

Conwy County Borough Council

Employment Monitoring Report

2017-2018

1. Introduction

Conwy County Borough Council is committed to promoting equality. To enable us to do this, we recognise that we must monitor outcomes in employment to ensure that we do not discriminate unwittingly through the application of our policies. This report sets out the outcomes for 2017-18 in accordance with our Strategic Equality Plan and Action Plan 2016-2020, which can be found on our website at:

<http://www.conwy.gov.uk/en/Council/Strategies-Plans-and-Policies/Equality-and-diversity/Strategic-Equality-Plan-2016-2020.aspx>

To meet our Specific Duties under Equality Legislation we must monitor the protected characteristics of:

- Employees currently working for us on 31st March 2018
- *Men and women broken down by; job, grade, pay, contract type, working patterns
- Applicants for employment over the last year
- Employees that have applied internally to change position within the authority – tracking successful and unsuccessful applicants
- Employees who applied for training and how many succeeded in their training applications
- Employees who completed the training
- Employees who are involved in grievance procedures either as the complainant or as a person against whom a complaint was made
- Employees who are the subject to disciplinary procedures
- Employees leaving and reasons for leaving

* This information is required in regard to men and women only

2. Employment Monitoring Data

Over the years we have tried to improve our position regarding equality data capture and reporting for our workforce. We collect Monitoring Data for the following areas:

- Age
- Sex
- Gender Reassignment
- Race (Ethnic Origin / Nationality)
- Disability
- Sexual Orientation
- Religion or Belief or non-Belief
- Pregnancy and Maternity
- Marital or Civil Partnership Status
- Welsh Language Ability (not covered by this report)
- Carer Responsibility (not covered by this report)

Steps have been taken each year to improve upon the Equality Monitoring Data we hold for existing employees. This report contains the data, where disclosed, on each of the protected characteristics. Web-recruitment was introduced in 2015, making the provision of this data mandatory, and we have already seen a steady improvement in the data captured since then. During the period of this report, the Education Service have also embedded this system into their recruitment processes, which means that all jobs within Conwy County Borough Council are now advertised through the web-recruitment system which will help improve data capture. A self-service system has also been rolled out to staff which enables staff to update their own personal details. Further work to increase the data captured is planned for 2019.

A manual exercise is normally undertaken to record applications turned down for training as this data is not captured electronically. However, a workflow package on the HR/Payroll system has now been implemented and the first data will be available in next year's report which will improve the quality of information in this area.

Due to the small number of employees of an ethnic minority origin, this report shows the data aggregated into the category: Black Minority Ethnic (BME) origin. This avoids the possibility of individuals being identified from the data, but disaggregated data continues to be collected. Within each table, any figures less than five have been replace with an * to protect the identity of individuals. Totals remain unchanged.

3. Employees currently working for us

Table 1 - Number of Permanent or Fixed Term Employees as at 31st March 2018

Service	Total	Age Range						Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
		Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male						
Audit & Procurement	14	*	*	7	5	*	*	11	*	*	10	*	*	*	*
Chief Executives Office	7	*	*	*	*	*	*	5	*	*	6	*	*	*	*
Children Family & Safeguarding	190	*	39	50	59	39	*	152	38	11	81	*	5	*	12
Community Development Service	287	16	67	57	70	69	8	186	101	7	138	6	*	*	5
Corporate Financial Service	35	*	*	15	12	*	*	24	11	*	16	*	*	*	*
Corporate Human Resources	22	*	*	6	5	6	*	15	7	*	11	*	*	*	*
Corporate Improvement & Development	12	*	*	5	*	*	*	9	*	*	10	*	*	*	*
Corporate Marketing & Communications	15	*	*	*	6	*	*	13	*	*	9	*	*	*	*
Education	2001	65	356	533	651	358	38	1693	308	10	1220	*	10	*	108
Environment Roads & Facilities	519	20	57	74	198	149	21	159	360	15	255	*	10	*	5
Estates & Asset Management	10	*	*	*	*	*	*	*	7	*	7	*	*	*	*
Information Technology	81	*	11	26	33	8	*	20	61	*	38	*	*	*	*
Integrated Adults & Community Services	567	17	86	106	181	154	23	481	86	22	308	11	21	*	18
Law & Governance	64	*	18	15	12	13	*	53	11	*	39	*	*	*	6
Regulatory & Housing Services	130	6	20	34	44	21	5	82	48	*	75	*	*	*	7
Revenues & Benefits Service	86	*	23	26	24	10	*	65	21	*	45	*	*	*	*
Theatres & Conference Centre	107	9	26	20	21	26	5	54	53	*	57	*	*	*	5
CCBC Total	4147	144	717	983	1330	865	108	3025	1122	75	2325	34	59	6	176

Note: The number of employees counted in Table 1 is based on the number of permanent or fixed term people employed by Conwy on 31st March 2018 (counted once, even though they may have more than one permanent or fixed term job).

Numbers below 5 have been replaced by * to protect anonymity

Table 1a - Number of Permanent or Fixed Term Employees as at 31st March 2018 by religion and belief

Service	Total	Agnostic	Atheist	Buddhist	Christian	Confucianism	Hindu	Jehovah Witness	Muslim	No Religion	Not Specified	Other
Audit & Procurement	8	*	*	*	6	*	*	*	*	*	*	*
Chief Executives Office	4	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	137	*	*	*	67	*	*	*	*	48	11	*
Community Development Service	144	6	5	*	76	*	*	*	*	45	8	*
Corporate Financial Service	33	*	*	*	18	*	*	*	*	9	*	*
Corporate Human Resources	22	*	*	*	13	*	*	*	*	7	*	*
Corporate Improvement & Development	12	*	*	*	5	*	*	*	*	5	*	*
Corporate Marketing & Communications	12	*	*	*	8	*	*	*	*	*	*	*
Education	206	*	*	*	129	*	*	*	*	48	12	7
Environment Roads & Facilities	333	*	5	*	193	*	*	*	*	95	29	7
Estates & Asset Management	7	*	*	*	*	*	*	*	*	*	*	*
Information Technology	78	*	5	*	30	*	*	*	*	34	5	*
Integrated Adults & Community Services	394	*	9	*	231	*	*	*	*	113	29	7
Law & Governance	44	*	*	*	28	*	*	*	*	12	*	*
Regulatory & Housing Services	78	*	*	*	39	*	*	*	*	26	8	*
Revenues & Benefits Service	76	*	*	*	46	*	*	*	*	19	6	*
Theatres & Conference Centre	79	*	*	*	42	*	*	*	*	25	5	*
CCBC Total	1667	27	36	4	936	1	1	3	2	494	127	36

Note: The number of employees counted in Table 1a is based on the number of permanent or fixed term people employed by Conwy on 31st March 2018 (counted once, even though they may have more than one permanent or fixed term job).

Numbers below 5 have been replaced by * to protect anonymity

Table 2 – Number of Casual Workers as at 31st March 2018

Service	Total	Age Range						Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
		Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male						
Children Family & Safeguarding	83	*	18	23	20	18	*	67	16	*	30	*	*	*	*
Community Development Service	284	108	71	28	40	29	8	150	134	5	66	*	*	*	*
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	22	7	8	*	*	*	*	13	9	*	*	*	*	*	*
Education	1480	140	312	339	400	242	47	1251	229	5	789	*	7	*	20
Environment Roads & Facilities	40	*	6	5	13	8	7	28	12	*	24	*	*	*	*
Integrated Adults & Community Services	49	*	11	8	12	14	*	35	14	*	22	*	*	*	*
Law & Governance	11	*	*	*	*	*	5	7	*	*	8	*	*	*	*
Regulatory & Housing Services	9	7	*	*	*	*	*	*	5	*	*	*	*	*	*
Theatres & Conference Centre	125	37	33	14	16	17	8	77	48	*	39	*	*	*	*
CCBC Total	2109	306	463	420	507	332	81	1636	473	19	983	14	16	2	24

Note: The number of employees counted in Table 2 is based on the number of casual workers employed by Conwy on 31st March 2018 (counted once, even though they may have more than one casual job).

Table 2a – Number of Casual Workers as at 31st March 2018 by religion and belief

Note: The number of employees counted in Table 2a is based on the number of casual workers employed by Conwy on 31st March 2018 (counted once, even though they may have more than one casual job).

Service	Total	Agnostic	Atheist	Christian	Confucianism	Jehovah Witness	No Religion	Not Specified	Other
Children Family & Safeguarding	45	*	*	20	*	*	17	5	*
Community Development Service	129	*	11	68	*	*	37	6	*
Corporate Financial Service	1	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	17	*	*	9	*	*	5	*	*
Education	149	*	*	83	*	*	47	6	*
Environment Roads & Facilities	18	*	*	14	*	*	*	*	*
Integrated Adults & Community Services	31	*	*	14	*	*	11	*	*
Law & Governance	7	*	*	*	*	*	*	*	*
Regulatory & Housing Services		*	*	*	*	*	*	*	*
Theatres & Conference Centre	78	*	8	25	*	*	38	6	*
CCBC Total	476	11	26	241	1	1	163	31	10

Numbers below 5 have been replaced by * to protect anonymity

The overall workforce profile of the Authority consists of 25% male and 75% female employees. This figure includes permanent, fixed term and casual employees. When broken down further, the split of male and female employees in permanent and fixed term roles is 27% male and 73% female, and the split in casual roles is 22% male and 78% female. When looking at the casual workforce only, the total number of casual staff has decreased by 36% since our last report. This is due to posts which have been dormant for more than 18 months being closed on the system. The age profile for the whole workforce is 7% aged 16-24, 19% aged 25-34, 22% aged 35-44, 29% aged 45-54, 19% aged 55-64 and 3% aged 65+.

During this period 3.2% of the workforce took maternity leave, majority of which were employed in Education. The system has been upgraded and we can now record the date employees inform managers of their pregnancy and record their MATB1 date. This data capture will commence in 2019 and be reported on from 2020 onwards.

We hold the following data for staff in Conwy: 100% sex, 100% age, 99.5% marital/civil partnership, 50.2% race, 44.6% disability, 38.5% religion/belief, 49.6% lesbian, gay or bisexual and 30.9% transgender. These figures do

not show how many people are identified with that protected group, but how many people have provided information to say that they are or are not from each group.

The following figures are based on all of our staff (including permanent, fixed term and casual staff). 53% have declared that they are either married or in a civil partnership and 1.5% have declared a disability. Currently, 0.8% have declared their sexual orientation as lesbian, gay or bisexual, 1.2% of employees have stated that they are of black, minority and ethnic origin, 34% have declared a religion/belief or non-belief and 0.1% of employees have stated that they are transgender. Figures for these protected characteristics have increased over the past few years however still remain low.

Improvements have been seen in this data since the introduction of Web Recruitment in 2015 which ensures that all applicants complete their Equality Information with these fields now mandatory on the application form. A recent upgrade to this system now also ensures that all Education posts are now recruited this way. The introduction of the self-service system in which employees can access to update their own personal records has also aided the improvement in Equality data held for current staff. Although the figures are still very low, a small improvement has been seen over the past couple of years and we will be working to improve upon this data further over the coming year.

These figures are not always representative of the workforce as they are dependent on individuals wishing to disclose their identity and this is a particular issue around disability and LGBT reporting. Staff are offered the opportunity to state 'prefer not to say' and we will be reviewing this data to consider whether these responses are significant.

3.1 Gender breakdown by Contract / Salary / Job Type / Grade

The numbers provided in Tables 3 - 6 below are based on the number of positions filled within Conwy, by the people shown in Tables 1 and 2. We have a large number of employees who hold multiple posts, often part-time and often in different job types and different services. Conwy County Borough Council does not employ 7,585 employees as this is the total number of posts filled. As at 31.3.18 we employed 4147 permanent and fixed term people in 4536 posts. We also employed 2109 casual people who filled 3049 casual posts.

Table 3 - Number of posts filled by Contract Type

Sex	Permanent		Fixed Term		Variable hours	Total
	Full time	Part time	Full time	Part time		
Female	1063	1740	204	357	2274	5638
Male	789	245	87	51	775	1947
	1852	1985	291	408	3049	7585

Table 4 - Number of posts filled by Salary Range

Sex	Salary Up To 16,000	Salary 16,001 - 20,000	Salary 20,001 - 24,000	Salary 24,001 - 28,000	Salary 28,001 - 32,000	Salary 32,001 - 36,000	Salary 36,001 - 40,000	Salary 40,001 - 45,000	Salary 45,001 - 50,000	Salary 50,000 +	Total
Female	4022	331	326	178	212	147	274	54	46	48	5638
Male	1069	224	180	117	75	62	102	49	26	43	1947
Total	5091	555	506	295	287	209	376	103	72	91	7585

41% (2109) of those employees who are paid up to £16,000 are casual employees whose pay is dormant if they are not working, of which 78% (1636) are female and 22% (473) male. The gender breakdown within this salary range broadly reflects that of the workforce gender profile at 75% female and 25% male.

Table 5 - Number of posts filled by Job Type

Sex	Admin & Clerical	Care & Support	Education	Management	Not Stated	Operational	Professional	Senior Management	Technical	Total
Female	410	989	981	86	4	1636	318	9	1205	5638
Male	110	133	234	70	16	725	157	8	494	1947
	520	1122	1215	156	20	2361	475	17	1699	7585

The management category comprises people whose main role is management. However, the professional category will also include some people who manage employees.

Table 6 - Number of posts filled by Grade

Sex	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12
Female	1891	692	338	586	442	177	106	165	49	40	5	20
Male	351	394	160	196	159	139	66	51	36	40	6	12
	2242	1086	498	782	601	316	172	216	85	80	11	32

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	9	74	896	11	19	4	114	5638
Male	8	52	175	7	16	16	63	1947
	17	126	1071	18	35	20	177	7585

The Education Advisory column in this table includes non-school based employees such as Education Advisory Inspectors and Psychologists.

Contract Type

As at 31st March 2018, there are 7585 posts filled within Conwy (permanent, fixed term and casual staff), of which 75% are occupied by female employees and 25% are occupied by male employees. Of the 7585 posts, 3837 (51%) are permanent, 699 (9%) are fixed term and 3049 (40%) are casual. These figures broadly reflect the figures of the previous year.

Of all permanent posts 73% are held by female employees and 27% are held by male employees. 57% of full time permanent posts are held by female employees and 43% are held by male employees, and 88% of part-time permanent posts are held by female employees and 12% are held by male employees. These are relatively unchanged from last year.

Of all fixed term posts 80% are held by female employees and 20% held by male employees. 70% of fixed term full time posts are held by female employees and 30% are held by male employees. 88% of fixed term part-time posts are held by female employees and 12% are held by male employees. 75% of casual posts are held by female workers and 25% are held by male workers. 88% of all part time posts (permanent and fixed term) are held by female employees, compared to 12% male employees.

Salary Range

There are a total of 7585 posts within Conwy, 53% (4022 posts) of which are occupied by female employees within the salary range up to £16,000. Almost three quarters of the female workforce (71%) and over half (55%) of the male workforce fall within the salary range up to £16,000.

The female to male split in the different salary ranges is as follows:

Up to £16,000 is 79% female and 21% male
£16,001 to £20,000 is 60% female and 40% male
£20,001 to £24,000 is 64% female and 36% male
£24,001 to £28,000 is 60% female and 40% male
£28,001 to £32,000 is 74% female and 26% male
£32,001 to £36,000 is 70% female and 30% male
£36,001 to £40,000 is 73% female and 27% male
£40,001 to £45,000 is 52% female and 48% male
£45,001 to £50,000 is 64% female and 36% male
£50,000+ is 53% female and 47% male.

The split of female to male employees in the £50,000 and over salary range hasn't changed since the last Employment Monitoring report. Posts that fall within the salary range £50,000 and above include; Chief Executive, Directors, Heads of Service, Head Teachers, Deputy Head Teachers and Education Advisor/Inspectors.

Within the salary ranges of up to £16,000, £28,001 to £32,000, £32,001 to £36,000 and £36,000 to £40,000 there is an approximate trend which can be compared to the workforce profile of 75:25 female to male employees. However, when compared to the workforce profile, females are less represented in the salary ranges £16,001 to £20,000, £20,001 to £24,000, £24,001 to £28,000, £40,001 to £45,000, £45,001 to £50,000 and £50,000+.

Job Type

85% of the posts held by female employees fall within Education, Technical, Operational and Care, whilst 81% of the posts held by male employees fall within the same categories. With regards to management posts, 55% (86) of these posts are held by female employees and 45% (70) are held by male employees. Of those in senior management posts 53% (9) are held by female employees and 47% (8) are held by male employees. In comparison to the workforce profile of 75:25 female to male employees, male employees remain under-represented in Administration and Clerical, Care and Support and Education, whereas, female employees are under-represented in Management, Senior Management, Operational and Professional job types when compared to the overall workforce profile.

Grade

30% of all posts held are within Grade G01, of which 84% are held by female employees and 16% are held by male employees. Within Grades G04, G05 and G08 the split of males to females approximately mirrors the workforce profile of 75% female and 25% male. Female employees are less represented in Grade G02, G03, G06, G07 and Grades G09 to G12 when compared to the overall workforce ratio of 75:25. The percentage of females in these grades are: G02 = 64%, G03 = 68%, G06= 56%, G07 = 62%, G09 = 58%, G10 = 50%, G11 = 45% and G12 = 62%.

In comparison to the workforce profile of 75% female and 25% male, females remain under-represented in the category of Deputy/Head Teachers with 59% being female and 41% being male and Senior Management with the split being 53% female and 47% male. They are also under-represented within Youth Work with a 54% female, 46% male split, although this may be more representative of the groups they work with. Females remain under-represented in Senior Management at 50% compared with 50% males and are also under-represented in the Modern Apprentice group with a split of 30% female to 70% male. Males are under-represented in the Teaching category which comprises of 84% females and 16% males. Within Education Advisory, the male/female split is somewhat closer to the workforce profile than some of the other categories where the under-representation is more obvious.

4. Recruitment and Promotion

All job applications are inputted onto the HR/Payroll system during the recruitment stage. This now also includes all applications for school based employees such as teachers, teaching assistants and supply posts. The web recruitment system allows applicants to apply for posts online. Their details, including the mandatory Equality information that they must supply when applying for any roles within the Council, are automatically fed into the HR/Payroll system. The Equality monitoring information is only accessible to Human Resources staff as it is regarded as sensitive data.

Personal details of applicants are not shared with recruiting managers until after shortlisting, to ensure that the shortlisting process is free from discrimination and that shortlisting is based on the details provided in the application form. Between 1st April 2017 and 31st March 2018 there were 572 positions advertised. It should be noted that there were not 572 vacant posts, this figure represents all job adverts that have been published during the year, including where a post has been re-advertised and also where more than one person has been recruited into a post. The figure is slightly higher than last year, however not too dissimilar. There were 572 vacancies advertised in 2017/18, this is compared to 516 in 2016-17 and 205 in 2015-16. In the period 2017-18 there were 65 re-adverts. All promotions are made against an identified vacancy that has been advertised and the normal recruitment process followed.

Table 7 - Internal and External Vacancies in 2017/18

Service	Position Advertised Count
Chief Executives Office	2
Children Family & Safeguarding	61
Community Development Service	66
Corporate Financial Service	3
Corporate Human Resources	6
Corporate Improvement & Development	1
Corporate Marketing & Communications	16
Education Services	102
Environment Roads & Facilities	89
Estates & Asset Management	1
Information Technology	4
Integrated Adults & Community Services	117
Law & Governance	18
Regulatory & Housing Services	24
Revenues & Benefits Service	13
Theatres & Conference Centre	49
CCBC Total	572

Table 8a - External Applicants for Employment and/or Promotion

Service	Total External Applicants	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	7	*	*	*	*	5	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	141	30	110	*	16	47	27	33	16	*	*	*	6	55	7	80
Community Development Service	269	112	156	*	72	77	53	37	27	*	*	*	19	89	12	157
Corporate Financial Service	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	11	5	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	18	9	9	*	6	8	*	*	*	*	*	*	*	*	*	8
Chief Executives Office	10	*	6	*	*	*	*	*	*	*	*	*	*	*	*	5
Education Services	534	77	456	*	99	253	106	54	19	*	*	5	13	153	7	319
Environment Roads & Facilities	332	280	52	*	46	79	71	82	50	*	*	*	7	143	*	186
Estates & Asset Management	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	15	14	*	*	8	*	*	*	*	*	*	*	*	8	*	6
Integrated Adults & Community Services	303	82	221	*	43	92	82	55	29	*	*	10	17	101	14	167
Law & Governance	43	*	39	*	9	14	8	8	*	*	*	*	*	14	*	17
Regulatory & Housing Services	63	26	37	*	10	20	18	7	5	*	*	*	*	20	*	28
Revenues & Benefits Service	42	21	21	*	12	11	11	*	*	*	*	*	*	11	*	19
Theatres & Conference Centre	144	79	64	*	66	41	16	12	8	*	*	*	5	24	*	79
Total	1939	748	1186	5	395	657	402	300	166	13	6	27	74	629	51	1082

Numbers below 5 have been replaced by * to protect anonymity

Table 8b - Internal Applicants for Employment and/or Promotion

Service	Total Internal Applicants	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	2	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Children Family & Safeguarding	76	18	58	0	*	15	26	22	10	*	0	*	*	33	*	41
Community Development Service	69	26	43	0	7	32	13	5	11	*	0	*	5	27	*	41
Corporate Financial Service	4	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Corporate Human Resources	6	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Corporate Improvement & Development	0	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Corporate Marketing & Communications	14	5	9	0	5	8	*	*	*	*	0	*	*	*	*	8
Chief Executives Office	3	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Education Services	261	28	233	0	40	110	58	34	18	*	0	*	*	105	*	167
Environment Roads & Facilities	85	65	20	0	11	21	14	24	14	*	0	*	*	38	*	40
Estates & Asset Management	1	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Information Technology	6	6	*	0	*	*	*	*	*	*	0	*	*	*	*	5
Integrated Adults & Community Services	137	21	116	0	6	41	43	35	10	*	0	*	6	60	8	71
Law & Governance	24	*	21	0	*	8	*	6	*	*	0	*	*	13	*	14
Regulatory & Housing Services	26	5	21	0	6	8	*	7	*	*	0	*	*	10	*	12
Revenues & Benefits Service	26	*	24	0	*	12	7	5	*	*	0	*	*	11	*	12
Theatres & Conference Centre	53	23	30	0	9	18	10	10	6	*	0	*	*	18	*	21
Total	793	206	587	0	95	279	181	149	81	8	0	4	21	324	26	439

Numbers below 5 have been replaced by * to protect anonymity

Table 8c - Total Applicants for Employment and/or Promotion

Service	Total Applicants	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	9	*	6	*	*	5	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	216	48	168	*	18	62	53	55	26	*	*	*	7	88	11	121
Community Development Service	337	138	199	*	79	109	66	42	38	*	*	*	24	116	14	198
Corporate Financial Service	7	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	17	7	10	*	5	*	*	*	5	*	*	*	*	5	*	7
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	32	14	18	*	11	16	*	*	*	*	*	*	*	*	*	16
Chief Executives Office	12	*	9	*	*	6	*	*	*	*	*	*	*	*	*	6
Education Services	794	105	689	*	139	363	164	88	37	*	*	7	17	258	10	486
Environment Roads & Facilities	417	345	72	*	57	100	85	106	64	5	*	*	9	181	*	226
Estates & Asset Management	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	21	20	*	*	11	*	5	*	*	*	*	*	*	9	*	11
Integrated Adults & Community Services	440	103	337	*	49	133	125	90	39	*	*	12	23	161	22	238
Law & Governance	67	7	60	*	11	22	10	14	7	*	*	*	*	27	*	31
Regulatory & Housing Services	89	31	58	*	16	28	22	14	6	*	*	*	*	30	6	40
Revenues & Benefits Service	68	23	45	*	12	23	18	9	6	*	*	*	*	22	*	31
Theatres & Conference Centre	196	102	94	*	75	59	26	22	14	*	*	*	5	42	6	100
Total	2732	954	1773	5	490	936	583	449	247	21	6	31	95	953	77	1521

Numbers below 5 have been replaced by * to protect anonymity

Table 9a - External Applicants Shortlisted for Employment and Promotion

Service	Total External Shortlisted	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	85	13	71	*	*	30	17	21	12	*	*	*	*	39	*	47
Community Development Service	140	66	74	*	45	39	23	15	15	*	*	*	10	40	5	75
Corporate Financial Service	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	11	5	6	*	*	6	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	85	20	65	*	8	33	27	12	*	*	*	*	*	27	*	43
Environment Roads & Facilities	122	96	26	*	23	33	22	25	18	*	*	*	*	49	*	74
Estates & Asset Management	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	9	8	*	*	5	*	*	*	*	*	*	*	*	*	*	5
Integrated Adults & Community Services	140	32	108	*	12	49	38	24	16	*	*	*	8	50	7	79
Law & Governance	14	*	13	*	*	5	*	*	*	*	*	*	*	7	*	9
Regulatory & Housing Services	32	12	20	*	7	11	8	*	*	*	*	*	*	10	*	15
Revenues & Benefits Service	21	11	10	*	5	7	7	*	*	*	*	*	*	5	*	7
Theatres & Conference Centre	82	40	42	*	39	23	9	5	6	*	*	*	*	13	*	46
Total	754	309	444	1	155	242	160	113	73	7	4	8	34	251	25	410

Numbers below 5 have been replaced by * to protect anonymity

Table 9b - Internal Applicants Shortlisted for Employment and Promotion

Service	Total Internal Shortlisted	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	2	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	61	13	48	0	*	12	19	19	9	*	*	*	*	30	*	32
Community Development Service	49	21	28	0	6	23	8	*	8	*	*	*	5	18	*	28
Corporate Financial Service	3	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	5	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	0	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	13	*	9	0	5	7	*	*	*	*	*	*	*	*	*	8
Chief Executives Office	2	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	81	14	67	0	8	25	24	15	8	*	*	*	*	34	*	41
Environment Roads & Facilities	62	48	14	0	10	13	12	16	10	*	*	*	*	29	*	31
Estates & Asset Management	1	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	6	6	*	0	*	*	*	*	*	*	*	*	*	*	*	5
Integrated Adults & Community Services	98	16	82	0	*	31	28	26	7	*	*	*	5	37	5	53
Law & Governance	14	*	12	0	*	6	*	*	*	*	*	*	*	6	*	9
Regulatory & Housing Services	17	*	13	0	6	5	*	*	*	*	*	*	*	6	*	8
Revenues & Benefits Service	21	*	19	0	*	11	5	*	*	*	*	*	*	7	*	8
Theatres & Conference Centre	44	18	26	0	9	13	7	9	6	*	*	*	*	14	*	18
Total	479	152	327	0	59	151	111	98	54	6	0	3	17	189	21	246

Numbers below 5 have been replaced by * to protect anonymity

Table 9c - Total Applicants Shortlisted for Employment and Promotion

Service	Total Applicants Shortlisted	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	146	26	119	*	5	42	36	40	21	*	*	*	*	69	6	79
Community Development Service	189	87	102	*	51	62	31	18	23	*	*	*	15	58	7	103
Corporate Financial Service	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	11	5	6	*	5	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	24	9	15	*	7	13	*	*	*	*	*	*	*	*	*	12
Chief Executives Office	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	166	34	132	*	16	58	51	27	12	*	*	*	6	61	7	84
Environment Roads & Facilities	184	144	40	*	33	46	34	41	28	*	*	*	*	78	*	105
Estates & Asset Management	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	15	14	*	*	8	*	5	*	*	*	*	*	*	5	*	10
Integrated Adults & Community Services	238	48	190	*	16	80	66	50	23	*	*	5	13	87	12	132
Law & Governance	28	*	25	*	*	11	*	6	*	*	*	*	*	13	*	18
Regulatory & Housing Services	49	16	33	*	13	16	11	5	*	*	*	*	*	16	5	23
Revenues & Benefits Service	42	13	29	*	5	18	12	6	*	*	*	*	*	12	*	15
Theatres & Conference Centre	126	58	68	*	48	36	16	14	12	*	*	*	*	27	*	64
Total	1233	461	771	1	214	393	271	211	127	13	4	11	51	440	46	656

Numbers below 5 have been replaced by * to protect anonymity

Table 10a – External Applicants Appointed

Service	Total External Appointed	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Children Family & Safeguarding	3	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Community Development Service	10	*	7	0	*	*	*	*	*	0	*	0	*	5	*	5
Corporate Financial Service	0	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Corporate Human Resources	1	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Corporate Improvement & Development	1	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Corporate Marketing & Communications	10	*	6	0	*	5	*	*	*	0	*	0	*	*	*	*
Chief Executives Office	0	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Education Services	10	*	8	0	*	*	*	*	*	0	*	0	*	*	*	*
Environment Roads & Facilities	3	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Estates & Asset Management	1	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Information Technology	3	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Integrated Adults & Community Services	8	*	7	0	*	*	*	*	*	0	*	0	*	*	*	*
Law & Governance	3	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Regulatory & Housing Services	4	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Revenues & Benefits Service	4	*	*	0	*	*	*	*	*	0	*	0	*	*	*	*
Theatres & Conference Centre	8	*	6	0	*	*	*	*	*	0	*	0	*	*	*	6
Total	69	21	48	0	16	23	13	12	4	0	1	0	6	22	2	36

Numbers below 5 have been replaced by * to protect anonymity

Table 10b – Internal Applicants Appointed

Service	Total Internal Appointed	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	2	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Children Family & Safeguarding	24	6	18	0	*	7	6	8	*	*	0	*	*	8	*	11
Community Development Service	29	14	15	0	*	12	7	*	6	*	0	*	*	12	*	15
Corporate Financial Service	3	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Corporate Human Resources	3	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Corporate Improvement & Development	0	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Corporate Marketing & Communications	12	*	8	0	*	7	*	*	*	*	0	*	*	*	*	7
Chief Executives Office	1	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Education Services	50	8	42	0	*	15	16	11	*	*	0	*	*	24	*	18
Environment Roads & Facilities	44	33	11	0	7	9	8	11	8	*	0	*	*	20	*	23
Estates & Asset Management	0	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Information Technology	2	*	*	0	*	*	*	*	*	*	0	*	*	*	*	*
Integrated Adults & Community Services	53	9	44	0	*	18	13	13	*	*	0	*	5	20	*	27
Law & Governance	6	*	6	0	*	*	*	*	*	*	0	*	*	*	*	*
Regulatory & Housing Services	14	*	10	0	6	5	*	*	*	*	0	*	*	*	*	6
Revenues & Benefits Service	11	*	10	0	*	7	*	*	*	*	0	*	*	*	*	*
Theatres & Conference Centre	27	13	14	0	6	9	*	5	5	*	0	*	*	9	*	14
Total	281	98	183	0	37	94	60	53	32	5	0	2	12	108	14	132

Numbers below 5 have been replaced by * to protect anonymity

Table 10c – Total Applicants Appointed

Service	Total Appointed	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	2	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	27	6	21	0	*	9	6	8	*	*	*	*	*	9	*	14
Community Development Service	39	17	22	0	*	15	10	*	8	*	*	*	5	17	*	20
Corporate Financial Service	3	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	4	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	22	8	14	0	6	12	*	*	*	*	*	*	*	*	*	10
Chief Executives Office	1	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	60	10	50	0	*	18	19	14	*	*	*	*	*	28	*	22
Environment Roads & Facilities	47	36	11	0	9	10	8	11	8	*	*	*	*	21	*	25
Estates & Asset Management	1	*	*	0	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	5	*	*	0	*	*	*	*	*	*	*	*	*	*	*	5
Integrated Adults & Community Services	61	10	51	0	6	20	13	16	*	*	*	*	6	21	*	30
Law & Governance	9	*	9	0	*	*	*	*	*	*	*	*	*	*	*	6
Regulatory & Housing Services	18	6	12	0	7	7	*	*	*	*	*	*	*	6	*	8
Revenues & Benefits Service	15	*	13	0	*	8	*	*	*	*	*	*	*	*	*	5
Theatres & Conference Centre	35	15	20	0	10	11	*	6	5	*	*	*	*	10	*	20
Total	350	119	231	0	53	117	73	65	36	5	1	2	18	130	16	168

Numbers below 5 have been replaced by * to protect anonymity

Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2006-2018

		Applicants			Shortlisted			Appointments		
		No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
2017-18	BME	31	100%	1.14%	11	35.48%	0.89%	2	6.45%	0.57%
	Disabled	95	100%	3.48%	51	53.68%	4.14%	18	18.95%	5.14%
	Overall Total	2727			1233			350		
2016-2017	BME	35	100%	1.17%	10	28.57%	0.83%	2	5.71%	0.63%
	Disabled	146	100%	4.87%	62	42.47%	5.17%	10	6.85%	2.93%
	Overall Total	2996			1200			341		
2015-2016	BME	33	100%	0.97%	10	30.30%	0.90%	2	6.06%	0.66%
	Disabled	163	100%	4.79%	45	27.61%	4.05%	12	7.36%	3.97%
	Overall Total	3401			1111			302		
2014-2015	BME	47	100%	2.09%	14	29.79%	1.98%	0	0.00%	0.00%
	Disabled	123	100%	5.46%	30	24.39%	4.25%	5	4.07%	1.98%
	Overall Total	2252			706			253		
2013-2014	BME	27	100%	1.28%	4	14.81%	0.75%	2	7.41%	0.81%
	Disabled	87	100%	4.13%	24	27.59%	4.51%	11	12.64%	4.47%
	Overall Total	2109			532			246		
2012-2013	BME	33	100%	1.90%	13	39.30%	2.10%	3	9.00%	1.80%
	Disabled	66	100%	3.90%	23	34.80%	3.80%	3	4.50%	1.80%
	Overall Total	1678			599			165		
2011-2012	BME	71	100%	2.10%	16	22.50%	1.80%	4	5.60%	2.30%
	Disabled	151	100%	4.50%	36	23.80%	4.10%	3	2.00%	1.70%
	Overall Total	3363			877			172		
2010-2011	BME	81	100%	2.60%	11	13.60%	1.20%	3	3.70%	1.90%
	Disabled	117	100%	3.80%	37	31.60%	3.90%	4	3.40%	2.60%
	Overall Total	3062			938			155		
2009-2010	BME	107	100%	2.50%	13	12.10%	1.10%	2	1.90%	1.00%
	Disabled	122	100%	2.90%	49	40.20%	4.00%	5	4.10%	2.60%
	Overall Total	4244			1210			195		
2008-2009	BME	80	100%	2.70%	19	23.80%	2.50%	0	0.00%	0.00%
	Disabled	86	100%	2.90%	23	26.70%	3.10%	0	0.00%	0.00%
	Overall Total	2940			748			105		
2007-2008	BME	128	100%	3.30%	35	27.30%	2.70%	10	7.80%	2.70%
	Disabled	96	100%	2.50%	43	44.80%	3.40%	4	4.20%	1.10%
	Overall Total	3826			1280			372		
2006-2007	BME	79	100%	2.00%	14	17.70%	1.20%	5	6.30%	1.40%
	Disabled	70	100%	1.80%	31	44.30%	2.70%	4	5.70%	1.10%
	Overall Total	3921			1165			350		

The table above shows a declining trend since 2009-10 in the number of applicants who have declared that they are from a BME background. The declining trend has continued this year, as the number of applicants from a BME background is the lowest number we have received since 2006-2007. However, when looking at the percentage of BME applicants compared to the total number of applications received, it is not too dissimilar to last year's figure (albeit a little lower) at 1.14% compared to 1.17% last year. When compared to the number of appointments made, 0.57% of the total appointments were applicants from a BME background.

The table shows that during the year 2017-18, there has been a decrease in the number of applicants who have declared a disability with 95 applicants declaring a disability. This is compared to 146 applications from disabled people received last year. This figure equates to 3.48% of the total number of applications received, which again is lower than last year.

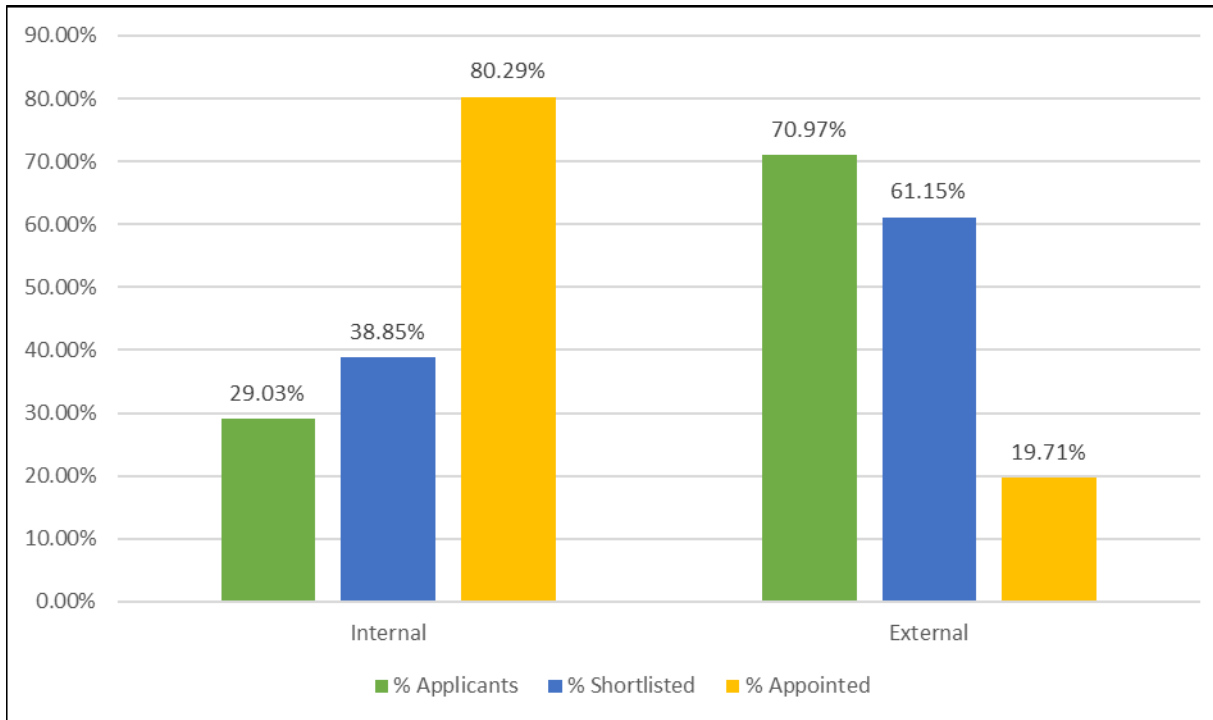
With regard to shortlisting, figures are similar to last year when we look at the percentage of BME and Disabled candidates who were shortlisted for posts. Work has recently commenced within Corporate Human Resources to monitor the numbers of applications that are received and a system has been established to identify any BME and Disabled applicants for each advertised post to inform managers prior to shortlisting.

4.1 Recruitment Analysis

Type of Applicant

There were 2732 applications for the 572 positions which were advertised, an average of 4.7 applications per vacancy. Chart 1 shows a considerable difference between the number of internal and external job applicants and appointments made. It shows that 35% of all internal applicants were successful in appointment. This compares to 4% of external applicants.

Chart 1 - Number of Applications compared with the Number Shortlisted and the Number Appointed by Applicant Category:



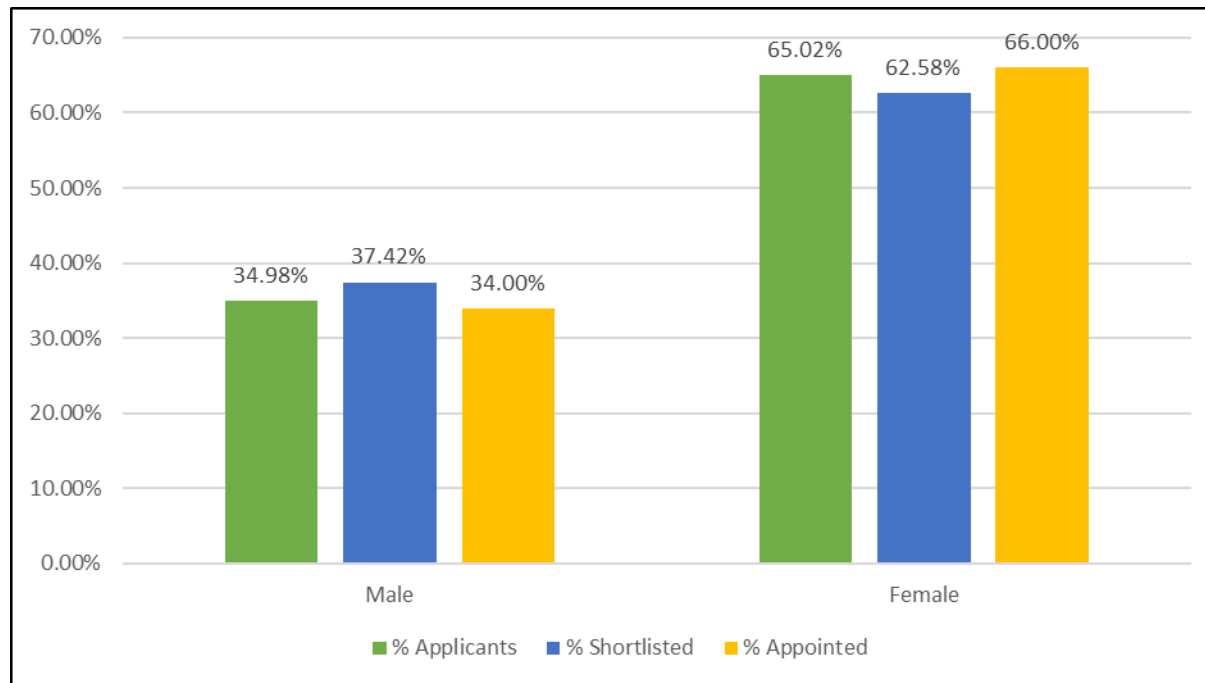
Sex

Overall, 35% of all job applicants were male and 64.8% female (0.2% did not state their sex), however these percentages vary between internal and external candidates. Internal applicants are less likely to be male than female applicants, reflecting the profile of current employees. External applicants consisted of 38.6% male and 61.0% female (0.2% did not state their sex).

Dependant on the job type and the service area, these trends vary considerably. By analysing the total applications received, Audit & Procurement, Children, Family & Safeguarding, Chief Executive Office, Education, Estates & Asset Management, Integrated Adults & Community Service, Law & Governance, Regulatory & Housing and Revenues & Benefits received 60% to 90% female applications. In comparison, Environment, Roads & Facilities,

Information Technology and Corporate Marketing & Communications received more than 80% male applications. Community Development Service, Corporate Finance Service, Corporate Human Resources and Corporate Marketing & Communications received approximately 50:50 applications from male and female applicants. When compared to the current workforce profile of 25% male and 75% female, females are under-represented in applications for vacancies in Community Development Service, Environment, Roads & Facilities, Information Technology, Corporate Human Resources, Corporate Marketing & Communications and Corporate Finance Service. The applicants who didn't disclose their sex have not been counted in these statistics.

Chart 2 - Number of Applications Compared with the Number Shortlisted and Appointed by Sex:

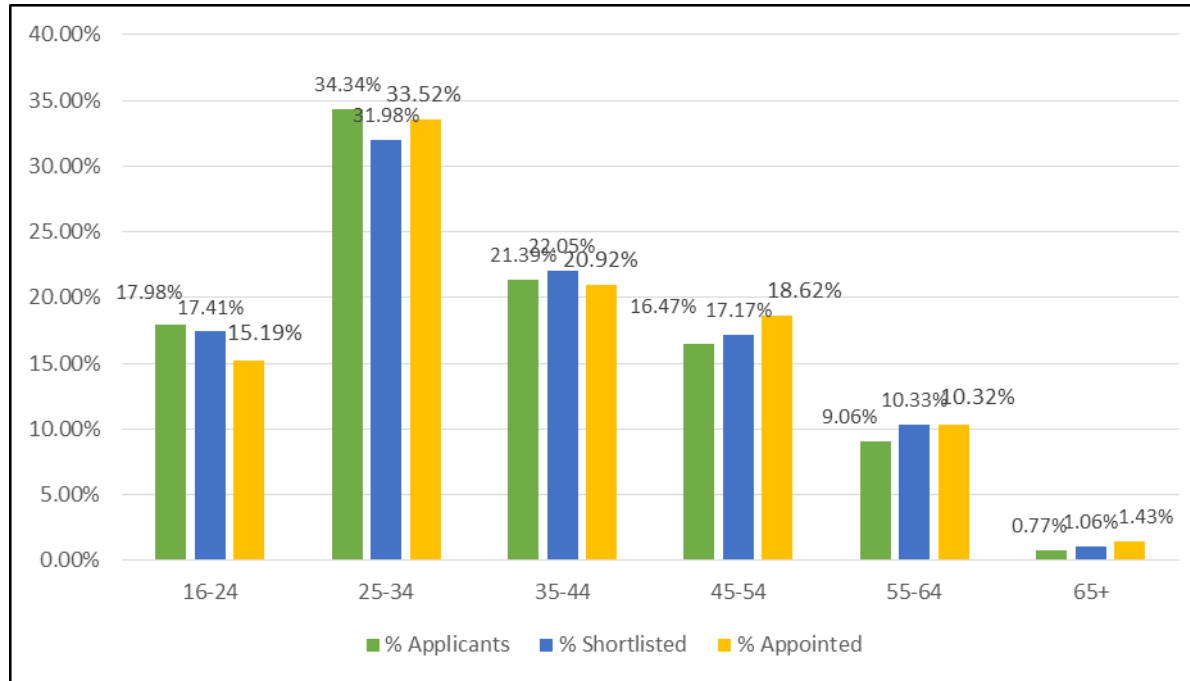


Overall there was a higher chance of a female applicant being successful than a male applicant. These figures are greatly unchanged from last year's figures. Of all female applications, 24% were appointed, compared to 6.7% of all male applications.

Age

When broken down by age, a third of all applicants (34.34%), both internal and external, fall into the 25-34 age range. This was mirrored in the appointments in which 33.52% of all appointments fall into this age range.

Chart 3 - Number of Applications Compared with the Number Shortlisted and Appointed by Age



Ethnicity

There were 31 applications from candidates of an ethnic minority background, which formed 1.14% of the total applications received. This figure has decreased since the previous report and it still remains low in comparison to the percentage of ethnic minority people who live in Conwy County as stated in the 2011 Census (2.3%). Of all applicants from an ethnic minority background, 35% were shortlisted and 6.5% appointed.

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Ethnic minority	31	1.14%	11	0.89%	2	0.57%
Non Ethnic minority	2696	98.86%	1222	99.11%	348	99.43%
Total	2727		1233		350	

Disability

The following table shows that 3.48% of applicants regarded themselves as Disabled. This figure has decreased since last year, which is disappointing as in recent years we have been seeing a steady increase. Community Development Service, Environment Roads & Facilities and Integrated Adults & Community Services continue to attract a high number of disabled applicants, along with Education Services. 1.89% of all applicants who declared a disability were successful and appointed into posts which overall meant that disabled people made up 5.14% of all appointments. In comparison to last year, the percentage of disabled appointments has increased which is positive. Of all disabled applicants, 54% were shortlisted and 19% appointed.

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Disabled	95	3.48%	51	4.14%	18	5.14%
Not Disabled	2632	96.52%	1182	95.86%	332	94.86%
Total Applicants	2727		1233		350	

Applicants who regard themselves as Lesbian, Gay & Bisexual

The table below shows that 2.8% of applicants regarded themselves as Lesbian, Gay or Bisexual. Of all those applicants who were shortlisted, 3.7% were Lesbian, Gay or Bisexual and 4.6% of all those appointed were Lesbian, Gay or Bisexual. When compared to last year, there were lower numbers of applicants, but higher numbers shortlisted and appointed. Of all applicants who regard themselves as Lesbian, Gay & Bisexual, 60% were shortlisted and 21% appointed.

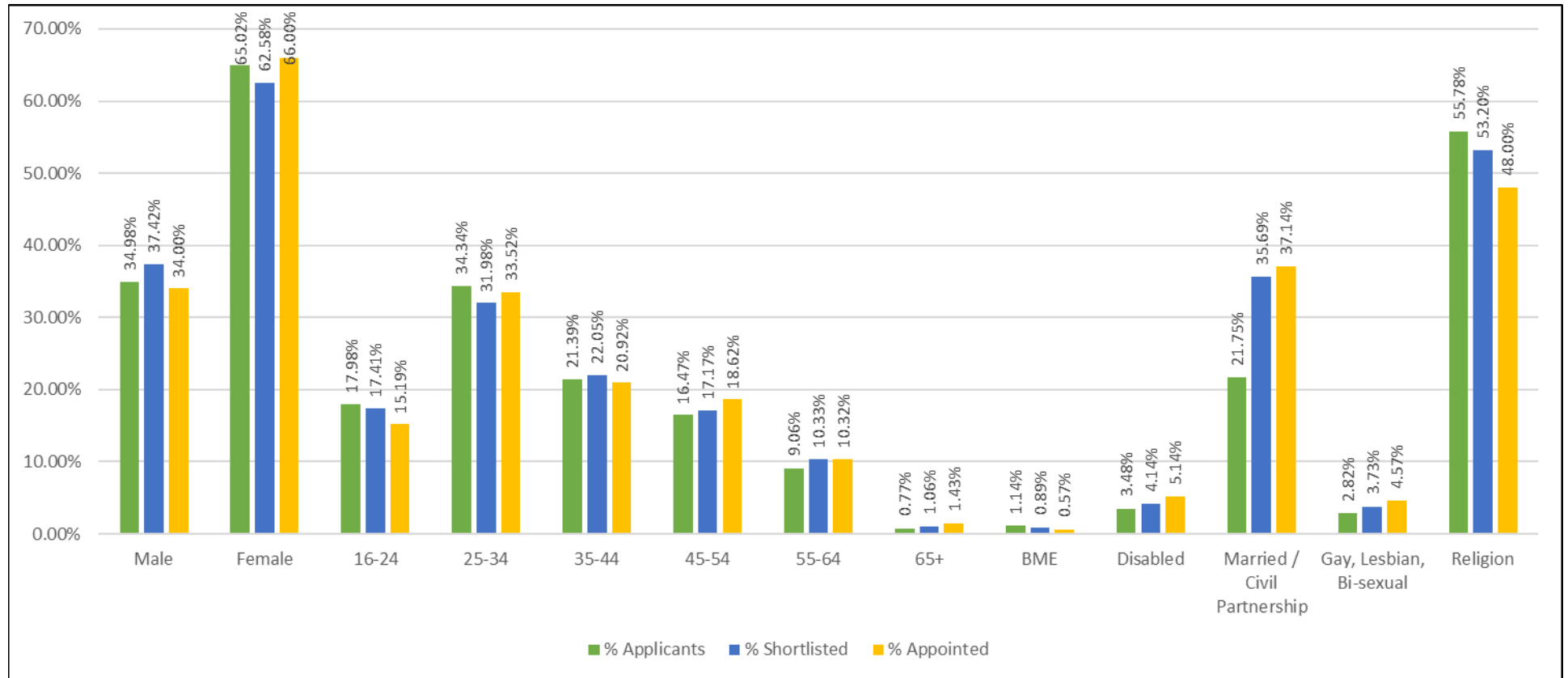
	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Lesbian, Gay, Bisexual	77	2.8%	46	3.7%	16	4.6%
Not Lesbian, Gay, Bisexual	2655	97.2%	1187	96.3%	334	95.4%
Total Applicants	2732		1233		350	

Married/Civil Partnership - Religion & Belief - Transgender

Insufficient data to be analysed.

Summary

Chart 4 – Number of Applications Compared with the Number Shortlisted and Appointed by protected characteristic



Summary of job applicant by protected characteristic –

Equality Group	Applied	Shortlisted	Appointed	% Shortlisted	% Appointed	Number expected to be shortlisted	Number expected to be Appointed	Analysis of Shortlisting	Analysis of Appointments
Male	954	461	119	48.3%	12.5%	390 – 471	100 – 144	As expected	As expected
Female	1773	771	231	43.5%	13.0%	745 – 856	197 – 257	As expected	As expected
Ethnic minority	31	11	2	35.5%	6.5%	7 – 21	0 – 8	As expected	As expected
Disabled	95	51	18	53.7%	18.9%	30 – 56	5 – 19	As expected	As expected
16-24	490	214	53	43.7%	10.8%	192 – 250	47 – 79	As expected	As expected
25-34	936	393	117	42.0%	12.5%	382 – 463	99 – 141	As expected	As expected
35-44	583	271	73	46.5%	12.5%	231 – 295	58 – 92	As expected	As expected
45-54	449	211	65	47.0%	14.5%	175 – 231	43 – 73	As expected	As expected
55-64	247	127	36	51.4%	14.6%	91 – 132	21 – 43	As expected	As expected
65+	21	13	5	61.9%	23.8%	3 – 16	0 – 6	As expected	As expected
Married/Civil Partnership	953	440	130	46.2%	13.6%	389 – 471	100 – 144	As expected	As expected
Religion	1521	656	168	43.1%	11.0%	635 – 738	168 – 222	As expected	As expected
Gay, Lesbian, Bisexual	77	46	16	59.7%	20.8%	23 - 46	4 - 16	As expected	As expected
All Applicants	2732	1233	350	45.1%	12.8%				

5. Training Applications and Training Received

Corporate training courses, as set out in our Learning and Development Plan, are automatically booked and recorded on our HR/Payroll system. Where services arrange separate ad hoc training for their employees, each service has a Training Link Officer whose responsibility it is to record that training on the HR/Payroll system. Therefore the training records held on our HR/Payroll system should reflect all training that has been undertaken across the Council. However it is possible that these records could be under-reported if not all training undertaken has been captured on the HR/Payroll system.

A manual process has been used within services to record applications for training that have not been approved. A workflow package for training is due to be implemented which will put all training applications through the HR/Payroll system and help to improve on the current data collection. There was a delay with the implementation of this improvement, however this will be rolled out to staff within the next 12 months. This improvement will enable us to improve data capture as well as record the different stages in the training process.

Table 13a and 13b below shows the actual training undertaken with turned down training applications added to it, to show the overall picture of training requests. This assumes that all courses undertaken were requested formally, although we know in practice this is often not the case as staff may have an informal discussion with their line manager and it could be turned down at that stage, which is not recorded. Similarly where mandatory training is booked for staff, this can sometimes be arranged without a training request form. Therefore we are not confident that the data in this table is complete and therefore very meaningful in identifying whether there has been any discrimination at the training request stage.

Table 14 below shows the actual training undertaken during the period 2017-2018.

Table 13a - Training Applications by Service for Conwy County Borough Council – 2017/18 – to add in responses from services re refused training applications

Service	Total Training Applications	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Audit & Procurement	14	*	*	5	7	*	*	12	*	*	*	8	*	*
Chief Executive Office	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	418	6	84	99	124	101	*	352	66	6	15	199	14	*
Community Development Service	245	33	51	52	48	54	7	147	98	*	6	105	9	*
Corporate Financial Service	8	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	27	7	5	11	*	*	*	20	7	*	*	9	*	*
Corporate Improvement & Development	7	*	*	*	*	*	*	6	*	*	*	5	*	*
Corporate Marketing & Communications	17	*	7	*	*	*	*	11	6	*	*	10	*	*
Education	334	4	46	103	119	60	*	284	50	*	*	220	*	*
Environment Roads & Facilities	355	35	28	59	134	93	6	92	263	7	8	184	*	*
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	53	*	*	12	23	13	*	20	33	*	*	36	*	*
Integrated Adults & Community Services	1103	20	176	204	375	287	41	918	185	56	44	612	19	5
Law & Governance	24	*	7	*	5	7	*	19	5	*	*	11	*	*
Regulatory & Housing Services	73	6	19	18	20	9	*	51	22	*	*	43	5	*
Revenues & Benefits Service	92	*	21	26	28	14	*	75	17	*	*	49	*	*
Theatres & Conference Centre	68	10	21	11	13	12	*	27	41	*	*	28	*	*
Total	2843	127	469	612	900	663	68	2039	800	73	81	1521	51	6

Numbers below 5 have been replaced by * to protect anonymity

Table 13b - Training Applications by religion and belief

Service	Total Training Applications	Agnostic	Atheist	Buddhist	Christian	Muslim	No Religion	Not Specified	Not Stated	Other
Audit & Procurement	14	*	*	*	9	*	*	*	5	*
Chief Executive Office	3	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	418	7	9	*	176	*	100	16	100	9
Community Development Service	245	7	11	*	80	*	44	10	91	*
Corporate Financial Service	8	*	*	*	*	*	*	*	*	*
Corporate Human Resources	27	*	*	*	14	*	12	*	*	*
Corporate Improvement & Development	7	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	17	*	*	*	10	*	6	*	*	*
Education	334	*	*	*	44	*	22	10	250	*
Environment Roads & Facilities	417	*	*	*	148	5	93	26	74	*
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*
Information Technology	53	*	*	*	26	*	20	*	*	*
Integrated Adults & Community Services	1103	13	5	*	431	*	273	64	307	10
Law & Governance	24	*	*	*	11	*	6	*	6	*
Regulatory & Housing Services	73	*	*	*	31	*	18	*	18	*
Revenues & Benefits Service	92	*	*	*	54	*	10	*	20	*
Theatres & Conference Centre	68	*	7	*	26	*	13	6	10	6
Total	2843	40	39	4	1066	5	623	146	886	34

Numbers below 5 have been replaced by * to protect anonymity

Table 14a - Training Completed by Service for Conwy County Borough Council – 2017/18

Service	Total Training Applications	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Audit & Procurement	14	*	*	5	7	*	*	12	*	*	*	8	*	*
Chief Executive Office	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	418	6	84	99	124	101	*	352	66	6	15	199	14	*
Community Development Service	242	33	51	52	45	54	7	144	98	*	6	102	9	*
Corporate Financial Service	8	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	27	7	5	11	*	*	*	20	7	*	*	9	*	*
Corporate Improvement & Development	7	*	*	*	*	*	*	6	*	*	*	5	*	*
Corporate Marketing & Communications	17	*	7	*	*	*	*	11	6	*	*	10	*	*
Education	334	*	46	103	119	60	*	284	50	*	*	220	*	*
Environment Roads & Facilities	355	35	28	59	134	93	6	92	263	7	8	184	*	*
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	53	*	*	12	23	13	*	20	33	*	*	36	*	*
Integrated Adults & Community Services	1103	20	176	204	375	287	41	918	185	56	44	612	19	5
Law & Governance	24	*	7	*	5	7	*	19	5	*	*	11	*	*
Regulatory & Housing Services	73	6	19	18	20	9	*	51	22	*	*	43	5	*
Revenues & Benefits Service	91	*	21	26	27	14	*	74	17	*	*	48	*	*
Theatres & Conference Centre	68	10	21	11	13	12	*	27	41	*	*	28	*	*
Total	2839	127	469	612	900	663	68	2039	800	73	81	1521	51	6

Numbers below 5 have been replaced by * to protect anonymity

Table 14b – Training Completed by religion and belief

Service	Total Training Applications	Agnostic	Atheist	Buddhist	Christian	Muslim	No Religion	Not Specified	Not Stated	Other
Audit & Procurement	14	*	*	*	9	*	*	*	5	*
Chief Executive Office	3	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	418	7	9	*	176	*	100	16	100	9
Community Development Service	242	7	11	*	77	*	44	10	91	*
Corporate Financial Service	8	*	*	*	*	*	*	*	*	*
Corporate Human Resources	27	*	*	*	14	*	12	*	*	*
Corporate Improvement & Development	7	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	17	*	*	*	10	*	6	*	*	*
Education	334	*	*	*	44	*	22	10	250	*
Environment Roads & Facilities	417	*	*	*	148	5	93	26	74	*
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*
Information Technology	53	*	*	*	26	*	20	*	*	*
Integrated Adults & Community Services	1103	13	5	*	431	*	273	64	307	10
Law & Governance	24	*	*	*	11	*	6	*	6	*
Regulatory & Housing Services	73	*	*	*	31	*	18	*	18	*
Revenues & Benefits Service	91	*	*	*	53	*	10	*	20	*
Theatres & Conference Centre	68	*	7	*	26	*	13	6	10	6
Total	2839	40	39	4	1062	5	623	146	886	34

Numbers below 5 have been replaced by * to protect anonymity

Table 15 - E-Learning Equality Training - Modules undertaken by employees

Engaging Diversity Module Completed from 1st April 2017 to 31st March 2018

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	100	2610

Table 16 - Analysis of completed Training Events – 2017/18

	No. of Completed Training Events	% of Completed Training Events	% of Staff Currently Employed	Analysis
Male	800	28.18%	25.67%	As expected
Female	2039	71.82%	74.33%	As expected
Black Minority Ethnic	73	2.57%	0.99%	High
Disabled	81	2.85%	1.24%	As expected
16 - 24	127	4.47%	5.93%	As expected
25 - 34	469	16.52%	15.56%	As expected
35 - 44	612	21.56%	18.50%	High
45 - 54	900	31.70%	24.22%	High
55 - 64	663	23.35%	15.78%	High
65+	68	2.40%	2.49%	As expected
Married / Civil Partnership	1521	53.58%	43.61%	High
Gay / Lesbian / Bisexual	51	1.80%	0.63%	As expected
Religion / Belief	1953	68.79%	28.25%	High
Transgender	6	0.21%	0.11%	As expected

The statistics evidence that men are just as likely to receive training as women, as are disabled employees and employees who have declared to be Gay, Lesbian, Bisexual or Transgender. Employees aged 16-24, 25-34 and 65+ are also as likely to receive training, however employees aged 35-44, 45-54 and 55-64 appear more likely to

receive training. Employees who have declared to be from a BME background also appear more likely to receive training. Employees who have accessed training and have declared information in regard to religion and belief are as follows; 37.4% Christian, 22% no religion, 1.4% Agnostic, 1.4% Atheist, 0.1% Buddhist, 0.2% Muslim and 1.2% other. 36.3% of employees who have completed training had not declared any religion, belief or non-belief.

6. Grievances / Disciplinary Action and other Cases

Note: Any figures less than five are shown as * to protect the identity of individuals. Totals remain unchanged.

Table 17 – All Grievance / Disciplinary Cases in 2017/18

Cases	Total	Male	Female	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Religion & Belief	Transgender
Sickness Absence	347	75	272	9	38	57	102	79	10	*	15	85	*	105	0
Grievance / Bullying	5	*	*	*	*	*	*	*	*	*	*	*	*	*	0
Disciplinary / Capability	33	18	15	*	*	6	9	12	*	*	*	14	*	18	0
Total	385	94	291	11	44	65	111	92	10	4	16	103	7	125	0

Note: Information under Grievance and Bullying cases includes complainants. Information under Disciplinary / Capability includes staff against whom a complaint was made.

There are a relatively higher number of sickness absence cases involving disabled people. 8.4% of the workforce were involved in sickness absence cases, of which 4.3% were disabled employees, compared to a workforce profile of 1.5%. Whilst 9.3% of employees were involved in all cases, 4.2% of those cases involved disabled employees.

1% of BME employees were involved in all cases compared to 6.6% of all employees. This is relative to the workforce profile for BME employees at 1%.

Overall there are a higher number of cases involving employees within the 45-54 and 55-64 age groups, in particular in regard to sickness absence and disciplinary/capability cases. Over half of all cases related to sickness absence and disciplinary/capability issues fell within these two age groups. With regard to sickness absence cases, a third of all cases were from employees within the 45-55 age group. In sickness and grievance/bullying cases, there are a higher number involving female employees, however this is representative of the workforce profile of 25:75 male to female ratio. However, with regard disciplinary/capability cases, there are a higher percentage of males. In comparison to the last Employment Monitoring Report, the number of disciplinary/capability cases has declined for females, but has increased by 100% for males.

With regard to sickness absence, 78% of cases were female and 22% cases male. When compared to the workforce profile, these figures are broadly comparable to the workforce profile of 75:25 female to male employees. There has been a 48% increase in the number of sickness cases since last year. This is a significant increase and has resulted in a positive impact on our attendance figures when compared to the all Wales position. Conwy County Borough Council had reported one of the poorest attendance figures in Wales, however, we have made significant improvements and by the end of March 2018, we now report in the top 7 Councils across Wales. Managing Sickness Absence is a key priority for all services and a further improvement has been seen in the number of improvement notices recorded on iTrent since last year's report.

7. Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2017/2018

	Total	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Dismissal	12	*	*	*	*	*	*	*	8	0	*	*	0	0
Dismissal - Ill health	18	*	*	*	*	11	*	12	6	0	*	12	0	0
End of temporary contract	57	19	15	9	*	9	*	42	15	0	*	14	0	0
Redundancy - Compulsory	14	*	*	*	*	8	*	9	5	0	*	6	0	0
TUPE	1	*	*	*	*	*	*	*	*	0	*	*	0	0
Involuntary	102	20	20	14	16	29	3	68	34	0	2	34	0	0
Death in Service	3	0	0	0	*	*	*	*	0	0	0	*	0	0
Other	3	0	0	0	1	1	1	3	0	0	0	2	0	0
By Mutual Agreement	4	*	*	*	*	*	*	*	*	*	*	*	*	0
Efficiency of the Service	4	*	*	*	*	*	*	*	*	*	*	*	*	0
Redundancy - Voluntary	30	*	*	5	5	18	*	23	7	*	*	20	*	0
Relief not worked for 18 months	2	*	*	*	*	*	*	*	*	*	*	*	*	0
Resignation	281	42	69	45	62	39	24	220	61	*	*	126	*	0
Resignation - Gone to another Authority	19	*	6	8	*	*	*	15	*	*	*	10	*	0
Resignation - Ill health	13	*	*	*	6	5	*	10	*	*	*	8	*	0
Resignation - Left for another job	170	26	51	38	38	14	*	123	47	*	*	68	*	0
Resignation - Left the area	12	*	7	*	*	*	*	7	5	*	*	*	*	0
Resignation - Not returned after maternity leave	1	*	*	*	*	*	*	*	*	*	*	*	*	0
Resignation - Returned to education	8	*	6	*	*	*	*	6	*	*	*	*	*	0
Retirement - Age	42	*	*	*	*	16	26	25	17	*	*	35	*	0
Retirement - Early voluntary	33	*	*	*	*	31	*	29	*	*	*	30	*	0
Retirement - Ill health	9	*	*	*	*	6	*	9	*	*	*	8	*	0
Voluntary	628	72	141	105	120	132	58	476	152	4	15	315	6	0
Total	733	92	161	119	137	162	62	547	186	4	17	351	6	0

Numbers below 5 have been replaced by * to protect anonymity

Table 18b – Leavers by religion and belief during 2017/2018

	Total	Agnostic	Atheist	Buddhist	Christian	Jewish	No Religion	Not Specified	Other	Not Stated
Dismissal	12	0	*	0	*	0	*	*	0	5
Dismissal - Ill health	18	0	*	0	5	0	*	*	0	12
End of temporary contract	57	0	*	0	7	0	*	*	0	43
Redundancy - Compulsory	14	0	*	0	*	0	*	*	0	9
TUPE	1	0	*	0	*	0	*	*	0	*
Involuntary	102	0	1	0	18	0	9	4	0	70

Death in Service	3	0	0	0	*	0	0	0	0	*
Other	3	0	0	0	1	0	0	0	0	2

By Mutual Agreement	4	*	*	*	*	*	*	*	*	*
Efficiency of the Service	4	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	30	*	*	*	*	*	*	*	*	25
Relief not worked for 18 months	2	*	*	*	*	*	*	*	*	*
Resignation	281	*	6	*	40	*	18	*	*	209
Resignation - Gone to another Authority	19	*	*	*	*	*	6	*	*	7
Resignation - Ill health	13	*	*	*	*	*	*	*	*	7
Resignation - Left for another job	170	*	*	*	45	*	36	8	*	74
Resignation - Left the area	12	*	*	*	*	*	*	*	*	7
Resignation - Not returned after maternity leave	1	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	8	*	*	*	*	*	*	*	*	*
Retirement - Age	42	*	*	*	10	*	*	*	*	25
Retirement - Early voluntary	33	*	*	*	7	*	*	*	*	26
Retirement - Ill health	9	*	*	*	*	*	*	*	*	8
Voluntary	628	9	10	1	121	2	73	15	2	395

Total	733	9	11	1	140	2	82	19	2	467
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Numbers below 5 have been replaced by * to protect anonymity

The leavers' information contained within this report has been obtained from the HR/payroll system for the period 1st April 2017 and the 31st March 2018. Where an employee holds two or more jobs within the Authority, their record will be duplicated within this data which may skew some of the statistics.

Between these dates there were 733 leavers, 628 (86%) who left voluntary, 102 (14%) who left involuntary and 3 (0.4%) were deaths in service. Of those who left involuntary, 57 (56%) were staff whose temporary contract had come to an end, 14 (14%) of employees left due to compulsory redundancy, 1 left due to TUPE (1%) and 30 (29%) employees were dismissed in this period of which 18 (58%) were dismissed on ill health grounds.

Table 19 – Percentage of leavers by protected characteristic

Equality Group	% of Voluntary Leavers	% of Involuntary Leavers	% All leavers	% of staff who work for us	Analysis of Voluntary leavers	Analysis of Involuntary leavers
Male	24.20%	33.33%	25.38%	27.30%	As expected	As expected
Female	75.80%	66.67%	74.62%	72.70%	As expected	As expected
Ethnic minority	0.64%	0.00%	0.55%	1.24%	As expected	Low
Disabled	2.39%	1.96%	2.32%	1.70%	As expected	As expected
16 - 24	11.46%	19.61%	12.55%	7.60%	High	High
25 - 34	22.45%	19.61%	21.96%	18.04%	High	As expected
35 - 44	16.72%	13.73%	16.23%	22.06%	Low	Low
45 - 54	19.11%	15.69%	18.69%	28.96%	Low	Low
55 - 64	21.02%	28.43%	22.10%	19.92%	As expected	High
65+	9.24%	2.94%	8.46%	3.42%	High	As expected
Married/Civil Partnership	50.16%	33.33%	47.89%	52.65%	As expected	Low
Gay, Lesbian, Bisexual	0.96%	0.00%	0.82%	0.88%	As expected	Low

Ethnicity

The number of employees of an ethnic minority origin, who left the Authority in this period is 4, with the reasons cited as voluntary.

Disability

A total of 17 employees left the Authority during this period who have declared a disability; 2 of which were involuntary and 15 voluntary.

Sex

This year as in previous years, there was a higher number of female employees leaving the organisation compared to male employees. When the figures are compared to the workforce profile of 75% female to 25% male, the figures correlate with 75% of leavers being female and 25% being male.

Age

This year, 12.6% of leavers were from the 16-24 age group, 22% from the 25-34 age group, 16.2% from the 35-44 age group, 18.7% from the 45-54 age group, 22.1% from the 55-64 age group and 8.4% from the 65+ age group. Employees aged between 55 and 64 make up a disproportionately high number of leavers, when compared to the overall workforce profile of this age group at 17%. As expected, employees aged 65+ also make up a disproportionately high number of leavers due to retirement.

Marriage/Civil Partnership

Of those employees that left the Authority 48% declared that they were married or in a civil partnership. This is a lower figure than last year which could be due to our improved records which we hold for staff. The majority of these employees left voluntarily with reasons cited such as voluntary redundancy, resignation and retirement.

Lesbian, Gay, Bisexual

The number of employees who have declared they are lesbian, gay or bisexual, who left the Authority in this period appears as expected in relation to the overall workforce profile. The main reason cited for leaving the organisation is voluntary resignation.

Religion and Belief

Of those who left during this period 36% declared information regarding having a religion or belief or no religious belief, which is higher than last year. Of all leavers, 19% were Christian and 11% reported no religion, however 64% had not stated any religion. End of temporary contracts and voluntary resignation were the main reasons for leaving the Authority.

Transgender

There were no employees who left during this period who had declared they are transgender.

8. The Way Forward

The information contained in this report is used to identify if there are any differences between groups that need to be investigated further to identify the reasons behind any anomalies and address any unfairness, disadvantage or possible discrimination within employment policies.

Specific actions identified from this report:

- 1) Undertake an exercise to improve Equality Monitoring information held for staff.
- 2) Review the mechanism for monitoring BME and disabled applicants prior to shortlisting to consider if any other actions are appropriate.
- 3) Inform HR Link Officers to record pregnancy details on iTrent.