



# CARMARTHENSHIRE COUNTY COUNCIL

## EQUALITY & DIVERSITY

### WORKFORCE INFORMATION REPORT

1<sup>st</sup> APRIL 2011 – 31<sup>st</sup> MARCH 2012



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**[PMPBusinessSupportUnit@carmarthenshire.gov.uk](mailto:PMPBusinessSupportUnit@carmarthenshire.gov.uk)**

## INTRODUCTION

### **The Equality Act and Public Sector Equality Duty**

The Equality Act 2010 (the Act) brings together and replaces previous anti discrimination laws within a single Act. It simplifies and strengthens the law, removes inconsistencies and aims to make it easier for people to understand.

The Act includes a new public sector equality duty (the 'general duty') replacing the separate duties on race, disability and gender equality. This came into force on 5<sup>th</sup> April 2011.

The Act requires the authority to publish specific employment and workforce information and demonstrate how it is complying with the general duties to:

- Eliminate discrimination and harassment
- Advance equality of opportunity
- Foster good relations between people with different protected characteristics

The Act defines the protected characteristics as:

- Age
- Disability
- Gender Reassignment
- Pregnancy and maternity
- Race – including ethnic or national origin, colour or nationality
- Religion or belief – including lack of belief
- Sex
- Sexual Orientation

It also applies to marriage and civil partnership but only in respect of the requirement to have due regard to the need to eliminate discrimination.

### **Specific Duties in Wales**

The main purpose of the specific duties in Wales is to help public bodies, such as the authority, in the performance of the general duty and to aid transparency

This report is aimed at meeting the specific duty in relation to annual reporting on Employment Information, Pay Differences and Staff Training. It relates to the reporting period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012 and replaces previous workforce annual reports that met the specific duties under the Race, Gender and Disability Equality Schemes. This report should be read in conjunction with the Strategic Equality Plan Annual Report for 2011-2012.

## What the duty requires on employment information

As a listed body in Wales, the authority must collect and publish on an annual basis:

- People employed by the authority on 31<sup>st</sup> March each year by protected characteristic
- Men and women, broken down by:
  - Job
  - Grade
  - Pay
  - Contract type (including permanent and temporary contracts)
  - Working pattern (including full time, part time and other flexible working patterns)
- People who have applied for jobs with the authority over the past year
- Employees who have applied to change position within the authority, identifying how many were successful in their application
- Employees who have applied for training and how many succeeded in their applications
- Employees who have completed training
- Employees involved in grievance procedures either as a complainant or as a person against whom a complaint was made
- Employees subjected to disciplinary procedures
- Employees who have left the authority

All of this information will be presented for each of the separate protected groups. The exception to this requirement is the data on job, grade, pay, contract type and working pattern, where the requirement is to report only in relation to men and women.

In gathering the data to present this report the authority cannot require any employee or applicant to provide information in relation to their protected characteristics. This a voluntary declaration process made by an employee.

The authority recognises that the collection and presentation of the data is work in progress. For some areas the data is not readily available, and where it is, it may not currently be available for all protected characteristics. Where this is the case, it will be clearly reported along with the steps being taken to address these deficiencies.

## Welsh language

Welsh language skills information on the authority's staff is published separately to this equality workforce information report and is available to view through the following link:

- [www.carmarthenshire.gov.uk/english/welsh/pages/home.aspx](http://www.carmarthenshire.gov.uk/english/welsh/pages/home.aspx)

Alternatively you can contact the Corporate Policy Team:

- Tel: 01267 224914 / 4008
- Email: [WelshLanguage@carmarthenshire.gov.uk](mailto:WelshLanguage@carmarthenshire.gov.uk)

## What the duty requires on pay differences

As a listed body in Wales, the authority must:

- When drawing up equality objectives have due regard to the need to have objectives that address the causes of any difference in pay between employees who are from a protected group and those who are not, if it appears reasonably likely that the reason for the differences is related to the fact that those employees share a protected characteristic
- Make appropriate arrangements to identify and collect information about differences in pay, and the causes of such differences, between employees who have a protected characteristic and those who do not. This information must be published as appropriate.

## Gender pay differences

As a listed body in Wales, the authority must:

- Publish an equality objective in relation to addressing any gender pay difference identified or publish reasons why it has not done so.
- Publish an action plan in respect of gender pay setting out:
  - Any policy it has that relates to the need to address the cause of any gender pay difference
  - Any gender pay equality objective it has published (including any revisions). Where it has been identified a gender pay difference amongst its staff, but has not published an equality objective to address the causes of that pay difference, the action plan must set out the reasons for not doing so
  - A statement about the steps it has taken or intends to take to fulfil its gender pay objective and how long it expects to take

## Staff Training

As a listed body in Wales, the authority must make appropriate arrangements to:

- Promote knowledge and understanding of the general duty and specific duties amongst its employees
- Use any performance assessment procedures to identify and address training needs of employees in relation to the duties

## GENERAL STATISTICAL NOTES TO HELP WITH INTERPRETATION

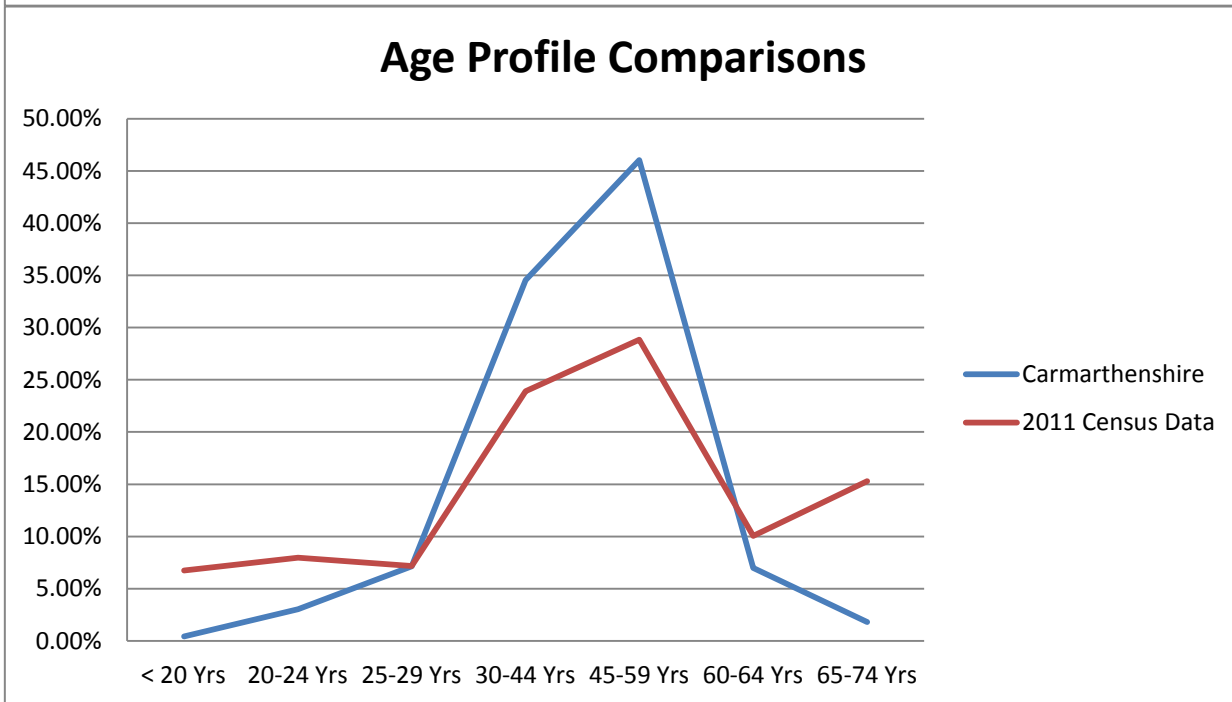
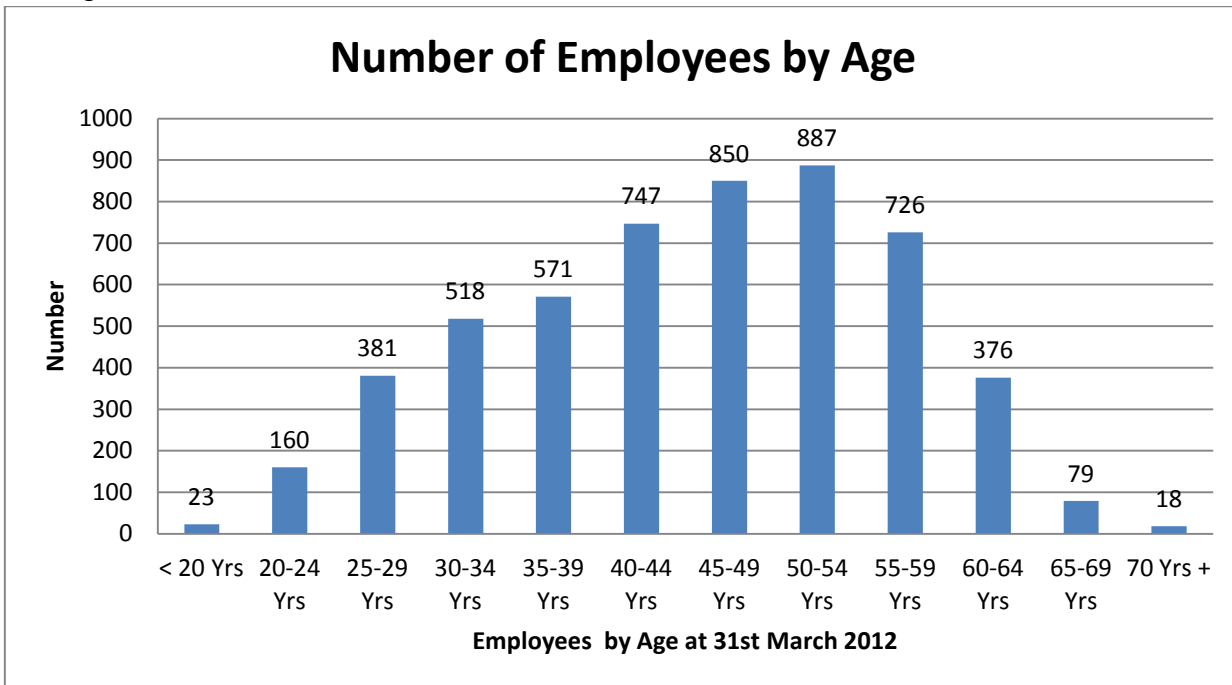
1. The report is based on headcount figures and not Full Time Equivalent (FTE) in relation to employees of Carmarthenshire County Council. Therefore, where an employee holds a dual or multiple post(s) the main post has been used for data reporting purposes.
2. Employees locally employed by schools, i.e. teachers and support staff, are excluded from this report. Individual schools are responsible for publishing an annual Workforce Information Report in line with the Specific Duties of 'The Act'.
3. Centrally employed teachers are employees of the authority and therefore included in the report.
4. Casual workers are not employees and are therefore excluded from the report.
5. Where available, the population data used is from the 2011 and/or 2001 Census and comparison made against the employee profile of Carmarthenshire County Council. This data is not available for all sections but as more census data is published further comparison work can be undertaken.
6. This is the first year that Equality Monitoring data has been published to this level of detail. In a number of areas, data collection and completeness will continue to be progressed and the information developed further over the coming years.
7. The equality data contained within this report is used to inform workforce priorities for Carmarthenshire County Council through the Departmental Workforce Planning process and to inform and review the employment actions within the Strategic Equality Plan.
8. Where ethnicity categories are reported as 0% they have been omitted from the report.
9. Historic ethnicity categories are contained within the report, which do not 'fit' into the new ethnic categories, e.g. European. These should diminish over time as employees are offered the opportunity to update their equality profile via the Equality Monitoring audit.
10. The declaration of sensitive personal data by employees on protected characteristic(s) is captured through a voluntary declaration at the recruitment stage and through employee audits. Where categories are 'unknown', 'not specified/stated' the applicant/employee has not answered the question. Where the category is 'not disclosed' the employee has actively responded and does not wish to disclose. Employees will be encouraged to declare at regular intervals and the proportion in each of these categories monitored over time.

## WORKFORCE INFORMATION

1. Carmarthenshire County Council employees.

Reporting Date: 31<sup>st</sup> March 2012

a. Age



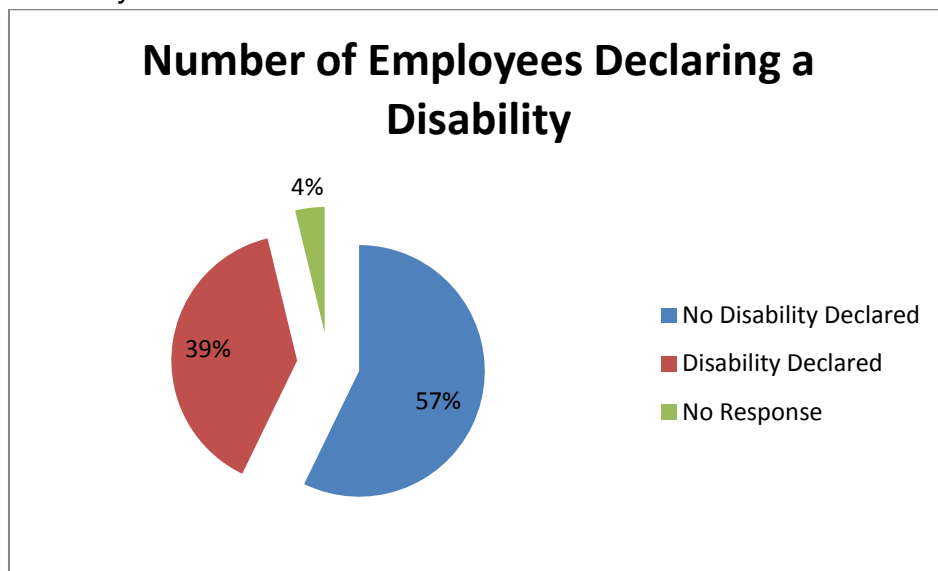
Number of Employees : Age					
Age Bands	Number of Employees	Age Bands	Number of Employees	Age Bands	Number of Employees
< 20 Yrs	23	35-39 Yrs	571	55-59 Yrs	726
20-24 Yrs	160	40-44 Yrs	747	60-64 Yrs	376
25-29 Yrs	381	45-49 Yrs	850	65-69 Yrs	79
30-34 Yrs	518	50-54 Yrs	887	70 Yrs +	18

The employee profile of the authority by age roughly mirrors the population trend for Carmarthenshire and the workforce trend within local government generally. As is well known, Carmarthenshire has an ageing population illustrated by the increase in population numbers from 60 years +. However, the employee data illustrates a decrease in the authority's employee profile from 60 years +, falling below the population profile for Carmarthenshire. It is worth noting that employees who are members of the Local Government Pension Scheme can access pension benefits from 60 years + and the Council's default retirement age up until 1 October 2011 was 65 years. Prior to this date employees had the 'Right to Request' to work beyond the default retirement age but no statutory right to continue. From 1 October 2011 the default retirement age was abolished through statute and therefore it will be interesting to monitor the trend in working patterns for older workers in future years.

It is also interesting to note that the population profile for Carmarthenshire is slightly greater than the employee population profile for those aged 30 years or less. Again, this mirrors general workforce trends within local government but is possibly exacerbated by the current economic climate and competitive employment market.



b. Disability



Number of Employees Declaring a Disability			
Group	Number of Employees	% of overall Headcount	% of those declaring
No Declared Disability	2082	39.02%	91.16%
Disability Declared	202	3.79%	8.84%
No Response	3052	57.20%	
	5336	100.00%	100.00%

An individual is defined as disabled under the Equality Act 2010 if s/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on the ability to do normal daily activities.

- 'substantial' is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed
- 'long-term' means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection

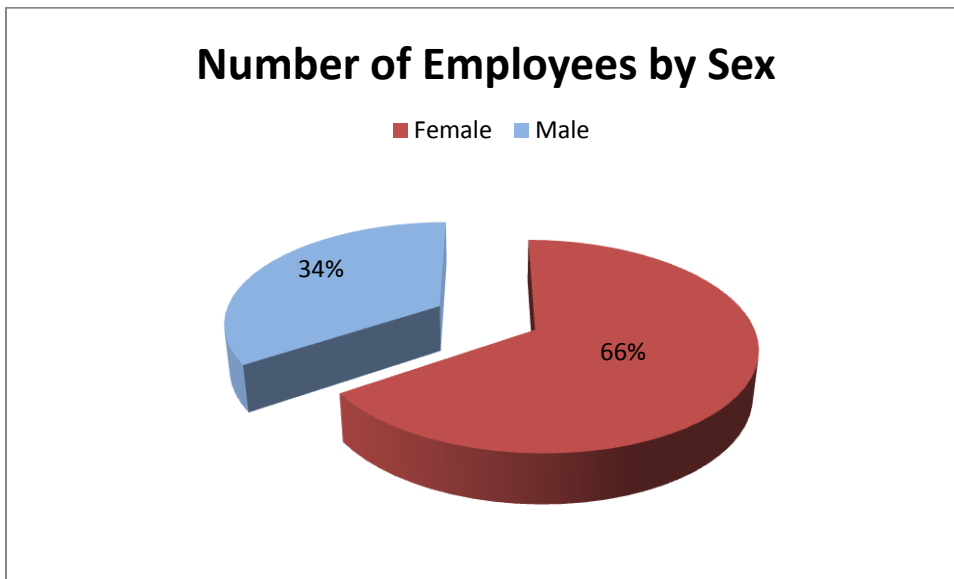
The 2011 Census did not capture data on disability against this definition but asked questions about health and the provision of unpaid care, therefore no direct comparisons can be made to the population of Carmarthenshire.

The significant point to note from the data is that for the majority of employees their disability status is unknown, 3052 (57.2%). The aim is to reduce this figure over time by encouraging employees to voluntarily declare through regular employee audits.

However, of the employees who have declared 2284 (42.8%), 202 (8.84%) have indicated that they meet the above definition.

According to the Health & Safety Executive Workforce Facts on Disability (August 2012) there are approximately 10 million disabled people in Great Britain who are covered by the above definition, representing around 18% of the working population and that 2% of the UK working age population becomes disabled every year.

c. Sex



Sex	Number of Employees	%	2011 Census
Female	3500	66%	51%
Male	1836	34%	49%
Total	5336		

The headcount by sex is illustrated above, with 3500 (66%) female and 1836 (34%) male which generally reflect workforce trends in local government.

The 2011 Census data for Carmarthenshire shows that the ratio of male and female people living in the County was 49%:51%

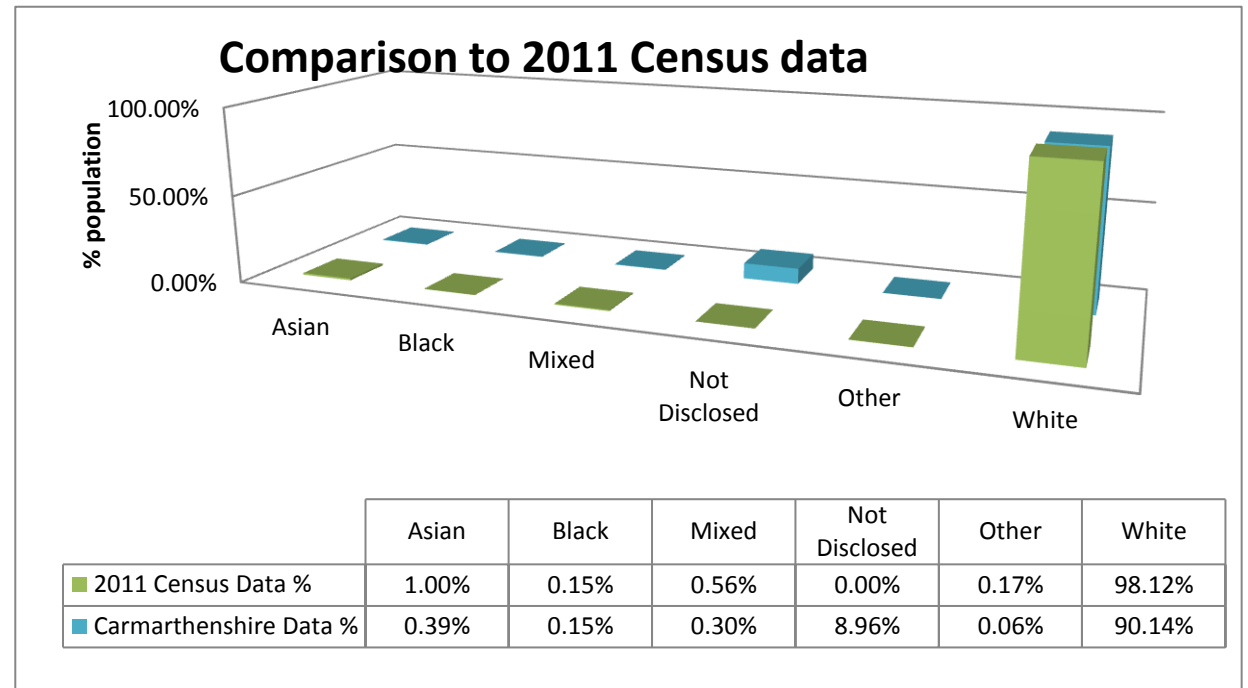
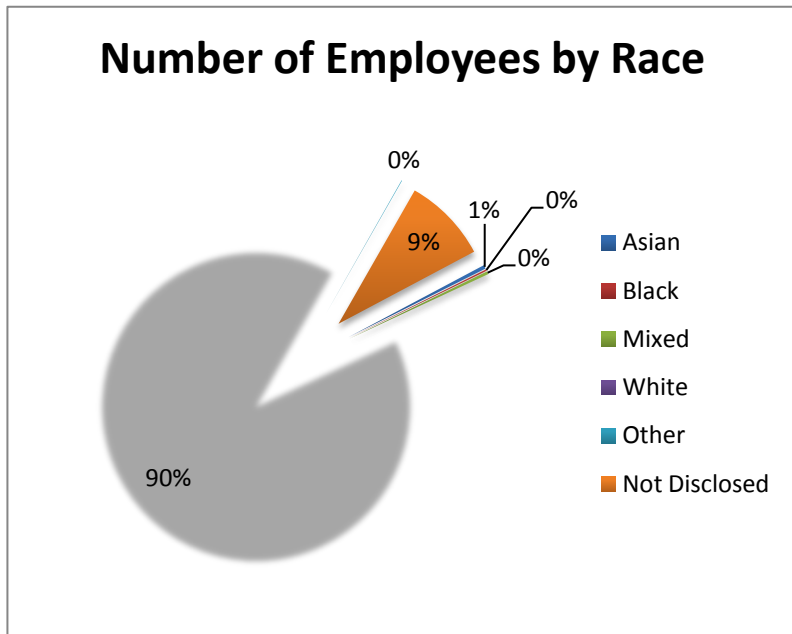
d. Gender Reassignment

No information is available during the reporting period to allow us to report against this category.

e. Pregnancy and maternity

There were 62 employees on maternity leave as at 31 March 2012. This represents 1.2% of headcount.

f. Race – including ethnic or national origin, colour or nationality

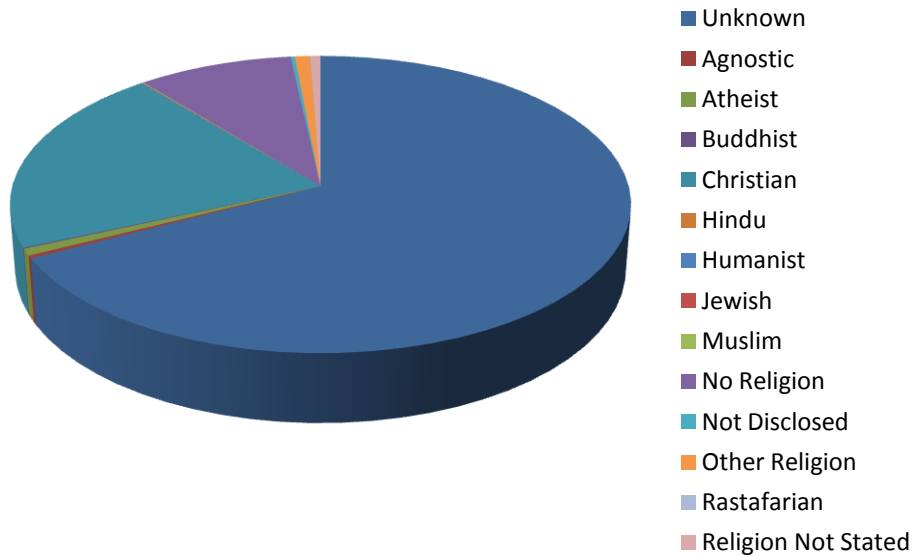


Ethnic Group	Number of Employees	% of Overall Headcount
Asian	21	0.39%
Black	8	0.15%
Mixed	16	0.30%
Other	3	0.06%
White	4810	90.14%
Not Disclosed	478	8.96%
Total	5336	100.00%

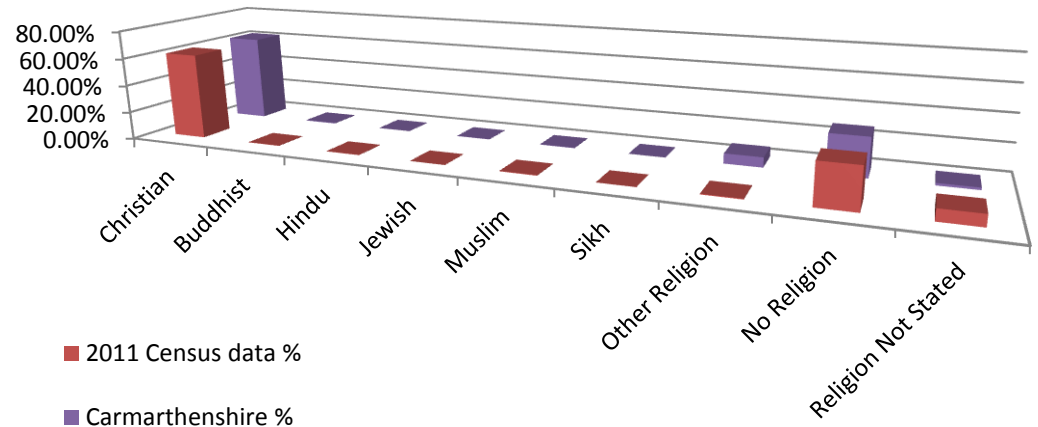
For this category the 2011 Census data is available to enable comparison between the employee profile of the Council and the wider population of Carmarthenshire. Of the employees who have declared their ethnic group, the largest is White, 4810 (90%) and a significant minority, 8.96% (478) have not disclosed. This compares with 98% of the population of Carmarthenshire who are White. Of the remaining ethnic groups: Asian; Black; Mixed; and Other; the employee numbers and percentages in these groups are slightly lower than the wider population of Carmarthenshire however, as the percentage differences are less than 1% this is not statistically significant. Data on nationality is not available during this reporting period to allow us to report.

g. Religion or belief – including lack of belief

**Number of Employees by Religion/Belief**



**Comparison of Religion/Belief to 2011 Census Data**



	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Other Religion	No Religion	Religion Not Stated
2011 Census data %	61.78%	0.23%	0.19%	0.04%	0.34%	0.07%	0.51%	28.86%	7.98%
Carmarthenshire %	62.58%	0.34%	0.06%	0.11%	0.23%	0.00%	7.16%	27.85%	1.66%

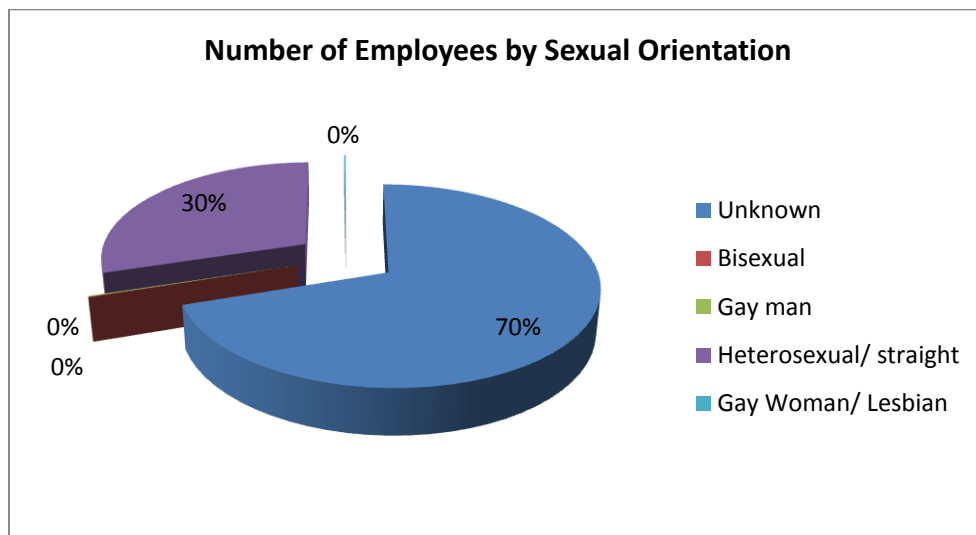
Religion	Number of Employees	% of Overall Headcount	Religion	Number of Employees	% of Overall Headcount
Unknown	3592	67.30%	Muslim	4	0.07%
Agnostic	16	0.30%	No Religion	486	9.11%
Atheist	39	0.73%	Not Disclosed	13	0.24%
Buddhist	6	0.11%	Other Religion	48	0.90%
Christian	1092	20.46%	Rastafarian	3	0.06%
Hindu	1	0.02%	Religion Not Stated	29	0.54%
Humanist	6	0.11%			
Jewish	2	0.04%			
			<b>Total</b>	<b>5336</b>	<b>100.00%</b>

The significant point to note from the data is that for the majority of employees their religion or belief is unknown, 3592 (67.3%). The aim is to reduce this figure over time by encouraging employees to voluntarily declare through regular employee audits.

The largest category reported is 'Christian', 1092 (20.46%) followed by the category of 'no religion', 486 (9.11%). All other categories declared are less than 1%.

When examining the employees who have declared a religion or belief and compared against the 2011 Census, there is very close correlation to the wider population of Carmarthenshire.

## h. Sexual Orientation



Sexual Orientation	Number of Employees	% of overall Headcount	% of those declaring
Unknown	3733	69.96%	
Bisexual	3	0.06%	0.19%
Gay Man	8	0.15%	0.50%
Heterosexual/Straight	1585	29.70%	98.88%
Gay Woman/Lesbian	7	0.13%	0.44%
	5336	100.00%	

A question on sexual orientation was not included in the 2011 Census and therefore no comparable data available for the population of Carmarthenshire.

The significant point to note is the proportion of employees who have not declared their sexual orientation and is therefore unknown, 3733 (70%). Of those who have declared, 1585 (98.88%), the majority, have declared their sexual orientation as heterosexual/straight. The aim is to reduce the percentage of non declaration over time by encouraging employees to voluntarily declare through regular employee audits.

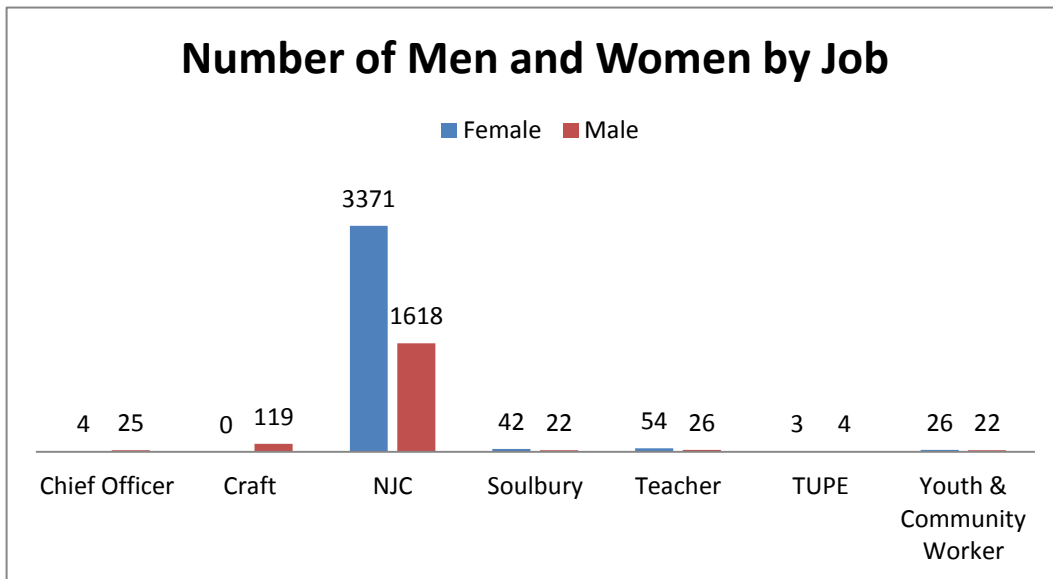
According to Stonewall Cymru, in the final regulatory impact assessment conducted by the Government for the introduction of the Civil Partnership Act 2004 the estimated lesbian, gay and bisexual population in the UK was estimated to be between 5-7 per cent. The median point is therefore 6 per cent of the population being lesbian, gay and bisexual.

While there is much discussion about the reliability of this estimate, Stonewall have found that employers who have conducted monitoring of the workforce for some years have found a similar percentage of staff identifying as lesbian, gay or bisexual.

## 2. Men and women

As employed by Carmarthenshire County Council at 31<sup>st</sup> March 2012

### a. Job



Service Condition	Number of Employees		% Female to Male	
	Female	Male	Female	Male
Chief Officer	4	25	14%	86%
Craft	0	119	0%	100%
NJC	3371	1618	68%	32%
Soulbury	42	22	66%	34%
Teacher	54	26	68%	33%
TUPE	3	4	43%	57%
Youth & Community Worker	26	22	54%	46%

The EHRC guidance on employment information is not specific on how to report by job. There are therefore a number of ways this could be reported and considering the range of 'jobs' within a local authority setting this category could be lengthy and unwieldy proving difficult to draw any meaningful conclusions. As this is the first year of the new reporting requirements it is evident that with limited guidance that there will be different approaches being adopted by separate local authorities across Wales and therefore no standard approach that Carmarthenshire could adopt.

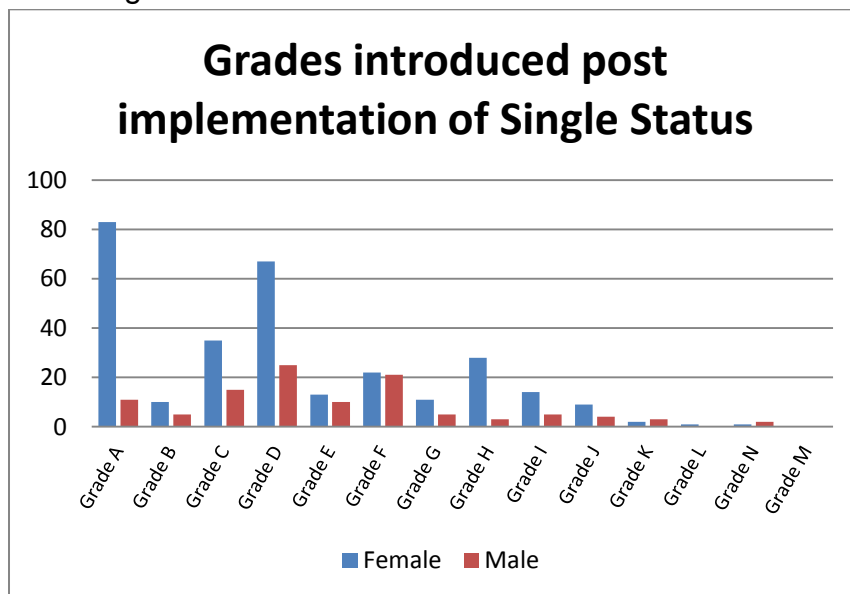
However, the EHRC guidance points to revealing differences in jobs which involve similar levels of 'effort, skills, knowledge and responsibility', with the job information aimed at revealing possible 'occupational segregation'. Taking this into account it has been considered practicable to report the job category by service conditions.

The TUPE category relates to employees who have been transferred to the authority from another employer under the protection of the Transfer of Undertakings (Protection of Employment) Regulations. Therefore for this very small group of employees they retain the legal right to remain on their former terms and conditions of employment.

## b. Grade

In order to present the information clearly the grades have been split according to the service conditions. The authority introduced Single Status during the reporting period and therefore there are pre and post implementation grades illustrated. The pre grades will diminish in subsequent years as single status is fully implemented.

### ➤ Post Single Status Grades

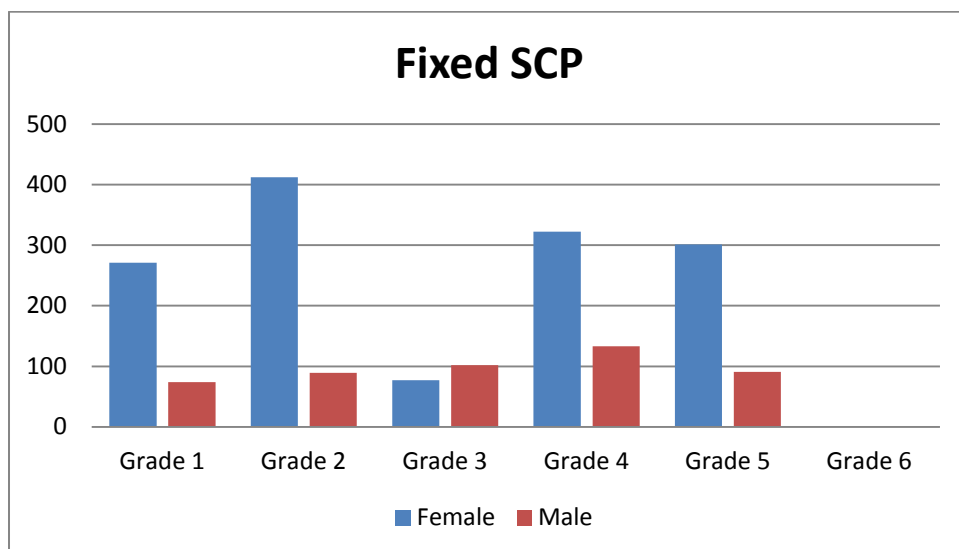


Post Single Status Grades	Number		% Female to male	
	Female	Male	Female	Male
Grade A	83	11	88%	12%
Grade B	10	5	67%	33%
Grade C	35	15	70%	30%
Grade D	67	25	73%	27%
Grade E	13	10	57%	43%
Grade F	22	21	51%	49%
Grade G	11	5	69%	31%
Grade H	28	3	90%	10%
Grade I	14	5	74%	26%
Grade J	9	4	69%	31%
Grade K	2	3	40%	60%
Grade L	1		100%	0%
Grade M	0	0	0%	0%
Grade N	1	2	33%	67%
	296	109	73%	27%

The post single status grades illustrated above relate to individuals appointed to jobs after the single status implementation date 1<sup>st</sup> September 2011 and who remained working for the authority as at 31<sup>st</sup> March 2012, 452 (8.5%) of headcount. The above table illustrates the gender ratio within each grade and can be compared against the overall female to male ratio of the authority of 66%/34% or the wider Carmarthenshire population 51%/49%. There are many grades where the ratio is comparable, but there are others where this is not the case. However, there needs to be caution interpreting the data and drawing conclusions, as the majority of employees as at 31<sup>st</sup> March 2012 remained on pre single status grades and yet to be assimilated onto the post single status grades. The ratios will therefore be unrepresentative of the final single status position and this will be reviewed in the next monitoring period.



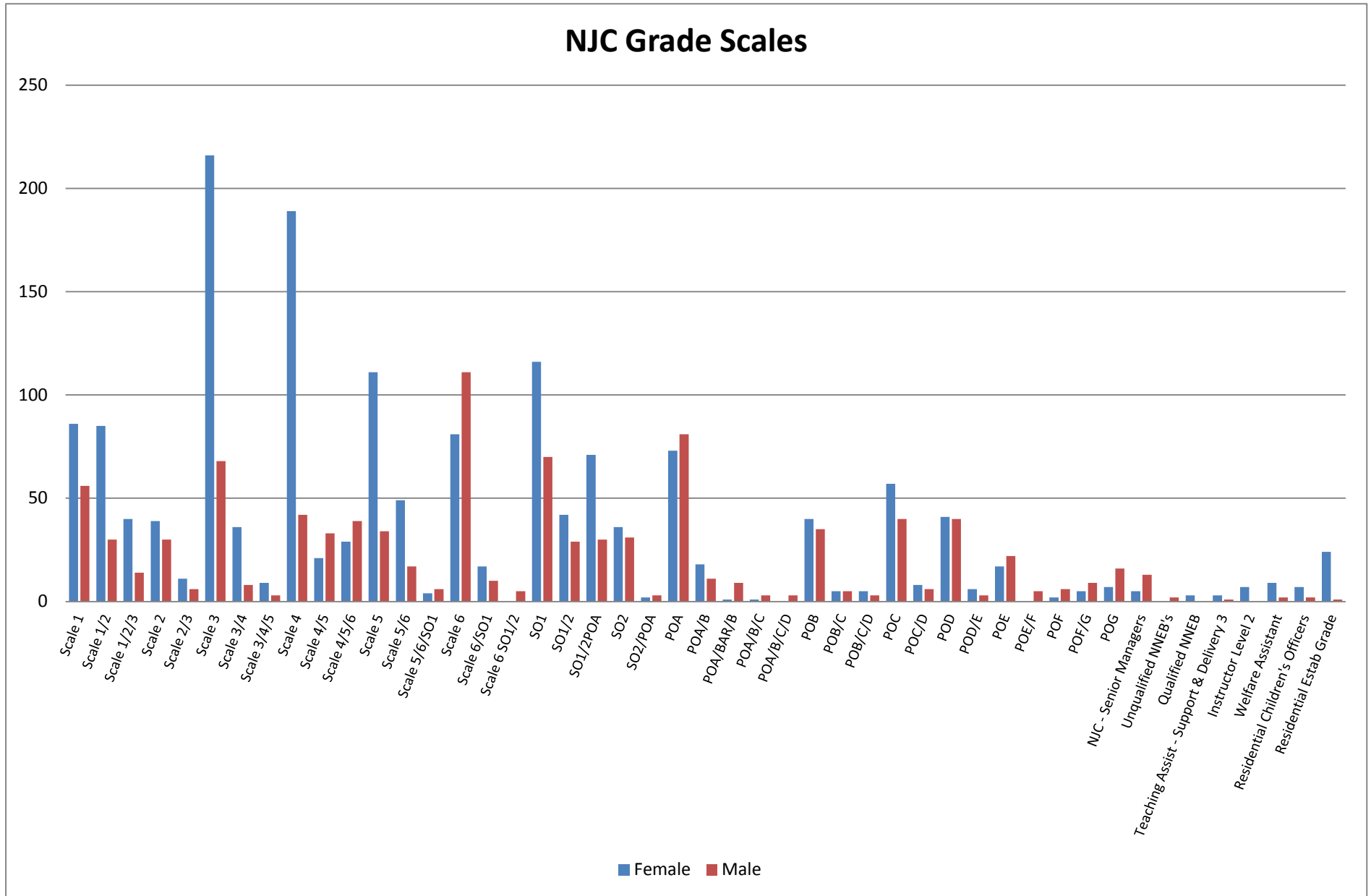
➤ Pre Single Status Fixed Spinal Column Point



Pre Single Status Grades - Fixed SCP				
Grade	Number		% Female to male	
	Female	Male	Female	Male
Grade 1	271	74	79%	21%
Grade 2	412	89	82%	18%
Grade 3	77	102	43%	57%
Grade 4	322	133	71%	29%
Grade 5	301	91	77%	23%
Grade 6	0	1	0%	100%
	1383	490	74%	26%

Fixed spinal column points are historic spot grades on the pre single status pay structure. They relate to employees on former National Joint Council for Authorities' Services, commonly known as 'White Book' terms and conditions. The data illustrates employees who started employment with the authority before the single status implementation date 1<sup>st</sup> September 2011 and who remained working for the authority as at 31<sup>st</sup> March 2012. These grades no longer exist and employees have since transferred to new single status grades with incremental progression which will be illustrated in the next reporting period.

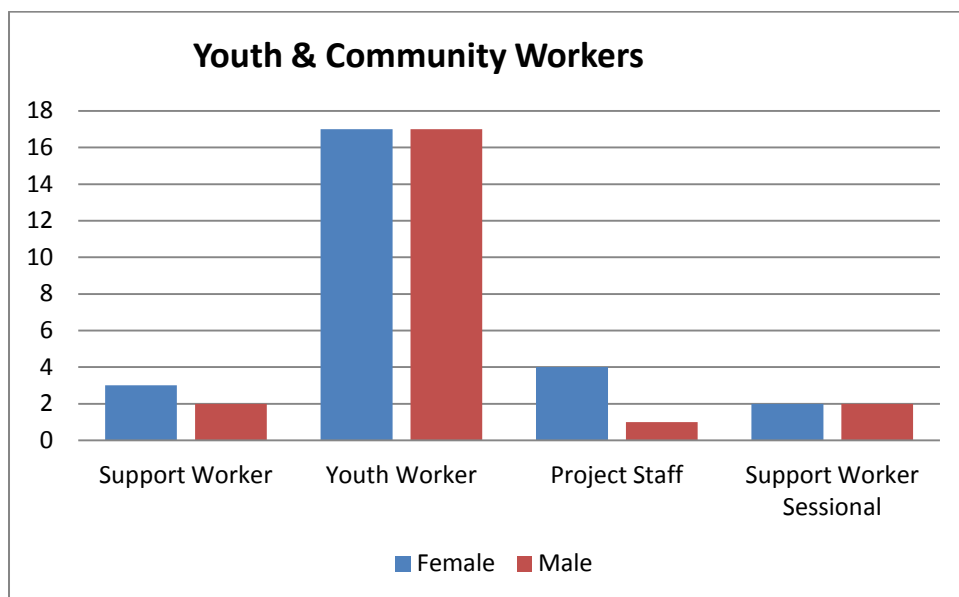
➤ NJC Grade Scales (Pre Single Status)



Pre Single Status Grades - NJC Pay Scales									
Grade	Number		% Female to Male		Grade	Number		% Female to Male	
	Female	Male	Female	Male		Female	Male	Female	Male
Scale 1	86	56	61%	39%	POA/BAR/B	1	9	10%	90%
Scale ½	85	30	74%	26%	POA/B/C	1	3	25%	75%
Scale 1/2/3	40	14	74%	26%	POA/B/C/D		3	0%	100%
Scale 2	39	30	57%	43%	POB	40	35	53%	47%
Scale 2/3	11	6	65%	35%	POB/C	5	5	50%	50%
Scale 3	216	68	76%	24%	POB/C/D	5	3	63%	38%
Scale ¾	36	8	82%	18%	POC	57	40	59%	41%
Scale 3/4/5	9	3	75%	25%	POC/D	8	6	57%	43%
Scale 4	189	42	82%	18%	POD	41	40	51%	49%
Scale 4/5	21	33	39%	61%	POD/E	6	3	67%	33%
Scale 4/5/6	29	39	43%	57%	POE	17	22	44%	56%
Scale 5	111	34	77%	23%	POE/F		5	0%	100%
Scale 5/6	49	17	74%	26%	POF	2	6	25%	75%
Scale 5/6/SO1	4	6	40%	60%	POF/G	5	9	36%	64%
Scale 6	81	111	42%	58%	POG	7	16	30%	70%
Scale 6/SO1	17	10	63%	37%	NJC - Senior Managers grades	5	13	28%	72%
Scale 6 SO1/2		5	0%	100%	Unqualified NNEB's		2	0%	100%
SO1	116	70	62%	38%	Qualified NNEB	3		100%	0%
SO1/2	42	29	59%	41%	Teaching Assist - Support & Delivery 3	3	1	75%	25%
SO1/2POA	71	30	70%	30%	Instructor Level 2	7	0	100%	0%
SO2	36	31	54%	46%	Welfare Assistant	9	2	82%	18%
SO2/POA	2	3	40%	60%	Residential Children's Officers	7	2	78%	22%
POA	73	81	47%	53%	Residential Establishment Grades	24	1	96%	4%
POA/B	18	11	62%	38%		1634	993	62%	38%

This bar chart and table above illustrates employees on National Joint Conditions for Local Government Services, commonly known as 'Green Book' terms and conditions and are historic pre single status grades. The data above relates to employees who started employment with the authority before single status implementation 1<sup>st</sup> September 2011 and who remained working for the authority as at 31<sup>st</sup> March 2012. These grades no longer exist and employees have since transferred to new single status grades which will be illustrated in the next reporting period.

➤ Youth & Community Workers

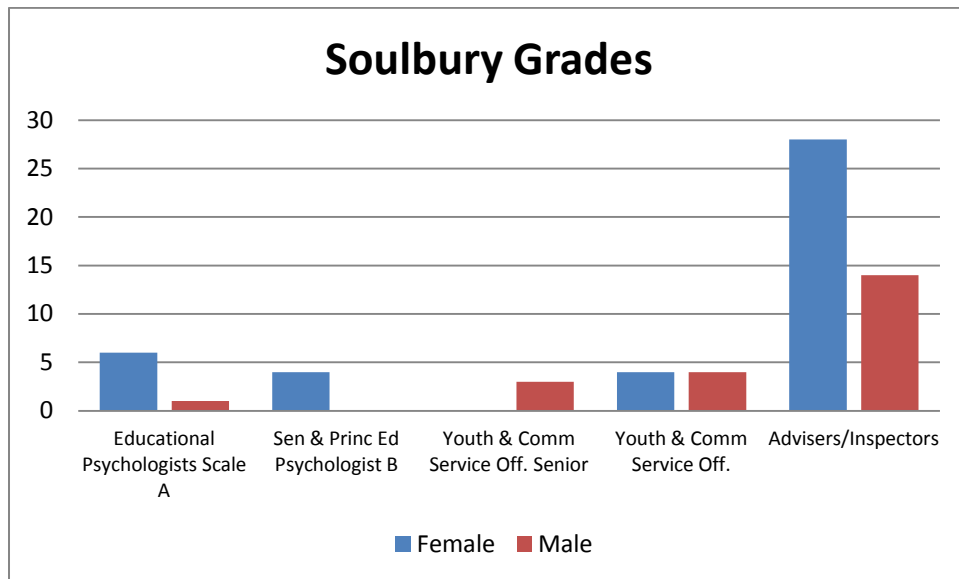


Youth & Community Workers (JNC)				
Grade	Female	Male	Female	Male
Support Worker	3	2	60%	40%
Youth Worker	17	17	50%	50%
Project Staff	4	1	80%	20%
Sessional Support Worker	2	2	50%	50%
	26	22	54%	46%

The Joint Negotiating Committee (JNC) for Youth and Community Workers is the body which sets the national framework used to grade and pay youth work jobs. As the grading structure is set nationally the grades above were unaffected by the implementation of single status and will continue to be reported in subsequent reporting periods.

For this group of employees the female to male ratio generally reflects the authority's overall gender ratio for the Support Worker grade only whilst for Youth Worker and Support Worker (Sessional) this is closer to the gender ratio for the population of Carmarthenshire. The only grade where this varies is Project Staff where the ratio of female to male employees is 80%:20%. However, the numbers of staff involved are very small and statistically unreliable to draw any reliable conclusions. The overall gender ratio is generally reflective of the gender balance of the wider population of Carmarthenshire.

➤ Soulbury Grades



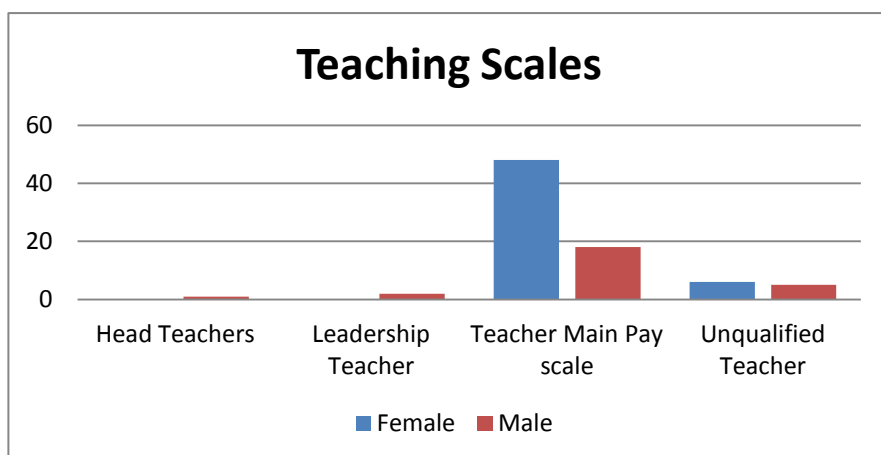
Soulbury Grades				
Grade	Female	Male	Female	Male
Educational Psychologists Scale A	6	1	86%	14%
Senior & Principal Educational Psychologist B	4	0	100%	
Senior Youth & Community Service Officer	0	3		100%
Youth & Community Service Officer	4	4	50%	50%
Advisers/Inspectors	28	14	67%	33%
	42	22	66%	34%

The Soulbury Committee was established in 1948 to provide voluntary collective bargaining machinery for advisory staff in local education authorities (LEAs). It covers educational improvement professionals; educational psychologists, and young people's/community service managers.

In addition to the annual pay increase, this committee determines the national salary and grading framework. As the grading structure is set nationally the grades above were unaffected by the implementation of single status and will continue to be reported in subsequent reporting periods.

For this group of employees the overall female to male ratio for Soulbury employees reflects the authority's gender ratio. There are variances within the specific grades however the numbers of staff in particular grades are low and statistically unreliable to draw any reliable conclusions.

➤ Teaching Scales (Centrally employed)

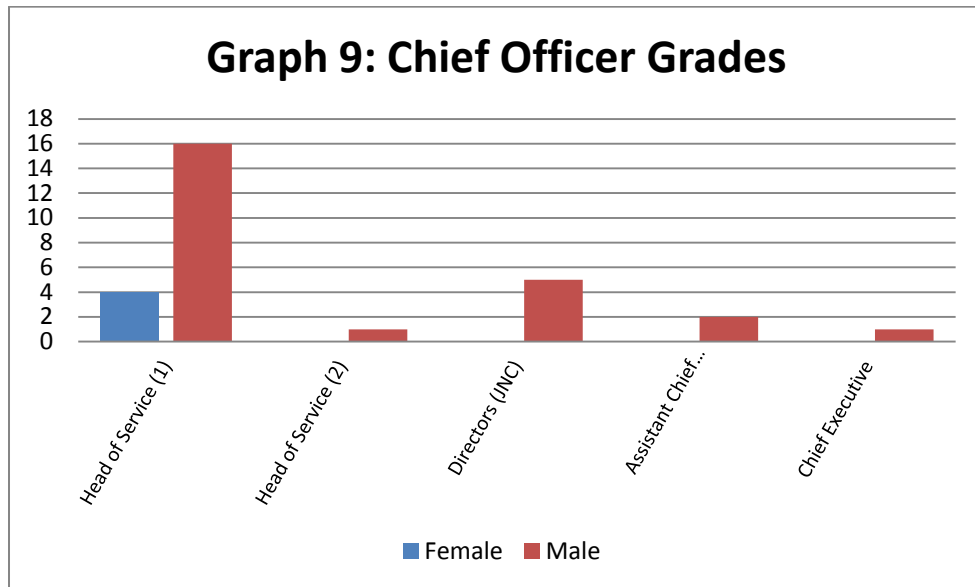


Teaching Grades				
Grade	Female	Male	Female	Male
Head Teachers		1		100%
Leadership Teacher		2		100%
Teacher Main Pay scale	48	18	73%	27%
Unqualified Teacher	6	5	55%	45%
	54	26	67%	33%

The Conditions of Service for School Teachers in England and Wales ('Burgundy Book') is a national agreement between the six school teacher unions and National Employers' Organisation for School Teachers (NEOST). It sets out grades and national conditions of service for school teachers in England and Wales.

The bar chart and table above relates to centrally employed teachers employed directly by the authority. For this group of employees the overall female to male ratio for centrally employed teaching staff reflects the authority's gender ratio. There are variances within the specific grades however the numbers of staff in particular grades are low and statistically unreliable to draw any reliable conclusions.

➤ Chief Officers

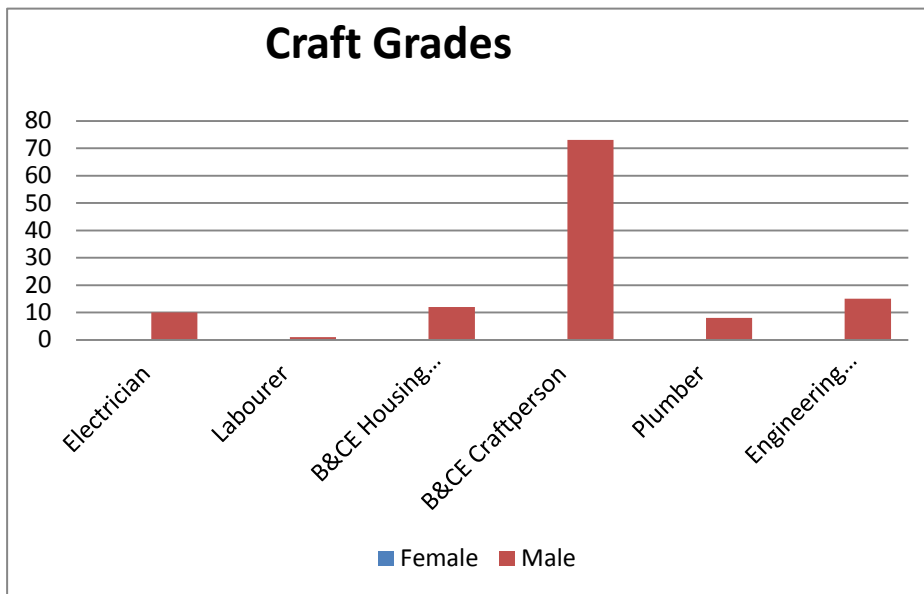


Chief Officer Grades				
Grade	Number		% Female to male	
	Female	Male	Female	Male
Head of Service (1)	4	16	20%	80%
Head of Service (2)		1	0%	100%
Directors (JNC)		5	0%	100%
Assistant Chief Executive		2	0%	100%
Chief Executive		1	0%	100%
	4	25	14%	86%

The Joint Negotiating Committee (JNC) for Chief Officers and Chief Executives in England and Wales is the body which sets the national framework for the local determination of grades and pay for this group of employees.

The bar chart and table above relates to Chief Officers and Chief Executive employed by the authority as at 31<sup>st</sup> March 2012.

➤ Craft Grades (Pre single status)



Craft Pay Grades				
Grade	Female	Male	Female	Male
Electrician		10		100%
Labourer		1		100%
B&CE Housing Labourer		12		100%
B&CE Craftperson		73		100%
Plumber		8		100%
Engineering Craftsperson		15		100%
	0	119	0%	100%

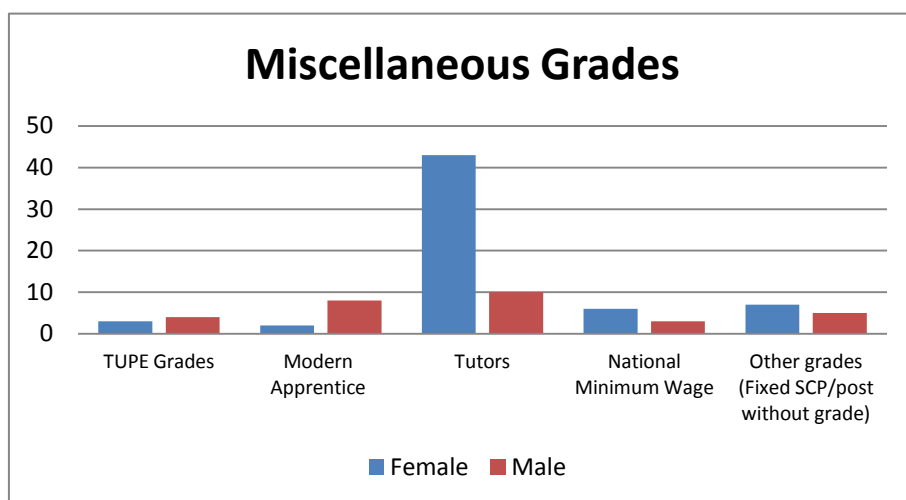
The Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees' agreements apply to 119 employees of the authority. The agreement covering national pay and conditions of employment for engineers, electricians, builders and other craft employees and is known as the Red book.

The bar chart and table above relates to the authority's Craft employees and the most notable point to note is the fact that all are male. The impact of occupational segregation will play a significant part in influencing the gender balance for this group of staff but positive action to attract and retain female employees within the Craft trades is recommended.

In relation to single status, consultation with the recognised trades unions commenced in February 2013 with aim to reach agreement to the transfer of Craft employees onto single status grades. An update on progress will be reported in the next monitoring period.



➤ Miscellaneous grades

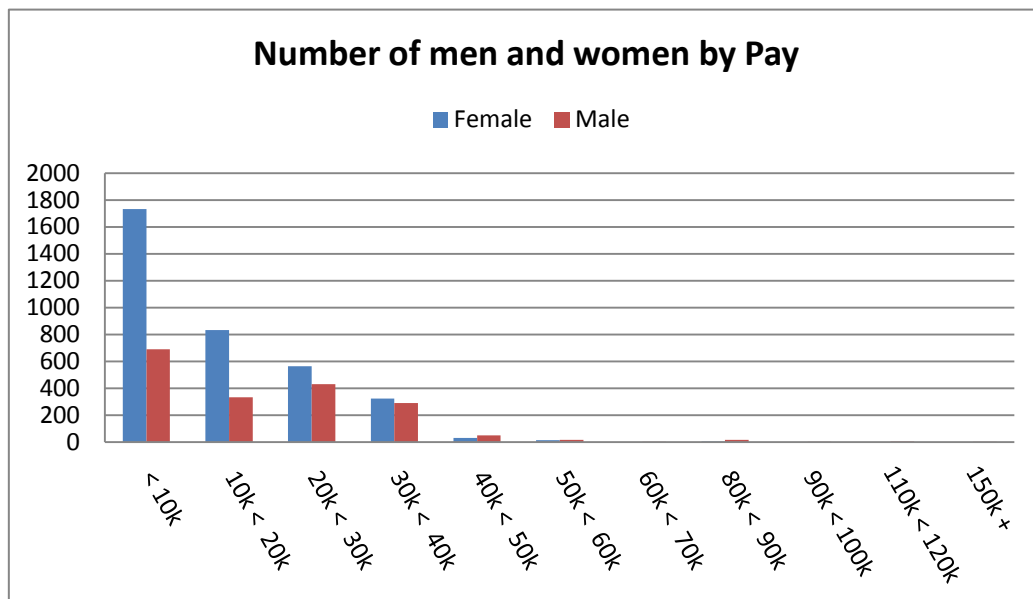


Miscellaneous Grades				
Grade	Female	Male	Female	Male
TUPE Grades	3	4	43%	57%
Modern Apprentice	2	8	20%	80%
Tutors	43	10	81%	19%
National Minimum Wage	6	3	67%	33%
Other grades (Fixed SCP/post without grade)	7	5	58%	42%
	61	30	68%	32%

Miscellaneous grades include the following:

- The TUPE category relates to employees who have been transferred to the authority from another employer under the protection of the Transfer of Undertakings (Protection of Employment) Regulations. TUPE employees generally retain the legal right to remain on their former grade unless there is an Economic, Technical or Organisational reason (ETO) to justify the change. An ETO reason has applied for this small group who and have subsequently been transferred onto Single Status grades and will be reflected in the next reporting period.
- Modern Apprentices are employed on agreed apprentices rates aligned to the National Minimum Wage
- Adult Tutors include Community Learning, Basic Skills and ESOL Tutors. These employees were excluded from Phase 1 single status implementation as the standard formula for determining contractual hours that account for preparation, delivery and marking time had not been finalised. This has subsequently been agreed and Adult Tutors have since been assimilated onto single status grades which will be illustrated in the next reporting period.
- National Minimum Wage category relates to employees on government employment programmes or schemes, e.g. Workways, Coastal.
- Other grades (fixed SCP/post without grades) relate to ad hoc pre single status spot salary grades inherited from former authorities. Employees on these grades have now been assimilated onto single status grades and therefore no longer exist

c. Pay



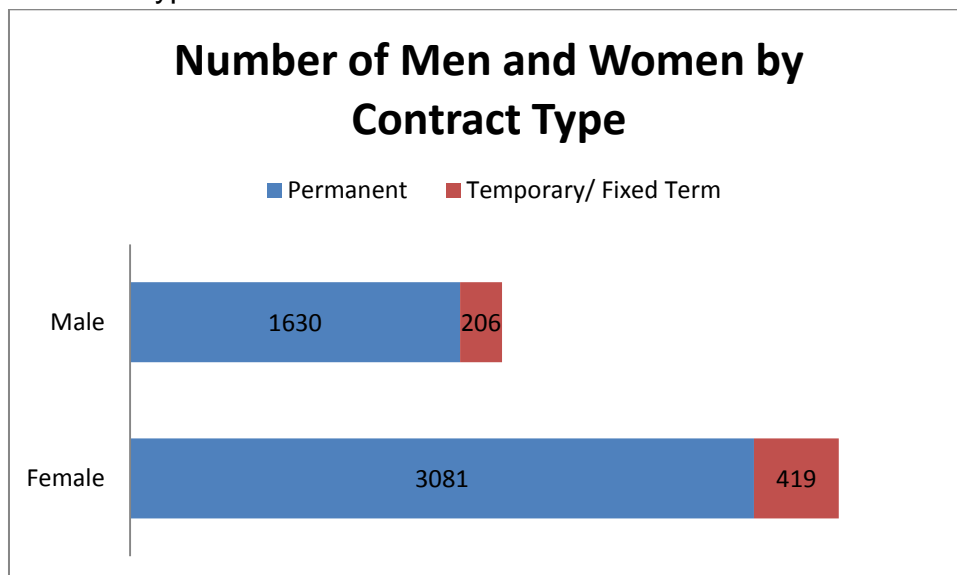
Pay Bands	Number of Employees			% female to male		
	Female	Male	Total	Female	Male	Total
< 10k	1732	690	2422	71.51%	28.49%	100.00%
10k < 20k	833	332	1165	71.50%	28.50%	100.00%
20k < 30k	563	431	994	56.64%	43.36%	100.00%
30k < 40k	324	289	613	52.85%	47.15%	100.00%
40k < 50k	31	50	81	38.27%	61.73%	100.00%
50k < 60k	13	17	30	43.33%	56.67%	100.00%
60k < 70k		3	3	0.00%	100.00%	100.00%
80k < 90k	4	16	20	20.00%	80.00%	100.00%
90k < 100k		2	2	0.00%	100.00%	100.00%
110k < 120k		5	5	0.00%	100.00%	100.00%
150k +		1	1	0.00%	100.00%	100.00%
	3500	1836	5336	65.59%	34.41%	100.00%

The EHRC guidance on employment information is not specific on how to report on pay. For the purposes of this report ‘pay’ for male and female employees has been based on the WLGA benchmark, which is basic pay only, as at 31<sup>st</sup> March 2012. The data includes employees who started employment with the authority before single status implementation 1<sup>st</sup> September 2011 and remained working for the authority as at 31<sup>st</sup> March 2012. These employees were paid basic pay in line with the pre-single status grading structure. The data also includes employees who started employment with the authority after single status implementation 1<sup>st</sup> September 2011 and who remained working for the authority as at 31<sup>st</sup> March 2012. These employees were paid basic pay in line with the post single status grading structure.

Basic pay is the main pay element but does not reflect total pay as employees may be paid additional allowances or enhancements depending on their working patterns, e.g. weekend enhancements. However, as single status was implemented part way through the reporting period the additional pay elements have not been included as some of are now obsolete and would be meaningless for comparison purposes with the next reporting period.

With the exception of staff on Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employee Agreement (Red Book) terms and conditions, for which single status negotiations are ongoing; Soulbury; Youth & Community Workers; and employed Teachers; all other employees have now moved to post single status grades and/or terms and conditions and this will impact on the female/male ratios within pay bands in the next reporting period.

d. Contract Type



Contract Type	Number of Employees			% Female to Male	
	Female	Male	Total	Female	Male
Permanent	3081	1630	4711	65.40%	34.60%
Temporary/ Fixed Term	419	206	625	67.04%	32.96%
Total	3500	1836	5336	65.59%	34.41%

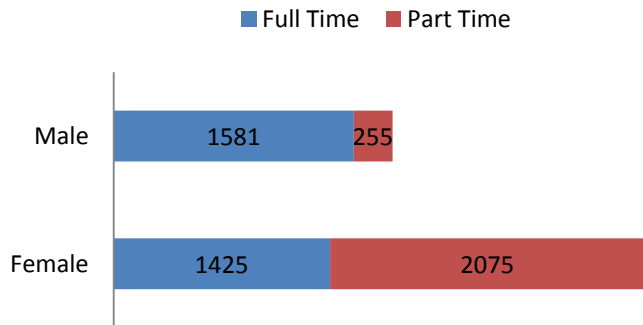
Contract type has been categorised as follows for the purposes of this report:

- Permanent - These are employees who are employed on the basis that there is core funding in the budget for the post and therefore have an indefinite contract of employment with the authority
- Temporary/Fixed Term - These are employees that are employed either to cover a post or the substantive employee on a temporary basis, e.g. vacancy, sickness absence, maternity leave etc or with a fixed start and fixed end date stipulated in the contract at commencement.

The data illustrates that the ratio of men and women on permanent and temporary contracts is broadly in line with the overall ratio of men and women employed by the authority as at 31<sup>st</sup> March 2012.

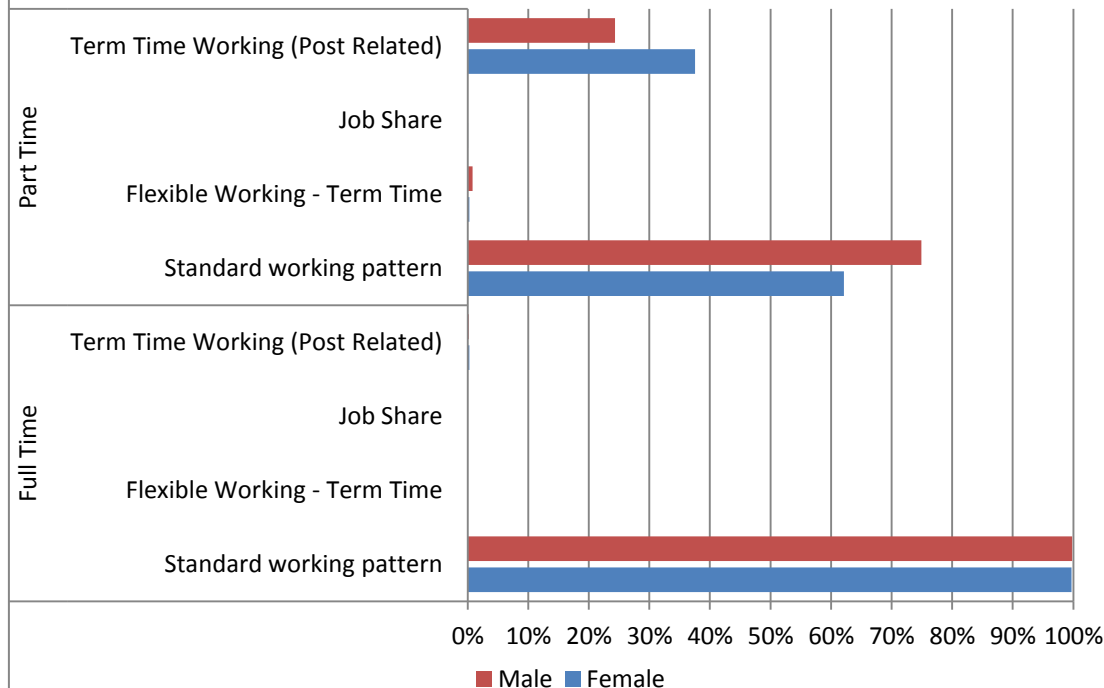
## e. Working pattern

### Number of Men and Women by Full Time / Part Time



Working Pattern		Headcount			%	
		Female	Male	Total	Female	Male
Full Time	Standard working pattern	1421	1578	2999	47.38%	52.62%
	Term Time Working (Post Related)	4	3	7	57.14%	42.86%
Part Time	Standard working pattern	1289	191	1480	87.09%	12.91%
	Flexible Working - Term Time	6	2	8	75.00%	25.00%
	Job Share	1	0	1	100.00%	0.00%
	Term Time Working (Post Related)	779	62	841	92.63%	7.37%
Total		3500	1836	5336		
Full Time		1425	1581	3006	56.33%	
Part Time		2075	255	2330	43.67%	

### Number of men and women broken down by working pattern



Working pattern has been categorised as follows:

- Full time is 37 hours per week
- Part Time is <37 hours per week

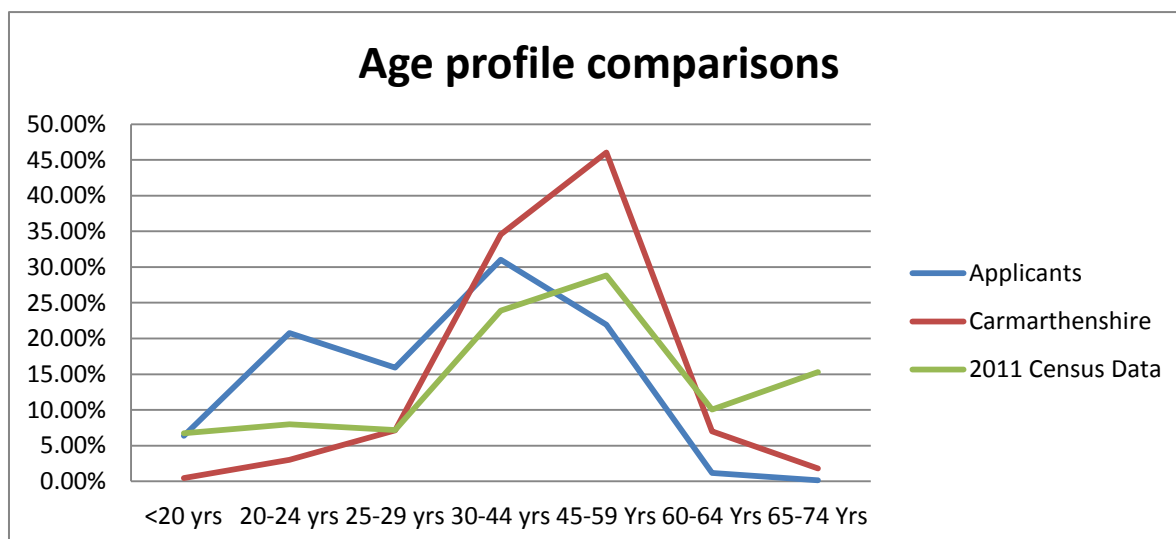
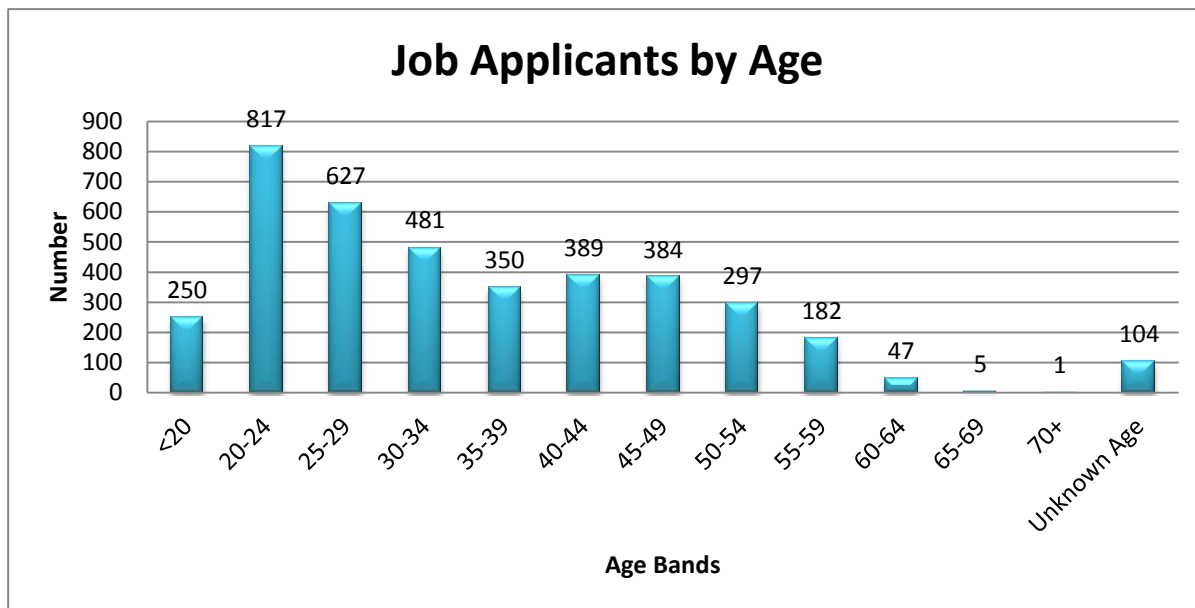
This is sub divided as follows:

- Standard working pattern is Monday to Friday (or pro rata part time)
- Flexible Working (Term Time only) is as a result of a request from the employee to work term time only which has been approved
- Job-share is where 2 people share one post
- Term Time Working (Post Related) is because there is a requirement for the post to work term time, e.g. school catering service.

### 3. People who have applied for jobs

Reporting period: 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012

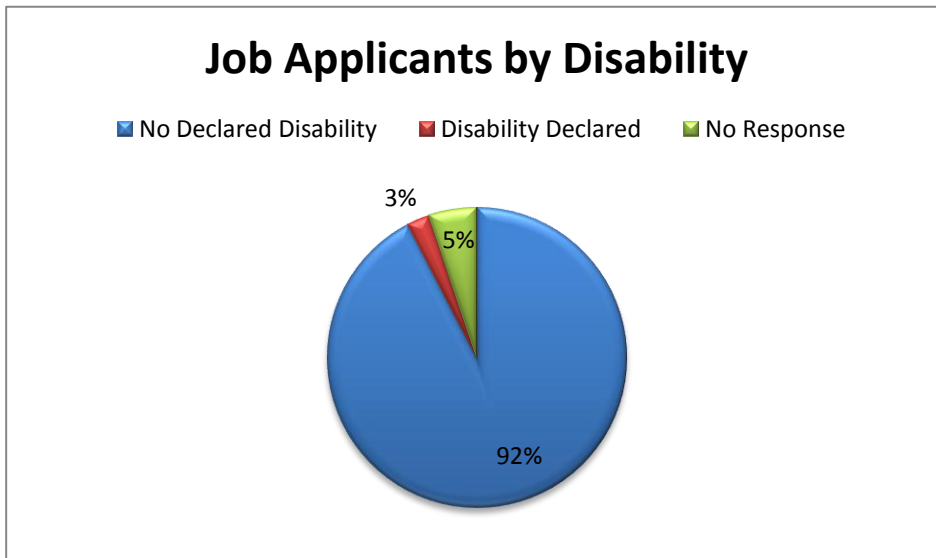
#### a. Age



Age of Job Applicants					
Age Bands	Number	Age Bands	Number	Age Bands	Number
<20	250	35-39	350	55-59	182
20-24	817	40-44	389	60-64	47
25-29	627	45-49	384	65-69	5
30-34	481	50-54	297	70+	1
In addition there were 104 applicants with age unknown					

The data illustrates the number of job applicants by age during the reporting period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2013. The overall trend is generally reflective of the age profile of the authority's workforce and the wider population of Carmarthenshire. However, it does show a higher number of younger applicants than older applicants and this is what you would expect in the labour market but which is potentially exaggerated by the current economic climate and competition for vacancies for applicants starting their career

b. Disability



	Number of Applicants	% of Applicants	% of those declaring
No Declared Disability	3636	92.43%	97.40%
Disability Declared	97	2.47%	2.60%
No Response	201	5.11%	
	3934	100.00%	100.00%

This shows the number of applicants declaring a disability at the application stage is lower than the authority profile (3.79% Section 1b) but figures on the authority profile could be skewed by the low declaration rate. The percentage of applicants declaring a disability (2.6%) is much lower than the HSE Workforce Facts on Disability that estimates that 18% of the working population is disabled suggesting that either the authority needs to do more to attract disabled applications and/or to encourage applicants to declare a disability at the application stage.

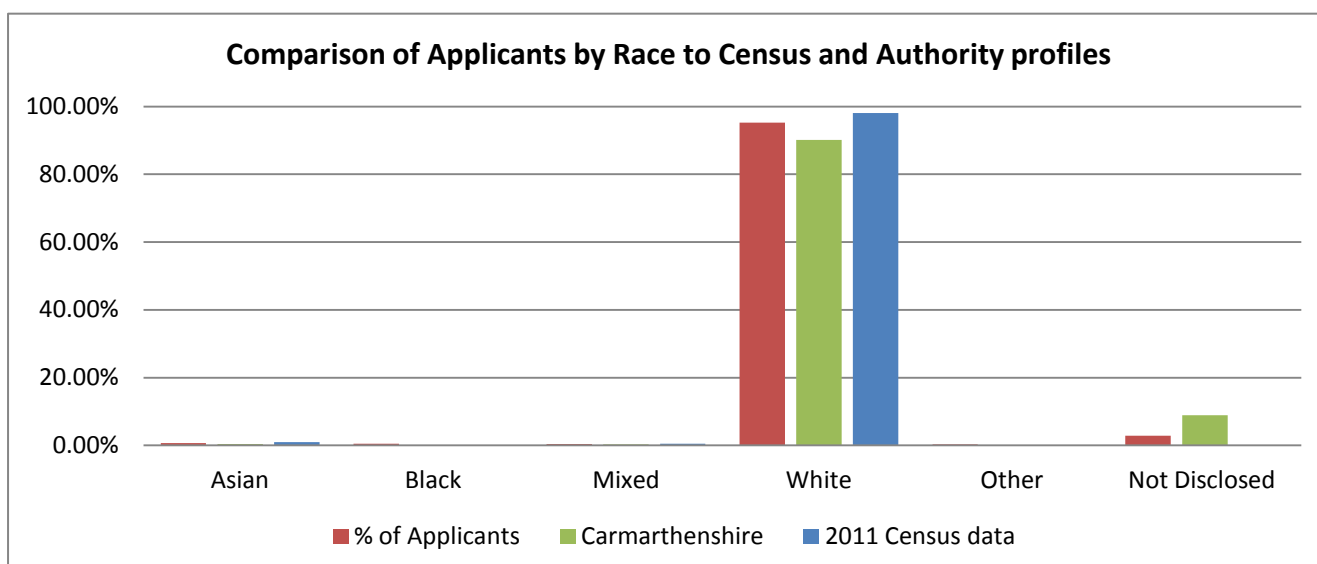
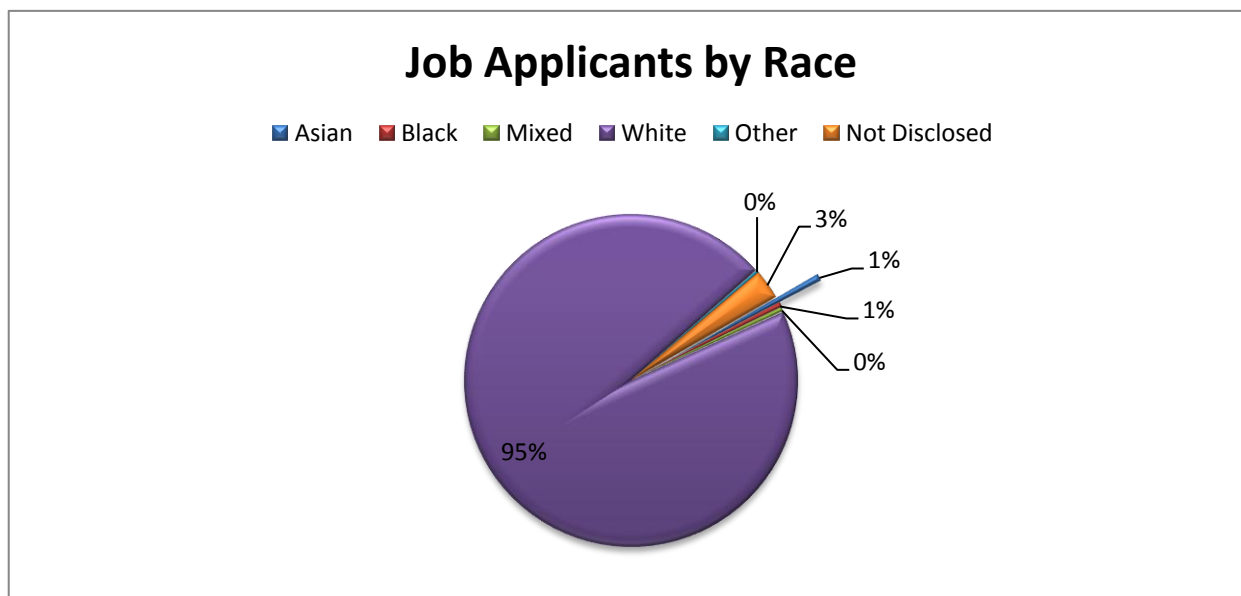
c. Gender Reassignment

No information is currently available to allow us to report against this category.

d. Pregnancy and maternity

No information is currently available to allow us to report against this category.

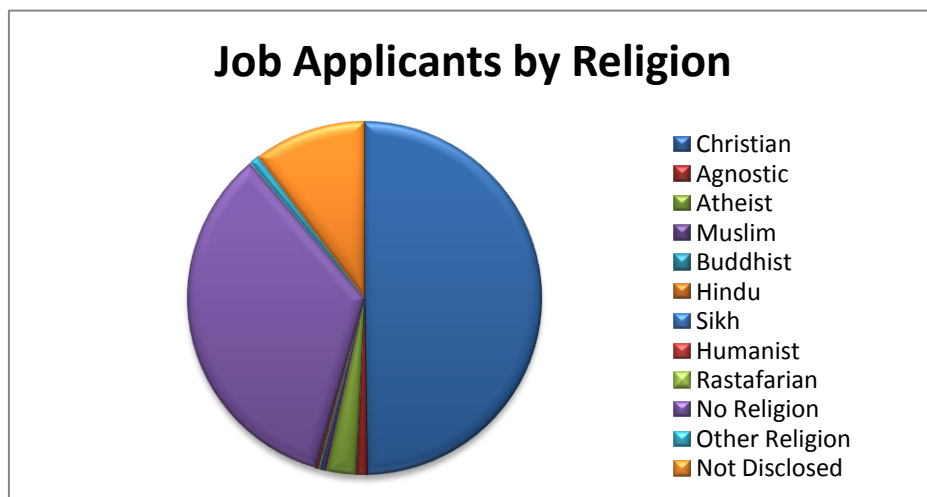
e. Race – including ethnic or national origin, colour or nationality



Job Applicants by Race				
Ethnic Group	Number of Applicants	% of Applicants	Carmarthenshire Profile	2011 Census data %
Asian	27	0.69%	0.39%	1.00%
Black	19	0.48%	0.15%	0.15%
Mixed	16	0.41%	0.30%	0.56%
White	3746	95.22%	90.14%	98.12%
Other	13	0.33%	0.06%	0.17%
Not Disclosed	113	2.87%	8.96%	0.00%
Total	3934	100.00%	100.00%	100.00%

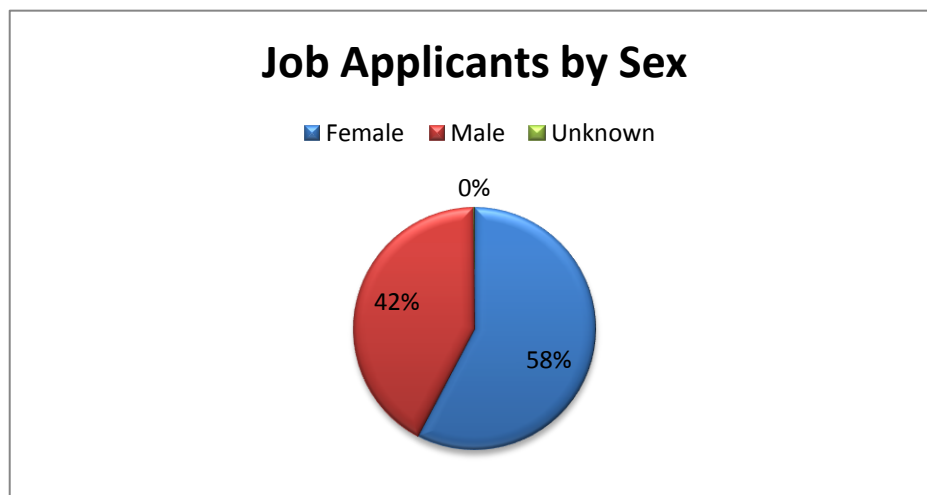
In line with the authority and census profiles the ethnic profile shows that the majority of applicants to the authority are White (95%) which is slightly higher than the Authority population (90%) but lower than the census data which shows that 98% of the Carmarthenshire population is White. With regard to the remaining ethnic groups the percentage applicants received from Black and Other ethnic groups is slightly higher than the census data but lower for Asian and Mixed groups. However none of the differences are statistically significant.

f. Religion or belief – including lack of belief



Applicants by Religion or Belief					
Religion	Number	%	Religion	Number	%
Christian	1959	49.80%	Sikh	1	0.03%
Agnostic	37	0.94%	Humanist	8	0.20%
Atheist	106	2.69%	Rastafarian	1	0.03%
Muslim	17	0.43%	No Religion	1351	34.34%
Buddhist	8	0.20%	Other Religion	36	0.92%
Hindu	6	0.15%	Not Disclosed	404	10.27%

g. Sex

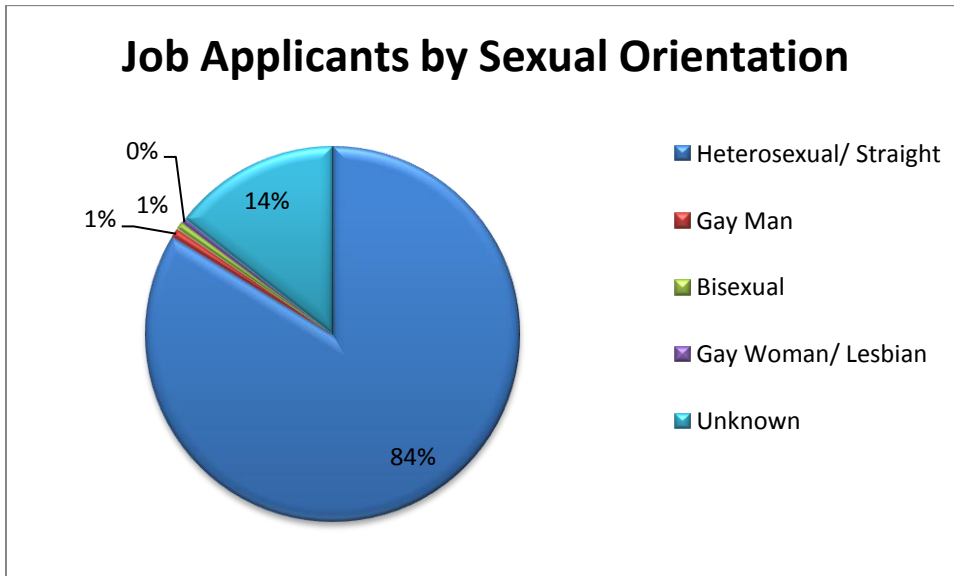


Applicants by Sex				
	Number of Applicants	%	Carmarthenshire profile	2011 Census data
Female	2271	57.73%	66%	51%
Male	1657	42.12%	34%	49%
Unknown	6	0.15%		
	3934	100.00%		

The proportion of female to male applicants is 58%:42% which is slightly lower than the workforce ratio (66%:34%) but higher than the population data available from the 2011 census (51%:49%).



h. Sexual Orientation



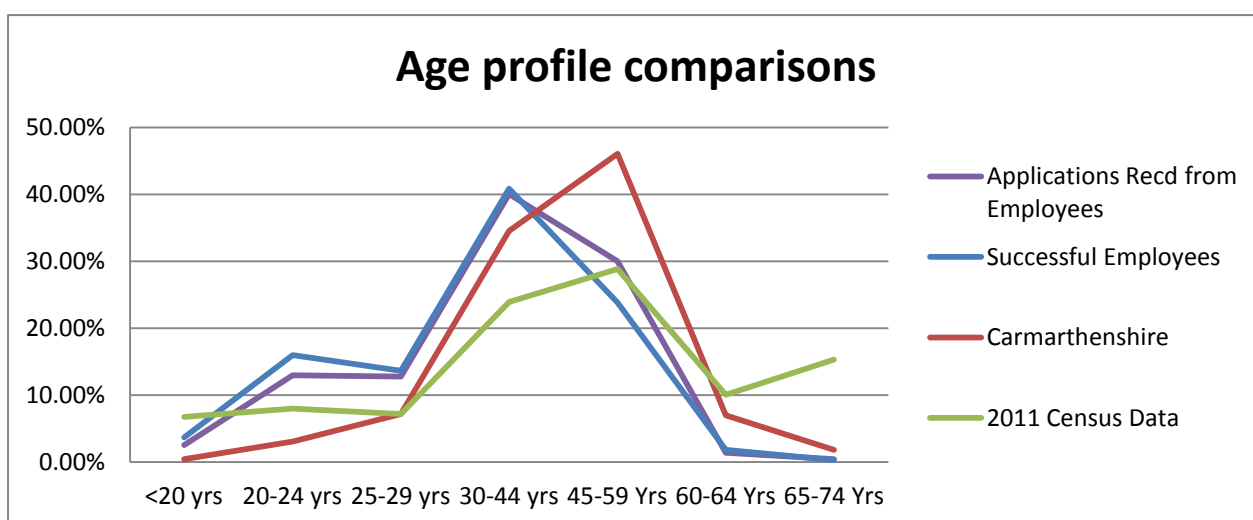
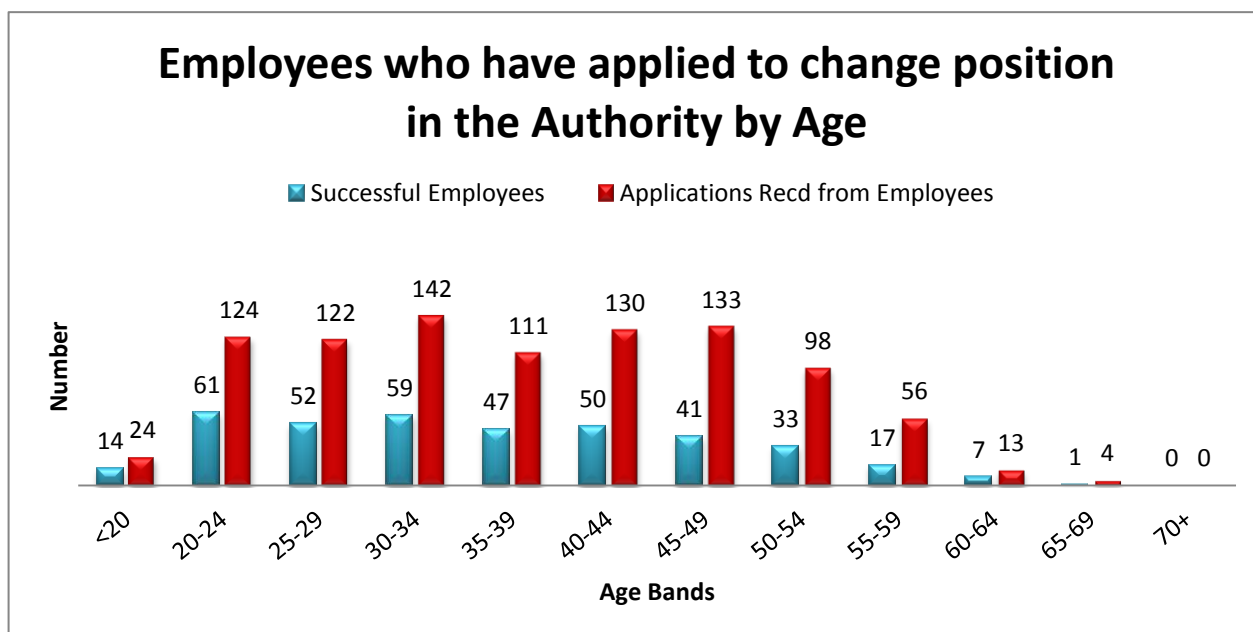
Job Applicants by Sexual Orientation			
Sexual Orientation	Number of Applicants	% Applicants	% of those declaring
Heterosexual/ Straight	3293	83.71%	97.89%
Gay Man	30	0.76%	0.89%
Bisexual	26	0.66%	0.77%
Gay Woman/ Lesbian	15	0.38%	0.45%
Unknown	570	14.49%	
	3934	100.00%	

The proportion of applicants that have not disclosed their sexual orientation (14.49%) is much higher than for the other categories in this section. This is possibly a reflection of the sensitivity in relation to this area. Of those that have declared the majority (97.89%) define themselves as Heterosexual/Straight which is very close to the figure for the authority (98.88% DR 1h).

#### 4. Employees who have applied to change position

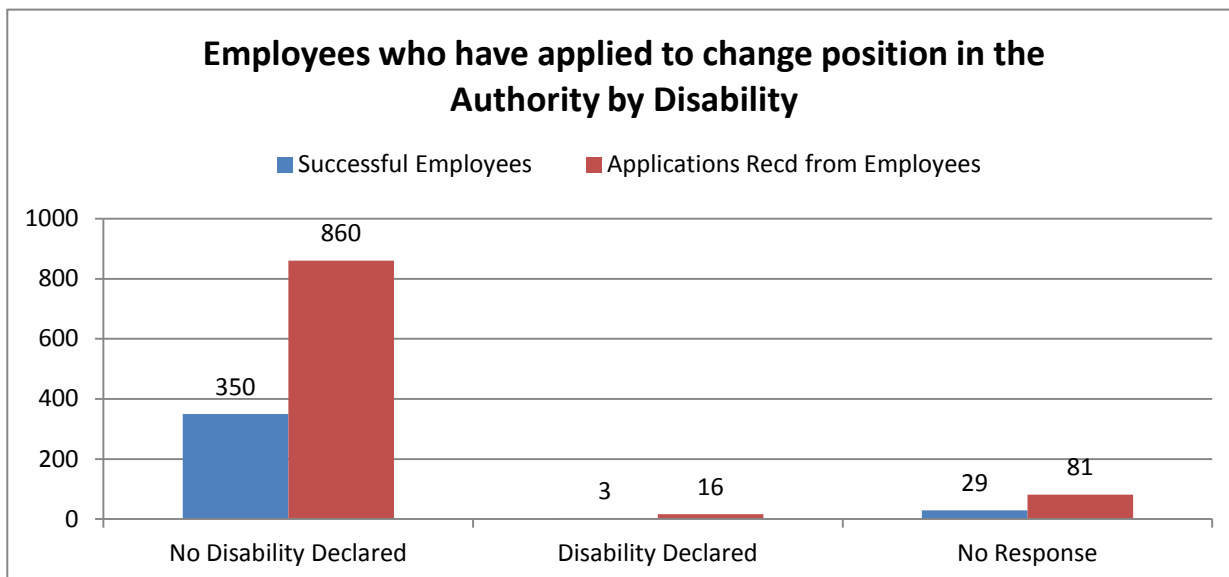
Reporting period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012, Employees who have applied to change position identifying how many were successful in their application and how many were not

##### a. Age



Employees who have applied to change position in the Authority by Age				
Age Bands	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
<20	14	24	3.66%	2.51%
20-24	61	124	15.97%	12.96%
25-29	52	122	13.61%	12.75%
30-34	59	142	15.45%	14.84%
35-39	47	111	12.30%	11.60%
40-44	50	130	13.09%	13.58%
45-49	41	133	10.73%	13.90%
50-54	33	98	8.64%	10.24%
55-59	17	56	4.45%	5.85%
60-64	7	13	1.83%	1.36%
65-69	1	4	0.26%	0.42%
70+	0	0	0.00%	0.00%
	382	957	100.00%	100.00%

b. Disability



	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
No Declared Disability	377	1092	91.06%	89.58%
Disability Declared	3	19	0.72%	1.56%
No Response	34	108	8.21%	8.86%
	414	1219	100.00%	100.00%

The percentage of applicants from employees declaring a disability is low. The workforce audit aims to encourage more employees to declare a disability and will be reported in the next monitoring period.

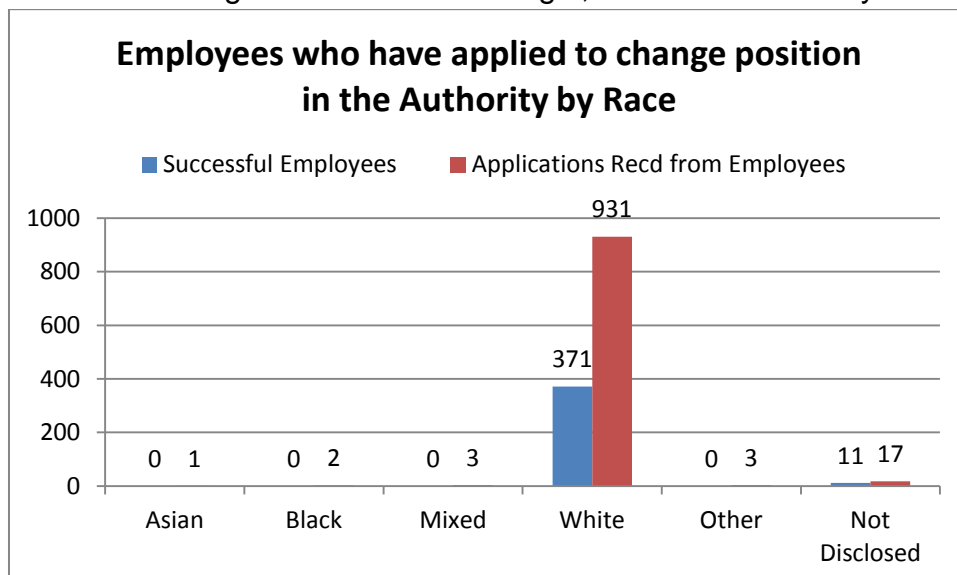
c. Gender Reassignment

No information is currently available to allow us to report against this category.

d. Pregnancy and maternity

No information is currently available to allow us to report against this category.

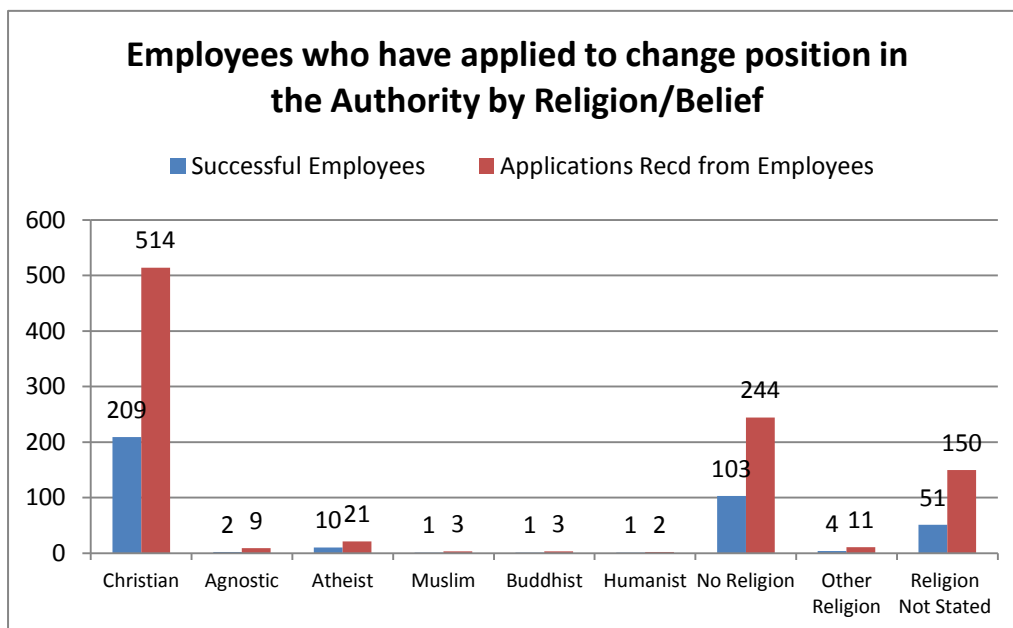
e. Race – including ethnic or national origin, colour or nationality



Ethnic Origin	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
Asian	0	1	0.00%	0.10%
Black	0	2	0.00%	0.21%
Mixed	0	3	0.00%	0.31%
White	371	931	97.12%	97.28%
Other	0	3	0.00%	0.31%
Not Disclosed	11	17	2.88%	1.78%
	382	957	100.00%	100.00%

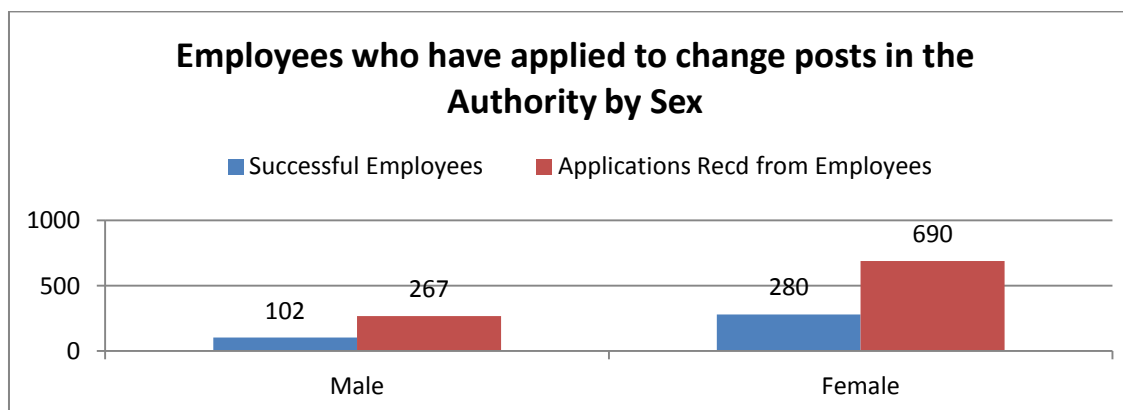
It is notable that of the employees who have applied to change position within the authority that all the successful applicants are of White ethnic origin. This may be due to the low number of applicants received from Black and Minority Ethnic (BME) groups (9 in total which is less than 1% (0.93%)) by comparison to the number of applications received from employees of White ethnic origin, 931 (97.28%). The total BME applicants (0.93%) is in proportion to the total BME workforce population of the authority (0.90%, Section 1f).

f. Religion or belief – including lack of belief



Religion/ Belief	Successful Employees	Applications Recd from Employees
Christian	209	514
Agnostic	2	9
Atheist	10	21
Muslim	1	3
Buddhist	1	3
Humanist	1	2
No Religion	103	244
Other Religion	4	11
Religion Not Stated	51	150

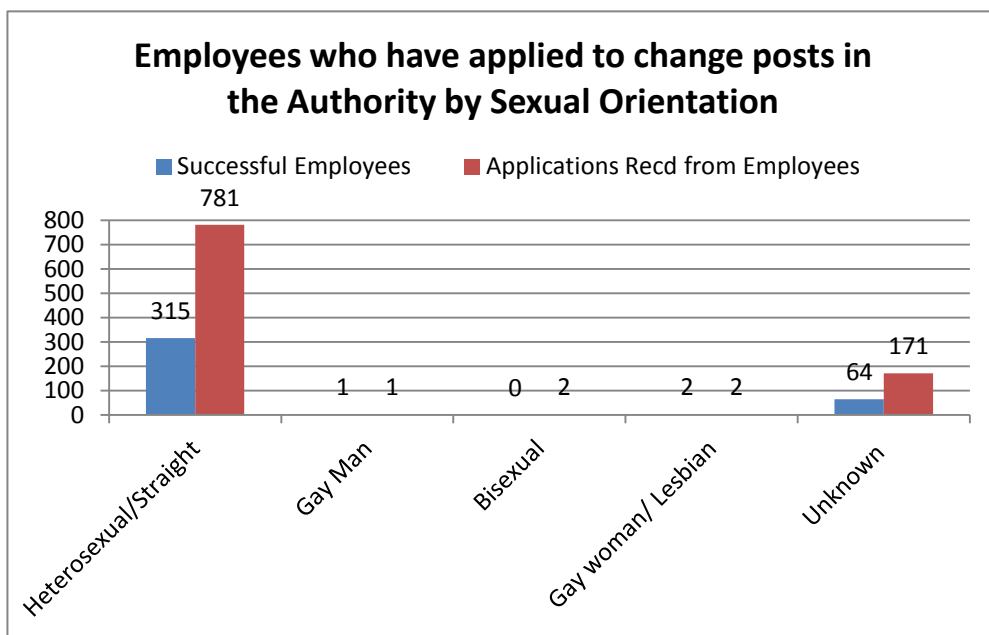
g. Sex



	Number		%		Carmarthenshire profile	2011 Census data
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees		
Female	280	690	73.30%	72.10%	66%	51%
Male	102	267	26.70%	27.90%	34%	49%
	382	957	100.00%	100.00%		

The data indicates that the proportion of female applicants in both categories is higher than the workforce ratio and census data.

## h. Sexual Orientation



Employees who have applied to change position in the Authority by Sexual Orientation						
Sexual Orientation	Number		%		% of those declaring	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
Heterosexual/Straight	315	781	82.46%	81.61%	99.06%	99.36%
Gay Man	1	1	0.26%	0.10%	0.31%	0.13%
Bisexual	0	2	0.00%	0.21%	0.00%	0.25%
Gay woman/ Lesbian	2	2	0.52%	0.21%	0.63%	0.25%
Unknown	64	171	16.75%	17.87%		
	382	957	100.00%	100.00%		

The proportion of employees that have not disclosed their sexual orientation (16.75% and 17.87% respectively) is much higher than for the other categories in this section. This is possibly a reflection of the sensitivity in relation to this area. Of those that have declared the majority (99.06% and 99.36%) define themselves as Heterosexual/Straight which is very close to the figure for the authority (98.88% (Section1h)).

5. Employees who have applied for training

Reporting Period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012, Employees who have applied for training and how many were successful in their application

6. Employees who have completed training

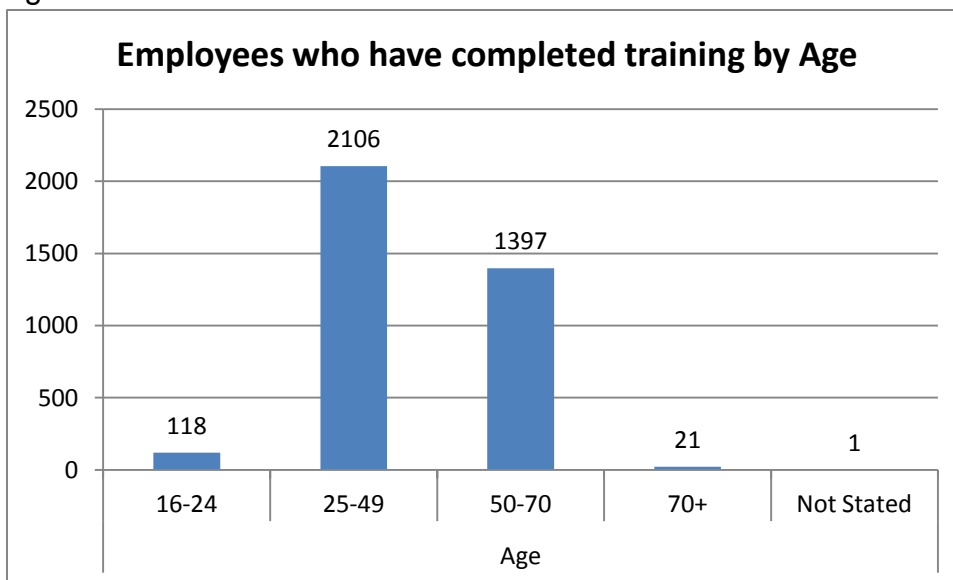
Reporting period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012

The data illustrated for requirements 5 & 6 below relates to formal applications received by the authority's Corporate Learning and Development (L&D) Team. The application process requires the employee to seek authorisation from his/her line manager prior to the formal application being submitted to the Corporate L&D Team so the application form is in essence used to book a place and confirm attendance. Therefore, of those that formally submit an application to the Corporate L&D Team there is 100% approval and completion.

To develop the data on this requirement for the next reporting period, the Corporate L&D Team are discussing options with Departments for the capture of equality monitoring data at the approval stage of the process with the line manager prior to submission of the application form to the Corporate L&D Team. This may link to the Helping People to Perform (HPP) appraisal process or other mechanisms within Departments established for the approval of training.

This may be resolved by enabling the self service function on Resourcelink (HR Database) through which the manager can approve or reject an application for training. An update on progress will be provided in the next reporting period.

a. Age



Age				
16-24	25-49	50-70	70+	Not Stated
118	2106	1397	21	1
3.24%	57.87%	38.39%	0.58%	0.03%

Employees who fall within the age range 25-49 were the highest attendees at learning events, with 58%. Most people completed this category, with only one opting to not state their age.

b. Disability



Employees who have completed Training : Disability			
	Number	%	% of those declaring
Disability Declared	130	3.57%	8.41%
No Declared Disability	1415	38.88%	91.59%
No Response	2091	57.46%	

The majority of respondents chose not to state whether they consider themselves disabled, 2091 (57%, alongside 130 (3.57%)) who indicated that they consider themselves disabled.

c. Gender Reassignment

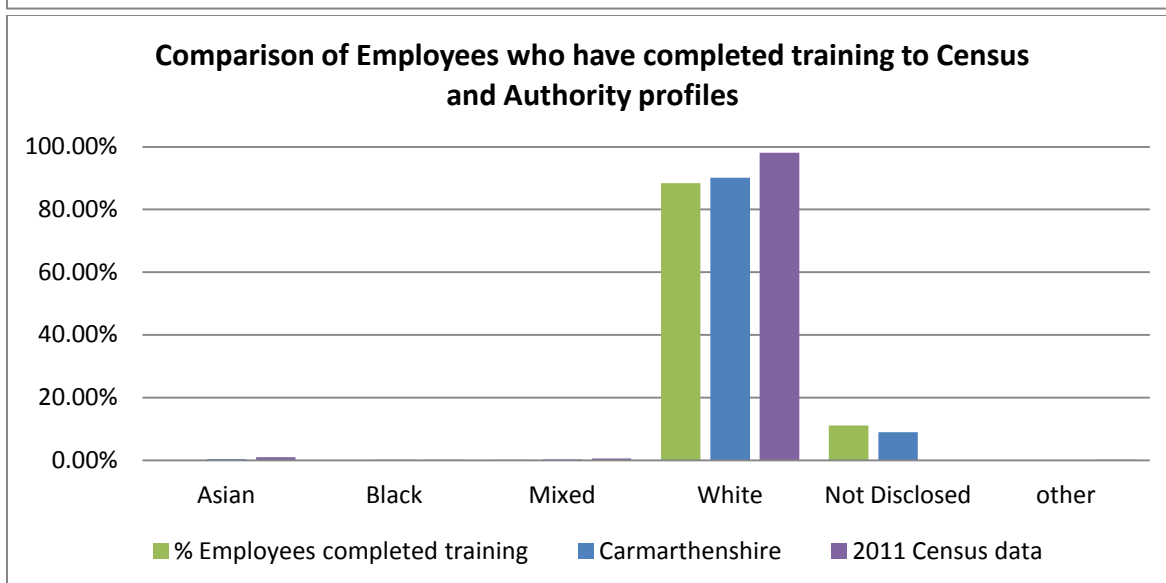
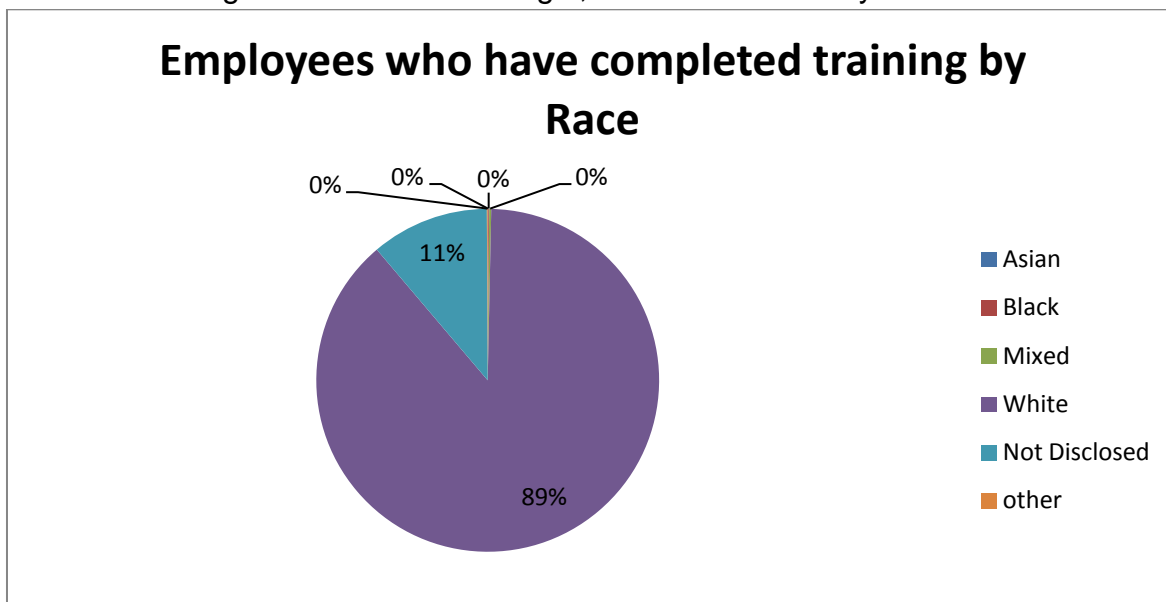
No information is currently available to allow us to report against this category.

d. Pregnancy and maternity

No information is currently available to allow us to report against this category



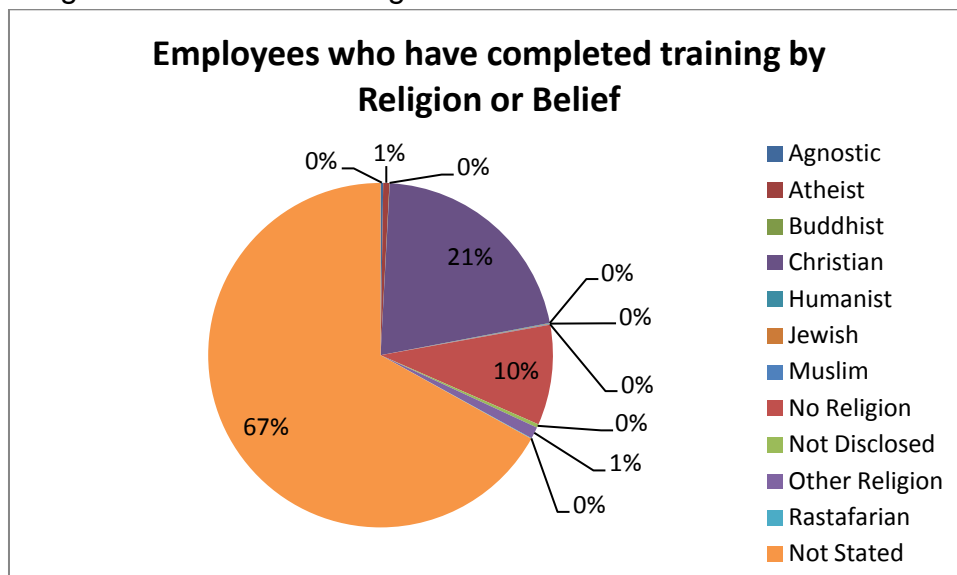
e. Race – including ethnic or national origin, colour or nationality



Employees who have completed Training :Race				
Ethnic Group	Number	% Employees completed training	Carmarthenshire Profile	2011 Census data %
Asian	2	0.06%	0.39%	1.00%
Black	3	0.08%	0.15%	0.15%
Mixed	7	0.19%	0.30%	0.56%
White	3207	88.47%	90.14%	98.12%
Not Disclosed	403	11.12%	8.96%	0.00%
Other	3	0.08%	0.06%	0.17%
total	3625	100.00%	100.00%	100.00%

88% of respondents described themselves as White whereas 11% chose not to disclose their ethnicity. Several other ethnic groups are represented albeit in smaller numbers.

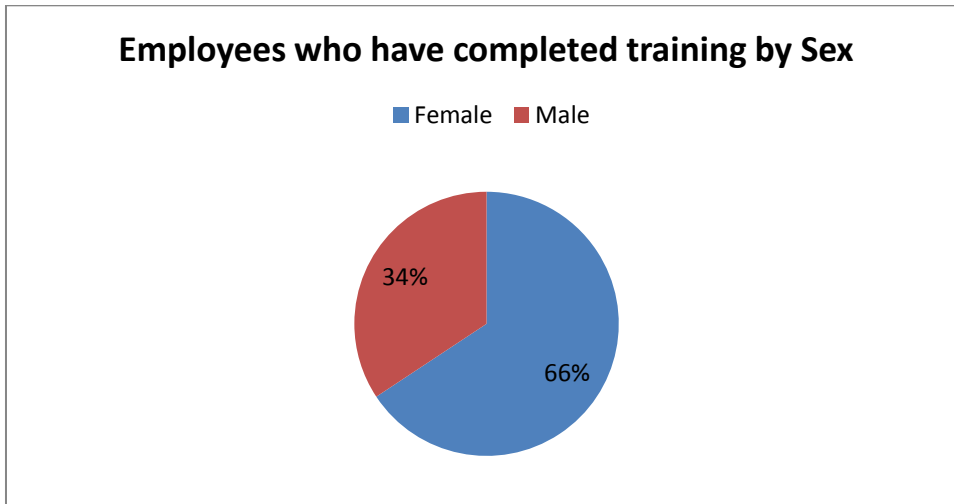
f. Religion or belief – including lack of belief



Employees who have completed Training by Religion or Belief		
Religion/Belief	Number	%
Agnostic	9	0.25%
Atheist	21	0.58%
Buddhist	1	0.03%
Christian	769	21.13%
Humanist	2	0.05%
Jewish	2	0.05%
Muslim	2	0.05%
No Religion	342	9.40%
Not Disclosed	12	0.33%
Other Religion	40	1.10%
Rastafarian	2	0.05%
Not Stated	2434	66.89%

The majority of respondents chose not to state their religion or belief, 2434 (67%). 769 (9%) described themselves as Christian and a further 342 (9%) described themselves as having no religion. Other religions and beliefs such as Agnostic, Atheist, Humanist, Jewish and Muslim are also represented albeit in smaller numbers.

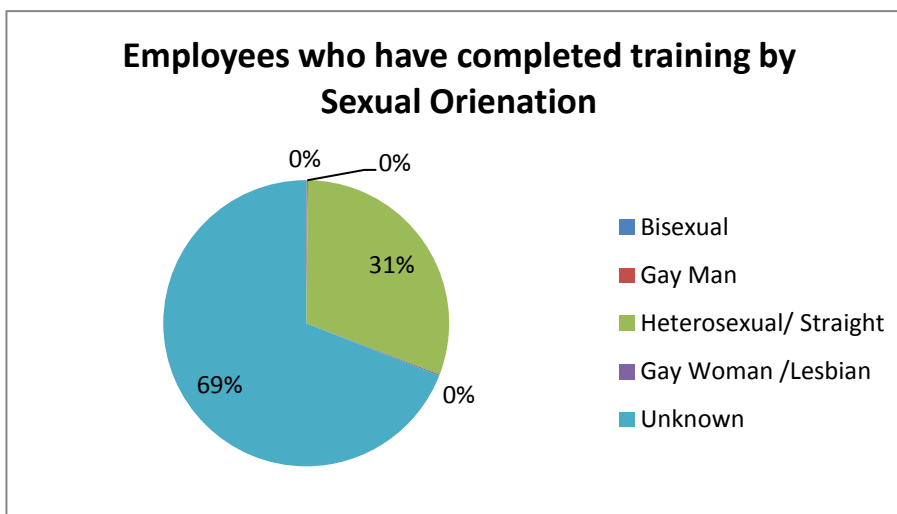
g. Sex



Employees who have completed Training by Sex				
	Number	%	Carmarthenshire profile	2011 Census data
Female	2389	65.65%	66%	51%
Male	1247	34.27%	34%	49%

2389 (66%) of those who attended and completing training were female, with 1247 (34%) being male. This is reflective of the ratio of the employee profile of the authority.

h. Sexual Orientation



Employees who have completed Training by Sexual Orientation			
Sexual Orientation	Number	%	% of those Responding
Bisexual	2	0.05%	0.18%
Gay Man	5	0.14%	0.44%
Heterosexual/ Straight	1115	30.64%	98.94%
Gay Woman /Lesbian	5	0.14%	0.44%
Unknown	2509	68.95%	

2509 (69%) of respondents did not state their sexual orientation. 1115 (31%) described themselves as heterosexual/straight with less than 1% who described themselves as bisexual, gay man or gay woman /lesbian.

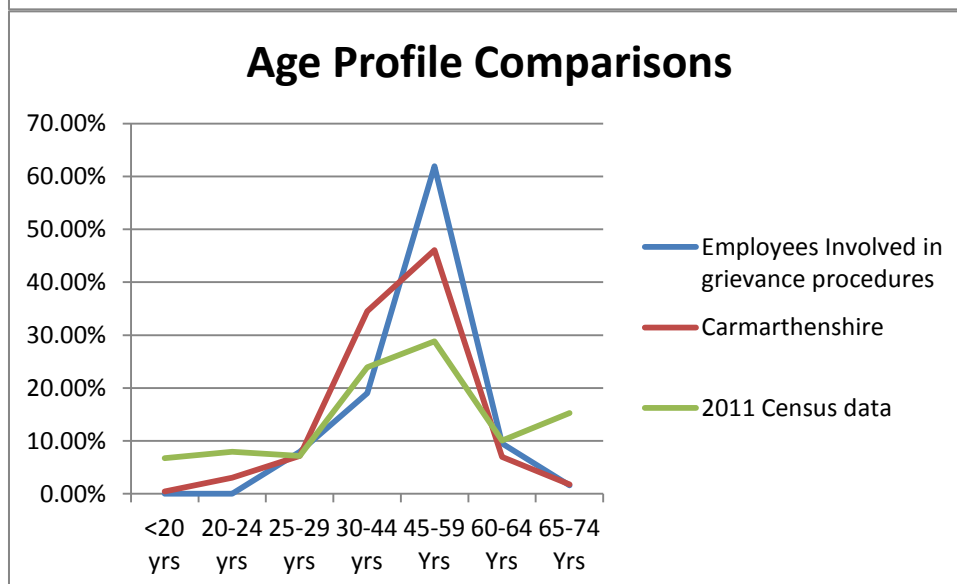
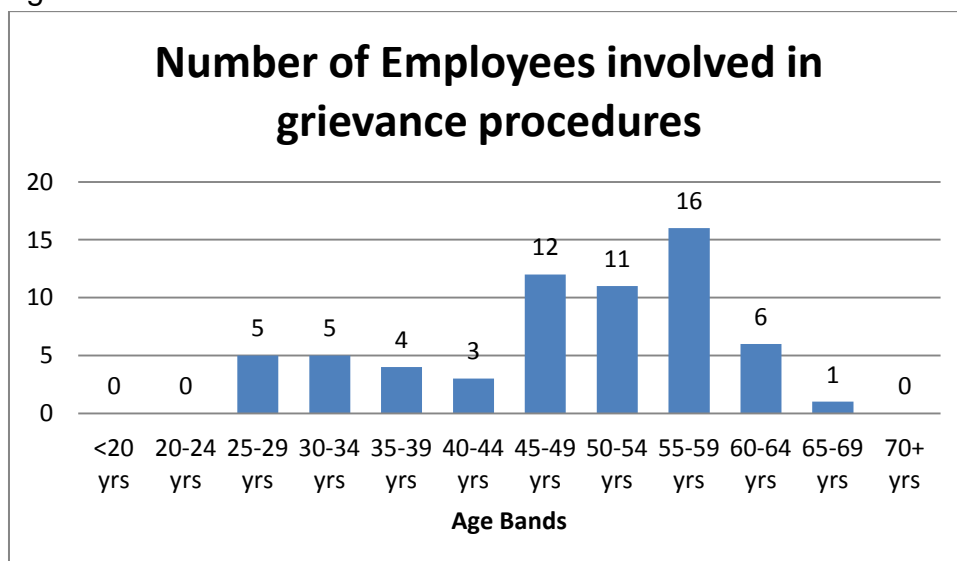
## Summary

With the exception of gender, age and race categories, the majority of employees have not disclosed their characteristic. This will be reviewed in the next reporting periods following the workforce equality audit. Further development and education of staff via induction and continuous learning as to the rationale behind the collection of monitoring data might influence this further, and therefore assist in the meaningful analysis of that data.

## 7. Employees involved in grievance procedures

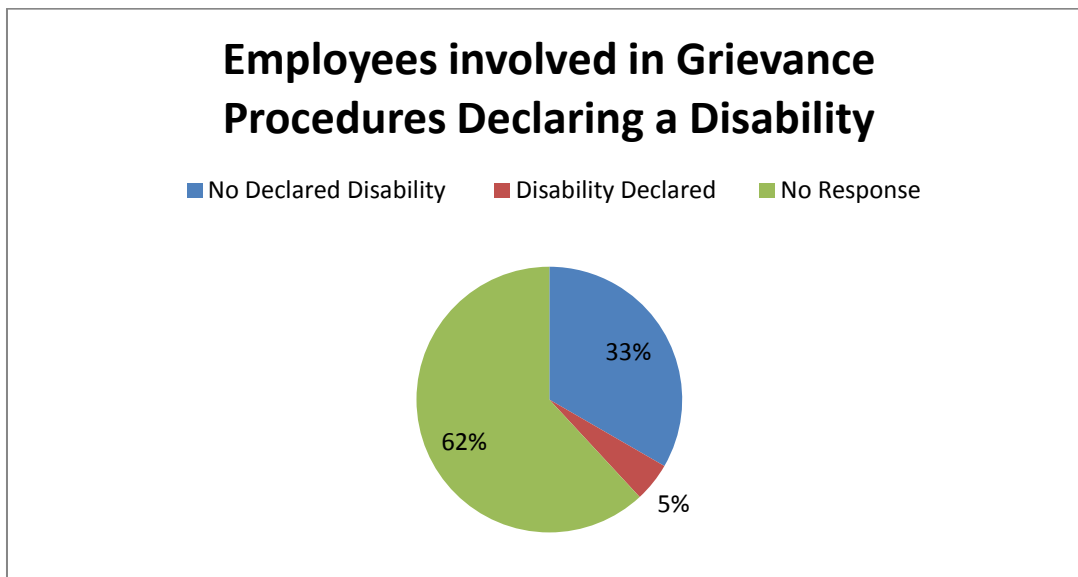
Reporting period: 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012. Employees involved in grievance procedures either as a complainant or as a person against whom a complaint has been made.

### a. Age



Employees involved in Grievance Procedures: Age		
Age Bands	Number of Employees	%
<20 yrs	0	0.00%
20-24 yrs	0	0.00%
25-29 yrs	5	7.94%
30-34 yrs	5	7.94%
35-39 yrs	4	6.35%
40-44 yrs	3	4.76%
45-49 yrs	12	19.05%
50-54 yrs	11	17.46%
55-59 yrs	16	25.40%
60-64 yrs	6	9.52%
65-69 yrs	1	1.59%
70+ yrs	0	0.00%
	63	100.00%

b. Disability



Number involved in Grievance Procedures			
Disability	Headcount	%	% of those Declaring
No Declared Disability	21	33.33%	87.50%
Disability Declared	3	4.76%	12.50%
No response	39	61.90%	
	63	100.00%	100.00%

The above illustrates that the number of employees who have declared a disability and been involved in Grievance procedures, 3 (4.76%) is a higher proportion than the percentage of employees who have declared a disability in the wider authority profile of 3.79% (section 1b). However, this is potentially skewed by the high proportion of employees who have not provided a response, 39 (61.9%). The numbers involved in grievance procedures is generally low overall and therefore this is not statistically significant.

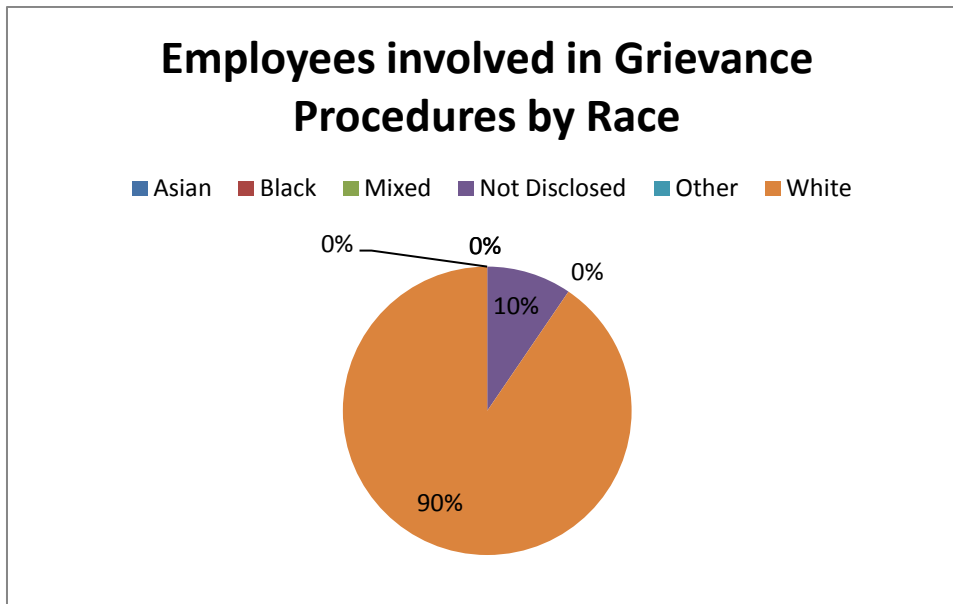
c. Gender Reassignment

No information is currently available to allow us to report against this category.

d. Pregnancy and maternity

Our records show that none of the employees who have been in grievance procedures during the time period were pregnant or on maternity leave.

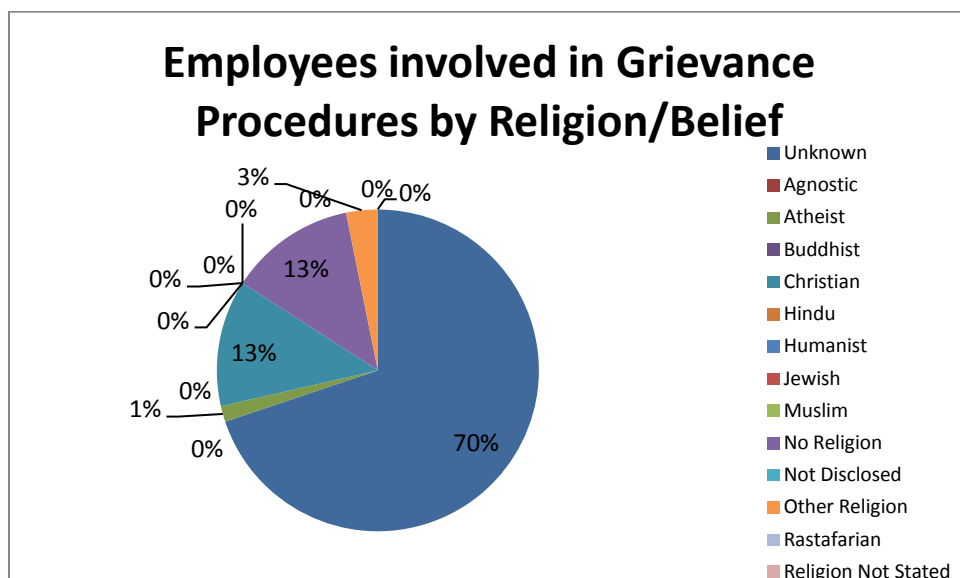
e. Race – including ethnic or national origin, colour or nationality



Number involved in Grievance Procedures		
Ethnic Group	Headcount	%
Asian	0	0.00%
Black	0	0.00%
Mixed	0	0.00%
White	57	90.48%
Other	0	0.00%
Not Disclosed	6	9.52%
<b>Total</b>	<b>63</b>	<b>100.00%</b>

Of the total number of employees involved in the Grievance procedure, 57 (90.48%) are White and 6 (9.52%) have not disclosed their ethnic origin. This is generally reflective of the overall ethnic composition of the authority's workforce as at 31<sup>st</sup> March 2012.

f. Religion or belief – including lack of belief



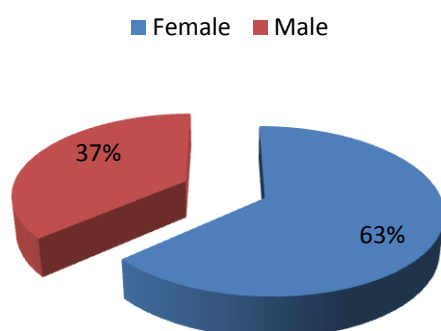
Number involved in Grievance Procedures		
Religion	Headcount	%
Unknown	44	69.84%
Agnostic	0	0.00%
Atheist	1	1.59%
Buddhist	0	0.00%
Christian	8	12.70%
Hindu	0	0.00%
Humanist	0	0.00%
Jewish	0	0.00%
Muslim	0	0.00%
No Religion	8	12.70%
Not Disclosed	0	0.00%
Other Religion	2	3.17%
Rastafarian	0	0.00%
Religion Not Stated	0	0.00%
	63	100.00%

The most significant point to note is the number of employees involved in Grievance procedures where the religion and belief is unknown, 44 (69.84%). The workforce audit aims to encourage our employees to declare and this will be reported in the next reporting period.



g. Sex

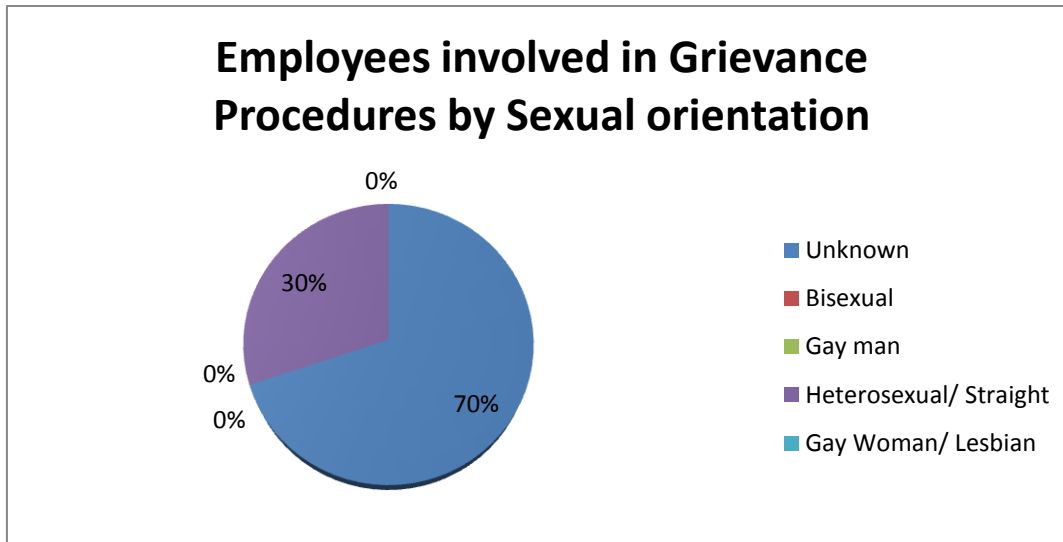
### Employees involved in grievance procedures by Sex



Employees involved in Grievance Procedures : Sex				
Sex	Number of Employees	%	Carmarthenshire	2011 Census
Female	40	63%	66%	51%
Male	23	37%	34%	49%
Total	63			

The number of men and women involved in Grievance procedures during the reporting period is generally reflective of the overall proportion of men and women working for the authority as at 31<sup>st</sup> March 2012

## h. Sexual Orientation



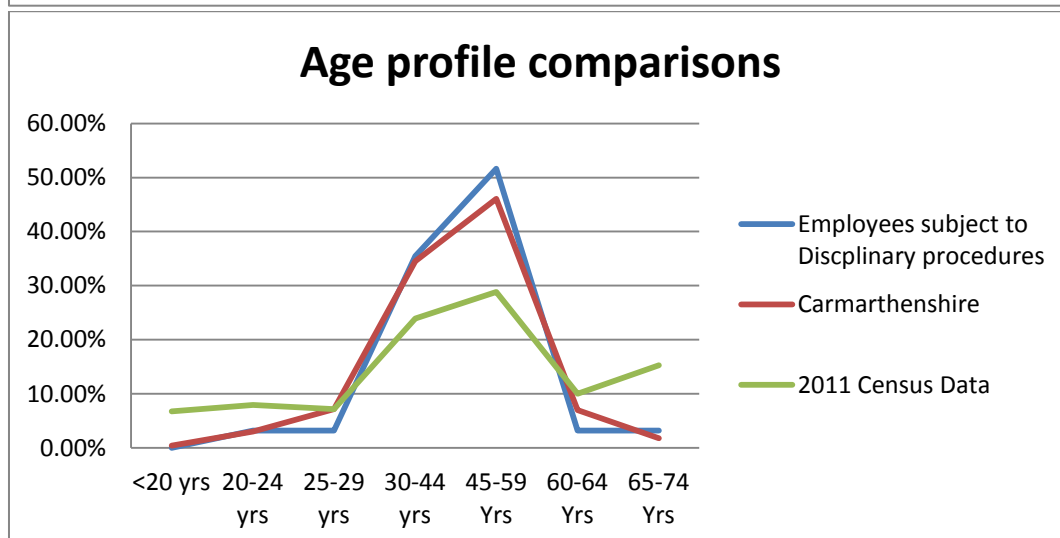
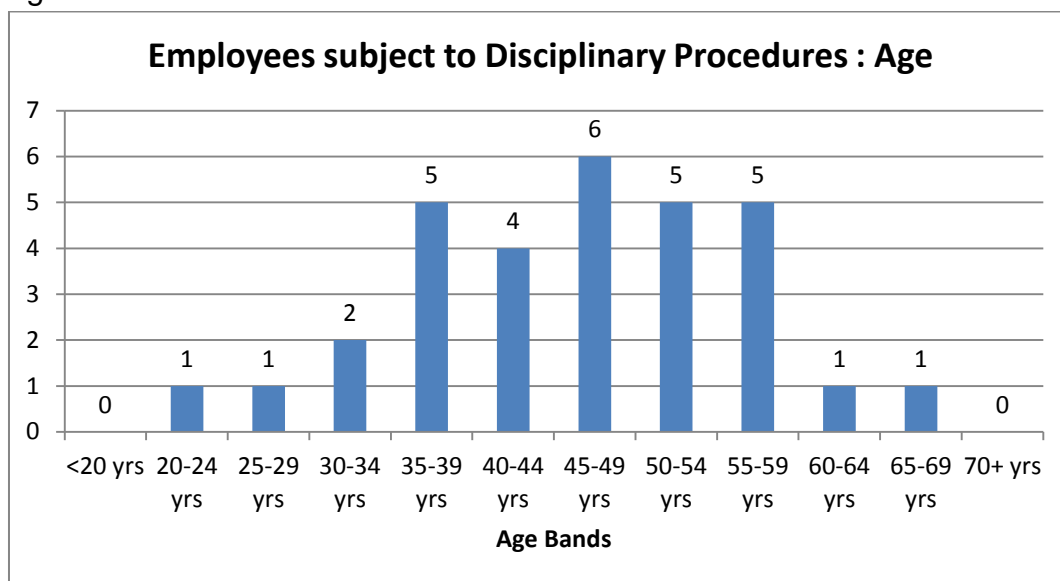
Number involved in Grievance Procedures			
Sexual Orientation	Headcount	% total population	% of those declaring
Unknown	44	69.84%	
Bisexual	0	0.00%	
Gay man	0	0.00%	
Heterosexual/Straight	19	30.16%	100.00%
Gay Woman/ Lesbian	0	0.00%	
	63	100.00%	

The most significant point to note is the number of employees involved in Grievance procedures where their sexual orientation is unknown, 44 (69.84%). The workforce audit aims to reduce this number by encouraging employees to declare and progress will be reviewed in the next reporting period.

## 8. Employees subject to disciplinary procedures

Reporting period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012

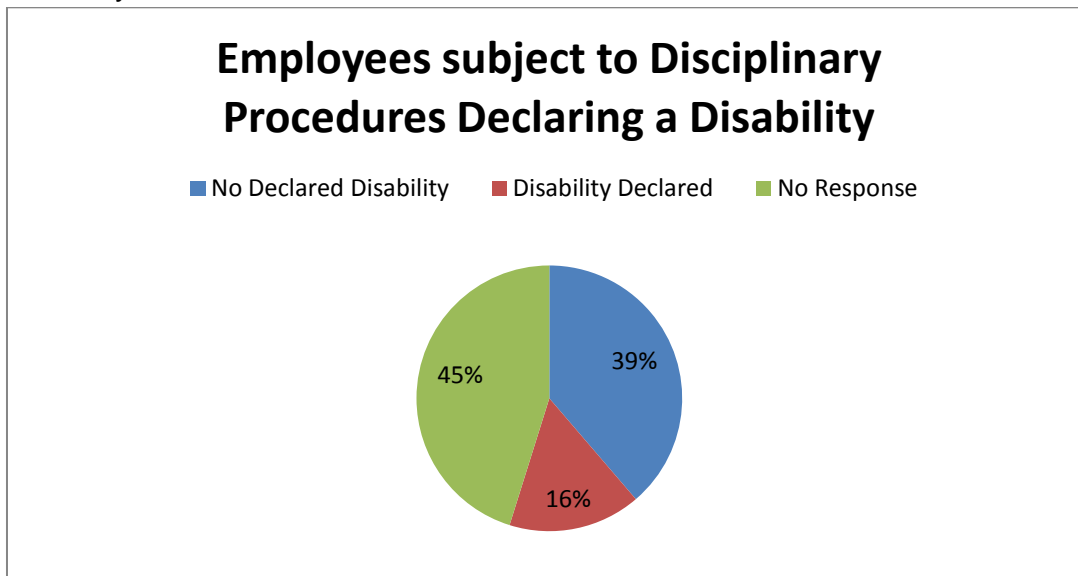
### a. Age



Age Bands	Number of Employees	%	Age Bands	Number of Employees	%
<20 yrs	0	0.00%	50-54 yrs	5	16.13%
20-24 yrs	1	3.23%	55-59 yrs	5	16.13%
25-29 yrs	1	3.23%	60-64 yrs	1	3.23%
30-34 yrs	2	6.45%	65-69 yrs	1	3.23%
35-39 yrs	5	16.13%	70+ yrs	0	0.00%
40-44 yrs	4	12.90%		31	100.00%
45-49 yrs	6	19.35%			

The number of employees involved in Disciplinary procedures during the reporting period generally follows the age profile of the authority as at 31<sup>st</sup> March 2012

b. Disability



Employees subject to Disciplinary Procedures Declaring a Disability			
Disability	Headcount	% of population	% of those declaring
No Declared Disability	12	38.71%	70.59%
Disability Declared	5	16.13%	29.41%
No Response	14	45.16%	
	31	100.00%	100.00%

The above illustrates that the number of employees who have declared a disability and been involved in Disciplinary procedures, 12 (38.71%) is a significantly higher proportion than the percentage of employees who have declared a disability in the wider authority profile of 3.79% (section 1b). However, this is potentially skewed by the high proportion of employees who have not provided a response, 14 (45.16%). The numbers involved in Disciplinary procedures is generally low overall and therefore this is not statistically significant. However, this will be monitored and reported in the next reporting period.

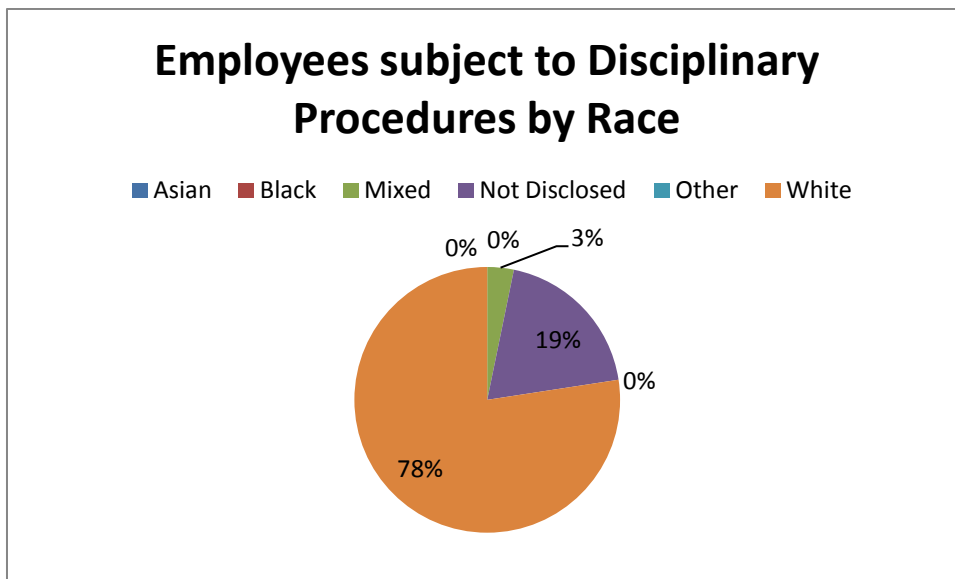
c. Gender Reassignment

No information is currently available to allow us to report against this category.

d. Pregnancy and maternity

Our records show that none of the employees who have been subjected to disciplinary procedure during the time period were pregnant or on maternity leave.

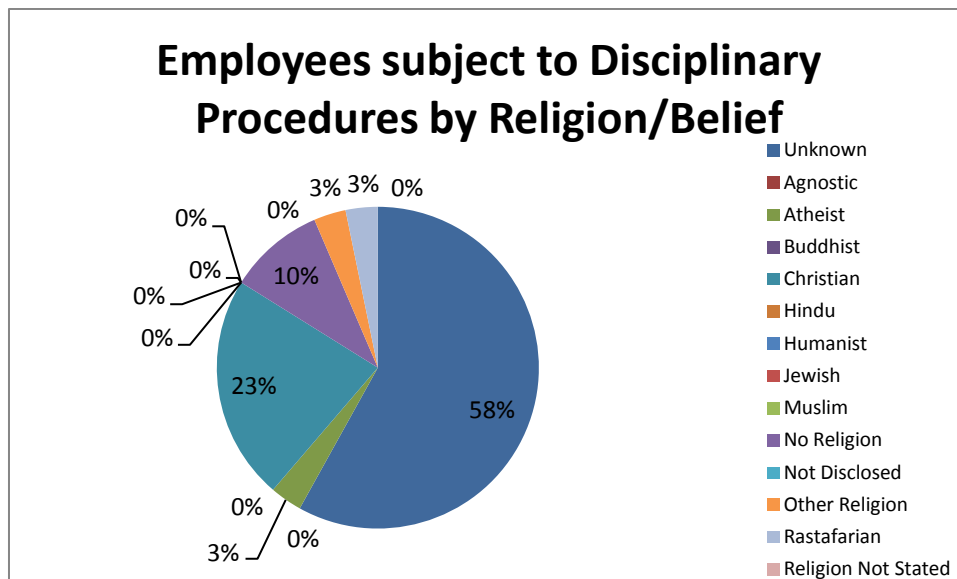
e. Race – including ethnic or national origin, colour or nationality



Employees subject to Disciplinary Procedures by Race		
Ethnic Group	Headcount	%
Asian	0	0.00%
Black	0	0.00%
Mixed	1	3.23%
White	24	77.42%
Other	0	0.00%
Not Disclosed	6	19.35%
Total	31	100.00%

The most significant point to note is the number of employees involved in Disciplinary procedures who have not declared their ethnicity, 6 (19.35%) compared to those who have declared their ethnicity as White, 24 (77.42%) and one employee who has declared his/her ethnicity as Mixed. Employees will be encouraged to declare through the workforce audit and reviewed in the next reporting period.

f. Religion or belief – including lack of belief



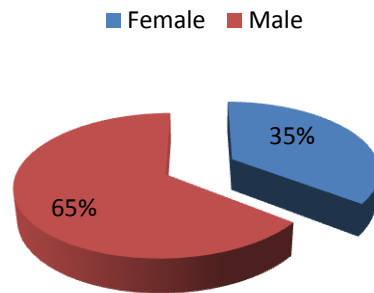
Employees subject to Disciplinary Procedures : Religion/ Belief

Religion / Belief	Headcount	%
Unknown	18	58.06%
Agnostic	0	0.00%
Atheist	1	3.23%
Buddhist	0	0.00%
Christian	7	22.58%
Hindu	0	0.00%
Humanist	0	0.00%
Jewish	0	0.00%
Muslim	0	0.00%
No Religion	3	9.68%
Not Disclosed	0	0.00%
Other Religion	1	3.23%
Rastafarian	1	3.23%
Religion Not Stated	0	0.00%
	31	100.00%

The most significant point to note is the number of employees involved in Disciplinary procedures who have not declared their religion and belief, 18 (58%) compared to those who have declared. Of those employees who have declared a religion and belief the percentages involved in Disciplinary procedures is generally reflective of the percentages in the overall workforce.

g. Sex

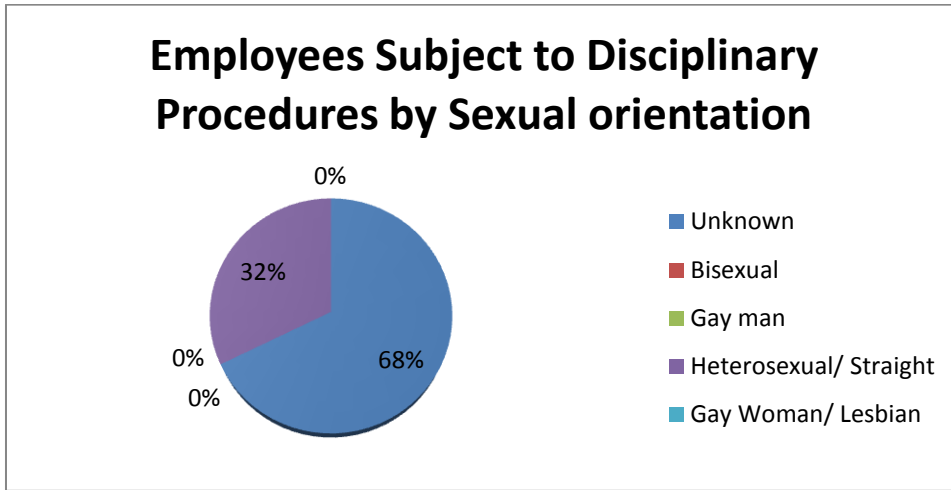
### Employees subject to disciplinary procedures by Sex



Employees subject to Disciplinary Procedures : Sex				
Sex	Number of Employees	%	Carmarthenshire	2011 Census
Female	11	35%	66%	51%
Male	20	65%	34%	49%
Total	31			

The number of men compared to women involved in Disciplinary procedures during the reporting period is not reflective of the overall proportion of men and women in the workforce as at 31<sup>st</sup> March 2012. However, the numbers of employees involved in Disciplinary procedures is very low and therefore not statistically significant however this will be monitored and reviewed in the next reporting period.

h. Sexual Orientation



Employees subject to Disciplinary Procedures : Sexual Orientation			
Sexual Orientation	Headcount	% total population	% of those responding
Unknown	21	67.74%	
Bisexual	0	0.00%	
Gay	0	0.00%	
Heterosexual	10	32.26%	100.00%
Lesbian	0	0.00%	
	31	100.00%	

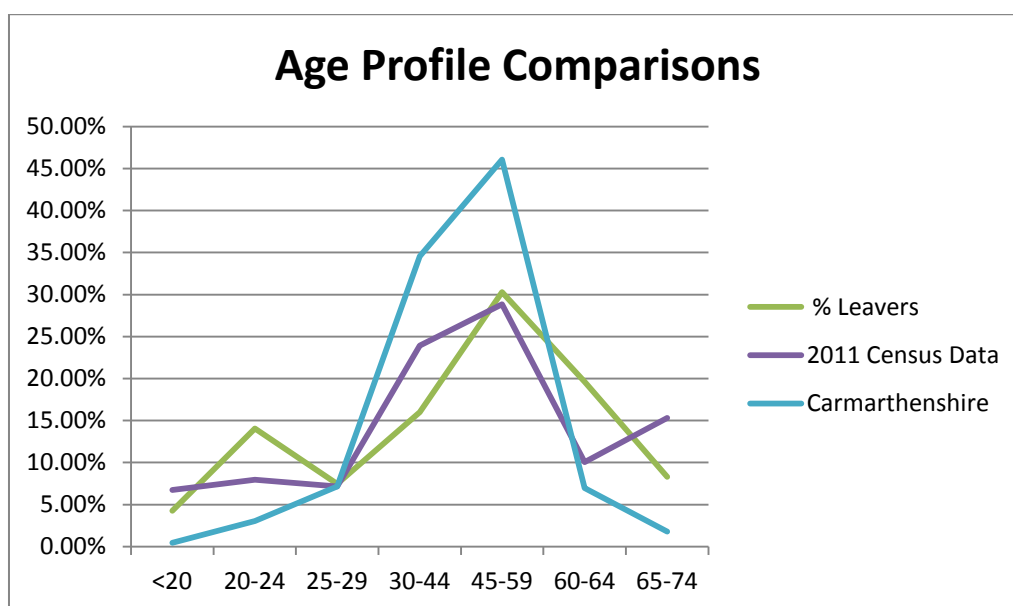
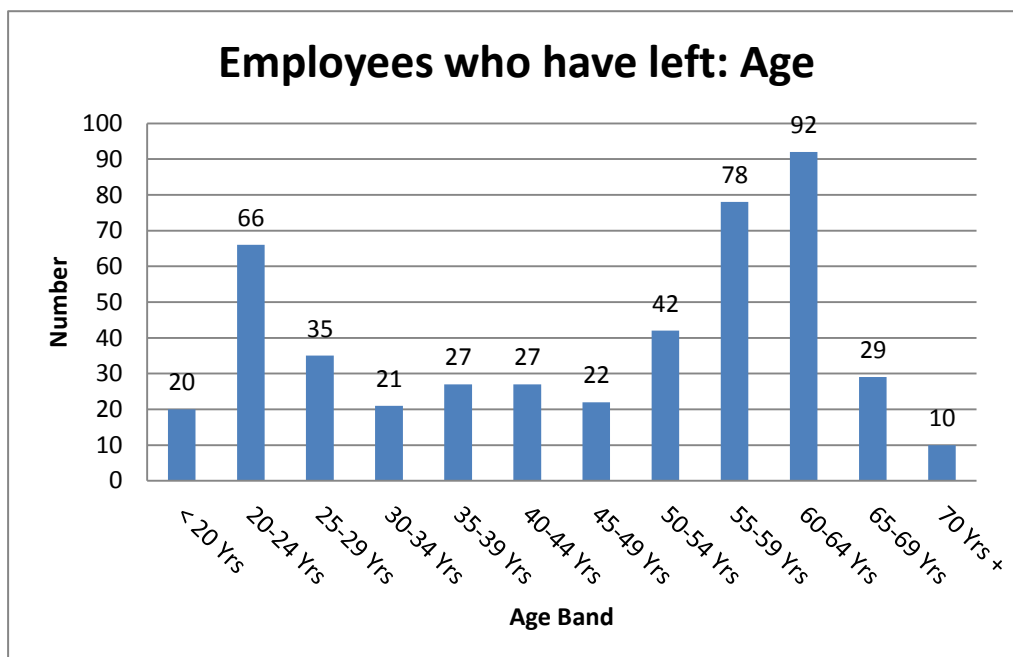
The most significant point to note is the high number of employees involved in Disciplinary procedures who have not declared their sexual orientation, 21 (67.74%). Employees will be encouraged to declare through the workforce audit and reviewed in the next reporting period.



## 9. Employees who have left the authority.

Reporting period: 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012

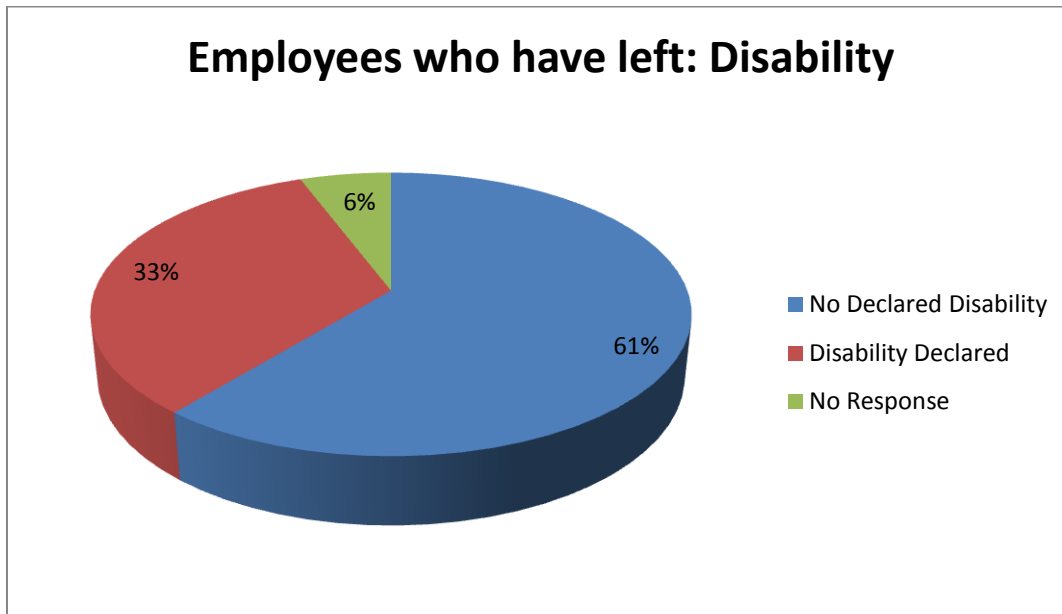
### a. Age



Employees who have left : Age								
Age Bands	Number	%	Age Bands	Number	%	Age Bands	Number	%
< 20 Yrs	20	4.26%	35-39 Yrs	27	5.76%	55-59 Yrs	78	16.63%
20-24 Yrs	66	14.07%	40-44 Yrs	27	5.76%	60-64 Yrs	92	19.62%
25-29 Yrs	35	7.46%	45-49 Yrs	22	4.69%	65-69 Yrs	29	6.18%
30-34 Yrs	21	4.48%	50-54 Yrs	42	8.96%	70 Yrs +	10	2.13%

The overall trend is generally reflective of the age profile of the authority's workforce and the wider population of Carmarthenshire. One exception is the higher number of leavers in the 20-24 age range. This is to be expected as it reflects the greater mobility of the younger workforce. Similarly the percentage of leavers in the mid age ranges is lower as this portion of the workforce is generally less mobile.

b. Disability



Employees who have left: Disability			
	Number of Leavers	% of all Leavers	% of those declaring
No Declared Disability	156	33.26%	85.25%
Disability Declared	27	5.76%	14.75%
No Response	286	60.98%	
Total	469	100.00%	100.00%

The above illustrates that the number of leavers from the authority who have declared a disability (5.76%) is higher than the wider authority profile of 3.79% (section 1b). However this is potentially skewed by the significant proportion that has not provided a response (61%).

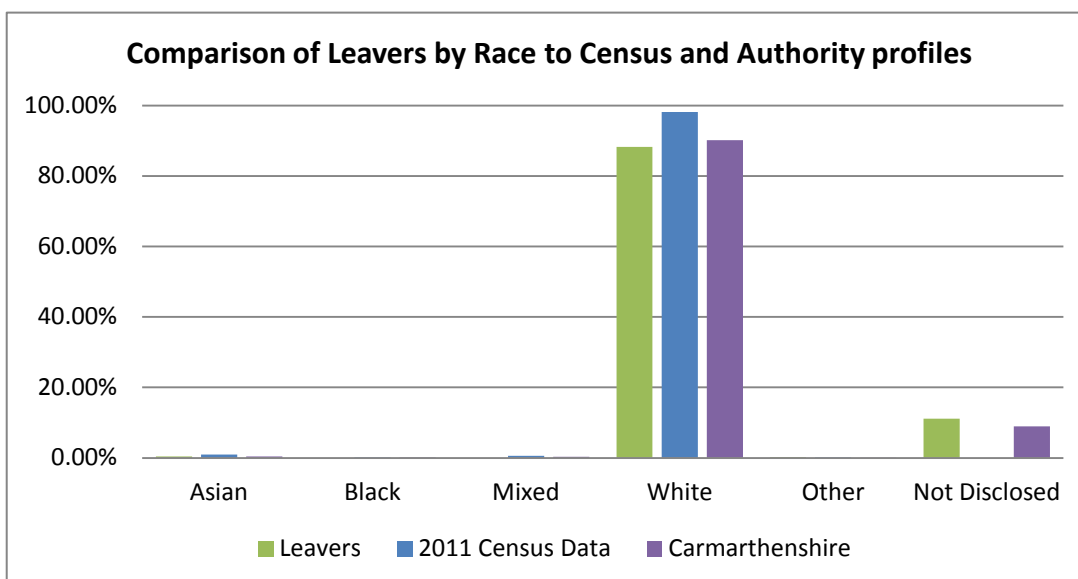
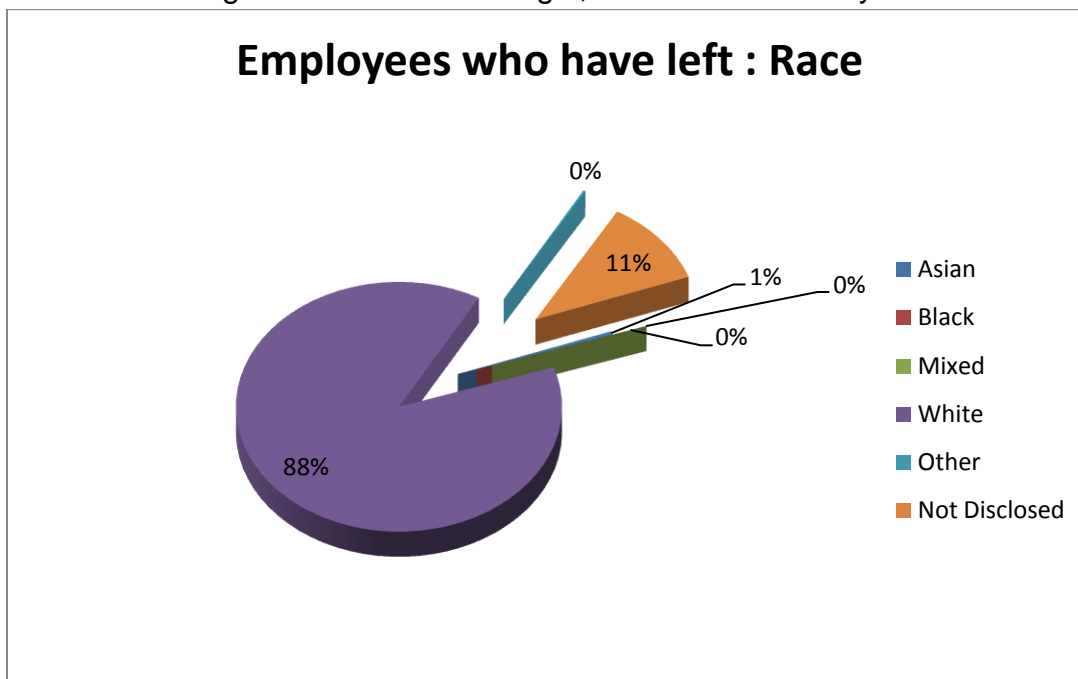
c. Gender Reassignment

No information is currently available to allow us to report against this category.

d. Pregnancy and maternity

No information is currently available to allow us to report against this category.

e. Race – including ethnic or national origin, colour or nationality

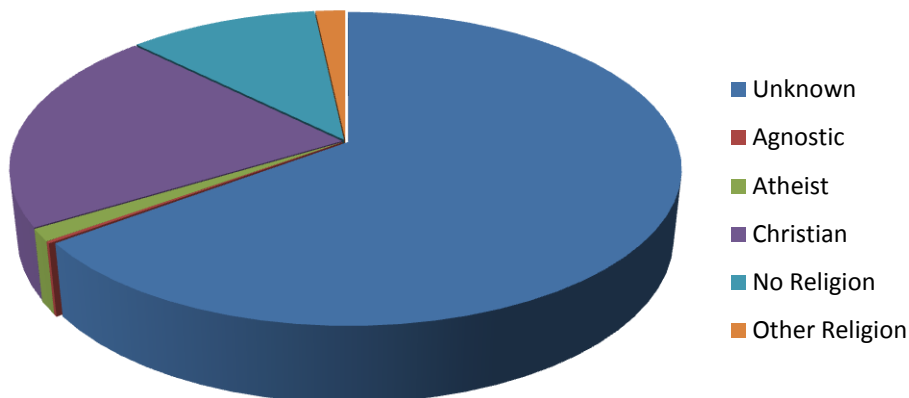


Employees who have left : Race				
Race	No. of Leavers	%	2011 Census Data	Carmarthenshire Data
Asian	2	0.43%	1.00%	0.39%
Black	0	0.00%	0.15%	0.15%
Mixed	0	0.00%	0.56%	0.30%
White	414	88.27%	98.12%	90.14%
Other	1	0.21%	0.17%	0.06%
Not Disclosed	52	11.09%	0.00%	8.96%
	469	100.00%	100.00%	100.00%

In line with the authority and census profiles the ethnic profile shows that the majority of leavers are White (88%) which is slightly lower than the Authority population (90%) and the census data which shows that 98% of the Carmarthenshire population is White. With regard to the remaining ethnic groups the percentage leavers from Asian and Other ethnic groups is slightly higher than the census data but lower for BME groups. However none of the differences are statistically significant.

f. Religion or belief – including lack of belief

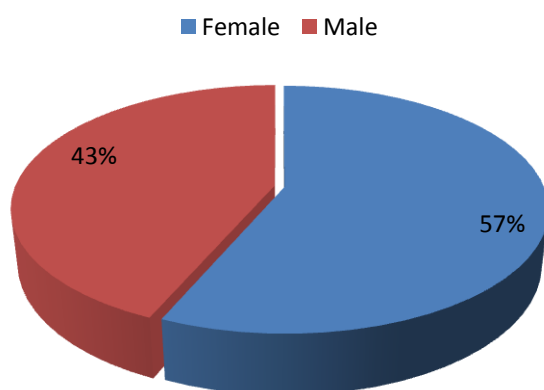
### Employees who have left: Religion



Employees who have left: Religion/Belief		
Religion	No. of Leavers	% population
Unknown	304	64.82%
Agnostic	1	0.21%
Atheist	6	1.28%
Christian	99	21.11%
No Religion	51	10.87%
Other Religion	8	1.71%

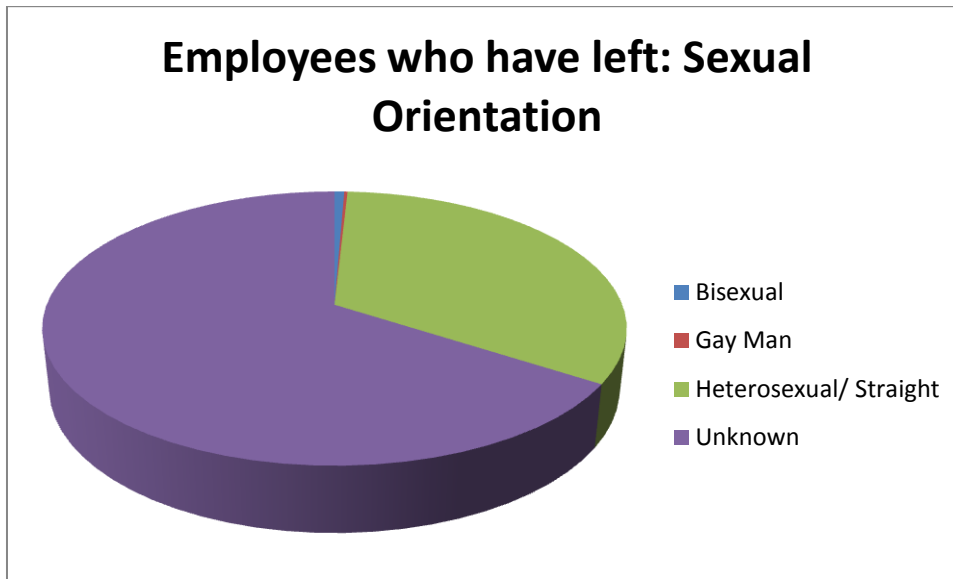
g. Sex

### Employees who have left: Sex



Employees who have left : Sex				
Sex	Number	% population	Carmarthenshire	2011 Census
Female	265	56.50%	66%	51%
Male	204	43.50%	34%	49%
Total	469			

h. Sexual Orientation



Employees who have left : Sexual Orientation			
Sexual Orientation	Number	%	% of those responding
Bisexual	3	0.64%	1.88%
Gay Man	1	0.21%	0.63%
Heterosexual/ Straight	156	33.26%	97.50%
Unknown	309	65.88%	
	469	100.00%	

The most significant point to note is the number of employees who have left the authority where their sexual orientation is unknown, 309 (65.88%). The workforce audit aims to reduce this number by encouraging employees to declare and progress will be reviewed in the next reporting period.

## PAY DIFFERENCES

Addressing pay differences is one of the specific duties in Wales. During 2011 the Authority implemented job evaluation and single status.

The main features of single status are:

- A single pay and grading structure
- Harmonisation of terms and conditions
- A standard working week of 37 hours
- It has been subject to an external and independent equality impact assessment focusing particularly on gender

The key aims of single status are to:

- Ensure equal pay for jobs of equal value
- Modernise the Council's pay structure
- Ensure that the Council's pay and reward strategy supports flexible working and modern service delivery
- Harmonise other conditions of service, for example, overtime payments and travel allowances.

For some employees this has meant a reduction in their contractual pay and therefore the financial impact of these changes has been cushioned during 2012/13 for those affected.

In addition, during 2013 the Authority will be working with the recognised trades unions to assimilate employees on 'Craft' terms and conditions into the new single status pay and grading structure.

The Authority therefore proposes to undertake an equal pay audit during 2013/14 when the changes introduced by job evaluation and single status are fully implemented including assimilation of 'Craft' employees. A pay objective will be developed based on the findings of the equal pay audit.

## STAFF TRAINING

As a listed body the authority has a duty to ensure that employees are aware of the public and specific duties of the Equality Act and are able to consider its relevance in relation to the work they undertake in delivering services.

There are specific roles within the authority that may require more specific learning and development opportunities to support them in meeting this objective, for example:

- Executive Board and Corporate Management Team
- Members
- Chief Officers and Senior Managers
- Equality and Diversity Officers
- Human Resource Officers
- Policy Officers
- Communications staff
- Performance Management Officers
- Frontline staff
- Procurement and Commissioning Officers

The authority should also consider

- Embedding equality awareness and principles of the general and specific duties into induction training
- Building equality issues into specific and professional training events
- Making available alternative learning methods such as CD training modules, distance learning packages, staff mentoring and coaching

### **Regional Equalities Learning & Development Task and Finish group – South West Wales Workforce Development Network (SWWWDN)**

The Equalities Learning and Development Task and Finish group is part of a regional collaboration project being managed by SWWWDN and funded by WLGA. The Network is made up of Learning and Development managers in seven local authorities in Central and South West Wales.

These are: Bridgend, Carmarthenshire, Ceredigion, Neath Port Talbot, Pembrokeshire, Powys and Swansea. The Regional Project Officer for the collaboration project is based in Carmarthenshire County Council.

The purpose of the task and finish group is the formation of a regional approach to delivering generic training on equalities, leading to a regional development plan/programme to meet gaps in provision and identification of areas for future collaboration.

Two stages have been planned for delivery by the task and finish group:

Stage 1 – development of a regional framework of learning and development outcomes – to be completed by March 2013

Stage 2 – creation of a regional development plan/programme for the delivery of equalities learning and development – to be completed by June 2013

These actions should contribute to achieving Equality Objective:

- Staff Training
  - Promote knowledge and understanding of the general duty and specific duties amongst its employees
  - Use any performance assessment procedures to identify and address training needs of employees in relation to the duties

When the task and finish group met for the first time in November 2012 it was agreed that they would also explore the equality objective that covered the collection of data i.e.

- Collect and publish on an annual basis the number of:
  - Employees who have applied for training and how many succeeded in their application
  - Employees who completed the training

All members of the group would explore/research relevant monitoring systems in their respective authorities with a view to moving towards a regional understanding on what is to be captured.

The group will also be working closely with the Training Adviser for Equalities with WLGA to ensure that actions and outcomes of the task and finish group complement national developments.

### Corporate Staff Learning and Development

The Equal Project is a collection of Equality and Diversity e-learning modules which were initially rolled out using a phased approach, due to the number of employees involved. The content is specific to all 9 protected characteristics plus a Welsh Language module, and provides a fundamental understanding of equality and diversity for employees at all levels. Between 2011 - 2012 a total of 541 employees completed the module.

The 541 employees can be analysed against some of the 9 protected characteristics, namely age, gender, race, and disability:

16-24	25-49	50-70	70+	Male	Female	EU	Mixed White & Black Caribbean	Other Ethnic Group	White	White British	White English	White Welsh	Not Known	Disabilities
34	274	233	0	178	363	11	0	2	123	127	24	219	35	19
6.28%	50.65%	43.07%	0.00%	32.90%	67.10%	2.03%	0.00%	0.37%	22.74%	23.48%	4.44%	40.48%	6.47%	3.51%

Cumulatively, since 2009 the total number of employees that have completed the project is 3153, broken down as follows:

Department	Number of Employees Completed
Chief Executives	1171
Education and Children's Services	467
Regeneration and Leisure	221
Resources	412
Social Care Health and Housing	380
Technical Services	344
Leavers (since completing module)	88
Partners/External Agencies	68
Policy & Members Support?	2



Enrolment to the module is a continuous process and all new employees are enrolled as part of their induction. During 2013/2014, the Corporate L&D Team will be working with departments to co-ordinate enrolment for existing employees who have not yet completed the module.

Recruitment and Selection Training has been redesigned and re-launched during November 2012. The updated content includes specific development relating to The Equality Act, including legislative and practical aspects. In addition, the workshop involves a detailed section relating to unconscious bias and how this affects recruitment decisions. All managers involved in recruitment and selection are required to undertake this development before they make recruitment decisions.

The Management Development Programme is geared towards increasing management capacity and as such, includes equality and diversity strands. For example, "Dignity at Work – Everyone's Responsibility" includes specific workshop activities associated with dealing with equality and diversity related complaints, underpinned by legislation theory and internal policy requirements.

A specific programme aimed at moving teams forward following a period of conflict has also been implemented. The programme is tailored to suit the needs of the team and involves significant equality and diversity workshop activities. The programme has proved particularly useful in increasing awareness and respect towards others following formal and informal resolution of Dignity at Work complaints.

Specific development for identified roles has also been implemented to date, for example:

- Working in partnership with Disability Wales and the Disability Coalition the authority has developed a training module 'Providing Excellent Customer Services for Disabled People', aimed at all staff but particularly front line staff to increase their awareness, understanding and confidence in providing services to people with disabilities. This is co-facilitated by representatives of the Disability Coalition and the Council and prioritised according to assessed learning need.
- Working in partnership with the Disability Coalition, Equality Confidence Group and Llanelli Multicultural Network the authority has also developed a training module 'Providing Excellent Customer Services for Diverse Customers' The module is aimed at all staff but particularly those who provide front line services and those responsible for communicating with customers and preparing accessible information.
- A group of Investigating Officers, including third tier managers and HR Professionals, have achieved the ILM Workplace Investigator's qualification. The qualification develops specialist skills in dealing with investigations particularly those with Equality & Diversity related issues, both from a practical and legislative aspect.
- The Human Resources team undertook similar development, tailored towards the advisory role with particular emphasis on equality and diversity related workplace disputes and investigations.
- Assistant HR Officers undertook a three-month tailored programme which included specific Equality Act content. All sessions examined practical and legislative aspects in a workshop style that allowed skills to be practised and constructive feedback.
- Heads of Service and Third Tier Managers have undertaken a workshop on Equality Impact Assessments, designed to prepare senior managers to undertake assessments in a fair and equitable manner, using real-life examples to encourage debate and consolidate learning.
- The Member Induction Programme contains a workshop entitled "Equality and Diversity – Valuing Difference, Creating Success". The workshop's aim is, "to provide elected members

with an introduction to and raise awareness of equality and diversity within local government in Wales”.

- A specific equality and diversity programme is currently under development which will be aimed specifically at Members, and scheduled for implementation for quarter 2/3 2013/2014. The programme will be tailored to community engagement, leadership and employment aspects [e.g. involvement in appeals committees].
- In collaboration with the Welsh Local Government Association the authority delivers a training module ‘Valuing Difference – Creating Success’ which explores the role of the Senior Manager in implementing and demonstrating a corporate commitment to equality practice within the local authority

The Authority has successfully retained its Investor in People status this year, meeting equality and diversity elements of the framework such as “People Management Strategy – Strategies for managing people are designed to promote equality of opportunity in the development of the organisation’s people”. As part of the review, specific reference was made to the availability of e-learning packages, delivering training on equalities issues, with take-up monitored in line with corporate equality strategies.

The workplace induction process is currently being redeveloped and updated to encompass the Strategic Equality Plan, and is due for launch at the end of Q4, 2012. In addition, a People Manager Induction framework is under development which will include a suite of Learning and Development activities, all of which will be embedded with equality and diversity principles. This will provide new managers with the support they need to understand Equality and Diversity.

The authority’s Learning and Development Policy refers to Fair and Equitable access to Learning & Development and this is monitored as outlined earlier in this report.

All training application forms ask candidates to specify any special requirements, so any identified needs can be taken in to account and adjustments made. Requests typically include: to facilitate disabled access to a building, to provide close parking to a training room and specific dietary requirements, if lunch is provided.

#### **Examples of Reasonable adjustments made:**

- Supporting employees with Dyslexia: Allowing extra time for employees to carry out tests (e.g. IOSH, Food Hygiene)
- Supporting employees with Autism: Allowing candidates to take tests in private if they are uneasy sitting with a group
- Supporting employees with language needs: Arranging a Reader
- Supporting employees who are hearing impaired: Arranging a sign language interpreter
- Trainee requested for course handouts/materials to be sent out prior to the course to aid with a disability that wasn’t specified.

#### **Examples of Alternative Formats**

- Course materials provided in a larger font where requested
- Gaining authorisation from awarding bodies to change the language of questions in exams to Plain English

## **USING WORKFORCE INFORMATION TO MAKE A DIFFERENCE**

The purpose of collecting equality monitoring data is to identify trends and any potential disparities which may arise. Where equality data or information highlights an issue of potential concern, further enquiries can be made and decisions taken on address the concerns or make positive progress of improvement.

Carmarthenshire County Council will examine the data contained within this first Workforce Information Report via the Corporate Equality Working Group and Corporate Management Team, reflecting on the actions already contained within the Strategic Equality Action Plan to ensure that the current workforce actions identified will support improvement or require amending.

The most immediate action required is to undertake a workforce audit encouraging employees to declare information on personal protected characteristics and encourage participation in this voluntary process. In this way the proportion of 'unknown', 'not disclosed' and 'not specified' categories can be reduced and a better understanding of the composition of our workforce established. Preparatory work is well underway with the development of an Equality & Diversity Booklet and Questionnaire completed and launch scheduled during the 2013/14 reporting period.

## CONTACTS AND FEEDBACK

We welcome your comments, suggestions or questions on the presented information which should be directed to:

Paul R Thomas

Assistant Chief Executive (People Management)

Carmarthenshire County Council

Building 14, St. David's Park

Jobswell Road

Carmarthen

SA31 3HB

Email: [PMPBusinessSupportUnit@carmarthenshire.gov.uk](mailto:PMPBusinessSupportUnit@carmarthenshire.gov.uk)

Tel: 01267 246100

## HOW TO FIND OUT MORE

### Within the Council

If you would like to find out more about equality and diversity within the Council then you may be interested to read the Staff Information Booklet available to view in the HR section of the documents library on BRIAN at: <http://brian/worklife/SitePages/Document%20Library.aspx>. Alternatively, ask you manager or HR Advisor for a copy.

### There are many sources of further information.

The Council has an **Equalities Working Group**, which brings together members of staff from each department to lead on the Strategic Equality Plan.

The Group meet quarterly to discuss and monitor the Equalities agenda and to work on specific initiatives to promote Equalities and Diversity. Members can also advise staff on key issues within their departments.

The **Diversity Improvement Group** is a key staff network, supported by Human Resources and Corporate Policy. The group meets quarterly and encourages new members with an interest in developing, improving and promoting equality and diversity understanding and good practice in the workplace.

Its key aim is to inform and influence the Council's approach to equality and diversity in the workplace by focusing on the protected characteristics under the Equality Act, i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation

Everyone is protected under the Equality Act and everyone should have an opportunity to contribute to the debate.

You are more than welcome to contact the network with any queries, or if you are interested in becoming a member email:

[DIG@carmarthenshire.gov.uk](mailto:DIG@carmarthenshire.gov.uk) or Tel: 01267 224914/246096

Or you can use one of the following sources:

**Age Cymru**

Age Cymru,  
Tŷ John Pathy,  
13/14 Neptune Court,  
Vanguard Way,  
Cardiff  
CF24 5PJ.  
Tel: 029 2043 1555  
Web: <http://www.ageuk.org.uk/cymru/>

**Disability Wales**

Bridge House,  
Caerphilly Business Park,  
Van Road,  
Caerphilly  
CF83 3GW  
Tel: 029 20887325  
Fax: 029 20888702  
Email: [info@disabilitywales.org](mailto:info@disabilitywales.org)

**Equality and Human Rights Commission**

Tel: 0845 604 8810  
Textphone: 0845 604 8820  
Fax: 0845 604 8830  
Email: [waleshelpline@equalityhumanrights.com](mailto:waleshelpline@equalityhumanrights.com)  
Web: <http://www.equalityhumanrights.com/>

**Stonewall Cymru**

Stonewall Cymru  
Transport House  
1 Cathedral Road  
Cardiff CF11 9SB  
Tel: 029 2023 7744  
Fax: 029 2023 7749  
Email: [cymru@stonewallcymru.org.uk](mailto:cymru@stonewallcymru.org.uk)  
Web: [www.stonewallcymru.org.uk/cymru/](http://www.stonewallcymru.org.uk/cymru/)

**Welsh Local Government Association (WLGA)**

Equality and Social Justice Team  
Local Government House  
Drake Walk  
Cardiff  
CF10 4LG  
Tel: 02920 468 600  
[www.wlga.gov.uk](http://www.wlga.gov.uk)