



CARMARTHENSHIRE COUNTY COUNCIL

EQUALITY & DIVERSITY

WORKFORCE INFORMATION REPORT

1st APRIL 2012 – 31st MARCH 2013



Stonewall
C Y M R U

DIVERSITY CHAMPIONS
HYRWYDDWYR AMRYWIAETH



BUDDSODDWR MEWN POBL
INVESTOR IN PEOPLE



Contents

INTRODUCTION.....	3
The Equality Act and Public Sector Equality Duty	3
Specific Duties in Wales	3
Welsh language.....	4
GENERAL STATISTICAL NOTES TO HELP WITH INTERPRETATION	6
WORKFORCE INFORMATION	7
1. Carmarthenshire County Council employees.....	7
2. Men and women.....	15
3. People who have applied for jobs	26
4. Employees who have applied to change position	31
5. Employees who have applied for training.....	36
6. Employees who have completed training.....	36
7. Employees involved in grievance procedures	42
8. Employees subject to disciplinary procedures	47
9. Employees who have left the authority.	52
PAY DIFFERENCES.....	57
STAFF TRAINING.....	58
USING WORKFORCE INFORMATION TO MAKE A DIFFERENCE	62
CONTACTS AND FEEDBACK	63
HOW TO FIND OUT MORE.....	64

If you require this publication in an alternative format (for example large print), please contact the People Management Division, Ext: 6100 or email:
PMBusinessSupportUnit@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 5th 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
- Marital Status

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 1st April 2012 to 31st March 2013. This report should be read in conjunction with the Strategic Equality Plan Annual Report for 2012-2013.

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 31st 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

Alternatively you can contact the Corporate Policy Team:

- Tel: 01267 224914 / 4008
- Email: 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

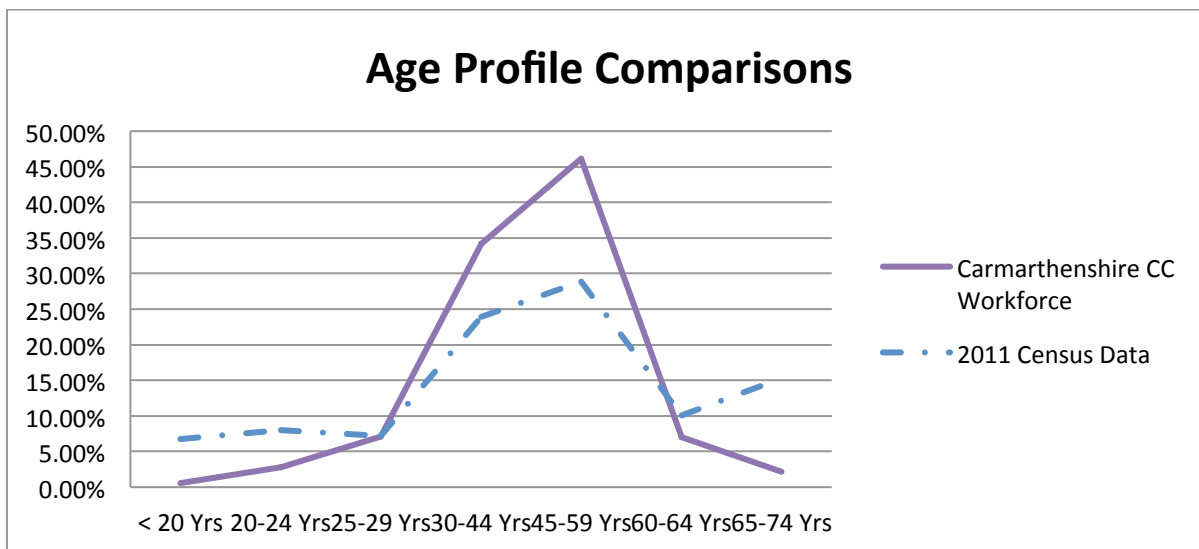
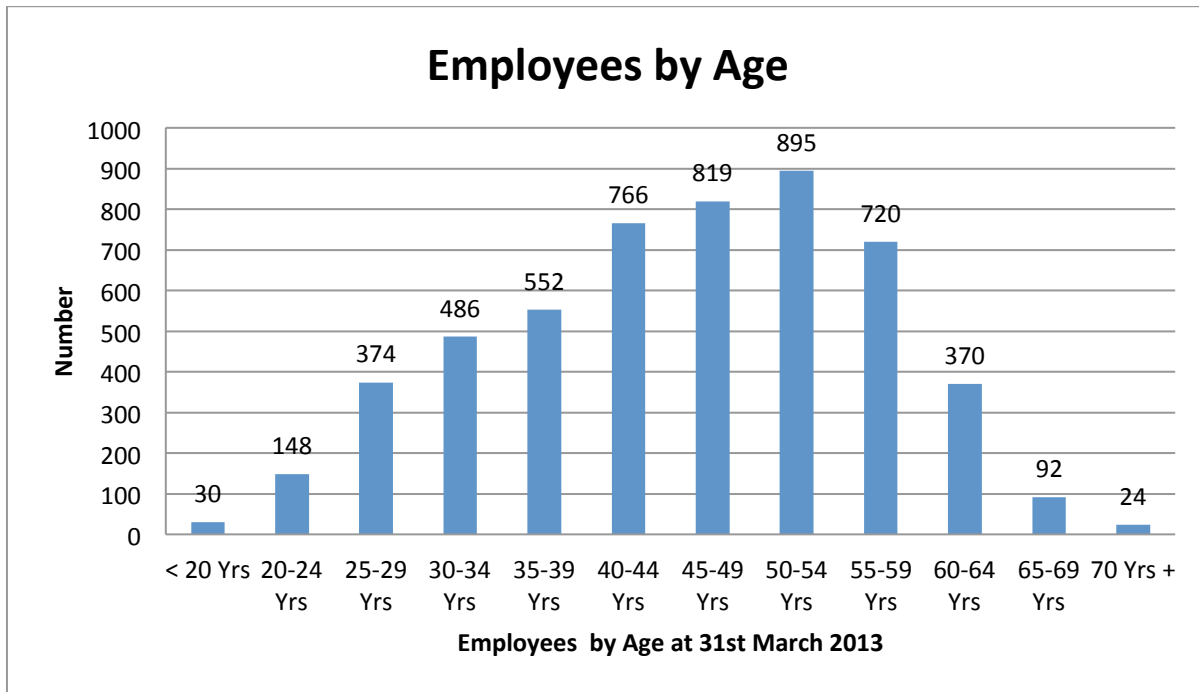
1. The report is based on headcount figures and not Full Time Equivalent (FTE) in relation to employees of Carmarthenshire County Council. Therefore, where an employee holds a dual or multiple post(s) the main post (based on hours in post) has been used for data reporting purposes.
2. Employees locally 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.
6. 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 'not stated' the applicant/employee has not answered the question. Where the category is "preferred not to say" 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.
11. In instances where the numbers reported against a category are particularly low they have been grouped together and reported against "Other" for ease of reference in the graphs. However all categories have been listed fully in the data tables. The only exception to this is where less than 5 occurrences have been reported against a category. In these instances "number too low to report" is recorded.

WORKFORCE INFORMATION

1. Carmarthenshire County Council employees.

Reporting Date: 31st March 2013

a. Age

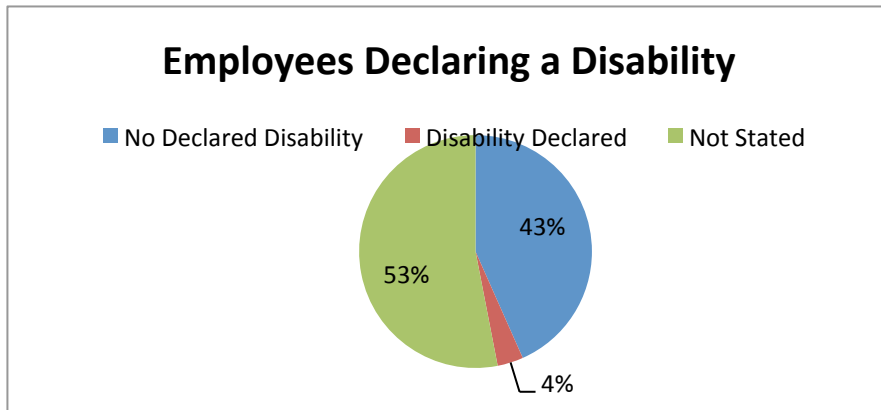


Number of Employees : Age					
Age Bands	Number of Employees	Age Bands	Number of Employees	Age Bands	Number of Employees
< 20 Yrs	30	35-39 Yrs	552	55-59 Yrs	720
20-24 Yrs	148	40-44 Yrs	766	60-64 Yrs	370
25-29 Yrs	374	45-49 Yrs	819	65-69 Yrs	92
30-34 Yrs	486	50-54 Yrs	895	70 Yrs +	24

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			
	Number of Employees	%	% of those declaring
No Declared Disability	2,287	43.35%	92.33%
Disability Declared	190	3.60%	7.67%
Not Stated	2,799	53.05%	
Total	5,276	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 2,799 (53.05%). This has decreased slightly from previous year (57%) The aim is to continue to reduce this figure over time by encouraging employees to voluntarily declare through regular employee audits.

However, of the employees who have declared 2,477 (46.9%), 190 (7.67%) have indicated that they meet the above definition which compares to 8.84% in previous year.

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.

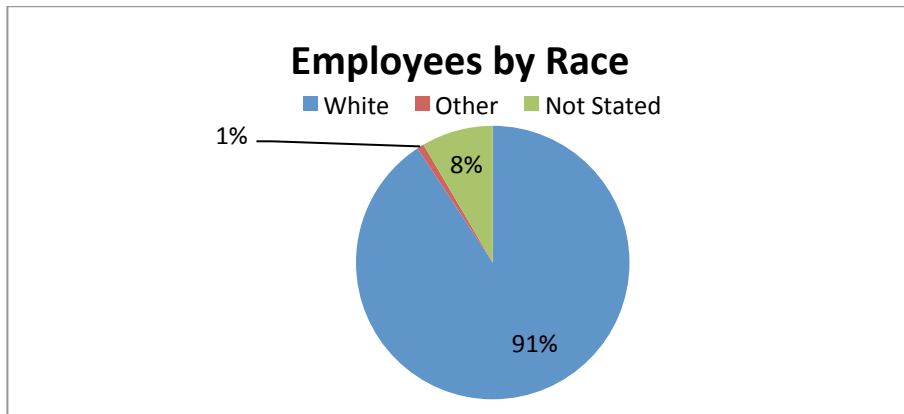
c. Gender Reassignment

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

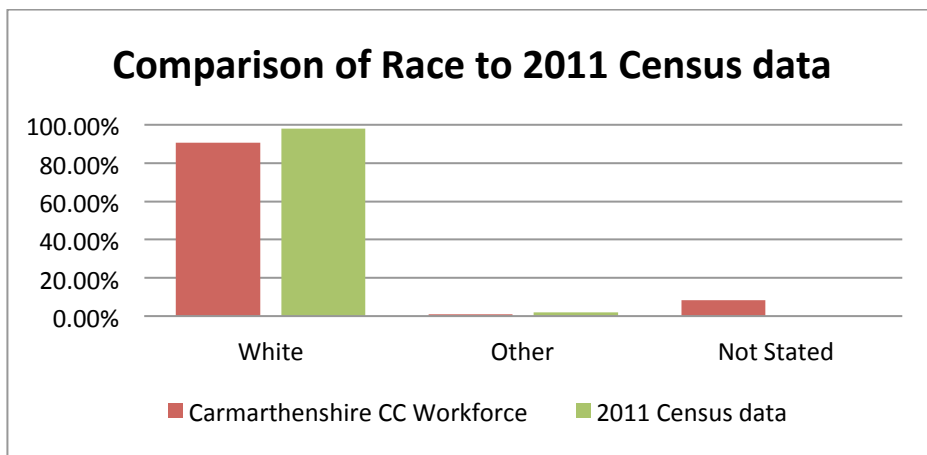
d. Pregnancy and maternity

There were 135 employees on maternity leave as at 31 March 2013. This represents 2.5% of headcount.

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



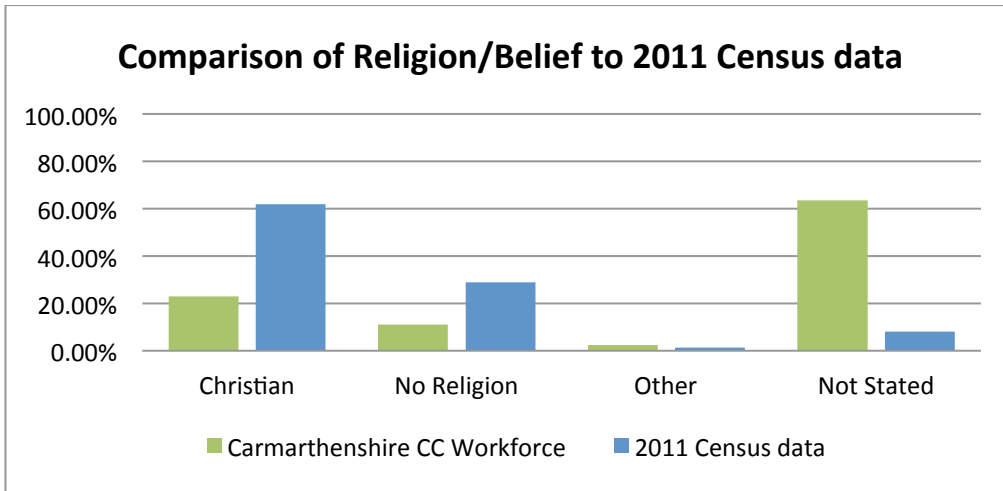
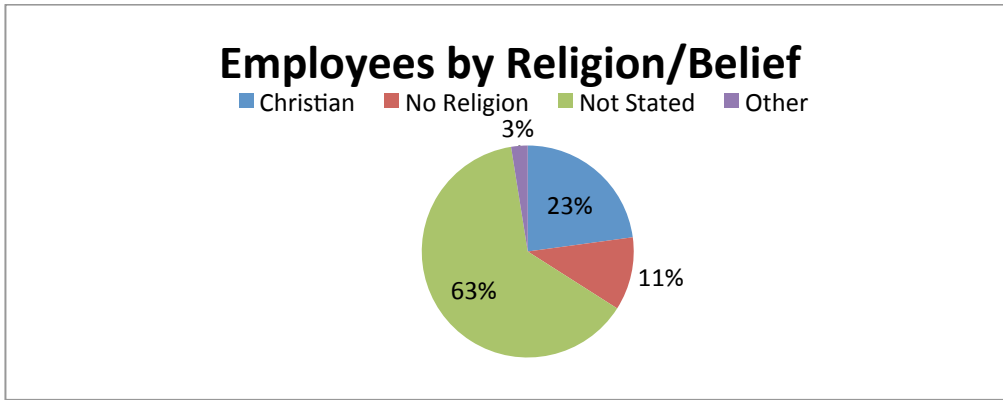
Categories included under "other" in the graphs are: Asian, Black, Mixed and Other.



Number of Employees by Race				
Ethnic Group	Number	Carmarthenshire CC Workforce		2011 Census data
		March 13	March 12	
Asian	19	0.36%	0.39%	1.00%
Black	6	0.11%	0.15%	0.15%
Mixed	14	0.27%	0.30%	0.56%
White	4,786	90.71%	90.14%	98.12%
Other	5	0.09%	0.06%	0.17%
Not Stated	446	8.45%	8.96%	0.00%
Total	5,276	100.00%	100.00%	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. Year on year comparisons show that there has been very little change in the figures reported. Of the employees who have declared their ethnic group, the largest is White, 4,786 (91%) and a significant minority, 8.45% (446) 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.

f. Religion or belief – including lack of belief



Categories included under "Other" in the graphs are: Agnostic, Atheist, Preferred not to say and Other.

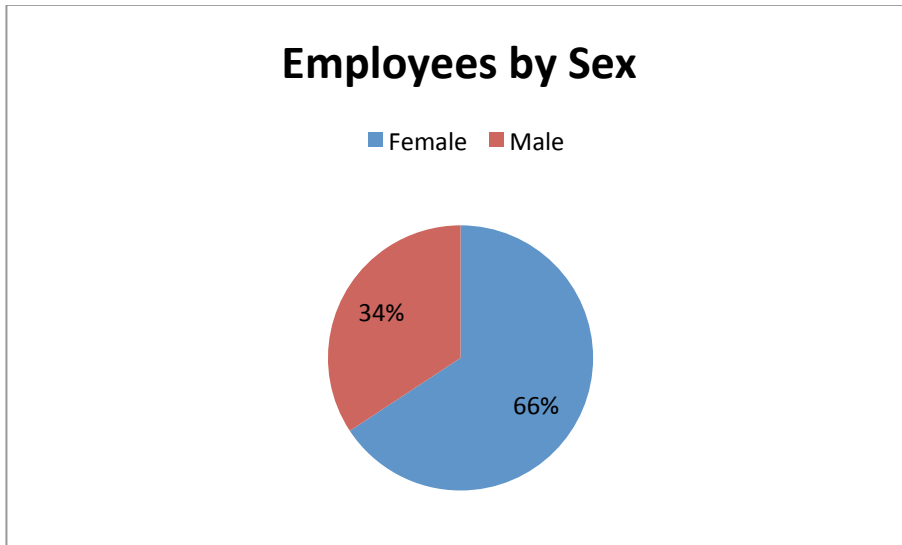
Number of Employees by Religion / Belief			
Religion	Carmarthenshire CC Workforce		
	March 13		March 12
	Number	%	%
Christian	1,206	22.86%	20.46%
Agnostic	16	0.30%	0.30%
Atheist	37	0.70%	0.73%
No Religion	589	11.16%	9.11%
Preferred Not To Say	15	0.28%	0.54%
Not Stated	3,348	63.46%	67.30%
Other	65	1.23%	1.56%
Total	5,276	100.00%	100.00%

The significant point to note from the data is that for the majority of employees their religion or belief is not stated, 3,348 (63.46%). This has decreased very slightly from the figure reported in previous year (67%). 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', 1,206 (22.86%) followed by the category of 'no religion', 589 (11.16%). All other categories declared are less than 1.5%. Year on year comparison shows that the proportion of those declaring to be of No Religion has increased slightly whereas those declaring themselves as Christian have decreased.

When compared against the 2011 Census it is clear that a lower proportion of the workforce has declared their religion/ belief in all categories and as work is undertaken to improve the response rate comparisons should become more relevant.

g. Sex

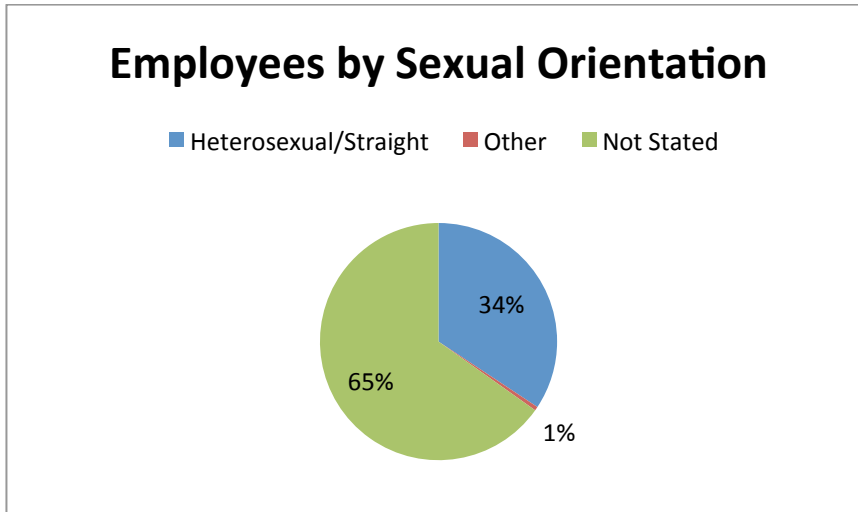


Number of Employees: Sex			
Sex	Number of Employees	%	2011 Census
Female	3,468	66%	51%
Male	1,808	34%	49%
Total	5,276		

The headcount by sex is illustrated above, with 3468 (66%) female and 1808 (34%) male which is unchanged from the previous year and generally reflects 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%

h. Sexual Orientation



Categories included under "Other" in the graph are: Gay man, Gay woman/Lesbian and Other.

Number of Employees by Sexual Orientation			
	Number of Employees	%	% of those declaring
Heterosexual/Straight	1,810	34.31%	98.48%
Gay Man	8	0.15%	0.44%
Gay Woman/Lesbian	9	0.17%	0.49%
Other	11	0.21%	0.60%
Not Stated	3,438	65.16%	
Total	5,276	100.00%	100.00%

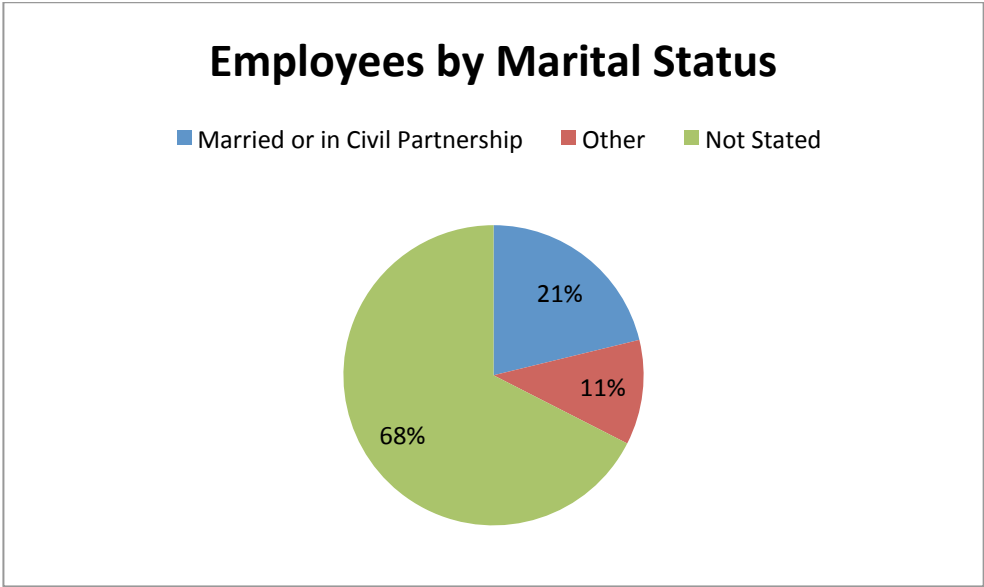
A question on sexual orientation was not included in the 2011 Census and therefore no comparable data available for the population of Carmarthenshire.

The significant point to note is the proportion of employees who have not declared their sexual orientation and is therefore unknown, 3,438 (65%), although this has reduced slightly from last year (70%). Of those who have declared, 1,810 (98.48%), the majority, have declared their sexual orientation as heterosexual/straight. The aim is to continue 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.

i. Marital Status



Number of Employees by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	1,119	21.21%	65.25%
Other	596	11.30%	34.75%
Not Stated	3,561	67.49%	
Total	5,276	100.00%	100.00%

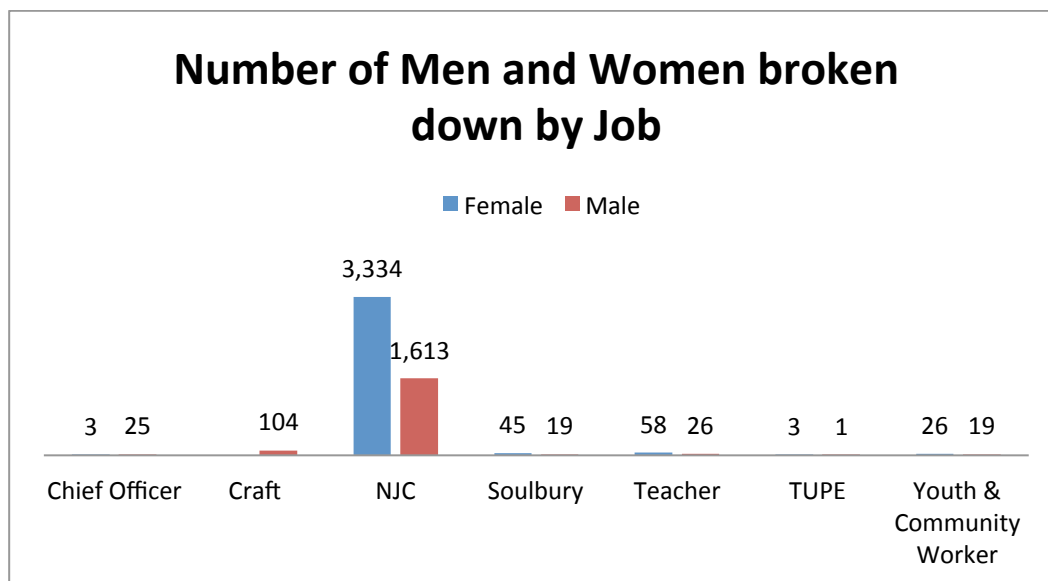
This is the first time that the Authority has reported against this category.

The significant point to note is the proportion of employees who have not declared their marital status and is therefore unknown, 3,561 (67%). Of those who have declared, 1,119 (65.25%) have stated their marital status as married or in a Civil Partnership. The aim is to reduce the percentage of non declaration over time by encouraging employees to voluntarily declare through regular employee audits.

2. Men and women

As employed by Carmarthenshire County Council at 31st March 2013

a. Job



Service Condition	Number of Employees		% Female to Male		
	Female	Male	Female	Male	Total
Chief Officer	3	25	11%	89%	100%
Craft	0	104	0%	100%	100%
NJC	3,334	1,613	67%	33%	100%
Soulbury	45	19	70%	30%	100%
Teacher	58	26	69%	31%	100%
TUPE	3	1	75%	25%	100%
Youth & Community Worker	26	19	58%	42%	100%
Total	3,469	1,807			

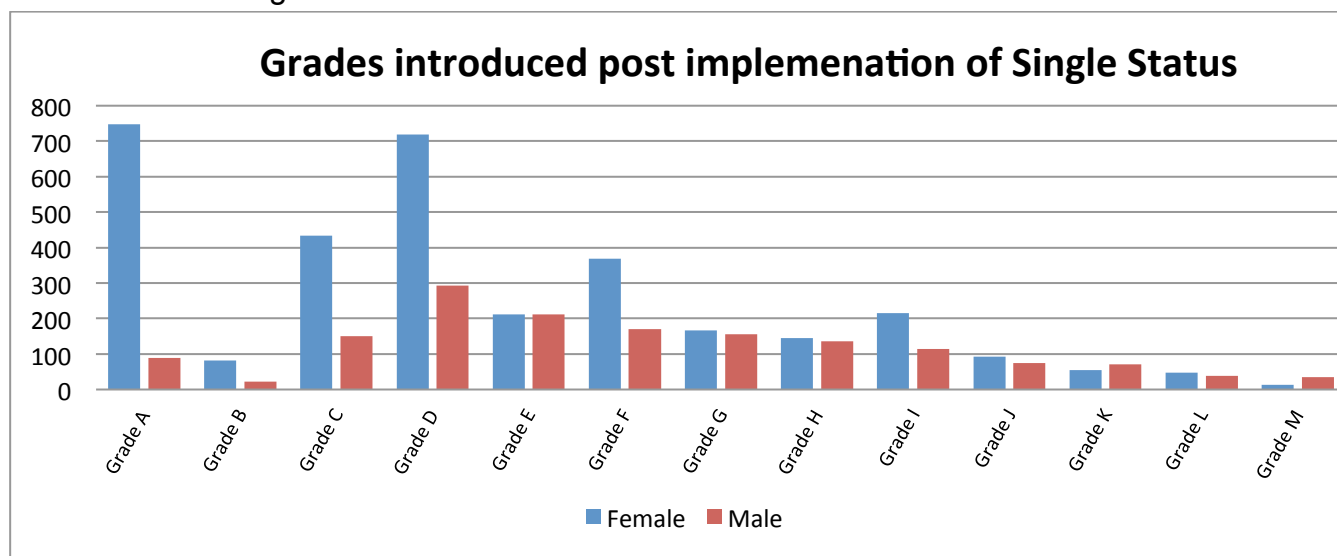
Job category is reported above by service conditions. The data reported shows that the gender split in most job categories is similar to the overall authority gender split of 66% Female to 34% Male (DR1e) with the exception of two categories: Chief Officer (11%Female to 89% Male) and Craft (100% Male).

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. This is the first year for the Authority to report following introduction of Single Status and therefore the number of service conditions reported has reduced when compared to the previous year. The pre single status grades will continue to diminish in subsequent years as single status is fully implemented.

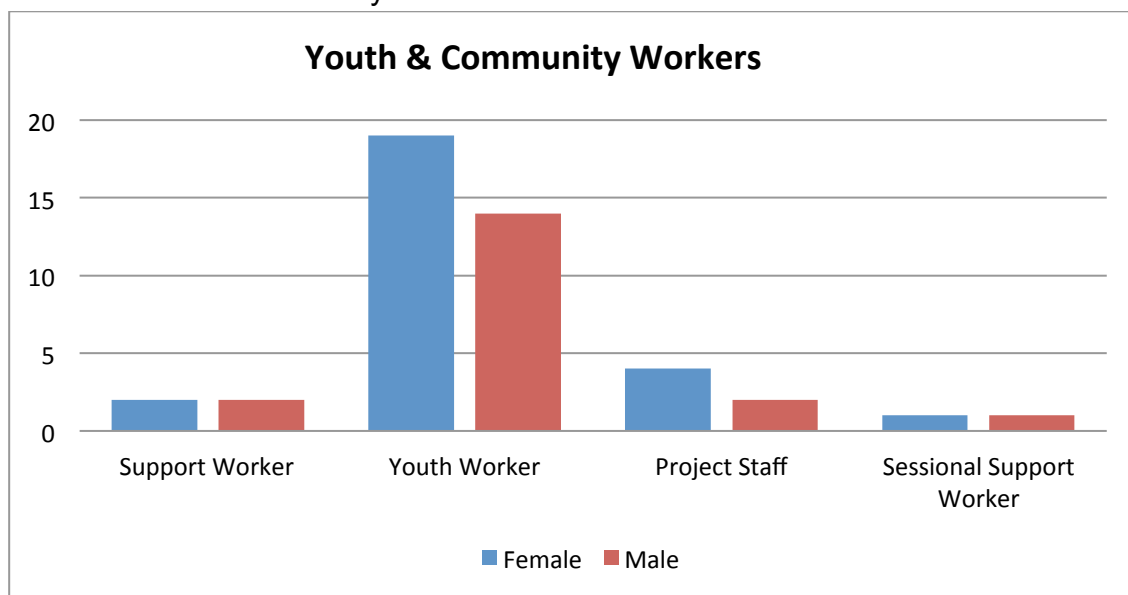
➤ Post Single Status Grades



Post Single Status Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Grade A	747	89	89%	11%	100%
Grade B	82	22	79%	21%	100%
Grade C	434	151	74%	26%	100%
Grade D	719	293	71%	29%	100%
Grade E	211	212	50%	50%	100%
Grade F	368	171	68%	32%	100%
Grade G	167	155	52%	48%	100%
Grade H	144	135	52%	48%	100%
Grade I	216	115	65%	35%	100%
Grade J	93	74	56%	44%	100%
Grade K	55	71	44%	56%	100%
Grade L	47	38	55%	45%	100%
Grade M	14	34	29%	71%	100%
Grade N	5	19	21%	79%	100%
Total	3302	1579	68%	32%	100%

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 some employees as at 31st March 2013 remained on pre single status grades and are 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 future.

➤ Youth & Community Workers

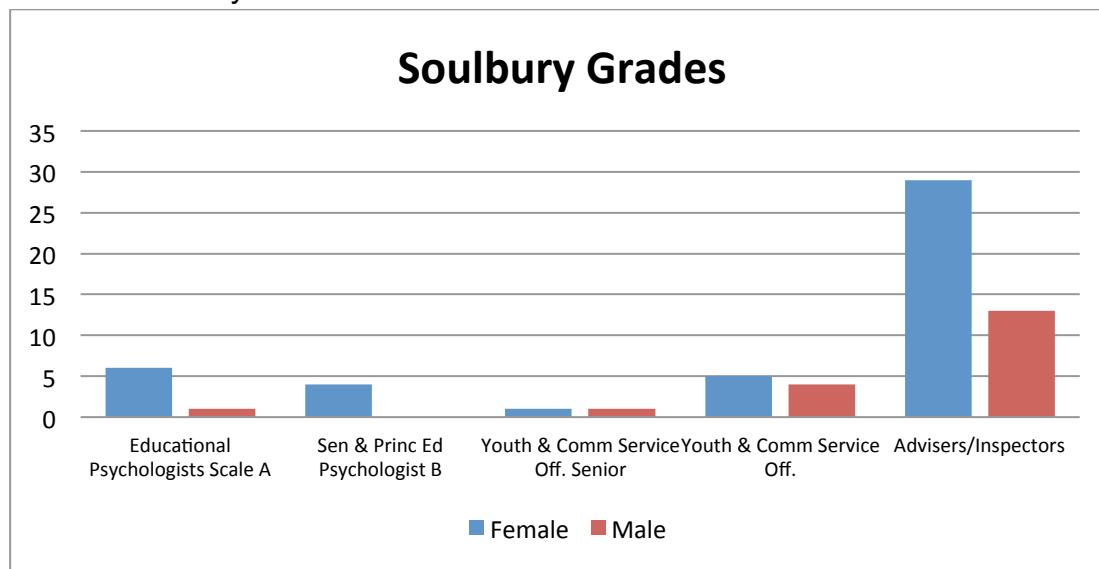


Youth & Community Workers Grade	Number		% Female to male		
	Female	Male	Female	Male	Total
Support Worker	2	2	50%	50%	100%
Youth Worker	19	14	58%	42%	100%
Project Staff	4	2	67%	33%	100%
Sessional Support Worker	1	1	50%	50%	100%
Total	26	19	58%	42%	100%

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 Project Staff grade only whilst for all other grades it is closer to the gender ratio for the population of Carmarthenshire. 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



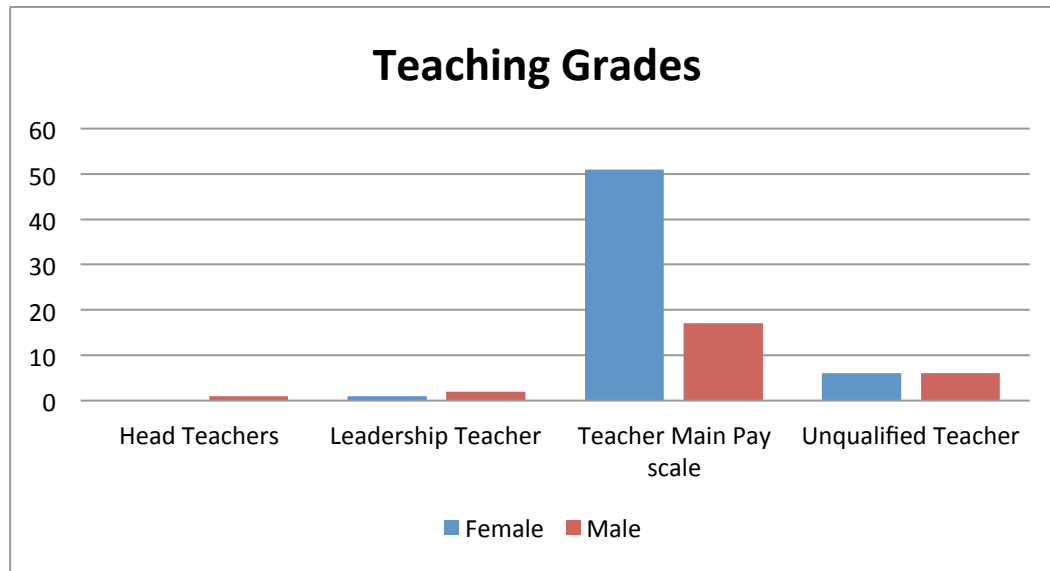
Soulbury Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Educational Psychologists Scale A	6	1	86%	14%	100%
Sen & Princ Ed Psychologist B	4	0	100%	0%	100%
Youth & Comm Service Off. Senior	1	1	50%	50%	100%
Youth & Comm Service Off.	5	4	56%	44%	100%
Advisers/Inspectors	29	13	69%	31%	100%
Total	45	19	70%	30%	100%

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 of 70%:30% for Soulbury employees is similar to the authority's gender ratio (66%:34%). 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 Grades (Centrally Employed)

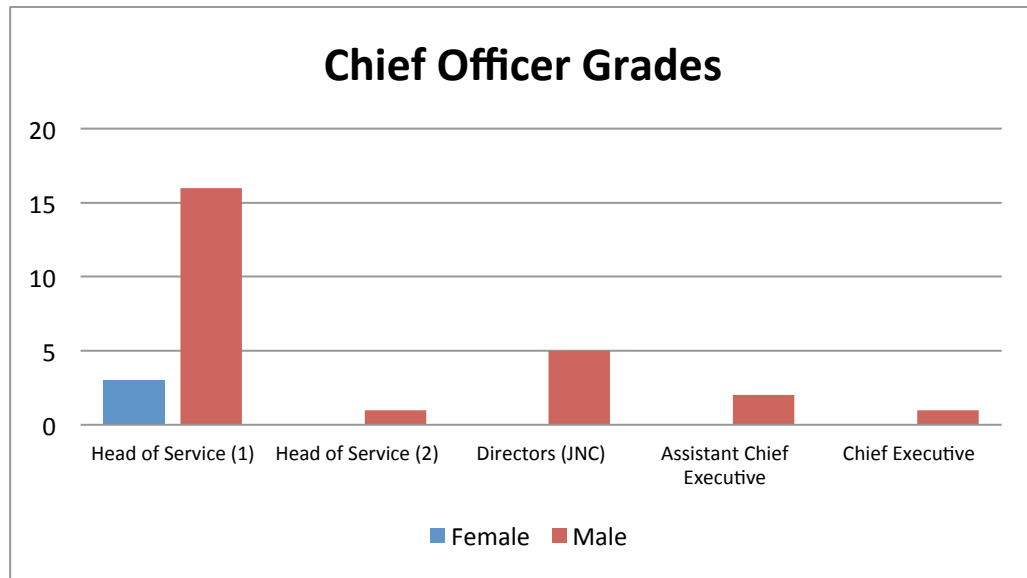


Teaching Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Head Teachers	0	1	0%	100%	100%
Leadership Teacher	1	2	33%	67%	100%
Teacher Main Pay scale	51	17	75%	25%	100%
Unqualified Teacher	6	6	50%	50%	100%
Total	58	26	69%	31%	100%

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

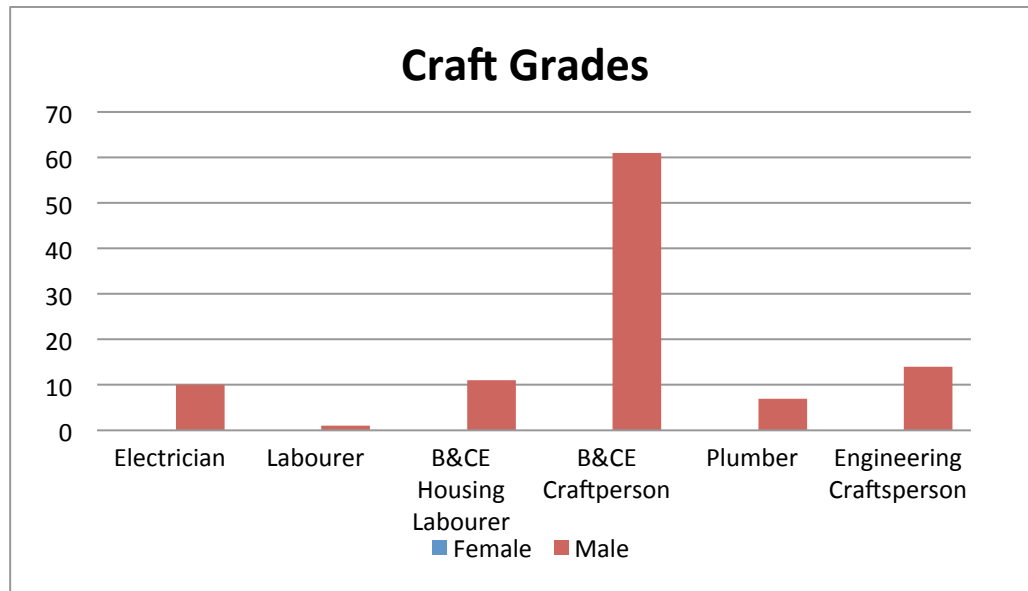


Chief Officer Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Head of Service (1)	3	16	16%	84%	100%
Head of Service (2)	0	1	0%	100%	100%
Directors (JNC)	0	5	0%	100%	100%
Assistant Chief Executive	0	2	0%	100%	100%
Chief Executive	0	1	0%	100%	100%
Total	3	25	11%	89%	100%

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 31st March 2013.

➤ Craft Grades (pre Single Status)



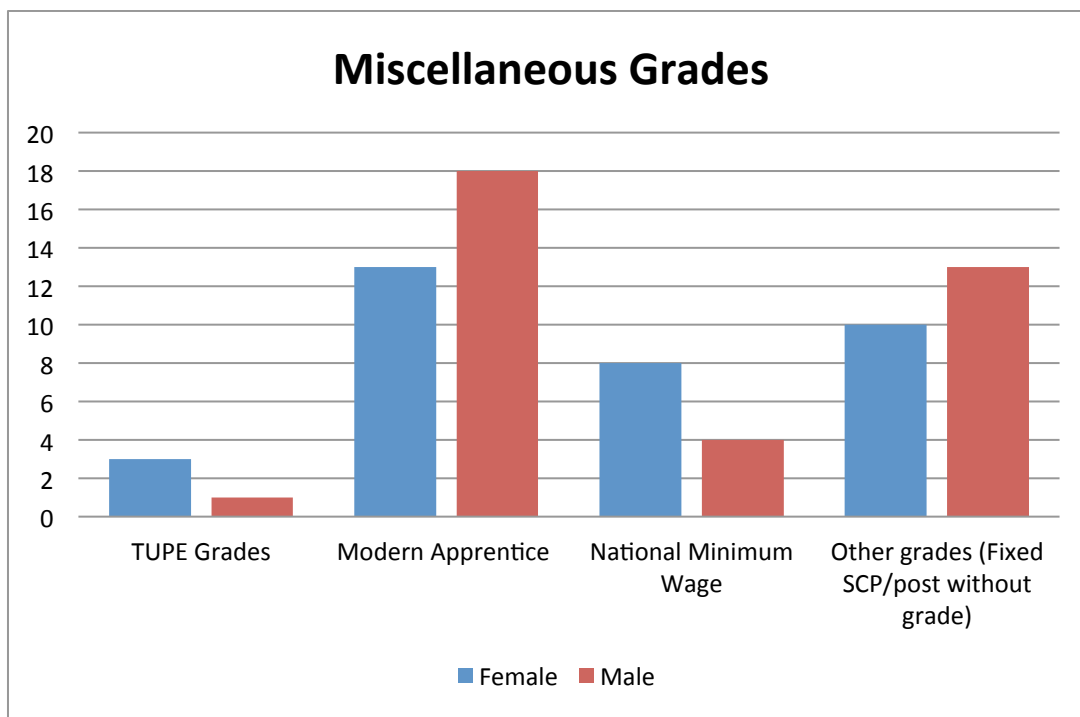
Craft Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Electrician	0	10	0%	100%	100%
Labourer	0	1	0%	100%	100%
B&CE Housing Labourer	0	11	0%	100%	100%
B&CE Craftperson	0	61	0%	100%	100%
Plumber	0	7	0%	100%	100%
Engineering Craftsperson	0	14	0%	100%	100%
Total	0	104	0%	100%	100%

The Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees' agreements apply to 104 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, negotiations with Trade Unions has progressed and a target implementation date of December 2013 has been set.

➤ Miscellaneous Grades

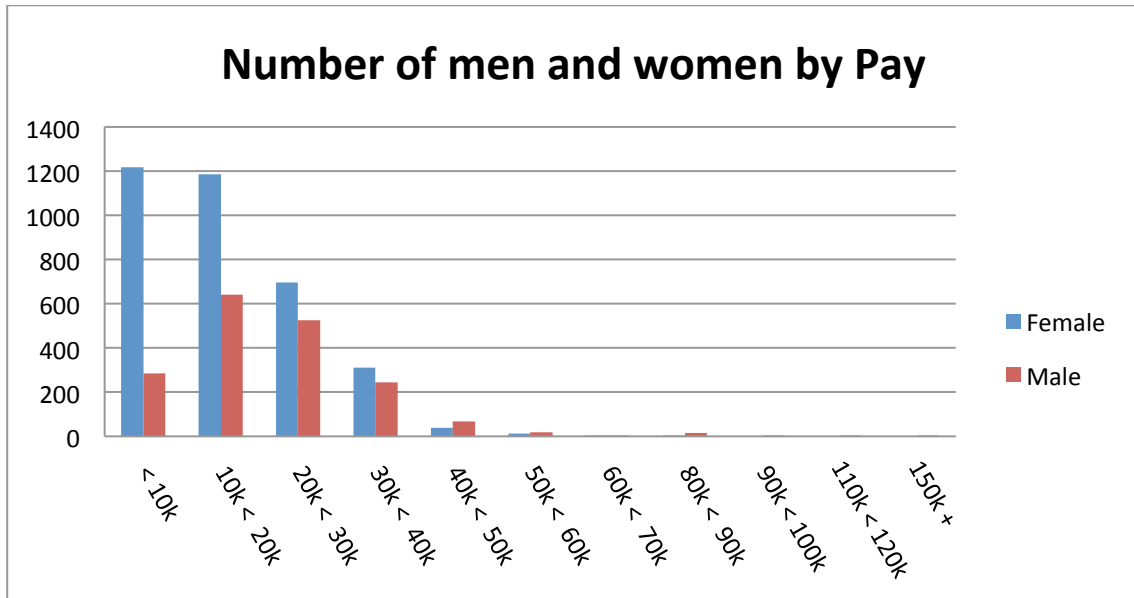


Miscellaneous Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
TUPE Grades	3	1	75%	25%	100%
Modern Apprentices	13	18	42%	58%	100%
National Minimum Wage	8	4	67%	33%	100%
Other grades (Fixed SCP/post without grade)	10	13	43%	57%	100%
Total	34	36	49%	51%	100%

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
- 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	1,218	286	1,504	80.98%	19.02%	100.00%
10k < 20k	1,187	641	1,828	64.93%	35.07%	100.00%
20k < 30k	696	525	1,221	57.00%	43.00%	100.00%
30k < 40k	310	243	553	56.06%	43.94%	100.00%
40k < 50k	39	69	108	36.11%	63.89%	100.00%
50k < 60k	14	18	32	43.75%	56.25%	100.00%
60k < 70k	1	2	3	33.33%	66.67%	100.00%
80k < 90k	3	16	19	15.79%	84.21%	100.00%
90k < 100k		3	3	0.00%	100.00%	100.00%
110k < 120k		4	4	0.00%	100.00%	100.00%
150k +		1	1	0.00%	100.00%	100.00%
Total	3,468	1,808	5,276	65.73%	34.27%	100.00%

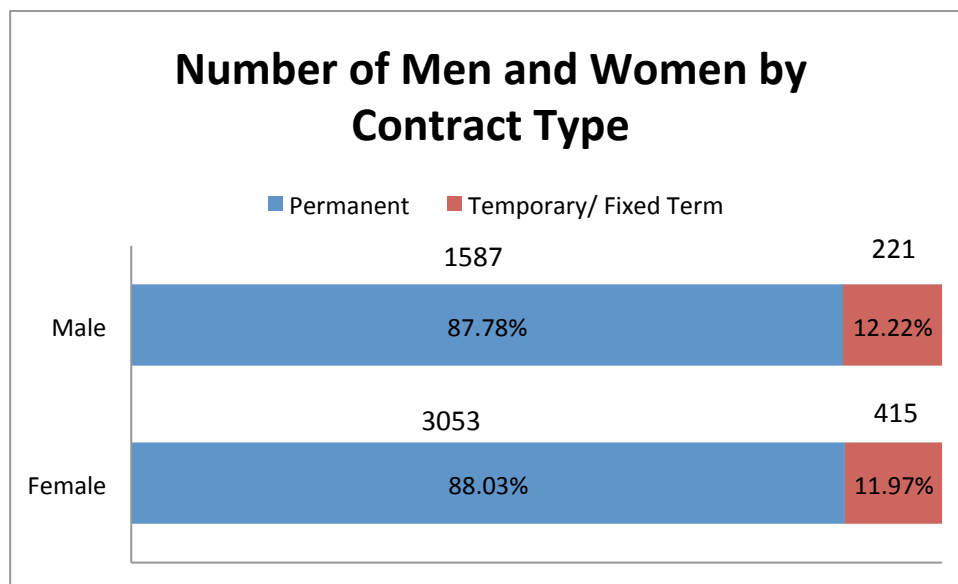
For the purposes of this report 'pay' for male and female employees has been based on the WLGA benchmark, which is basic pay only, as at 31st March 2013.

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.

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.

It can be seen that there are significant variances in the gender ratio of different pay bands. These are particularly noticeable at the two extremes of the banding structure. The high proportion of Female to Male in the lowest category is attributed to the higher proportion of part time female employees as shown in the working pattern data (Section 2e)

d. Contract Type



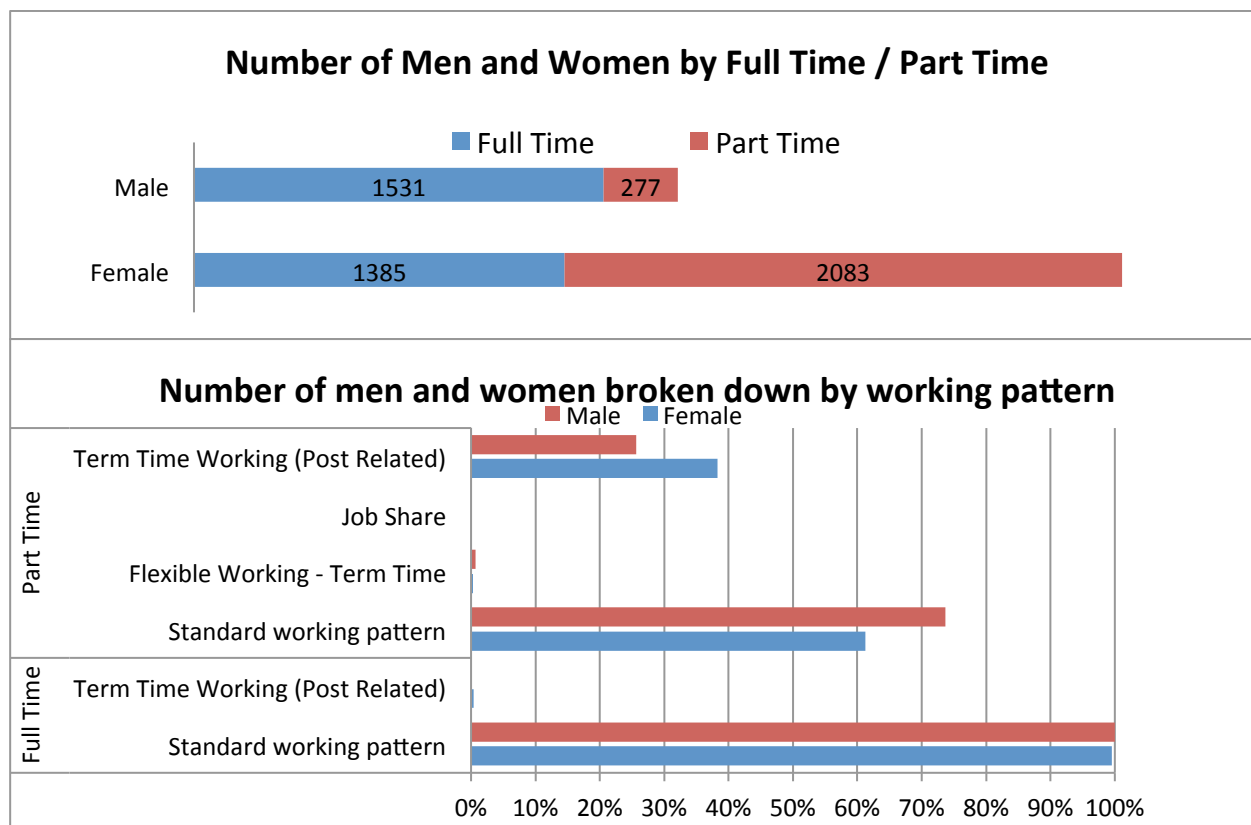
Contract Type	Number of Employees			% Female to Male	
	Female	Male	Total	Female	Male
Permanent	3053	1587	4640	88.03%	87.78%
Temporary/ Fixed Term	415	221	636	11.97%	12.22%
Total	3468	1808	5276	100.00%	100.00%

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 proportion of permanent to temporary employees is very similar for both genders.

e. Working Pattern



Working Pattern		Number			% Female to Male		
		Female	Male	Total	Female	Male	Total
Full Time	Standard working pattern	1379	1531	2910	47.39%	52.61%	100.00%
	Term Time Working (Post Related)	6	0	6	100.00%	0.00%	100.00%
	Total Full Time	1385	1531	2916	47.50%	52.50%	100.00%
Part Time	Standard working pattern	1276	204	1480	86.22%	13.78%	100.00%
	Flexible Working - Term Time	7	2	9	77.78%	22.22%	100.00%
	Job Share	2	0	2	100.00%	0.00%	100.00%
	Term Time Working (Post Related)	798	71	869	91.83%	8.17%	100.00%
	Total Part Time	2083	277	2360	88.26%	11.74%	100.00%
Total		3468	1808	5276	65.73%	34.27%	100.00%
					% Full to Part Time		
Full Time		1385	1531	2916	55.27%		
Part Time		2083	277	2360	44.73%		
Total		3468	1808	5276	100.00%		

Working pattern has been categorised as follows:

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

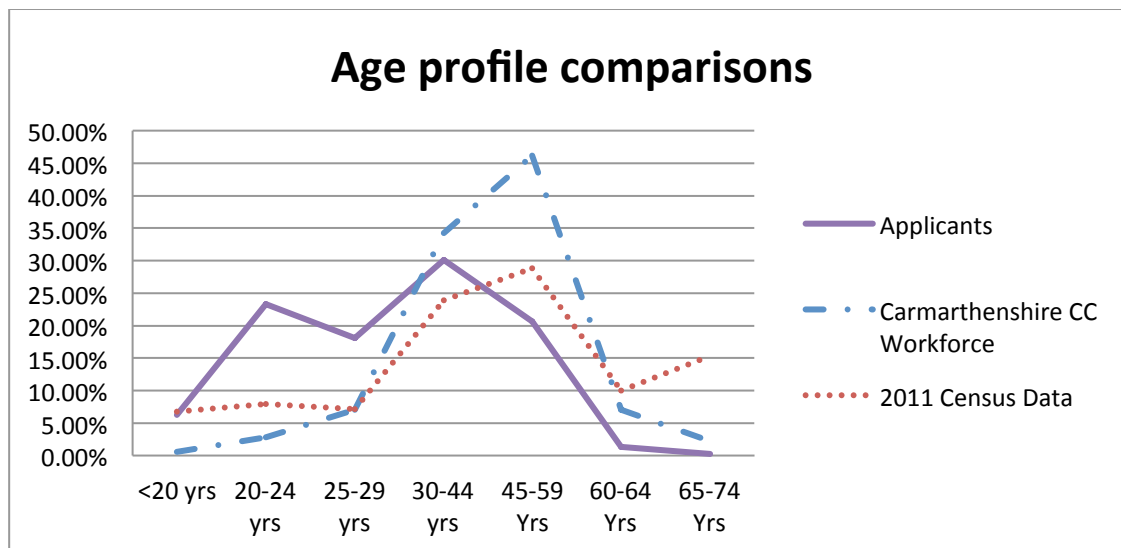
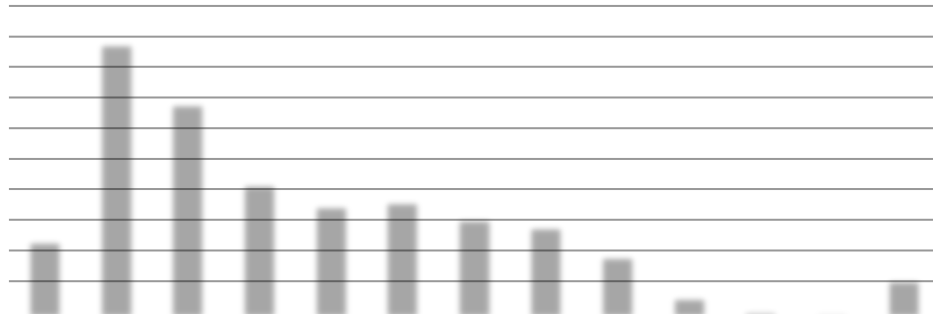
This is sub divided as follows:

- 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: 1st April 2012 to 31st March 2013

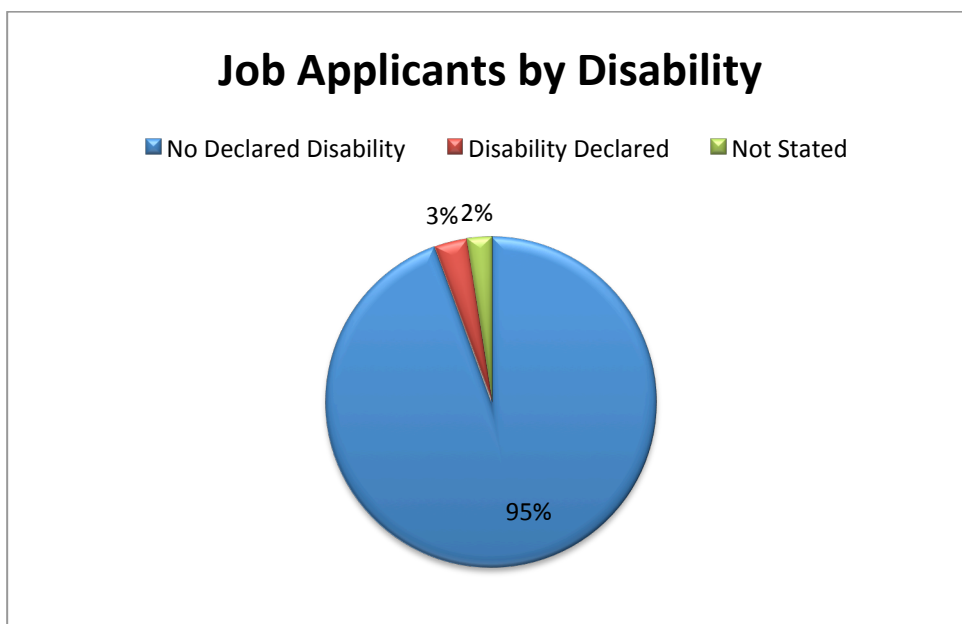
a. Age



Age of Job Applicants					
Age Bands	Number	Age Bands	Number	Age Bands	Number
<20	235	35-39	351	55-59	186
20-24	881	40-44	366	60-64	52
25-29	684	45-49	309	65-69	8
30-34	421	50-54	284	70+	1
In addition there were 110 applicants who preferred not to state age					

The data illustrates the number of job applicants by age during the reporting period 1st April 2012 to 31st 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 Declaring a Disability			
	Number	%	% of those declaring
No Declared Disability	3,672	94.44%	96.71%
Disability Declared	125	3.22%	3.29%
Not Stated	91	2.34%	
Total	3,888	100.00%	100.00%

This shows the number of applicants declaring a disability at the application stage is lower than the authority profile (3.60% Section 1b) but figures on the authority profile could be skewed by the low declaration rate. The percentage of applicants declaring a disability (7.67%) has increased since last year (2.6%) but is still 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.

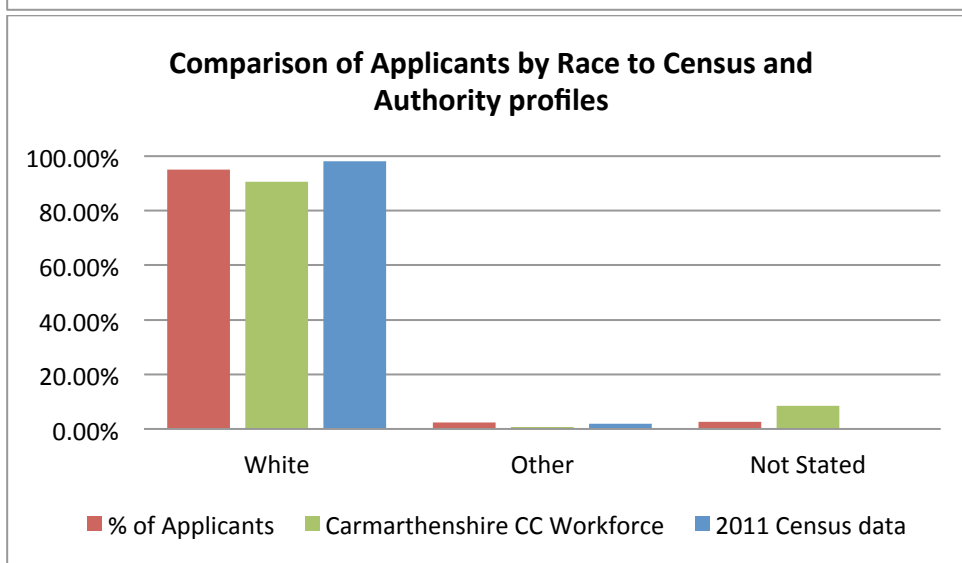
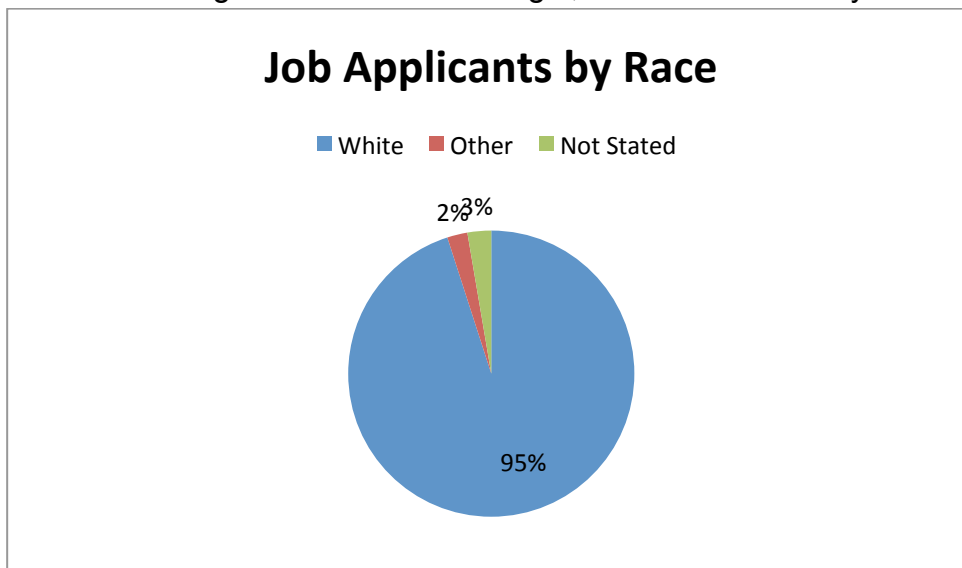
c. Gender Reassignment

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

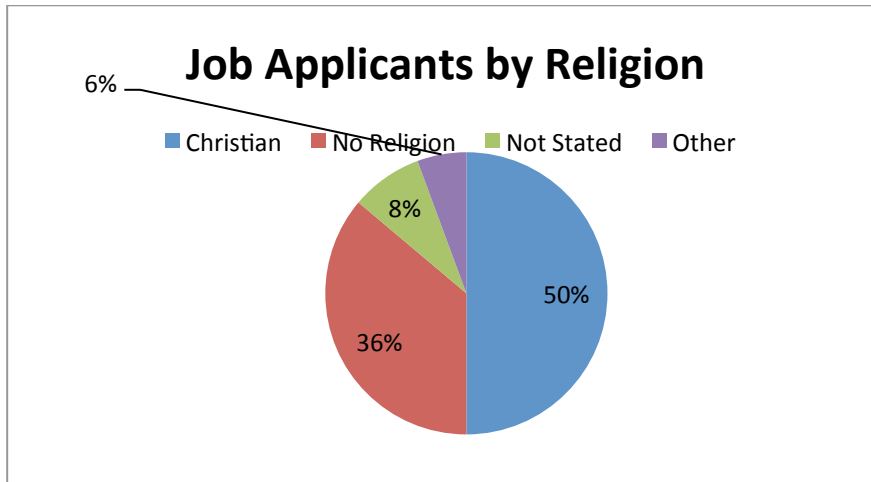


Categories included under "other" in the graphs are: Asian, Black, Mixed and Other.

Job Applicants by Race					
Ethnic	Number of Applicants	% of Applicants	Carmarthenshire CC Workforce		2011 Census data
			March 2013	March 2012	
Asian	29	0.75%	0.36%	0.69%	1.00%
Black	24	0.62%	0.11%	0.48%	0.15%
Mixed	22	0.57%	0.27%	0.41%	0.56%
White	3,691	95.03%	90.71%	95.22%	98.12%
Other	14	0.36%	0.00%	0.33%	0.00%
Not	104	2.68%	8.45%	2.87%	0.00%
Total	3,884	100.00%	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 (91%) 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 the same for Mixed groups. However none of the differences are statistically significant. Year on Year there is very little difference in the data reported.

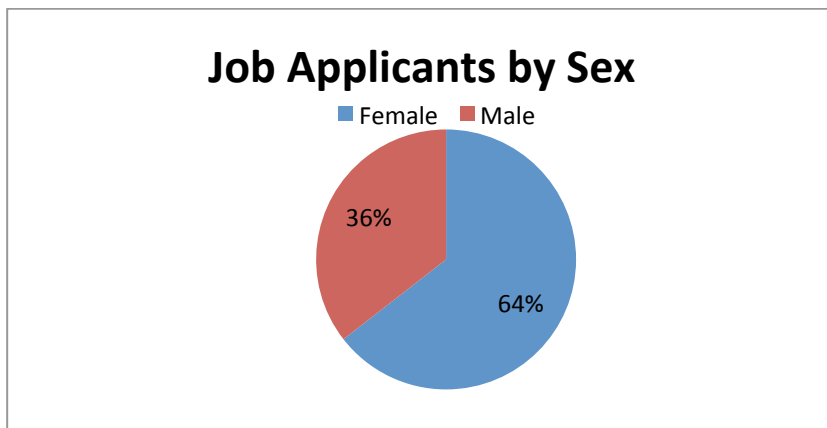
f. Religion or belief – including lack of belief



Categories included under "Other" in the graphs are: Agnostic, Atheist, Buddhist, Hindu, Humanist and Other.

Job Applicants by Religion / Belief			
Religion	Number	%	Carmarthenshire CC Workforce
Christian	1,944	50.00%	22.86%
Agnostic	44	1.13%	0.30%
Atheist	93	2.39%	0.70%
Buddhist	13	0.33%	0.09%
Hindu	11	0.28%	0.02%
Humanist	9	0.23%	0.11%
Muslim	20	0.51%	0.04%
No Religion	1,405	36.14%	11.16%
Not Stated	320	8.23%	63.46%
Other	29	0.75%	1.26%
Total	3,888	100.00%	100.00%

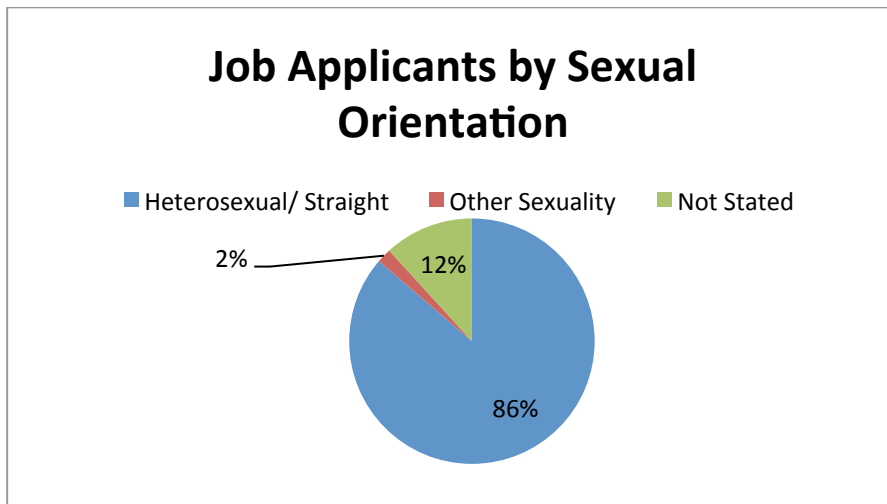
g. Sex



Number of Applicants: Sex				
Sex	Number of Applicants	%	Carmarthenshire CC Workforce	2011 Census
Female	2,500	64%	66%	51%
Male	1,377	36%	34%	49%
Not Stated	11	0%		
Total	3,888	100%		

The proportion of female to male applicants is 64%:36% which is almost the same as the workforce ratio (66%:34%) but higher than the population data available from the 2011 census (51%:49%).

h. Sexual Orientation

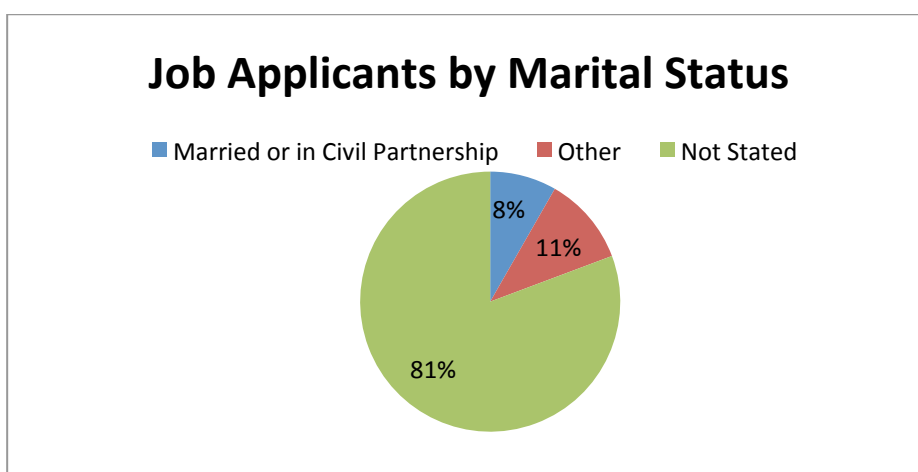


Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Other.

Number of Applicants by Sexual Orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	3,356	86.32%	97.84%
Gay Man	27	0.69%	0.79%
Bisexual	22	0.57%	0.64%
Gay Woman/ Lesbian	24	0.62%	0.70%
Not Stated	458	11.78%	
Total	3,888	100.00%	100.00%

The proportion of applicants that have not disclosed their sexual orientation (11.78%) 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 (97.84%) define themselves as Heterosexual/Straight which is very close to the figure for the authority (98.48% Section 1h).

i. Marital Status

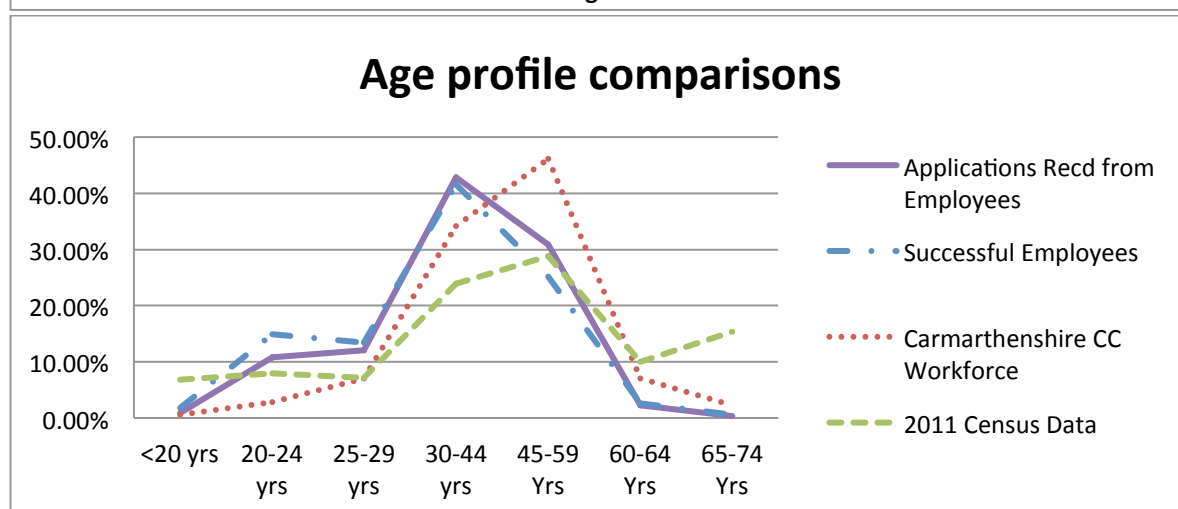
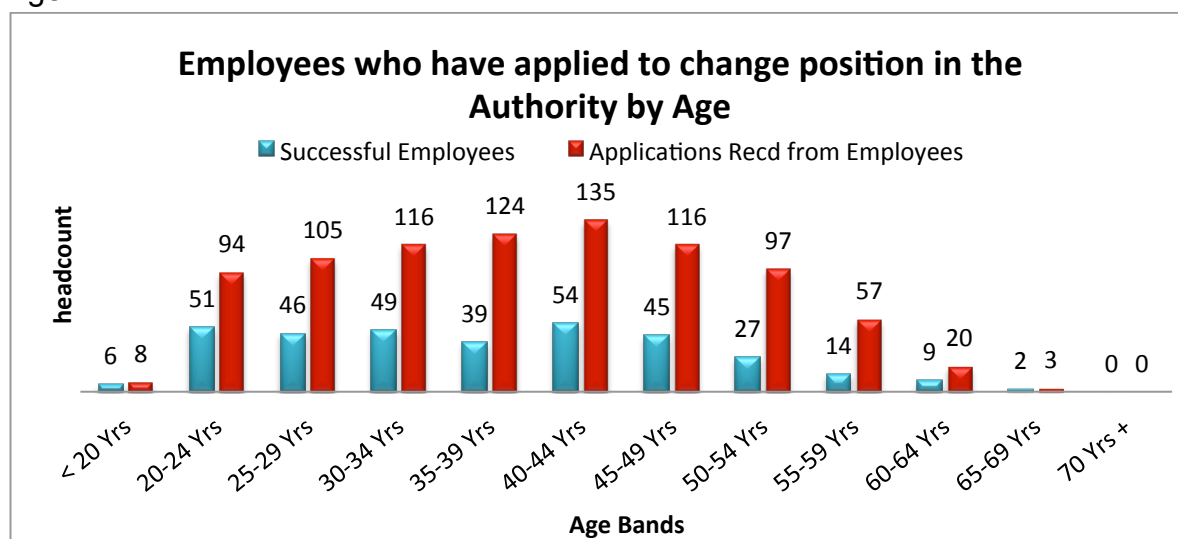


Number of Applicants by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	322	8.28%	42.93%
Other	428	11.01%	57.07%
Not Stated	3,138	80.71%	
Total	3,888	100.00%	100.00%

4. Employees who have applied to change position

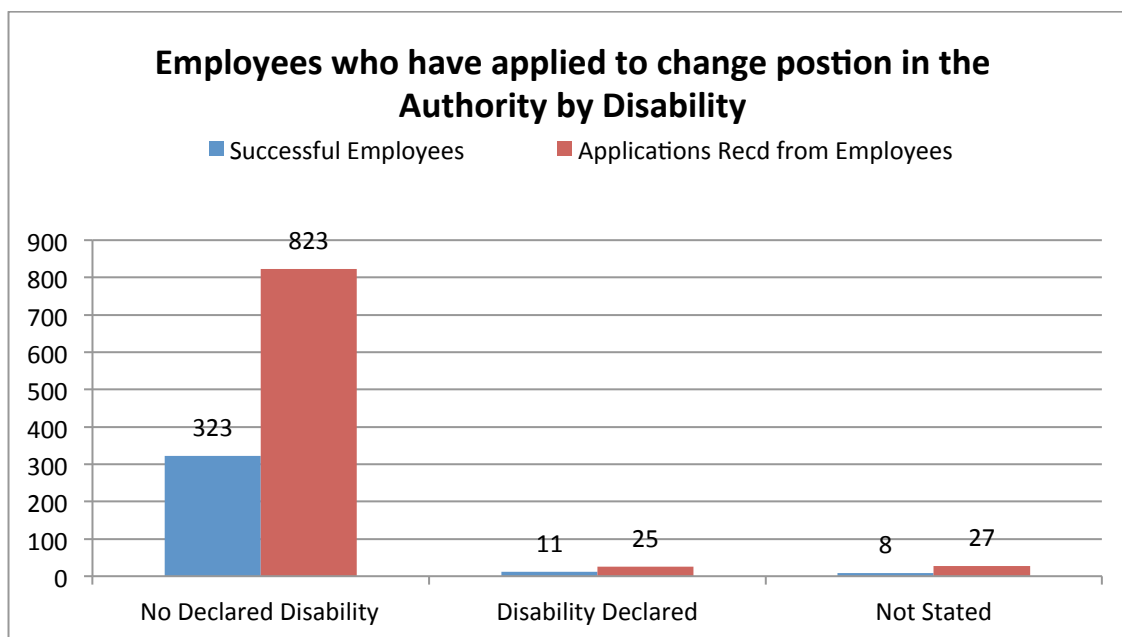
Reporting period 1st April 2012 to 31st March 2013, Employees who have applied to change position identifying how many were successful in their application and how many were not

a. Age



Age Bands	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
< 20 Yrs	6	8	1.75%	0.91%
20-24 Yrs	51	94	14.91%	10.74%
25-29 Yrs	46	105	13.45%	12.00%
30-34 Yrs	49	116	14.33%	13.26%
35-39 Yrs	39	124	11.40%	14.17%
40-44 Yrs	54	135	15.79%	15.43%
45-49 Yrs	45	116	13.16%	13.26%
50-54 Yrs	27	97	7.89%	11.09%
55-59 Yrs	14	57	4.09%	6.51%
60-64 Yrs	9	20	2.63%	2.29%
65-69 Yrs	2	3	0.58%	0.34%
70 Yrs +	0	0	0.00%	0.00%
Total	342	875	100.00%	100.00%

b. Disability



	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
No Declared Disability	323	823	94.44%	94.06%
Disability Declared	11	25	3.22%	2.86%
Not Stated	8	27	2.34%	3.09%
Total	342	875	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 the proportion not stated has fallen from 8.21% and 8.86% last year to 2.34% and 3.09% respectively. Further progress will be reported in the next monitoring period.

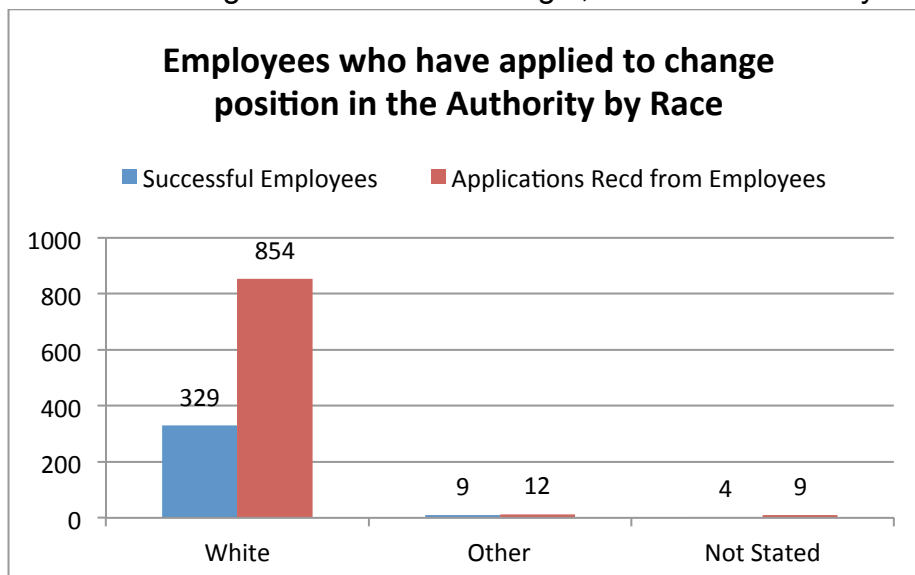
c. Gender Reassignment

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

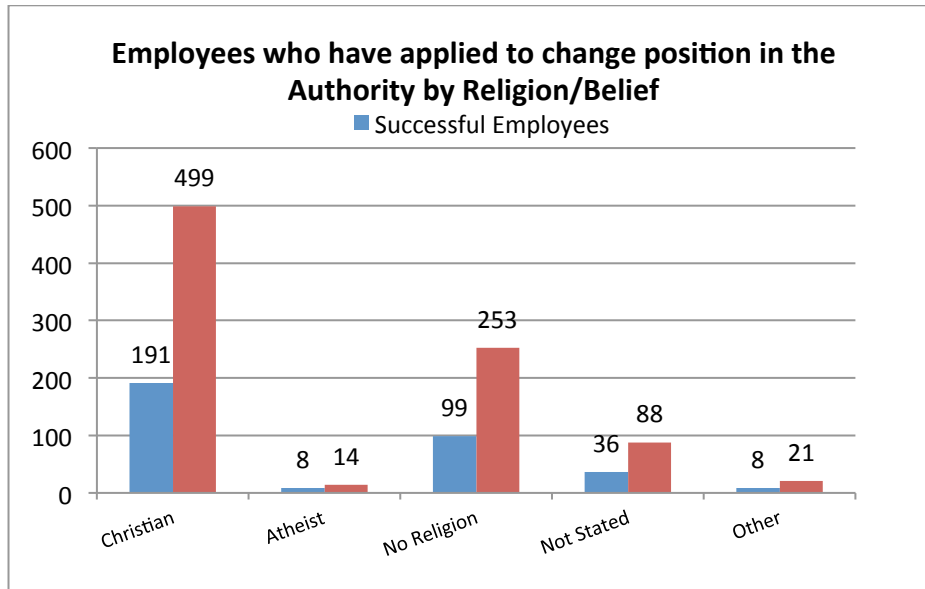


Categories included under “other” in the graphs are: Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each.

Ethnic Origin	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
White	329	854	96.20%	97.60%
Other	9	12	2.63%	1.37%
Not Stated	4	9	1.17%	1.03%
Total	342	875	100.00%	100.00%

It is notable that of the employees who have applied to change position within the authority that almost all the successful applicants are of White ethnic origin. This may be due to the low number of applicants received from Asian, Black and Minority Ethnic (BME) groups (9 in total which is less than 2% (1.4%)) by comparison to the number of applications received from employees of White ethnic origin, 854 (96.2%). The total BME applicants (2.63%) is slightly higher than the total BME workforce population of the authority (1.88%, Section 1f). Year on Year there is very little difference in the data reported.

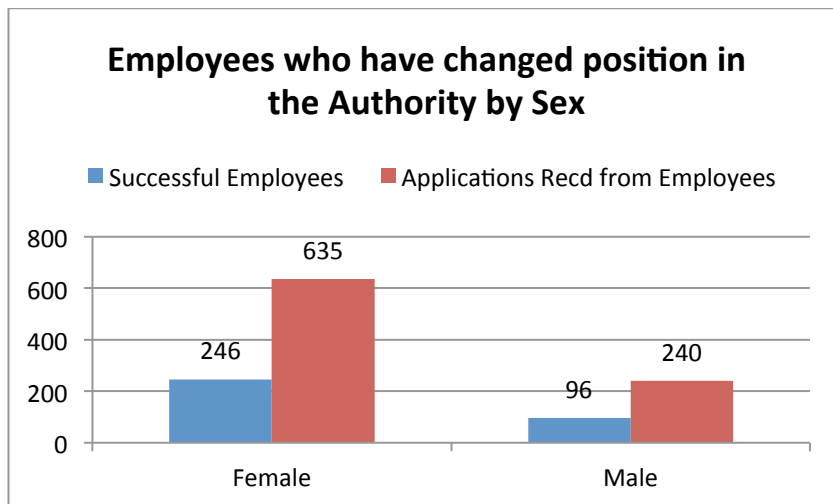
f. Religion or belief – including lack of belief



Categories included under "Other" in the graphs are: Agnostic, Atheist, Buddhist, Humanist and Other. These have been amalgamated due to the low number reported in each.

Religion/ Belief	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
Christian	191	499	55.85%	57.03%
Atheist	8	14	2.34%	1.60%
No Religion	99	253	28.95%	28.91%
Not Stated	36	88	10.53%	10.06%
Other	8	21	2.34%	2.40%
Total	342	875	100.00%	100.00%

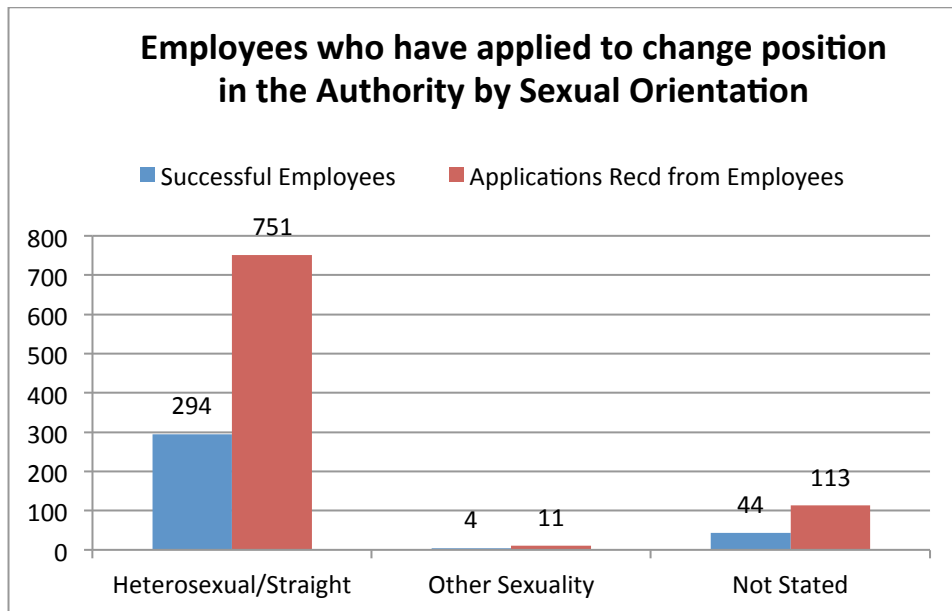
g. Sex



	Number		%		Carmarthenshire profile	2011 Census data
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees		
Female	246	635	71.93%	72.57%	66%	51%
Male	96	240	28.07%	27.43%	34%	49%
Total	342	875	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.

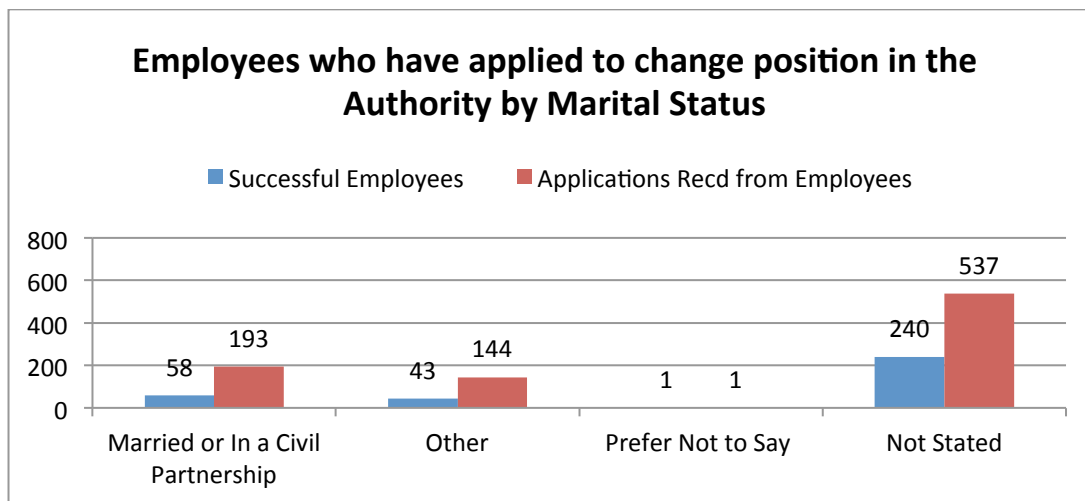
h. Sexual Orientation



Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Other. These have been amalgamated due to the low number reported in each.

Employees who have applied to change position in the Authority by Sexual Orientation						
Sexual Orientation	Number		%		% of those Responding	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
Heterosexual/Straight	294	751	85.96%	85.83%	42.98%	42.91%
Other Sexuality	4	11	1.17%	1.26%	1.34%	1.44%
Not Stated	44	113	12.87%	12.91%		
Total	342	875	100.00%	100.00%		

i. Marital Status



Employees who have applied to change position in the Authority by Sexual Orientation						
Marital Status	Number		%		% of those Responding	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
Married or in Civil Partnership	58	193	16.96%	22.06%	56.86%	57.10%
Other	43	144	12.57%	16.46%	42.16%	42.60%
Preferred Not to Say	1	1	0.29%	0.11%	0.98%	0.30%
Not Stated	240	537	70.18%	61.37%		
Total	342	875	100.00%	100.00%	100.00%	100.00%

5. Employees who have applied for training

Reporting Period 1st April 2012 to 31st March 2013, Employees who have applied for training and how many were successful in their application

6. Employees who have completed training

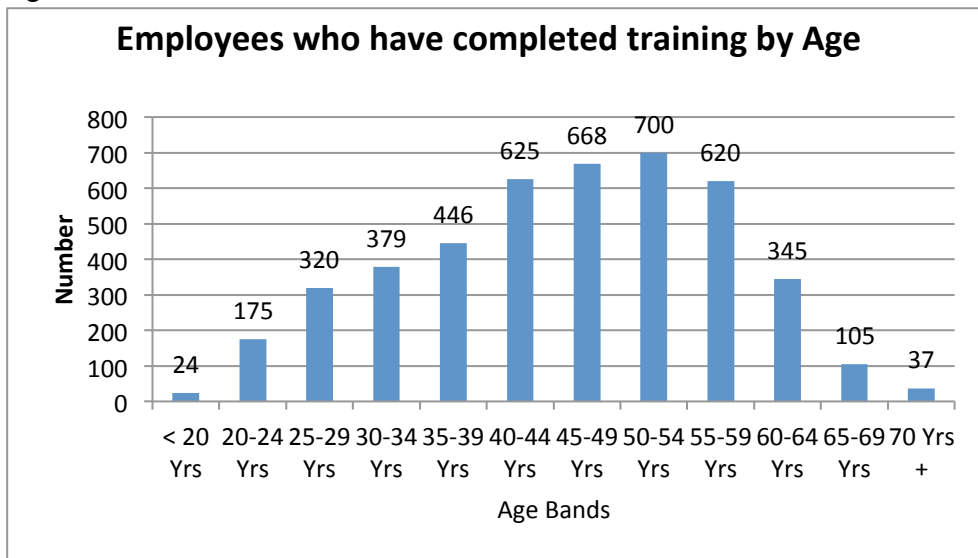
Reporting period 1st April 2012 to 31st March 2013

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.

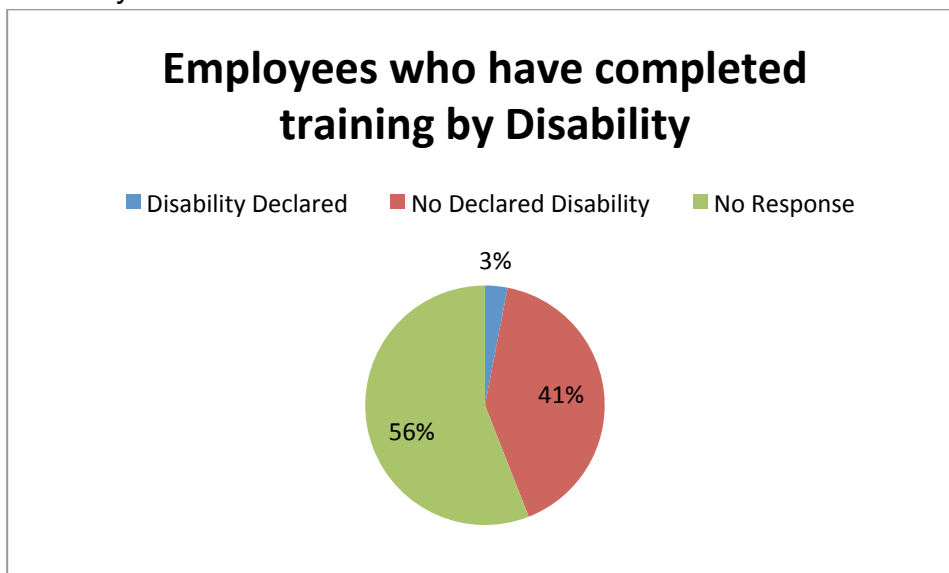
a. Age



Age Bands	Number	%	Age Bands	Number	%	Age Bands	Number	%
< 20 Yrs	24	0.54%	35-39 Yrs	446	10.04%	55-59 Yrs	620	13.95%
20-24 Yrs	175	3.94%	40-44 Yrs	625	14.06%	60-64 Yrs	345	7.76%
25-29 Yrs	320	7.20%	45-49 Yrs	668	15.03%	65-69 Yrs	105	2.36%
30-34 Yrs	379	8.53%	50-54 Yrs	700	15.75%	70 Yrs +	37	0.83%

The profile breakdown reflects the age demographic of Carmarthenshire employees.

b. Disability



Employees who have completed Training : Disability			
	Number of Employees	%	% of those declaring
No Declared Disability	1,822	41.00%	93.10%
Disability Declared	135	3.04%	6.90%
No Response	2,487	55.96%	
Total	4,444	100.00%	100.00%

The majority of respondents chose not to state whether they consider themselves disabled, 2,487 (56%, alongside 135 (3%)) who indicated that they consider themselves disabled.

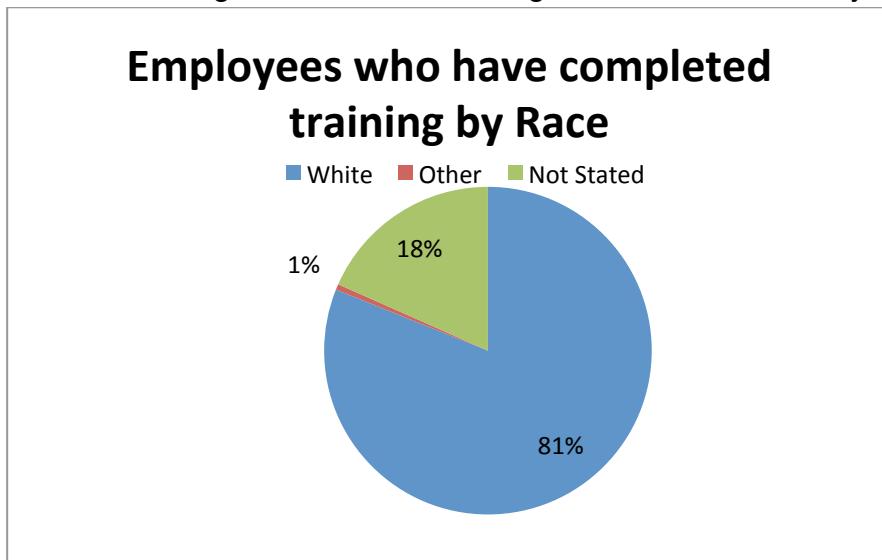
c. Gender Reassignment

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

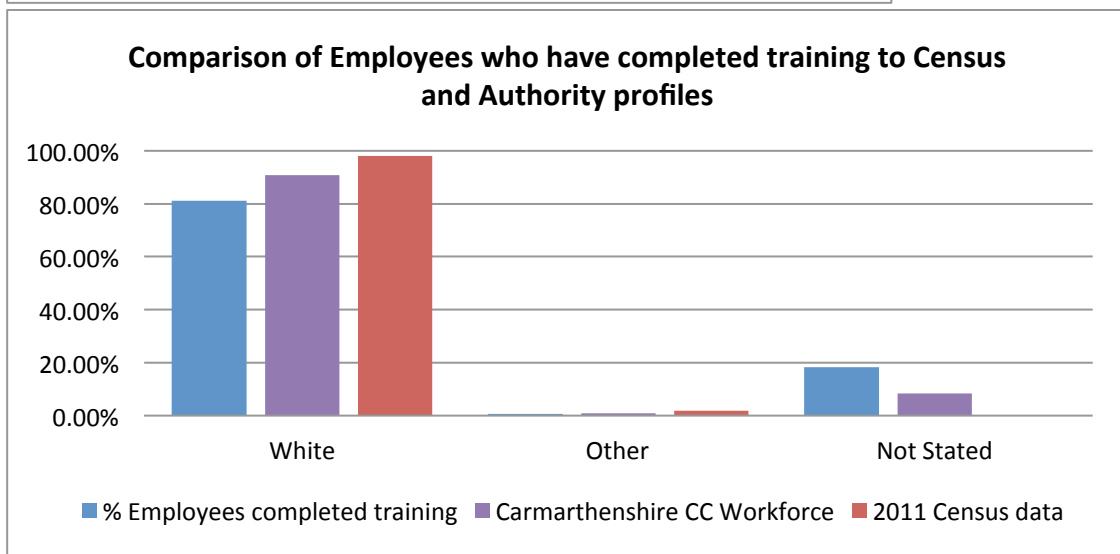
d. Pregnancy and Maternity

Our records indicate that 182 employees (4.1% of total Attendees) have either been pregnant and/or taken maternity leave during the reporting period.

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



Categories included under “other” in the graphs are: Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each individual category.



Employees who have completed Training :Race				
Ethnic Group	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census data
White	3,603	81.08%	90.71%	98.12%
Other	25	0.56%	0.83%	1.88%
Not Stated	816	18.36%	8.45%	0.00%
Total	4,444	100.00%	100.00%	100.00%

81% of respondents described themselves as White whereas 18% chose not to disclose their ethnicity. Several other ethnic groups are represented albeit in smaller numbers.

f. Religion or belief – including lack of belief

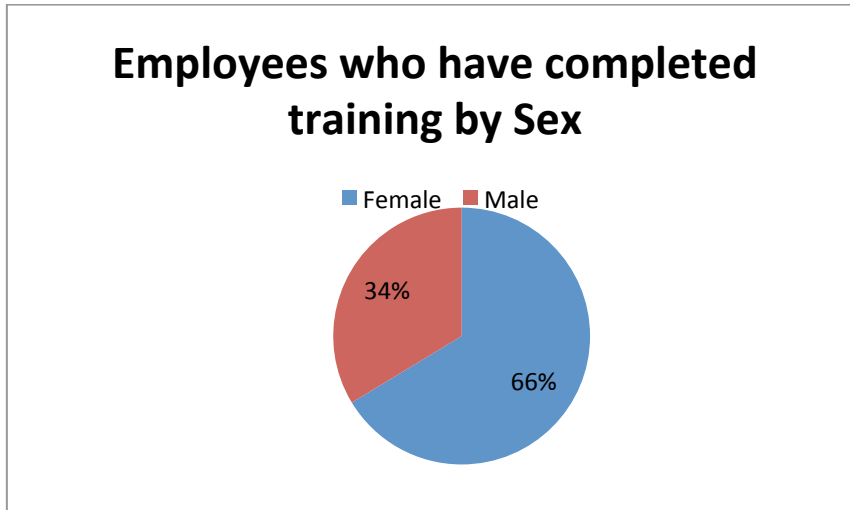


Categories included under "Other" in the graphs are: Agnostic, Atheist, Buddhist, Humanist, Jewish, Muslim, Rastafarian, Hindu and Other. These have been amalgamated due to the low number reported in each.

Employees who have completed training by Religion or Belief			
Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	1,104	24.84%	22.86%
No Religion	491	11.05%	11.16%
Not Stated	2,756	62.02%	63.46%
Other	93	2.09%	2.52%
Total	4,444	100.00%	100.00%

The majority of respondents chose not to state their religion or belief, 2,756 (62%). 1,104 (25%) described themselves as Christian and a further 491 (11%) described themselves as having no religion. A wide range of other religions and beliefs such as Agnostic, Atheist, Humanist, Jewish and Muslim are also represented albeit in smaller numbers.

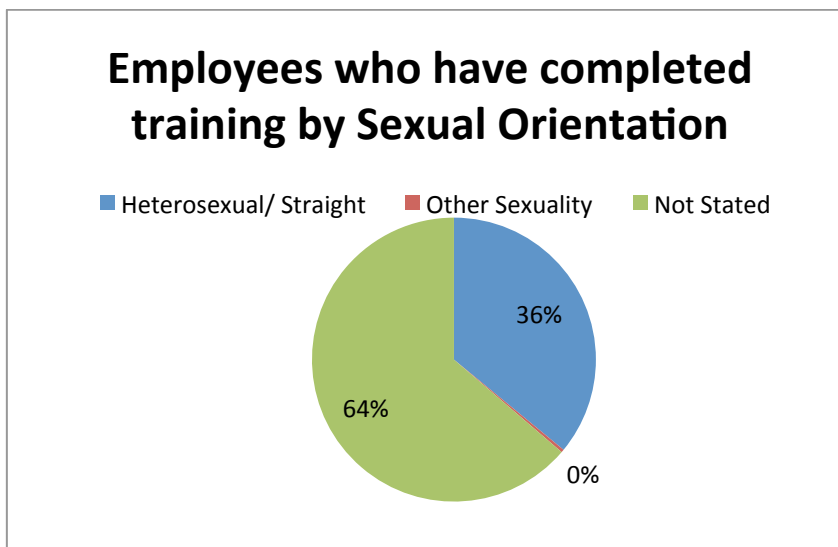
g. Sex



Employees who have completed Training by Sex				
Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	2,948	66%	66%	51%
Male	1,496	34%	34%	49%
Total	4,444	100%	100%	100%

2,948 (66%) of those who attended and completing training were female, with 1,496 (34%) being male. This is reflective of the ratio of the employee profile of the authority.

h. Sexual Orientation

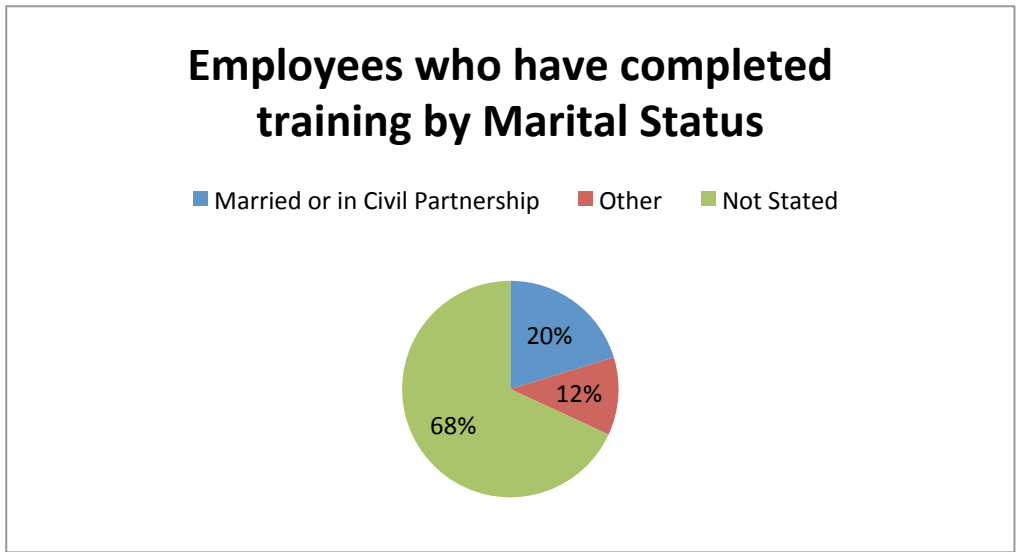


Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Other. These have been amalgamated due to the low number reported in each.

Employees who have completed training by Sexual Orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	1,598	35.96%	99.07%
Other Sexuality	15	0.34%	0.93%
Not Stated	2,831	63.70%	
Total	4,444	100.00%	100.00%

2,831 (64%) of respondents did not state their sexual orientation. 1,598 (36%) described themselves as heterosexual/straight with less than 1% who described themselves as bisexual, gay man or gay woman /lesbian.

i. Marital Status



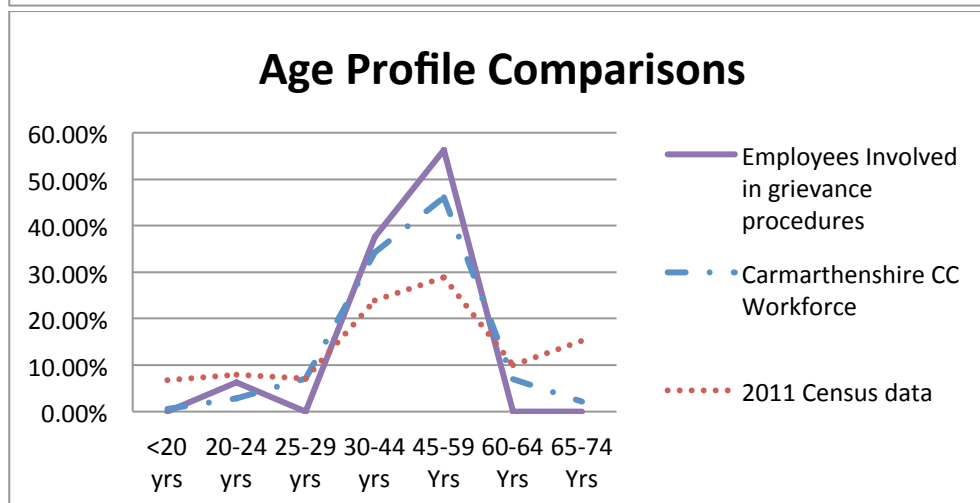
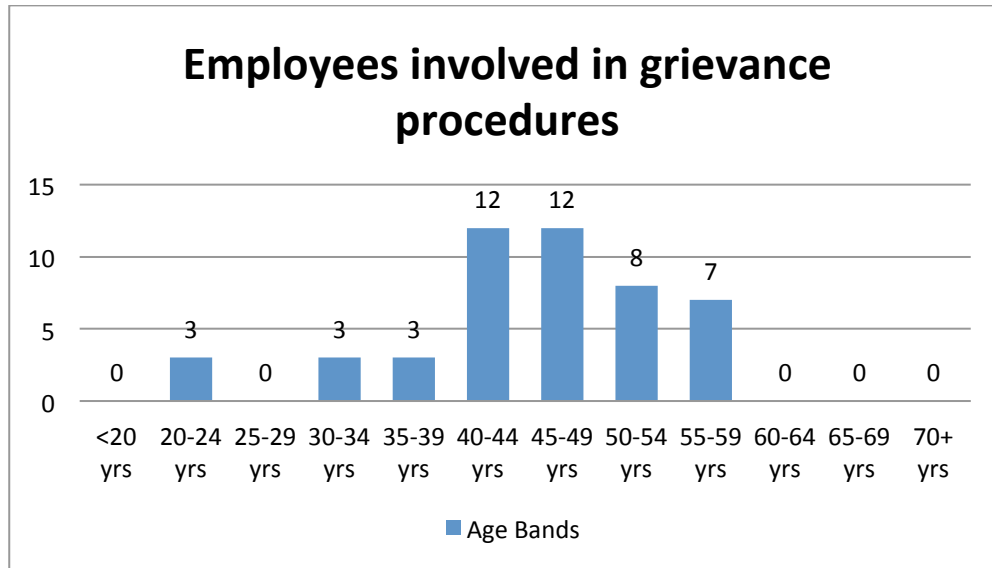
Employees who have completed Training by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	901	20.27%	63.54%
Other	517	11.63%	36.46%
Not Stated	3,026	68.09%	
Total	4,444	100.00%	100.00%

For this category, the majority of participants have chosen not to disclose their marital status [3,026 or 68%] with 901 [20%] describing their status as married or in a Civil Partnership.

7. Employees involved in grievance procedures

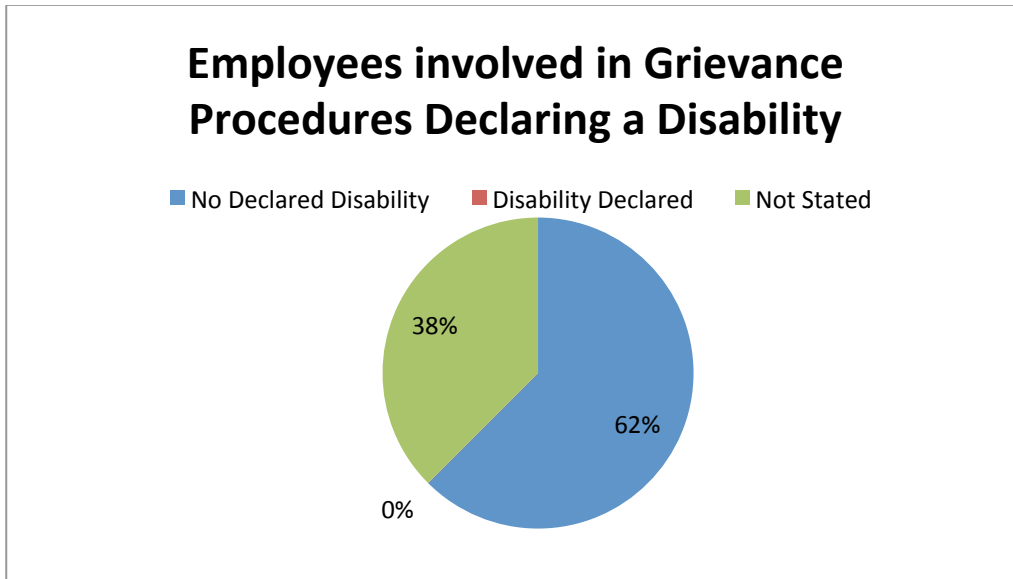
Reporting period: 1st April 2012 to 31st March 2013. Employees involved in grievance procedures either as a complainant or as a person against whom a complaint has been made.

a. Age



Employees Involved in grievance procedures		
Age Bands	Number of Employees	%
<20 yrs	0	0.00%
20-24 yrs	3	6.25%
25-29 yrs	0	0.00%
30-34 yrs	3	6.25%
35-39 yrs	3	6.25%
40-44 yrs	12	25.00%
45-49 yrs	12	25.00%
50-54 yrs	8	16.67%
55-59 yrs	7	14.58%
60-64 yrs	0	0.00%
65-69 yrs	0	0.00%
70+ yrs	0	0.00%
Total	48	100.00%

b. Disability



Number of Employees involved in grievance procedures Declaring a Disability			
	Number of Employees	%	% of those declaring
No Declared Disability	30	62.50%	100.00%
Disability Declared	0	0.00%	0.00%
Not Stated	18	37.50%	
Total	48	100.00%	100.00%

The above illustrates that no employees who have declared a disability have been involved in Grievance procedures. However, this is potentially skewed by the high proportion of employees who have not provided a response, 18 (37.5%). The numbers involved in grievance procedures is generally low overall and therefore this is not statistically significant.

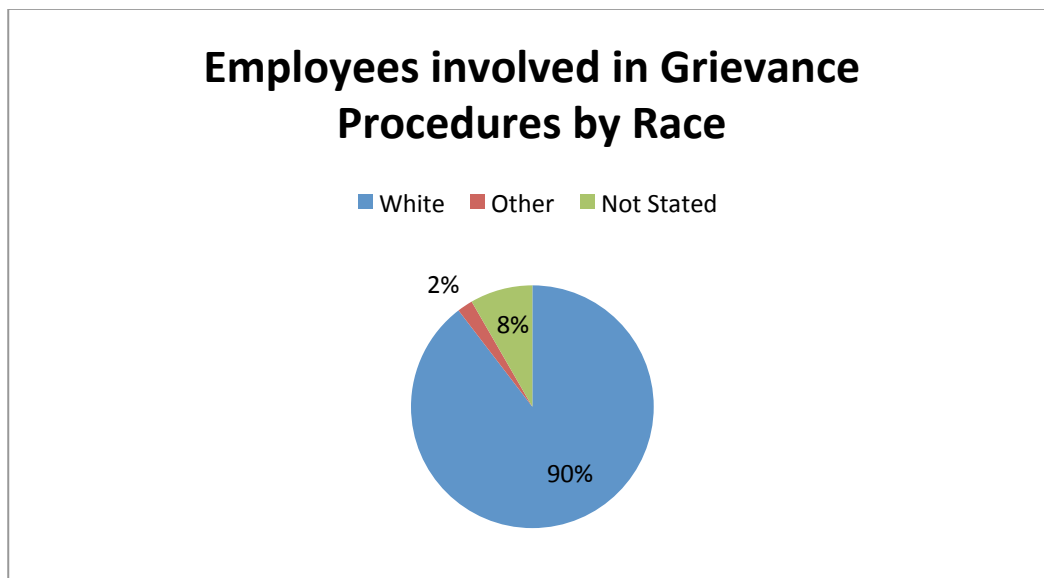
c. Gender Reassignment

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

d. Pregnancy and Maternity

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

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

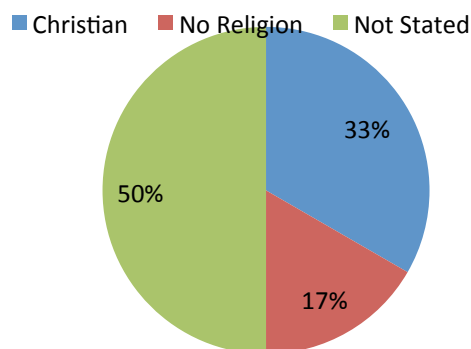


Number of Employees involved in grievance procedures by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	43	89.58%	90.71%	98.12%
Other	1	2.08%	0.83%	1.88%
Not Stated	4	8.33%	8.45%	0.00%
Total	48	100.00%	100.00%	100.00%

Of the total number of employees involved in the Grievance procedure, 43 (89.58%) are White and 4 (8.33%) have not disclosed their ethnic origin. This is generally reflective of the overall ethnic composition of the authority’s workforce as at 31st March 2013.

f. Religion or belief – including lack of belief

Employees involved in Grievance Procedures by Religion/Belief



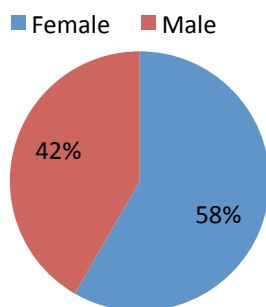
Number of Employees involved in grievance procedures by Religion / Belief

Religion	Number	%	Carmarthenshire CC Workforce
Christian	16	33.33%	22.86%
No Religion	8	16.67%	11.16%
Not Stated	24	50.00%	63.46%
Other	0	0.00%	2.52%
Total	48	100.00%	100.00%

The most significant point to note is the number of employees involved in Grievance procedures where the religion and belief is unknown, 24 (50%).

g. Sex

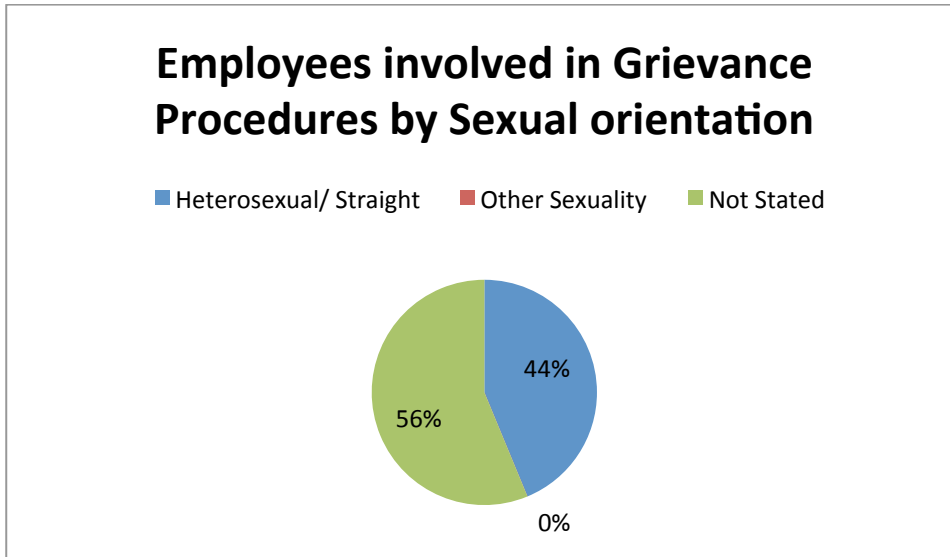
Employees involved in grievance procedures by Sex



Employees involved in Grievance Procedures : Sex

Sex	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census
Female	28	58%	66%	51%
Male	20	42%	34%	49%
Total	48			

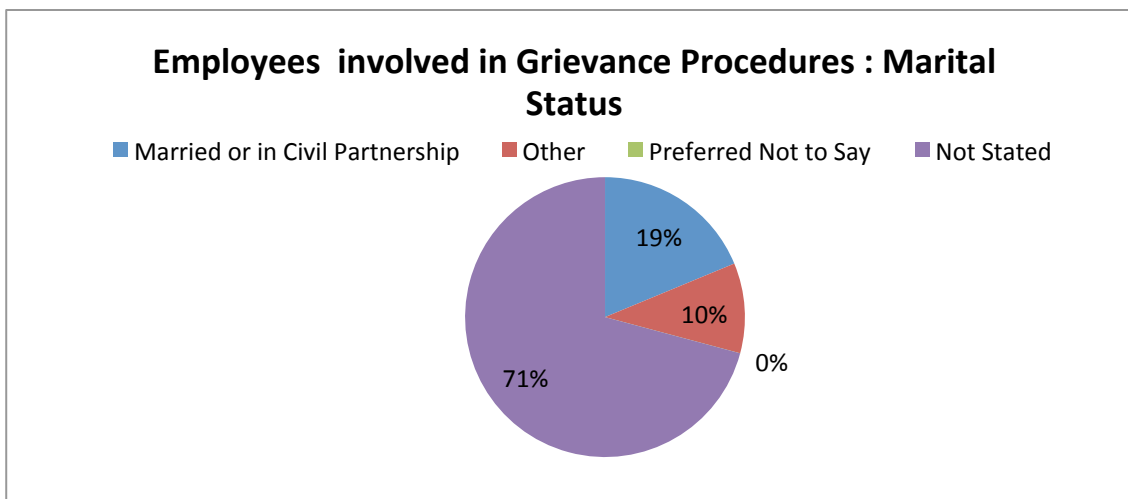
h. Sexual Orientation



Employees involved in Grievance Procedures by Sexual orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	21	43.75%	100.00%
Other Sexuality	0	0.00%	0.00%
Not Stated	27	56.25%	
Total	48	100.00%	100.00%

The most significant point to note is the number of employees involved in Grievance procedures where their sexual orientation is unknown, 27 (56.25%).

i. Marital Status

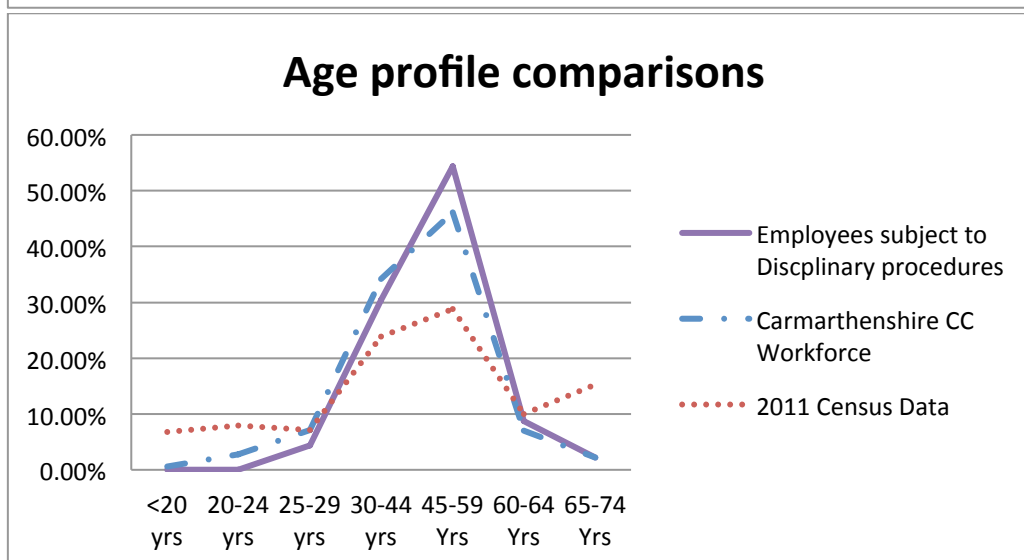
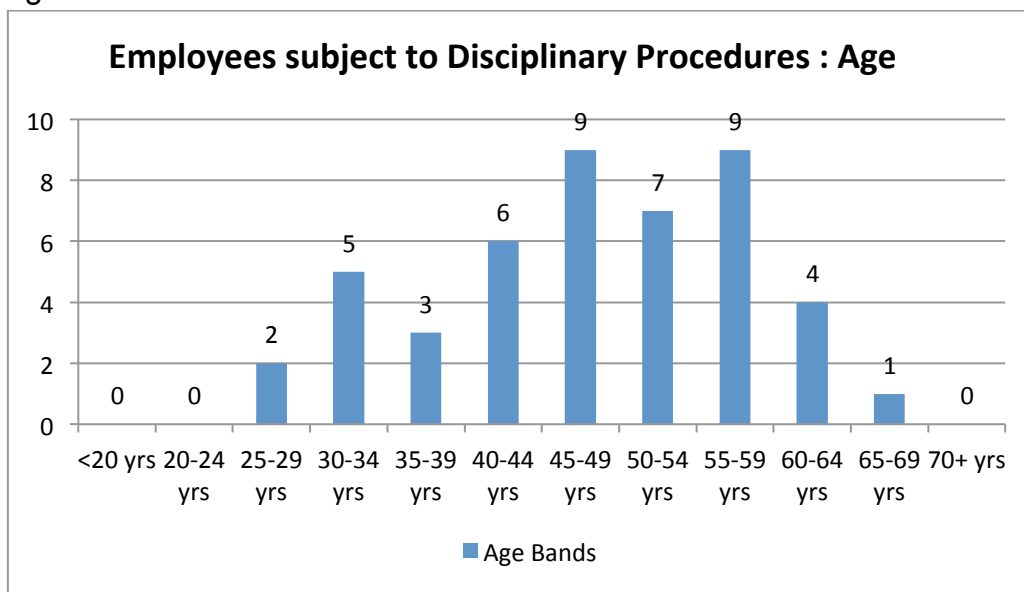


Employees involved in Grievance Procedures by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	9	18.75%	64.29%
Other	5	10.42%	35.71%
Preferred Not to Say	0	0.00%	0.00%
Not Stated	34	70.83%	
Total	48	100.00%	100.00%

8. Employees subject to disciplinary procedures

Reporting period 1st April 2012 to 31st March 2013

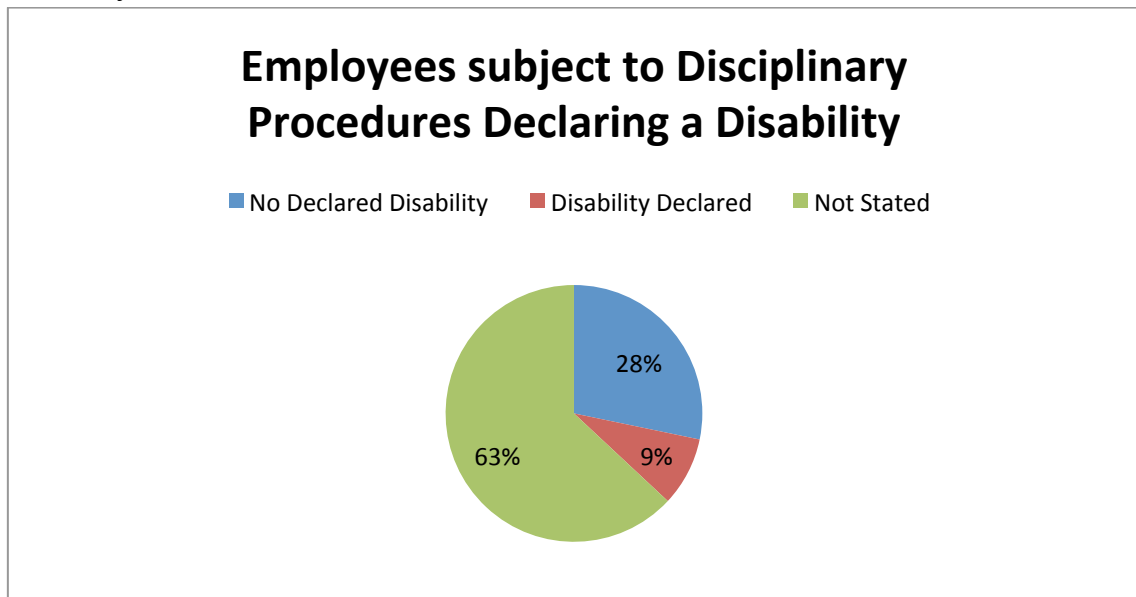
a. Age



Employees subject to Disciplinary Procedures : Age					
Age Bands	Number of Employees	%	Age Bands	Number of Employees	%
<20 yrs	0	0.00%	50-54 yrs	7	15.22%
20-24 yrs	0	0.00%	55-59 yrs	9	19.57%
25-29 yrs	2	4.35%	60-64 yrs	4	8.70%
30-34 yrs	5	10.87%	65-69 yrs	1	2.17%
35-39 yrs	3	6.52%	70+ yrs	0	0.00%
40-44 yrs	6	13.04%	Total	46	100.00%
45-49 yrs	9	19.57%			

The number of employees involved in Disciplinary procedures during the reporting period generally follows the age profile of the authority as at 31st March 2013.

b. Disability



Number of Employees subject to Disciplinary procedures Declaring a Disability			
	Number of Employees	%	% of those declaring
No Declared Disability	13	28.26%	76.47%
Disability Declared	4	8.70%	23.53%
Not Stated	29	63.04%	
Total	46	100.00%	100.00%

The above illustrates that the number of employees who have declared a disability and been involved in Disciplinary procedures, 4 (8.7%) is a significantly higher proportion than the percentage of employees who have declared a disability in the wider authority profile of 3.6% (section 1b). However, this is potentially skewed by the high proportion of employees who have not provided a response, 29 (63%). 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.

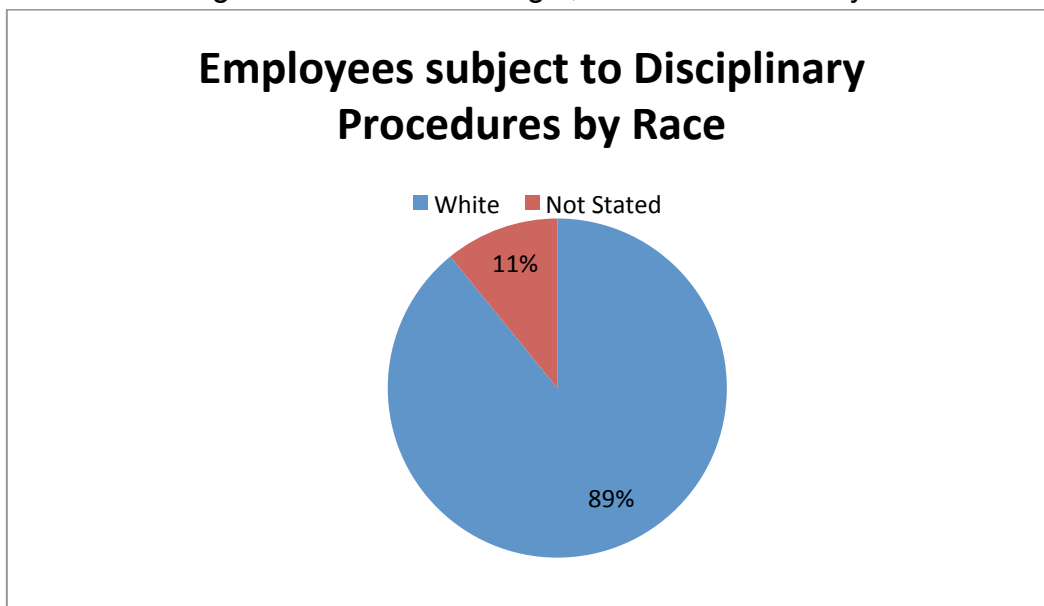
c. Gender Reassignment

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

d. Pregnancy and Maternity

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

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



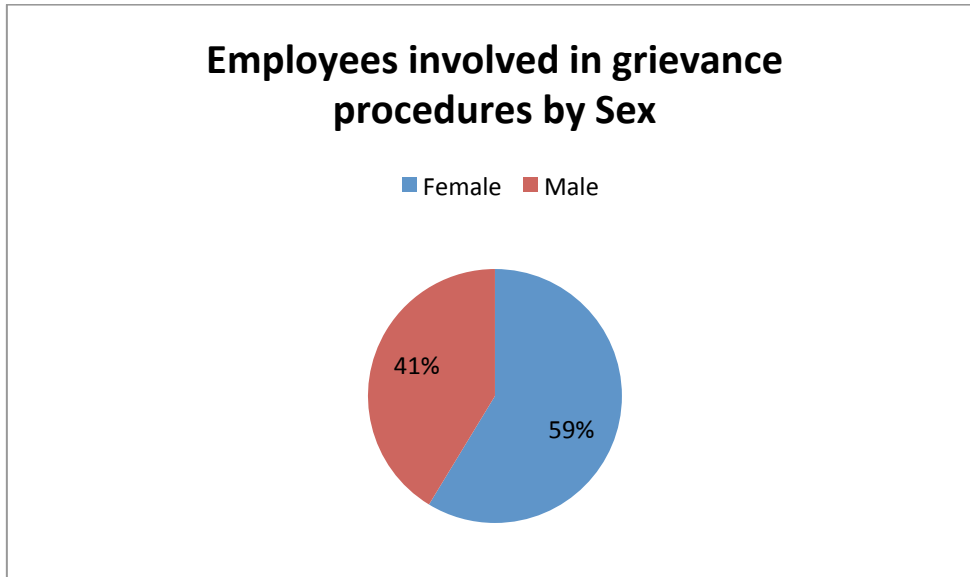
Employees subject to Disciplinary Procedures by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	41	89.13%	90.71%	98.12%
Not Stated	5	10.87%	8.45%	0.00%
Other	0	0.00%	0.83%	1.88%
Total	46	100.00%	100.00%	100.00%

f. Religion or belief – including lack of belief



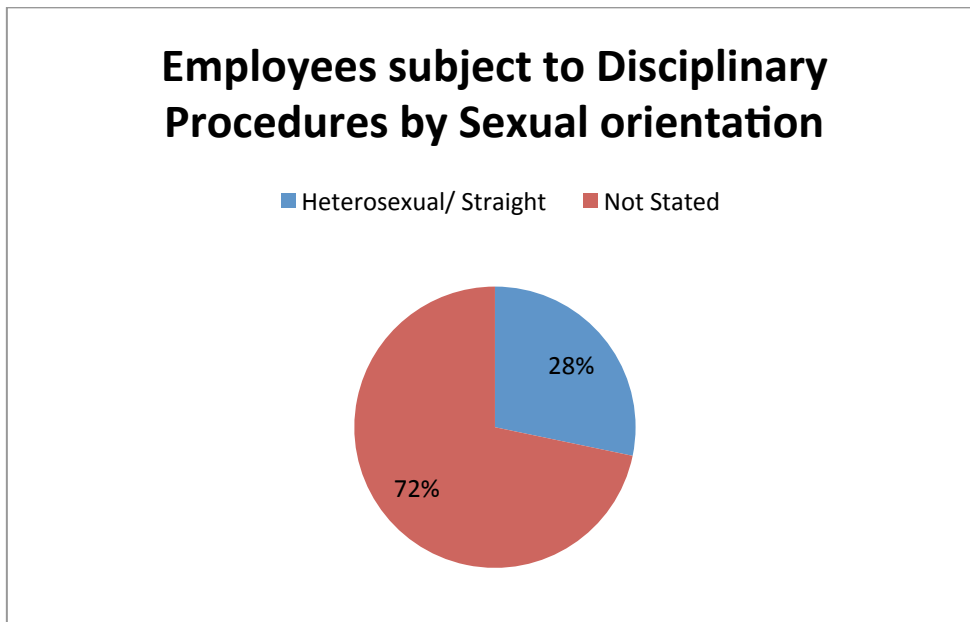
Employees subject to Disciplinary Procedures by Religion/Belief				
Religion / Belief	Number	%	Carmarthenshire CC Workforce	
Christian	11	23.91%	22.86%	
No Religion	3	6.52%	11.16%	
Not Stated	32	69.57%	63.46%	
Other	0	0.00%	2.52%	
Total	46	100.00%	100.00%	

g. Sex



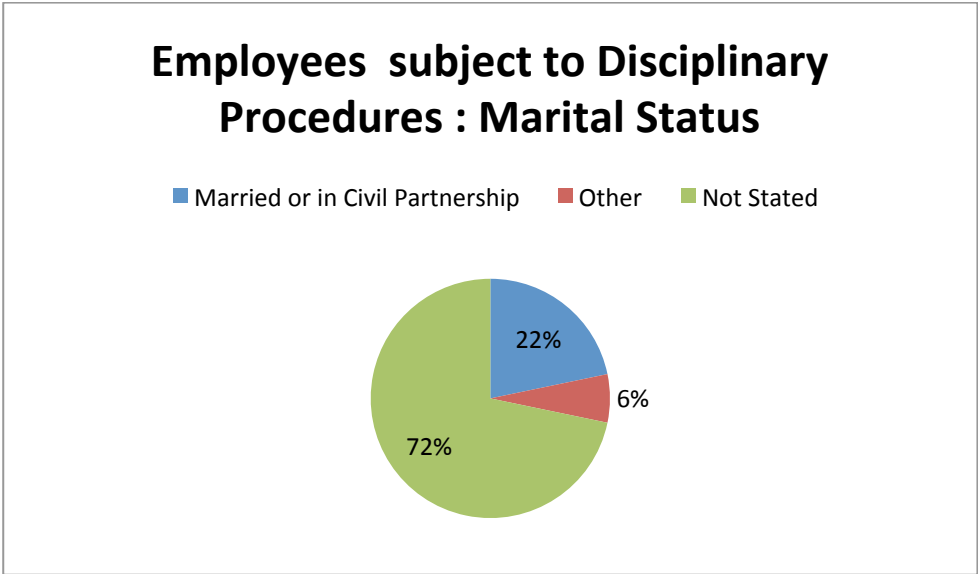
Employees subject to Disciplinary Procedures : Sex				
Sex	Number of Employees	%	Carmarthenshire	2011 Census
Female	27	59%	66%	51%
Male	19	41%	34%	49%
Total	46	100%	100%	100%

h. Sexual Orientation



Employees subject to Disciplinary Procedures by Sexual orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	13	28.26%	100.00%
Not Stated	33	71.74%	
Total	46	100.00%	100.00%

i. Marital Status

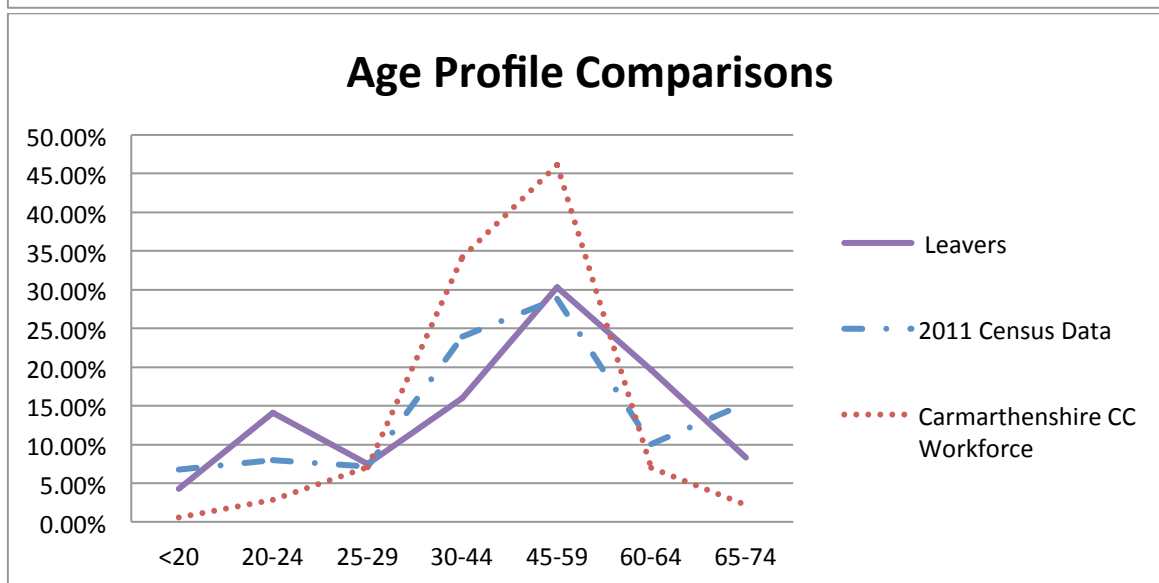
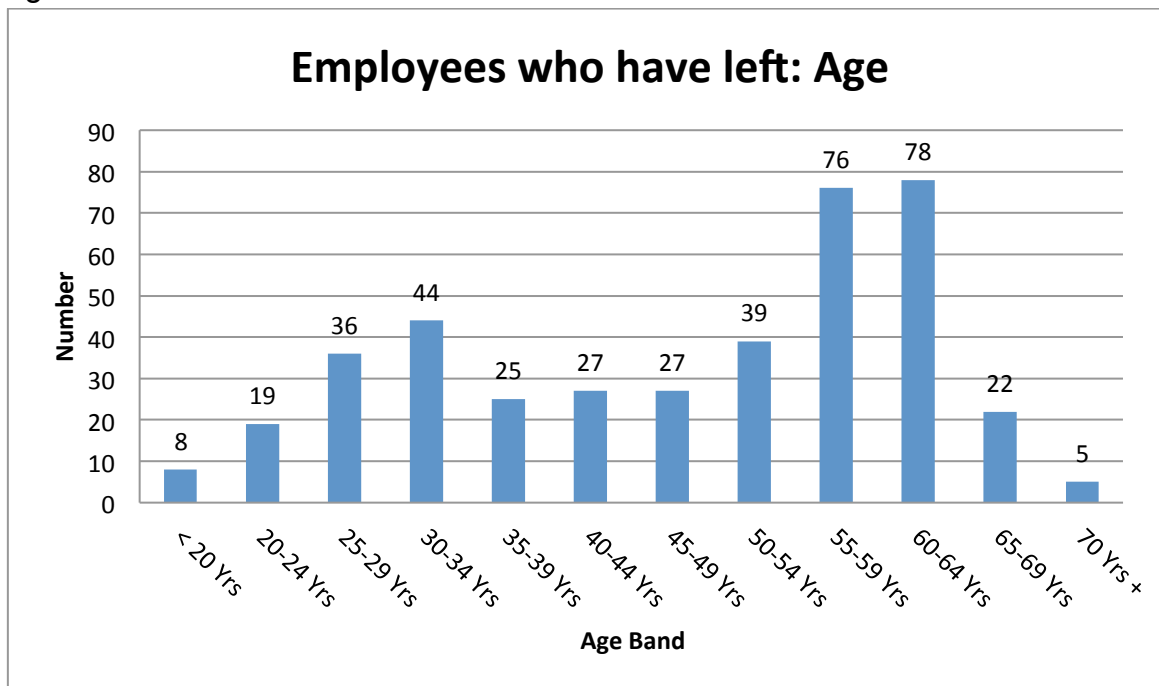


Employees subject to Disciplinary Procedures by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	10	21.74%	76.92%
Other	3	6.52%	23.08%
Not Stated	33	71.74%	
Total	46	100.00%	100.00%

9. Employees who have left the authority.

Reporting period: 1st April 2012 to 31st March 2013

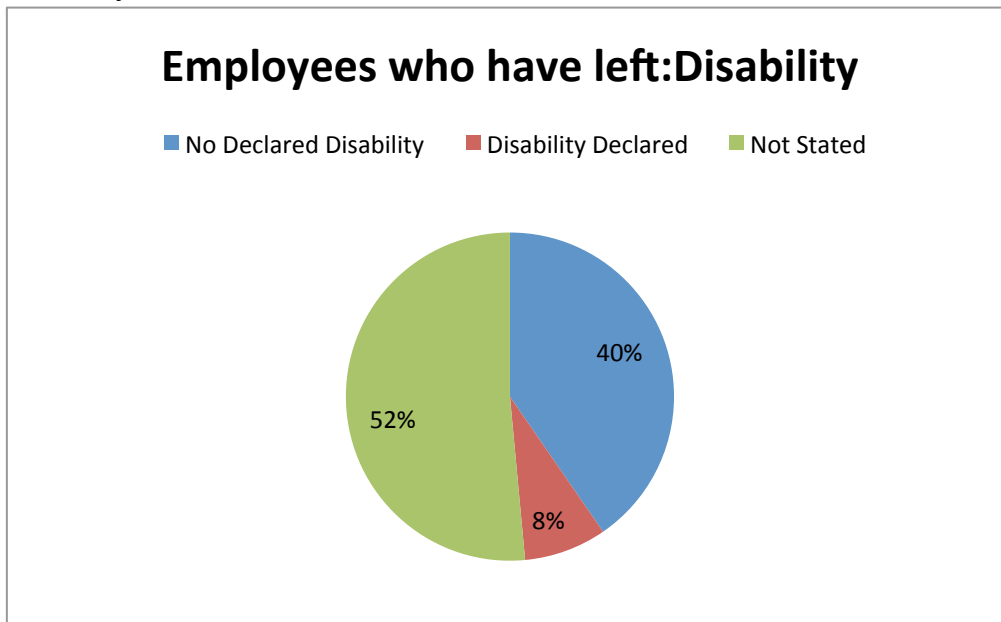
a. Age



Employees who have left : Age								
Age Bands	Number	%	Age Bands	Number	%	Age Bands	Number	%
< 20 Yrs	8	1.97%	35-39 Yrs	25	5.76%	55-59 Yrs	76	18.72%
20-24 Yrs	19	4.68%	40-44 Yrs	27	5.76%	60-64 Yrs	78	19.21%
25-29 Yrs	36	8.87%	45-49 Yrs	27	4.69%	65-69 Yrs	22	5.42%
30-34 Yrs	44	10.84%	50-54 Yrs	39	8.96%	70 Yrs +	5	1.23%

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



Number of Employees Declaring a Disability who have Left			
	Number of Employees	%	% of those declaring
No Declared Disability	164	40.39%	83.25%
Disability Declared	33	8.13%	16.75%
Not Stated	209	51.48%	
Total	406	100.00%	100.00%

The above illustrates that the number of leavers from the authority who have declared a disability (8.13%) is higher than the wider authority profile of 3.6% (section 1b). However this is potentially skewed by the significant proportion that has not provided a response (51.5%).

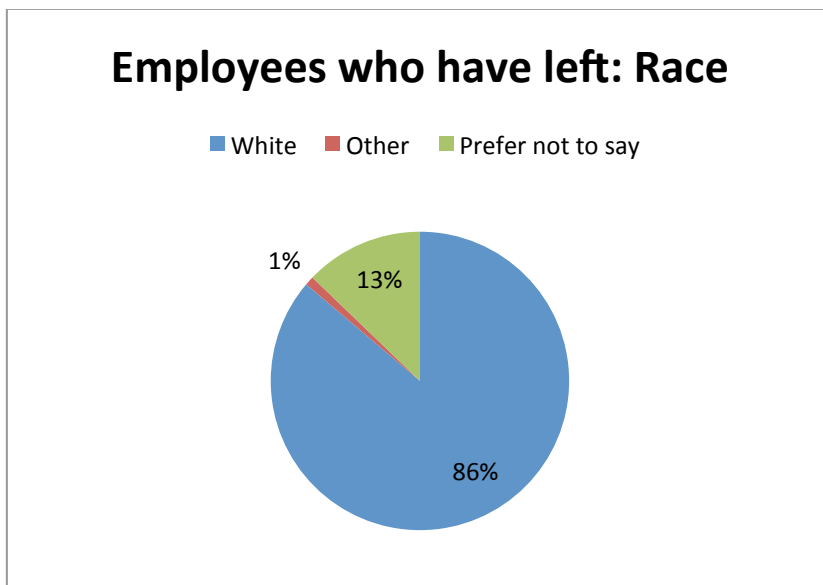
c. Gender Reassignment

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

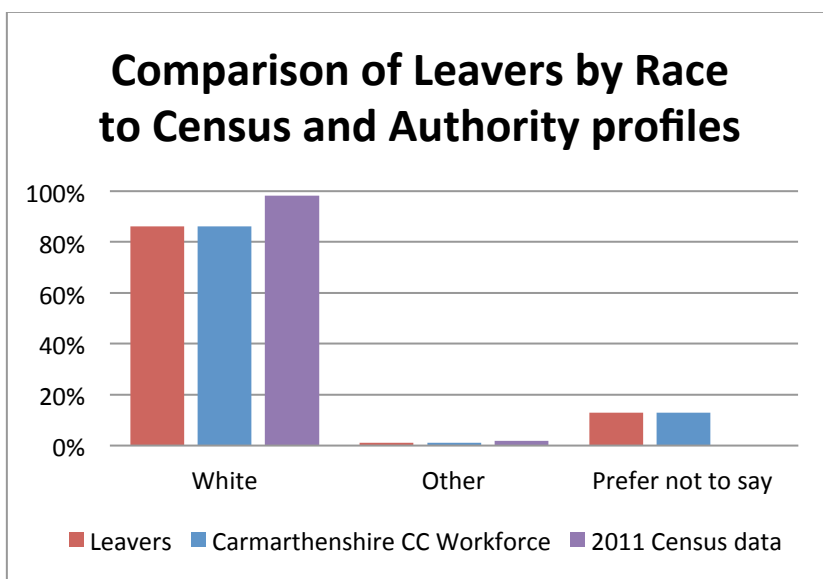
d. Pregnancy and Maternity

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

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



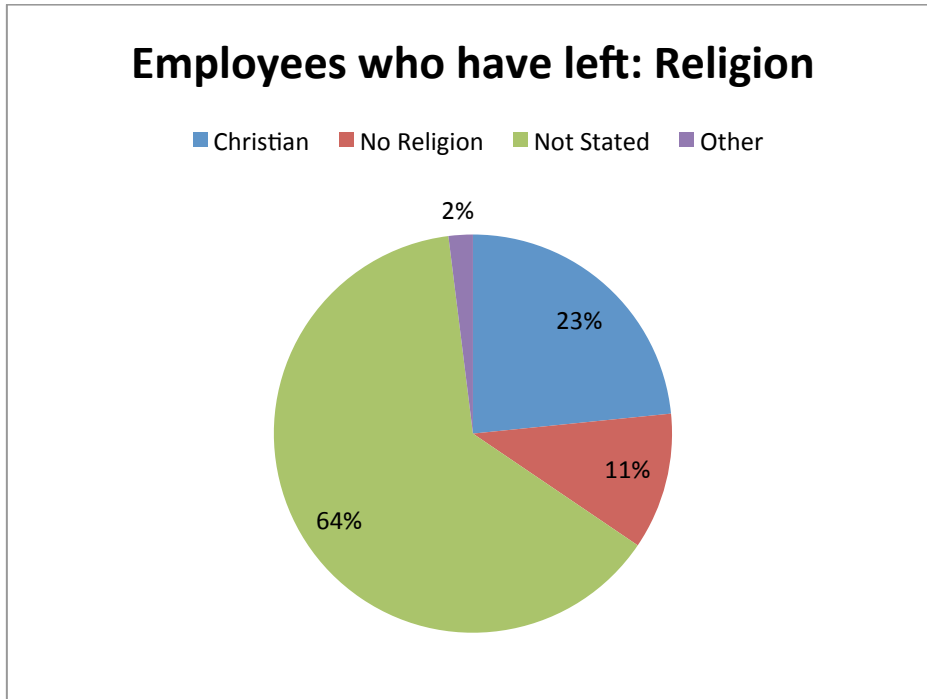
Categories included under “other” in the graphs are: Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each individual category.



Number of Leavers by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	350	86%	86.21%	98.12%
Other	4	1%	0.99%	1.88%
Prefer not to say	52	13%	12.81%	0.00%
Total	406	100%	100.00%	100.00%

In line with the authority and census profiles the ethnic profile shows that the majority of leavers are White (86%) which is the same as the Authority population.

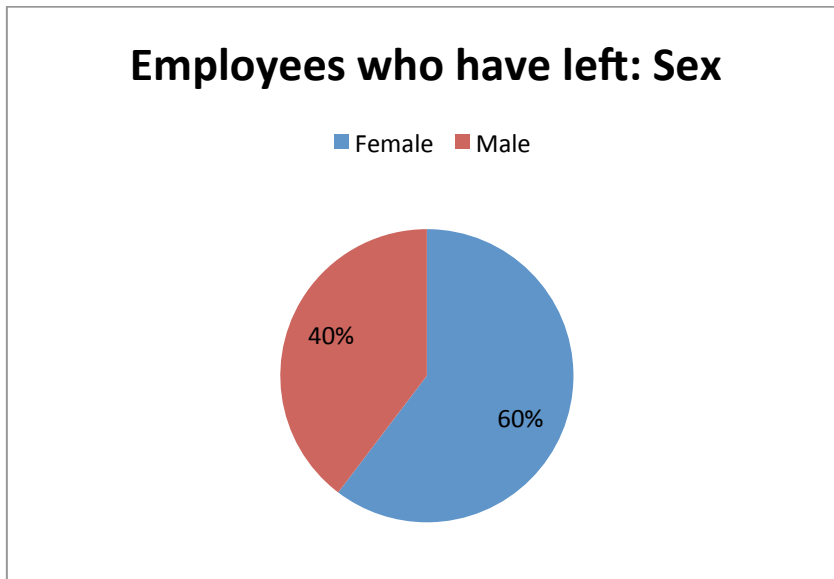
f. Religion or belief – including lack of belief



Categories included under “Other” in the graphs are: Agnostic, Buddhist, Humanist, , Muslim, Rastafarian and Other. These have been amalgamated due to the low number reported in each.

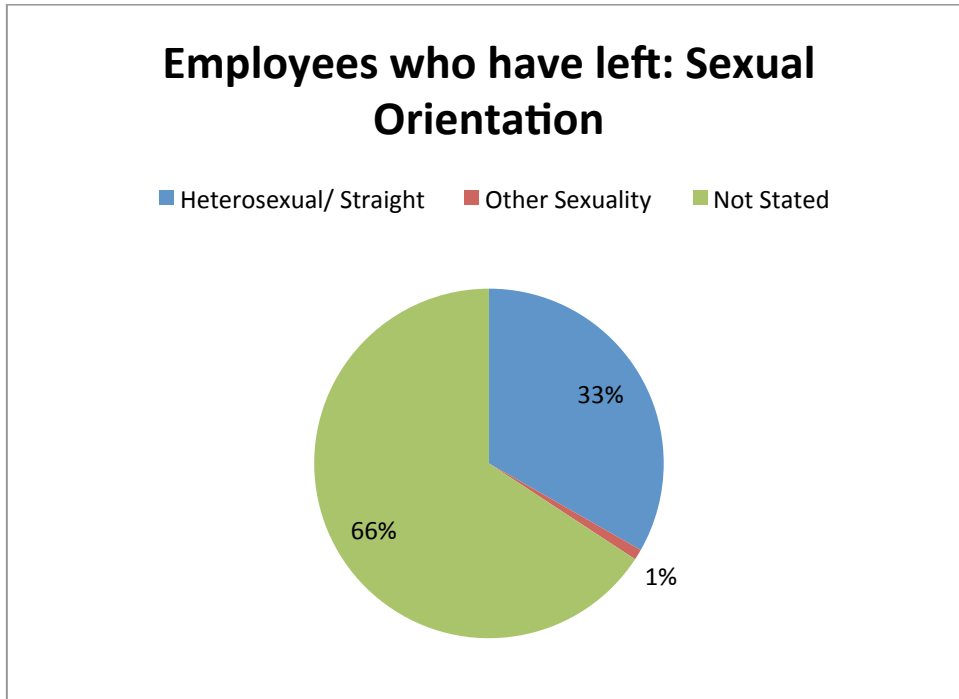
Employees who have left: Religion/Belief			
Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	95	23.40%	22.86%
No Religion	45	11.08%	11.16%
Not Stated	258	63.55%	63.46%
Other	8	1.97%	2.52%
Total	406	100.00%	100.00%

g. Sex



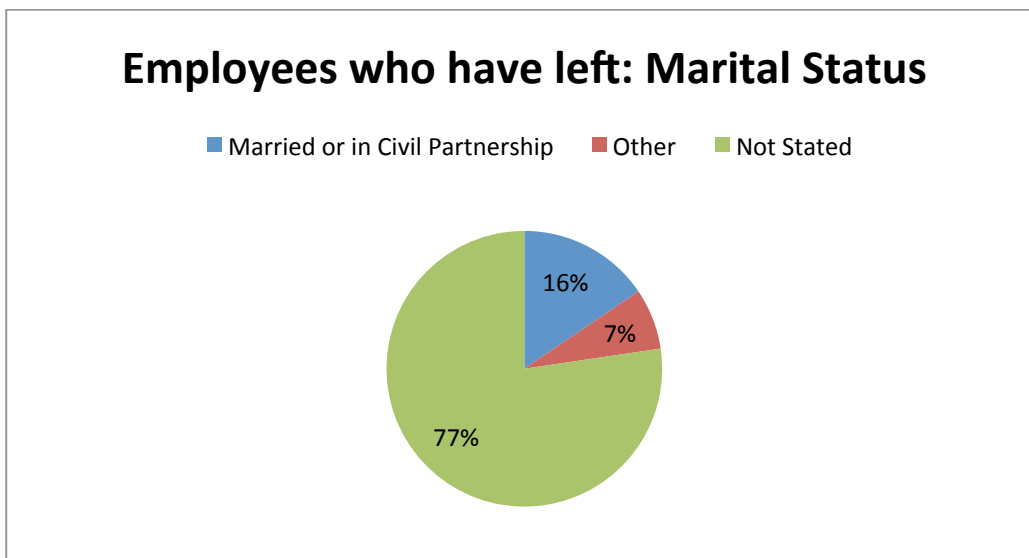
Employees who have left: Sex				
Sex	Number	%	Carmarthenshire	2011 Census
Female	245	60%	66%	51%
Male	161	40%	34%	49%
Total	406			

h. Sexual Orientation



Employees who have left: Sexual Orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	135	33.25%	97.12%
Other Sexuality	4	0.99%	2.88%
Not Stated	267	65.76%	
Total	406	100.00%	100.00%

i. Marital Status



Employees who have left by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	63	15.52%	68.48%
Other	29	7.14%	31.52%
Not Stated	314	77.34%	
Total	406	100.00%	100.00%

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.

In addition, during 2013 the Authority has been working with the recognised trades unions to assimilate employees on 'Craft' terms and conditions into the new single status pay and grading structure and is on target to meet the implementation date.

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. It consists of E&D learning professions from Bridgend, Carmarthenshire, Ceredigion, Neath Port Talbot, Pembrokeshire, Powys and Swansea.

The Task and Finish group is developing 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.

Actions to date:

- Development of generic Core Learning Outcomes for equality and diversity
- Development of role specific outcomes for equality and diversity for the agreed seven groupings of participants
- Identification of additional resources devised by WLGA and accredited by Agored
- Identification of further areas and lead authority for development on a regional footing
 - Equality Impact Assessment (Swansea)
 - Hate Crime (Neath Port Talbot)
 - Domestic Abuse (Powys/Pembrokeshire)
 - Community Cohesion (Carmarthenshire/Pembrokeshire)
 - Gender Reassignment (Pembrokeshire)
- CPD session on Equality Impact Assessment
- Development of a draft work plan covering May 2013 to September 2014
- Watching brief on Annual Equality Report specifically the L&D Monitoring requirement.

In progress

- Development of learning materials and methods to deliver Core Learning Outcomes
- Development of learning outcomes for five identified areas for development
- Sharing of materials for Role Specific Outcomes and five identified areas

The group will also be working closely with the Training Adviser for Equalities with WLGA

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. There is also a Welsh language module. Between 2012 -2013 a total of 29 employees completed Engaging Diversity only and 44 employees completed either Engaging Diversity, Welsh Language or both.

The 29 employees can be analysed against some of the 9 protected characteristics, namely age, gender race, and ethnic origin, disability, religion, sexual orientation, maternity/pregnancy and marital status:

Age Profile					
Age Bands	Number	Age Bands	Number	Age Bands	Number
< 20 Yrs	1	35-39 Yrs	2	55-59 Yrs	0
20-24 Yrs	3	40-44 Yrs	3	60-64 Yrs	2
25-29 Yrs	4	45-49 Yrs	3	65-69 Yrs	1
30-34 Yrs	3	50-54 Yrs	6	70 Yrs +	1

Number Declaring a Disability				Number by Race		
	Number	%	% of those declaring	Ethnic Group	Number	%
No Declared Disability	20	68.97%	95.24%	White	24	82.76%
Disability Declared	1	3.45%	4.76%	Other	1	3.45%
Not Stated	8	27.59%		Not Stated	4	13.79%
Total	29	100.00%	100.00%	Total	29	100.00%

Number by Sexual Orientation				Number by Religion / Belief		
	Number of Employees	%	% of those declaring	Religion	Number	%
Heterosexual/Straight	19	65.52%	100.00%	Christian	14	48.28%
Other	0	0.00%	0.00%	No Religion	4	13.79%
Not Stated	10	34.48%		Other	1	3.45%
Total	29	100.00%	100.00%	Not Stated	10	34.48%
				Total	29	100.00%

Number by Marital Status				Number by Sex		
	Number of Employees	%	% of those declaring	Sex	Number of Employees	%
Married or in Civil Partnership	3	10.34%	33.33%	Female	21	72%
Other	6	20.69%	66.67%	Male	8	28%
Not Stated	20	68.97%				
Total	29	100.00%	100.00%	Total	29	

Cumulatively, since launch the total number of modules completed, including our previous "Equal Project" [pre Equality Act], Welsh Language module and Engaging Diversity that have completed is 3219. These modules have been completed by 488 people, split departmentally as follows:

Department	Number of Employees Completed
Chief Executives	109
Education and Children's Services	94
Regeneration and Leisure	26
Resources	15
Social Care Health and Housing	106
Technical Services	53
Leavers (since completing module)	67
Partners/External Agencies	16
Policy & Members Support?	2

Enrolment to the module is a continuous process and all new employees are enrolled as part of their induction. The Corporate L&D team are currently working with departments to develop a plan aimed at all employees completing the module, including those who do not have IT access. This initiative will result in all employees possessing a fundamental understanding of the Equality Act 2010 and the impact of the individual issues surrounding it in terms of each protected characteristic.

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.

This programme has been further enhanced with the use of specific resources which combine LGBT workplace issues with other protected characteristics. These resources have also been used in team E&D sessions with the aim of increasing understanding of the impact of inappropriate behaviour in the workplace.

Regional working has further enhanced Equality-focused L&D activities with the development of core learning outcomes for all staff and specific roles. This has enabled a homogenised approach to be implemented with an overall aim of working smartly across the entire South West region. Ultimately, the goal is to develop staff consistently within each Local Authority, eliminating duplication and increasing value whilst developing appropriate levels of knowledge and skill within defined staffing groups.

Some of this regional work has now been taken a step further with the implementation of a regional Action Learning set who will develop E&D content for front line staff. This will be taken forward during 2013-14 as a key objective for the South West region, in collaboration with the WLGA.

Equality and Diversity development activities for identified roles continue to be delivered, for example:

- Working in partnership with the Disability Coalition the authority has worked towards a co-facilitated training module for front line staff to increase their awareness, understanding and confidence in providing services to people with disabilities. This will be further enhanced with the regionally developed content described above and is due for delivery during 2013-14.
- Working in partnership with Dyfed Powys Police, a collaborative management development programme will be delivered during Q4, 2013-14. Entitled "Positive Action Development Scheme", it is designed to encourage employees from under-represented groups to remain in the organisation and apply for progression either laterally or through promotion when opportunities arise.

- An e-learning module aimed at increasing knowledge and skill in the development and delivery of Equality Impact assessments has been drafted for all managers. This will be finalised and implemented during 2013-14.
- 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].
- The Work Ready programme is a 4-strand project which includes the employment of 25 apprentices. An extensive CPD programme has been developed for the apprentices which runs in conjunction with their NVQ qualification and contains an element of Equality and Diversity development. This is in addition to the fundamental e-learning module that all new employees are enrolled on.

The Authority will work towards reviewing its Investors in People status during 2013/14 and as part of the Internal Review CPD programme, will be involved in a collaborative E&D review led by the WLGA. As in previous years, the Investors in People review will involve a measurement of performance against 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”.

A comprehensive management competency framework is under development which will be embedded with equality and diversity principles as key management competencies. The framework will complement the existing CMAT [Carmarthenshire Management Assessment Tool] and will feed into our Performance Management model, Recruitment and Selection approach and the People Manager Induction framework.

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: PMBusinessSupportUnit@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 your 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 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

Equality and Human Rights Commission

Tel: 0845 604 8810
Textphone: 0845 604 8820
Fax: 0845 604 8830
Email: 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
Web: 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