person has a work limiting health condition if they consider themselves to face barriers to employment due to a work limiting health condition (including substance or alcohol misuse)

- This, as with disabled, should be self-reported by the participant. This is, participants should be asked whether they face barriers to employment due to work limiting health conditions.

Workplace Health Programmes: The number of workplace programmes developed and implemented by employers that aim at addressing workplace provision of support to employees who have work-limiting health conditions. For example, programmes to support employed people to manage work-limiting health conditions at work and programmes to train managers to support such individuals. Programmes should be in excess of regulatory requirements regarding health and safety in the work place.