



CARMARTHENSHIRE COUNTY COUNCIL



EQUALITY & DIVERSITY

WORKFORCE INFORMATION REPORT

1st APRIL 2013 – 31st MARCH 2014



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.....	25
4. Employees who have applied to change position.....	31
5. Employees who have applied for training.....	37
6. Employees who have completed training.....	37
7. Employees involved in grievance procedures.....	43
8. Employees subject to disciplinary procedures.....	48
9. Employees who have left the authority.....	53
PAY DIFFERENCES	58
STAFF TRAINING	59
USING WORKFORCE INFORMATION TO MAKE A DIFFERENCE	64
CONTACTS AND FEEDBACK	65
HOW TO FIND OUT MORE	66

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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 2013 to 31st March 2014. This report should be read in conjunction with the Strategic Equality Plan Annual Report for 2013-2014.

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

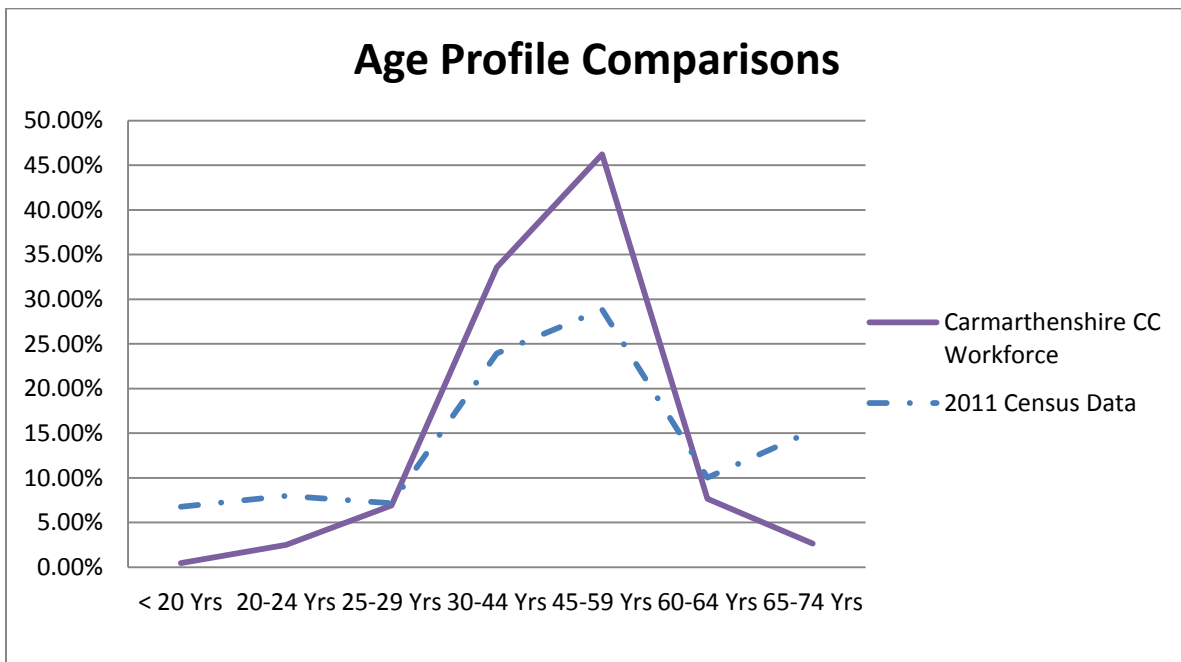
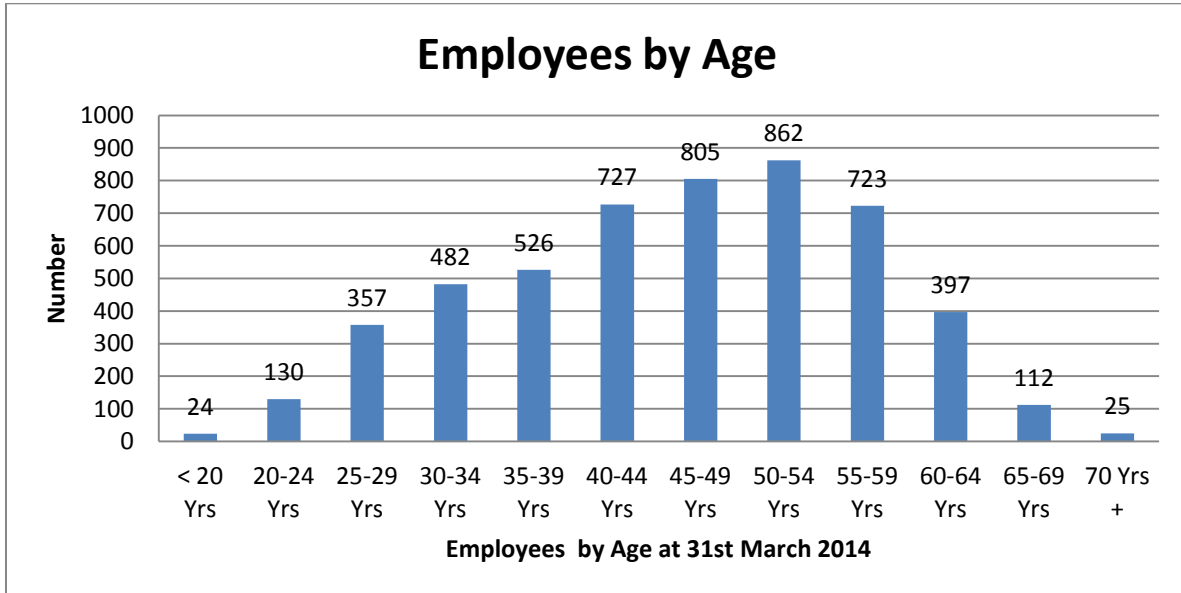
1. The report is based on headcount figures and not Full Time Equivalent (FTE) in relation to employees of Carmarthenshire County Council. Therefore, where an employee holds a dual or multiple post(s) the main post (based on hours in post) has been used for data reporting purposes.
2. Employees locally 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 2014

a. Age



Number of Employees : Age					
Age Bands	Number of Employees	Age Bands	Number of Employees	Age Bands	Number of Employees
< 20 Yrs	24	35-39 Yrs	526	55-59 Yrs	723
20-24 Yrs	130	40-44 Yrs	727	60-64 Yrs	397
25-29 Yrs	357	45-49 Yrs	805	65-69 Yrs	112
30-34 Yrs	482	50-54 Yrs	862	70 Yrs +	25

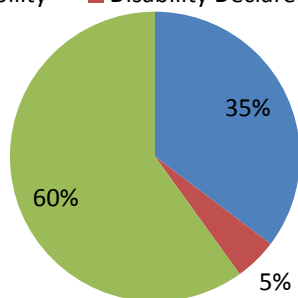
The employee profile of the authority by age roughly mirrors the population trend for Carmarthenshire and the workforce trend within local government generally. As is well known, Carmarthenshire has an ageing population illustrated by the increase in population numbers from 60 years +. However, the employee 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. It is therefore interesting to note that the proportion of employees aged 60 years + whilst still relatively low, has increased more than any other age group since 2011.

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

Employees Declaring a Disability

■ No Declared Disability ■ Disability Declared ■ Not Stated



Number of Employees Declaring a Disability			
	Number of Employees	%	% of those declaring
No Declared Disability	1,825	35.30%	88.12%
Disability Declared	246	4.76%	11.88%
Not Stated	3,099	59.94%	
Total	5,170	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 3,099 (59.94%). This has increased slightly from previous year (53%) however it is anticipated this will be reduced as a result of further efforts to reduce this figure over time by encouraging employees to voluntarily declare through regular employee audits.

However, of the employees who have declared 2,071 (40%), 246 (11.88%) have indicated that they meet the above definition which compares to 7.67% 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.

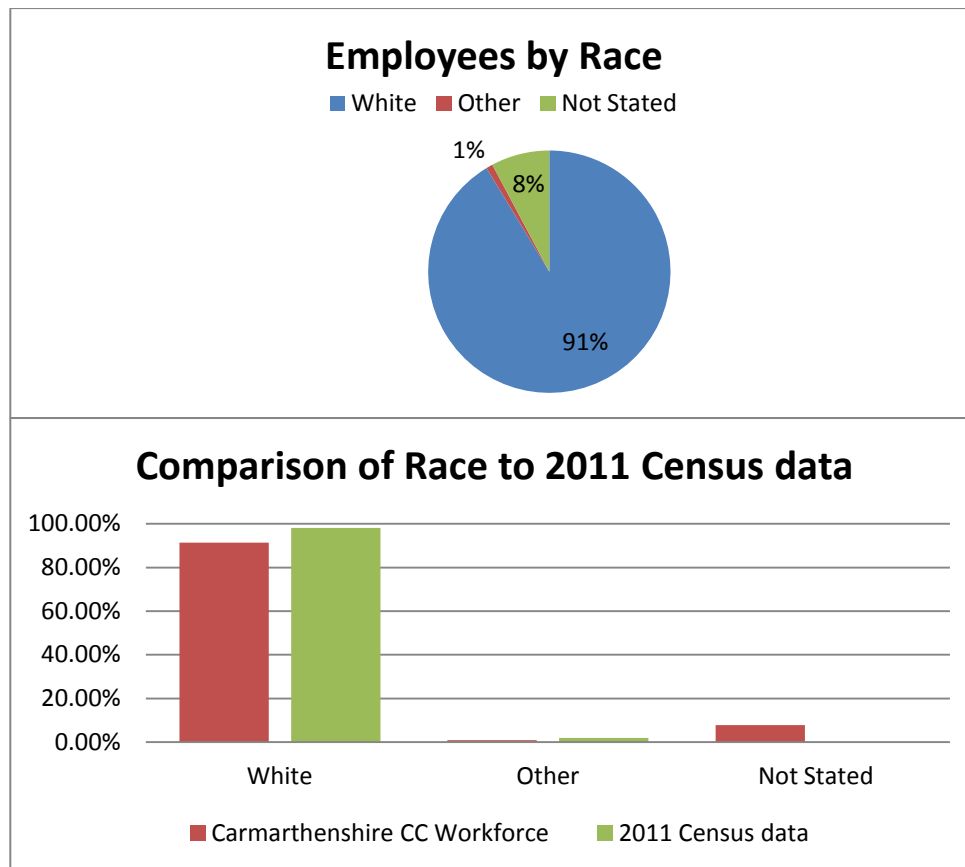
c. Gender Reassignment

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

d. Pregnancy and maternity

There were 90 employees on maternity leave as at 31 March 2014. This represents 1.74% of headcount.

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

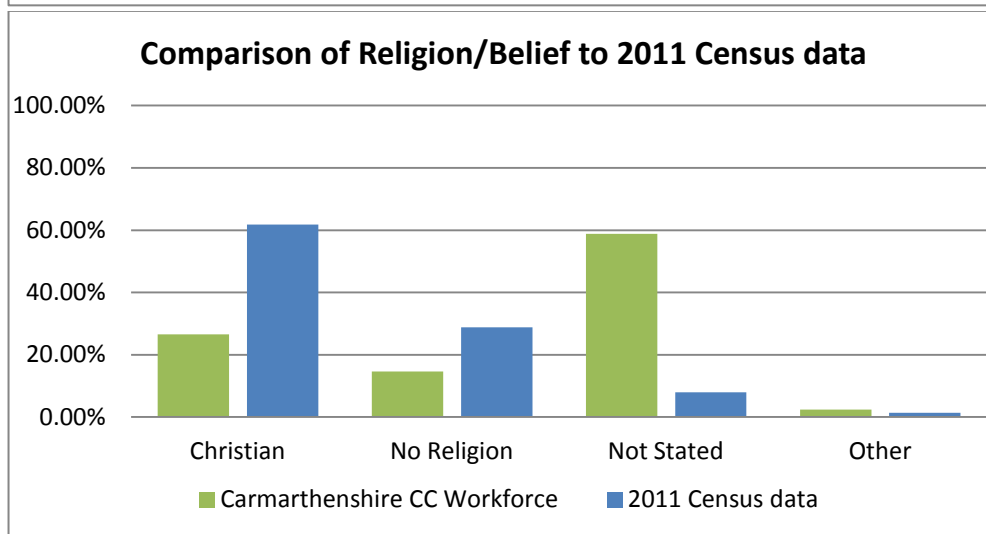
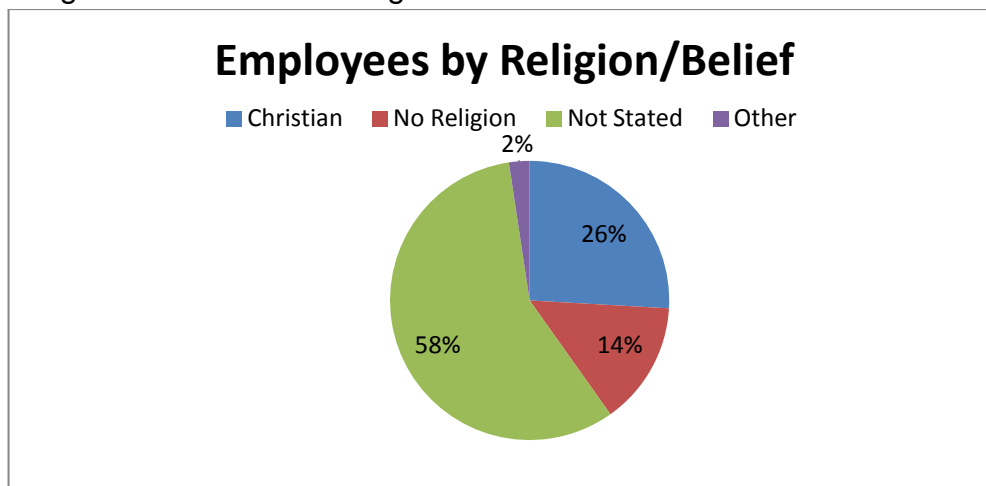


Categories included under "other" in the graphs are: Asian, Black, Mixed and Other.

Number of Employees by Race					
Ethnic Group	Number	Carmarthenshire CC Workforce			2011 Census data
		March 14	March 13	March 12	
Asian	20	0.39%	0.36%	0.39%	1.00%
Black	8	0.15%	0.11%	0.15%	0.15%
Mixed	14	0.27%	0.27%	0.30%	0.56%
White	4,721	91.32%	90.71%	90.14%	98.12%
Other	4	0.08%	0.09%	0.06%	0.17%
Not Stated	403	7.79%	8.45%	8.96%	0.00%
Total	5,170	100.00%	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 there has been very little change in the figures reported. Of the employees who have declared their ethnic group, the largest is White, 4,721 (91%) and a significant minority, 7.79% (403) 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.

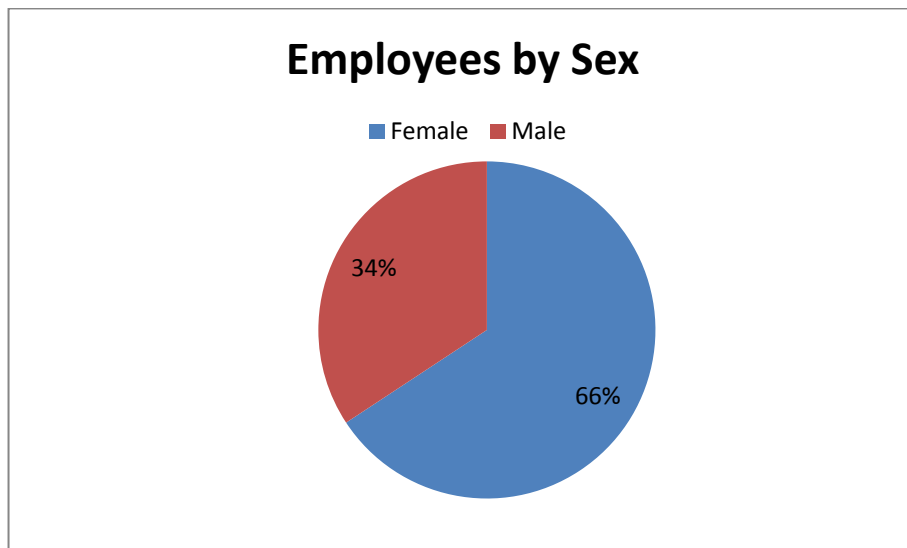
Number of Employees by Religion / Belief				
Religion	Carmarthenshire CC Workforce			
	March 14		March 13	March 12
	Number	%	%	%
Christian	1,339	25.90%	22.86%	20.46%
Agnostic	13	0.25%	0.30%	0.30%
Atheist	28	0.54%	0.70%	0.73%
No Religion	738	14.27%	11.16%	9.11%
Preferred Not To Say	27	0.52%	0.28%	0.54%
Not Stated	2,970	57.45%	63.46%	67.30%
Other	55	1.06%	1.23%	1.56%
Total	5,170	100.00%	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, 2,970 (57.45%). This has decreased from the figure reported in previous year (63%) and 67.3% in 2012. The aim is to continue to reduce this figure over time by encouraging employees to voluntarily declare through regular employee audits.

The largest category reported is ‘Christian’, 1,339 (25.90%) followed by the category of ‘no religion’, 738 (14.27%). Year on year comparison shows that this is a continuing trend.

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

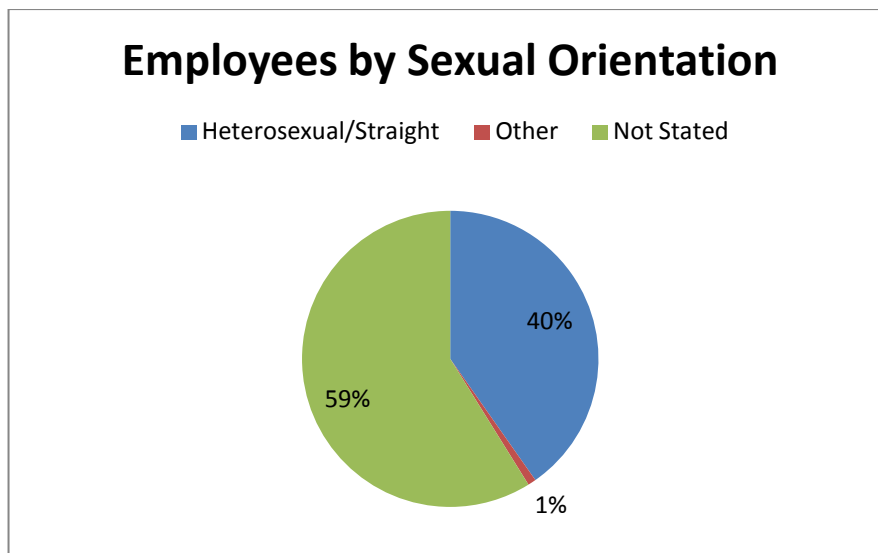


Number of Employees: Sex			
Sex	Number of Employees	%	2011 Census
Female	3,433	66%	51%
Male	1,737	34%	49%
Total	5,170		

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	2,081	40.25%	97.84%
Gay Man	8	0.15%	0.38%
Gay Woman/Lesbian	11	0.21%	0.52%
Other	27	0.52%	1.27%
Not Stated	3,043	58.86%	
Total	5,170	100.00%	100.00%

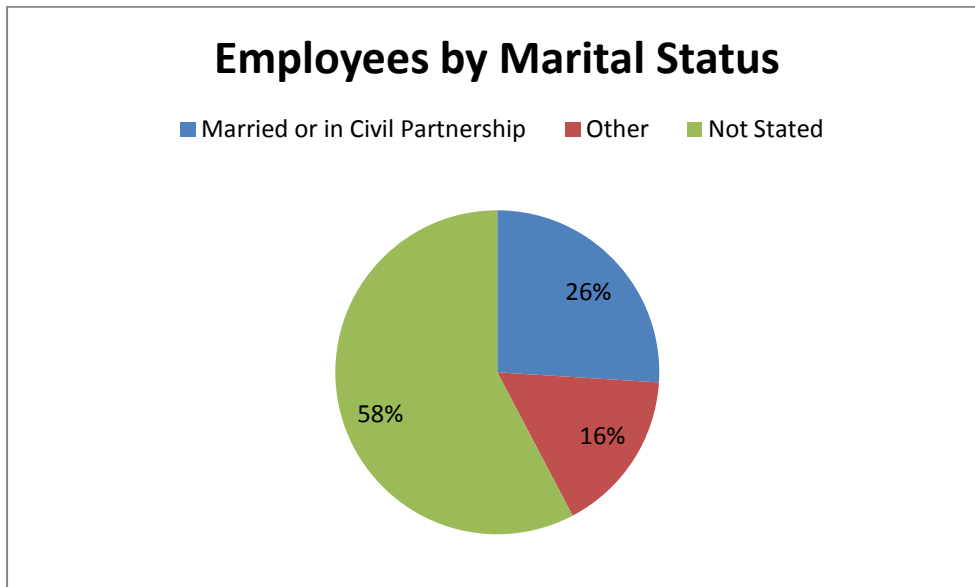
A question on sexual orientation was not included in the 2011 Census and therefore no comparable data available for the population of Carmarthenshire.

The significant point to note is the proportion of employees who have not declared their sexual orientation and is therefore unknown, 3,043 (59%). This has reduced year on year (from 70% in 2011/12 and 65% last year). Of those who have declared, 2,081 (97.84%), 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



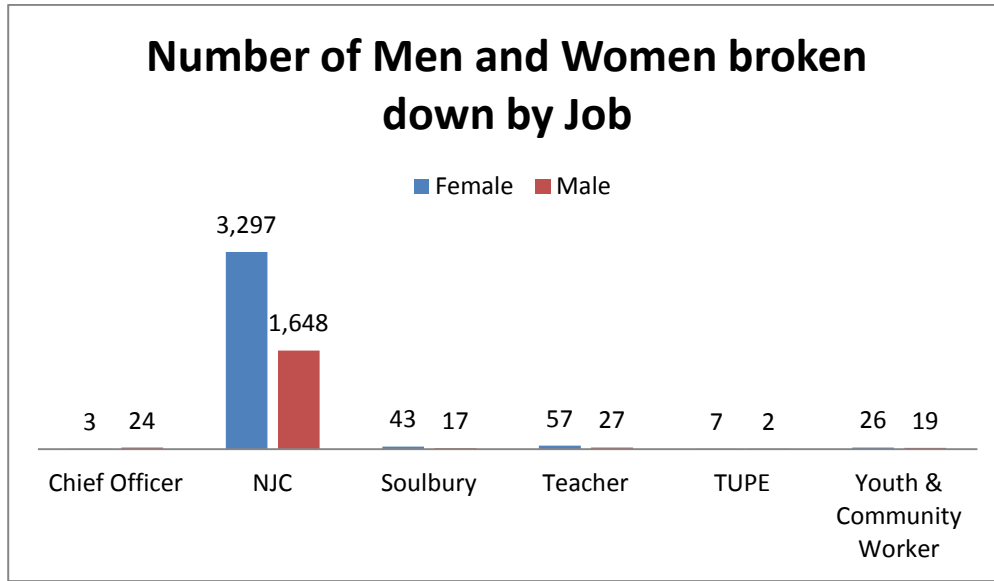
Number of Employees by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	1,344	26.00%	61.45%
Other	843	16.31%	38.55%
Not Stated	2,983	57.70%	
Total	5,170	100.00%	100.00%

The significant point to note is the proportion of employees who have not declared their marital status and is therefore unknown, 2,983 (57.70%). This has decreased since last year (67.5%). Of those who have declared, 1,344 (61.45%) have stated their marital status as married or in a Civil Partnership. The aim is to continue 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 2014

a. Job



Service Condition	Number of Employees		% Female to Male		
	Female	Male	Female	Male	Total
Chief Officer	3	24	11%	89%	100%
NJC	3,297	1,648	67%	33%	100%
Soulbury	43	17	72%	28%	100%
Teacher	57	27	68%	32%	100%
TUPE	7	2	78%	22%	100%
Youth & Community Worker	26	19	58%	42%	100%
Total	3,433	1,737			

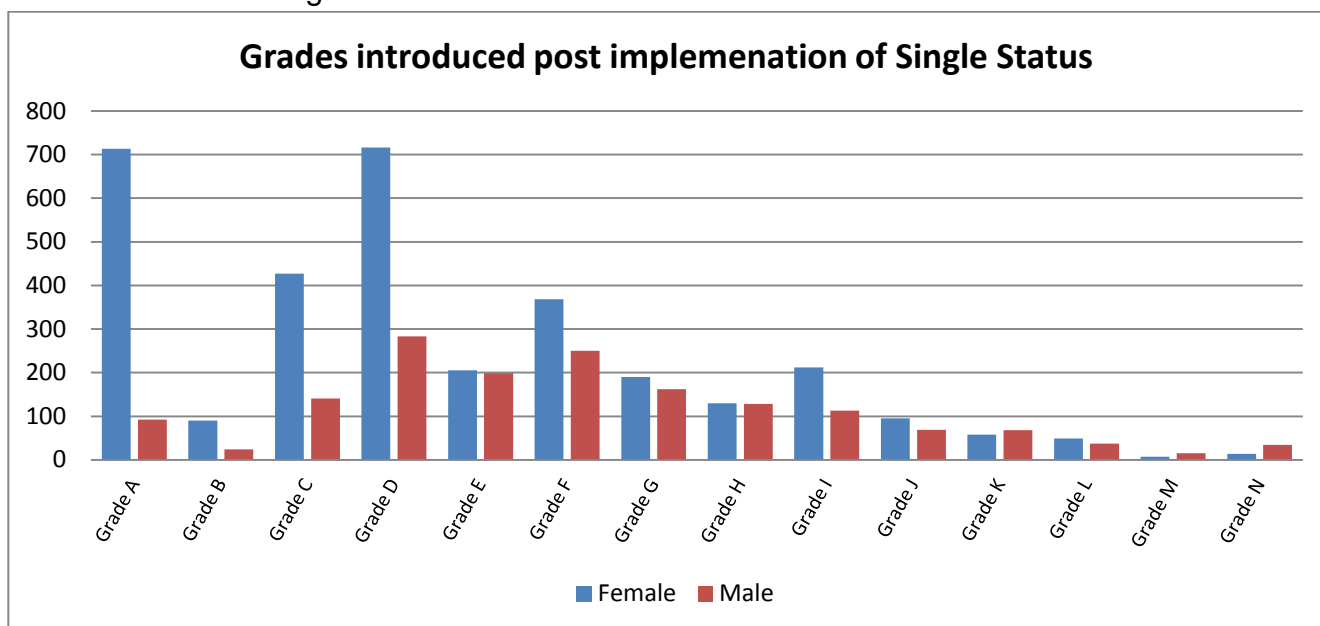
Job category is reported above by service conditions. The data reported shows that the gender split in the largest job category is very similar to the overall authority gender split of 66% Female to 34% Male (DR1e) The categories that differ most significantly are: Chief Officer which is unchanged from the previous year (11% Female to 89% Male), Soulbury (72% Female to 28%) and Youth and Community Worker (58% Female to 42% 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.

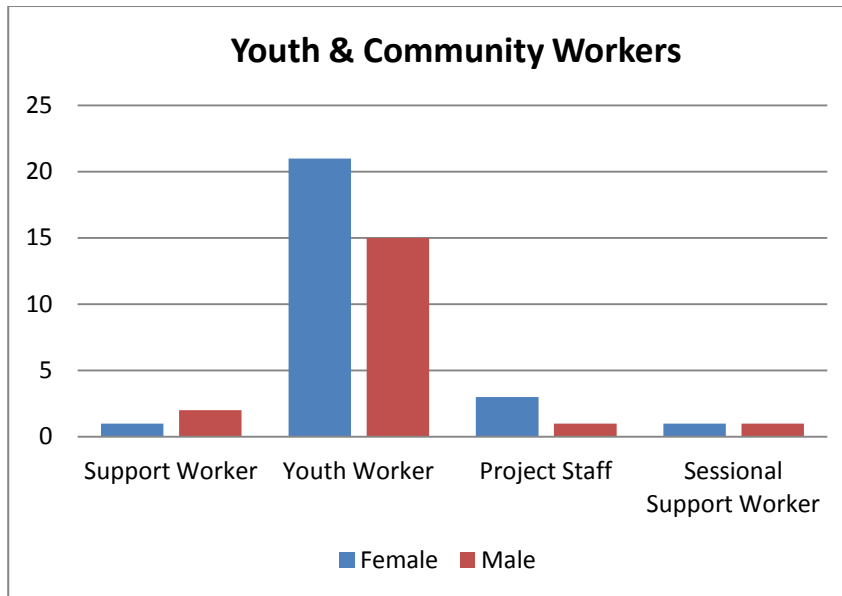
➤ Post Single Status Grades



Post Single Status Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Grade A	713	92	89%	11%	100%
Grade B	90	24	79%	21%	100%
Grade C	427	141	75%	25%	100%
Grade D	716	283	72%	28%	100%
Grade E	205	199	51%	49%	100%
Grade F	368	250	60%	40%	100%
Grade G	190	162	54%	46%	100%
Grade H	130	128	50%	50%	100%
Grade I	212	113	65%	35%	100%
Grade J	95	69	58%	42%	100%
Grade K	58	68	46%	54%	100%
Grade L	49	37	57%	43%	100%
Grade M	7	15	32%	68%	100%
Grade N	14	34	29%	71%	100%
Total	3274	1615	67%	33%	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. It is notable that the ratios of female to male is significantly higher in grades A to D and conversely lower in grades M and N however the ratio has closed compared to 2013-14 .

➤ Youth & Community Workers

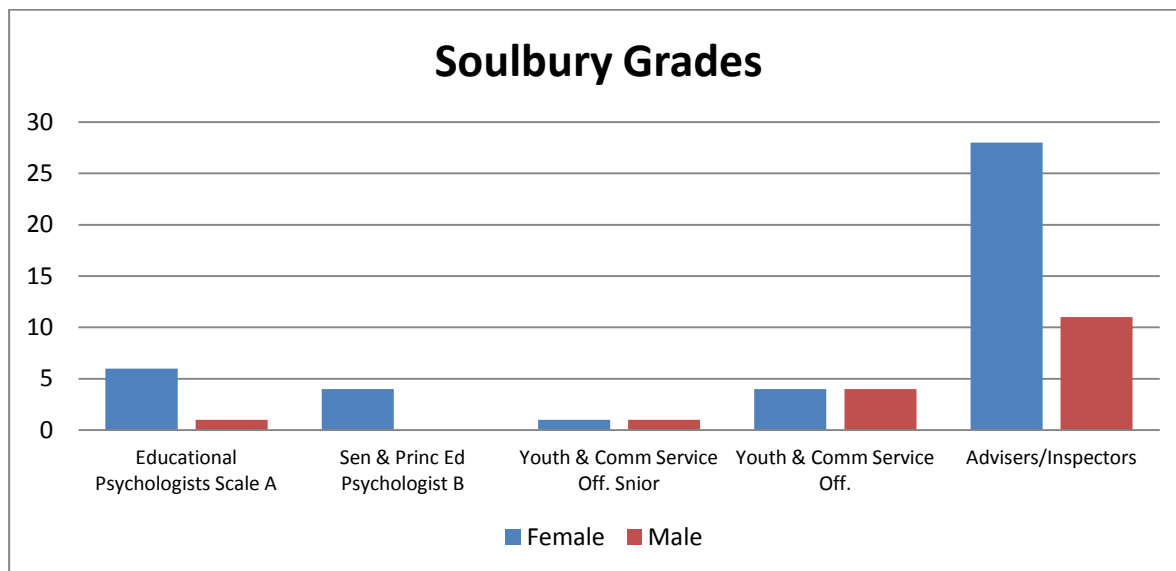


Youth & Community Workers Grade	Number		% Female to male		
	Female	Male	Female	Male	Total
Support Worker	1	2	33%	67%	100%
Youth Worker	21	15	58%	42%	100%
Project Staff	3	1	75%	25%	100%
Sessional Support Worker	1	1	50%	50%	100%
Total	26	19	58%	42%	100%

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.

For this group of employees the female to male ratio does not generally reflect the authority's overall gender ratio. It is closer to the gender ratio for the population of Carmarthenshire (51%:49%). However, the numbers of staff involved are very small and statistically unreliable to draw any reliable conclusions.

➤ Soulbury Grades



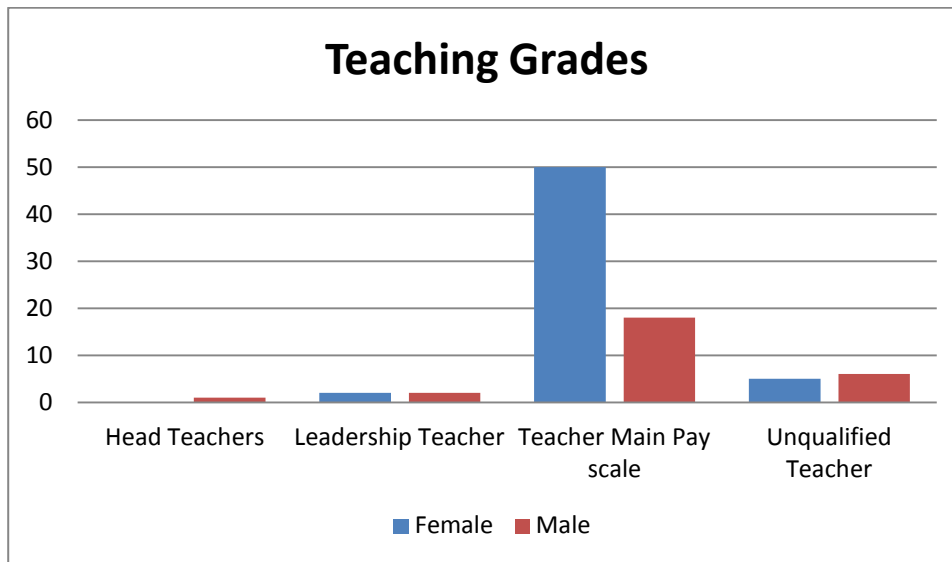
Soulbury Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Educational Psychologists Scale A	6	1	86%	14%	100%
Sen & Princ Ed Psychologist B	4	0	100%	0%	100%
Youth & Comm Service Off. Snior	1	1	50%	50%	100%
Youth & Comm Service Off.	4	4	50%	50%	100%
Advisers/Inspectors	28	11	72%	28%	100%
Total	43	17	72%	28%	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.

For this group of employees the overall female to male ratio of 72%:28% 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)

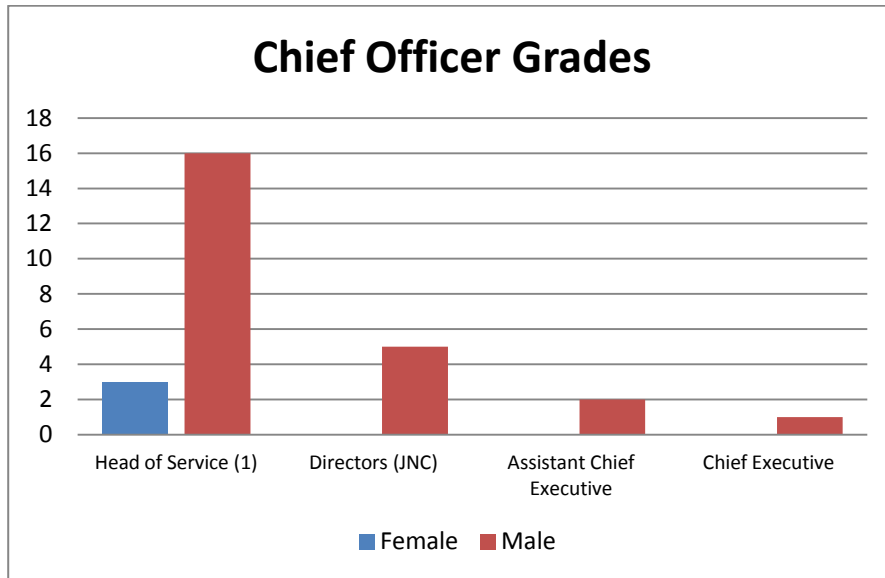


Teaching Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Head Teachers	0	1	0%	100%	100%
Leadership Teacher	2	2	50%	50%	100%
Teacher Main Pay scale	50	18	74%	26%	100%
Unqualified Teacher	5	6	45%	55%	100%
Total	57	27	68%	32%	100%

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

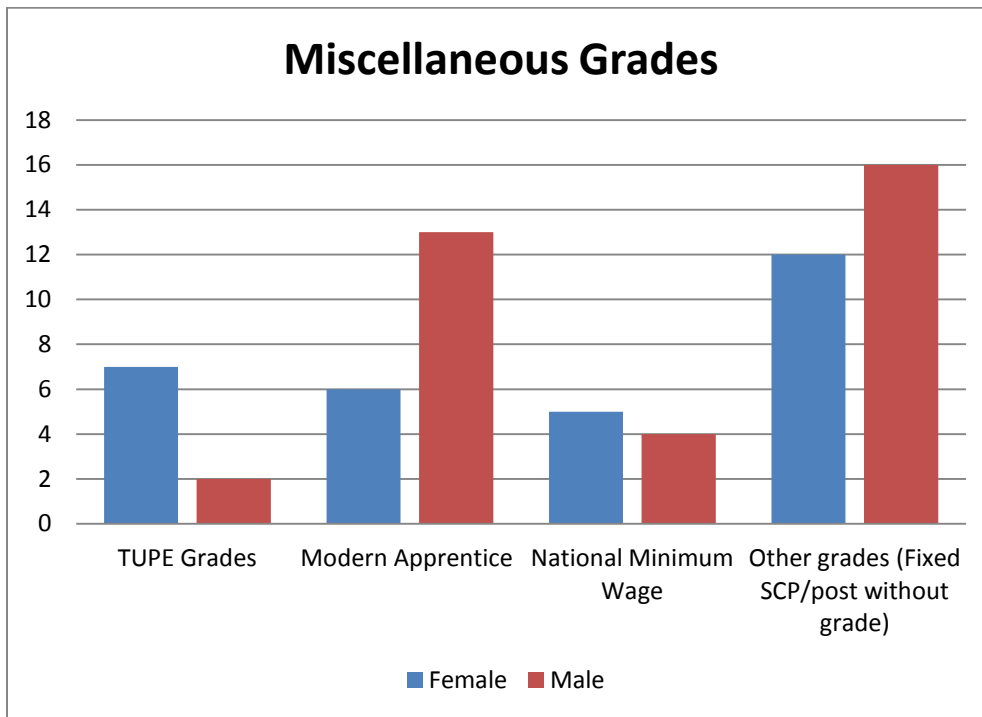


Chief Officer Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Head of Service (1)	3	16	16%	84%	100%
Directors (JNC)	0	5	0%	100%	100%
Assistant Chief Executive	0	2	0%	100%	100%
Chief Executive	0	1	0%	100%	100%
Total	3	24	11%	89%	100%

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 2014.

➤ Miscellaneous Grades

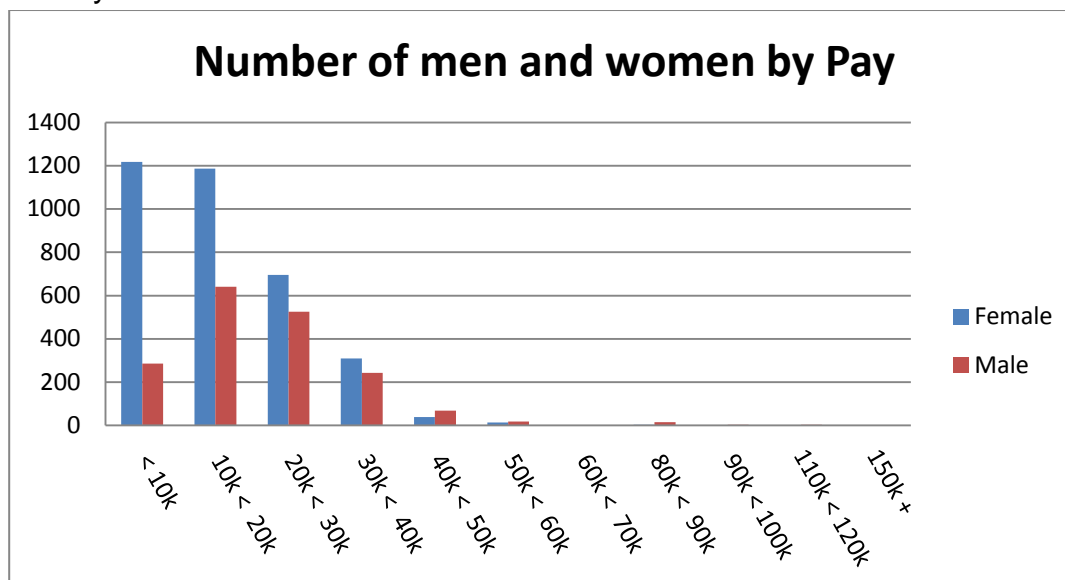


Miscellaneous Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
TUPE Grades	7	2	78%	22%	100%
Modern Apprentice	6	13	32%	68%	100%
National Minimum Wage	5	4	56%	44%	100%
Other grades (Fixed SCP/post without grade)	12	16	43%	57%	100%
Total	30	35	46%	54%	100%

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. The figure reported does fluctuate year on year as a reflection of the number of TUPE transfers into the Authority.
- 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. The number of people in such grades has increased since previous year due to the impact of housekeeping procedures and should decrease in subsequent years.

c. Pay



Pay Bands	Number of Employees			% female to male		
	Female	Male	Total	Female	Male	Total
< 10k	1,124	184	1,308	85.93%	14.07%	100.00%
10k < 20k	1,200	603	1,803	66.56%	33.44%	100.00%
20k < 30k	688	582	1,270	54.17%	45.83%	100.00%
30k < 40k	331	245	576	57.47%	42.53%	100.00%
40k < 50k	65	63	128	50.78%	49.22%	100.00%
50k < 60k	21	34	55	38.18%	61.82%	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		5	5	0.00%	100.00%	100.00%
110k < 120k		2	2	0.00%	100.00%	100.00%
150k +		1	1	0.00%	100.00%	100.00%
Total	3,433	1,737	5,170	66.40%	33.60%	100.00%

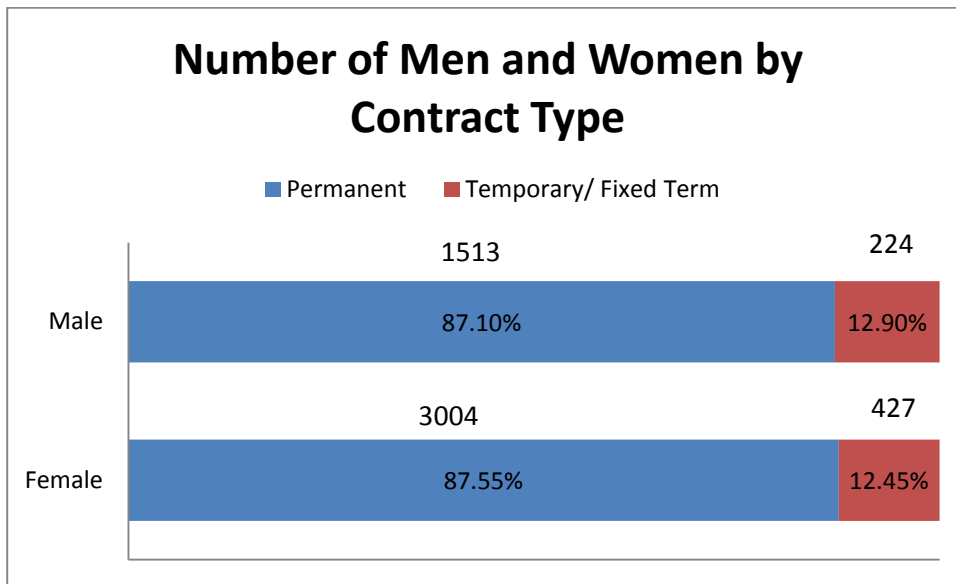
For the purposes of this report 'pay' for male and female employees has been based on the WLGA benchmark, which is basic pay only, as at 31st March 2014.

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 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



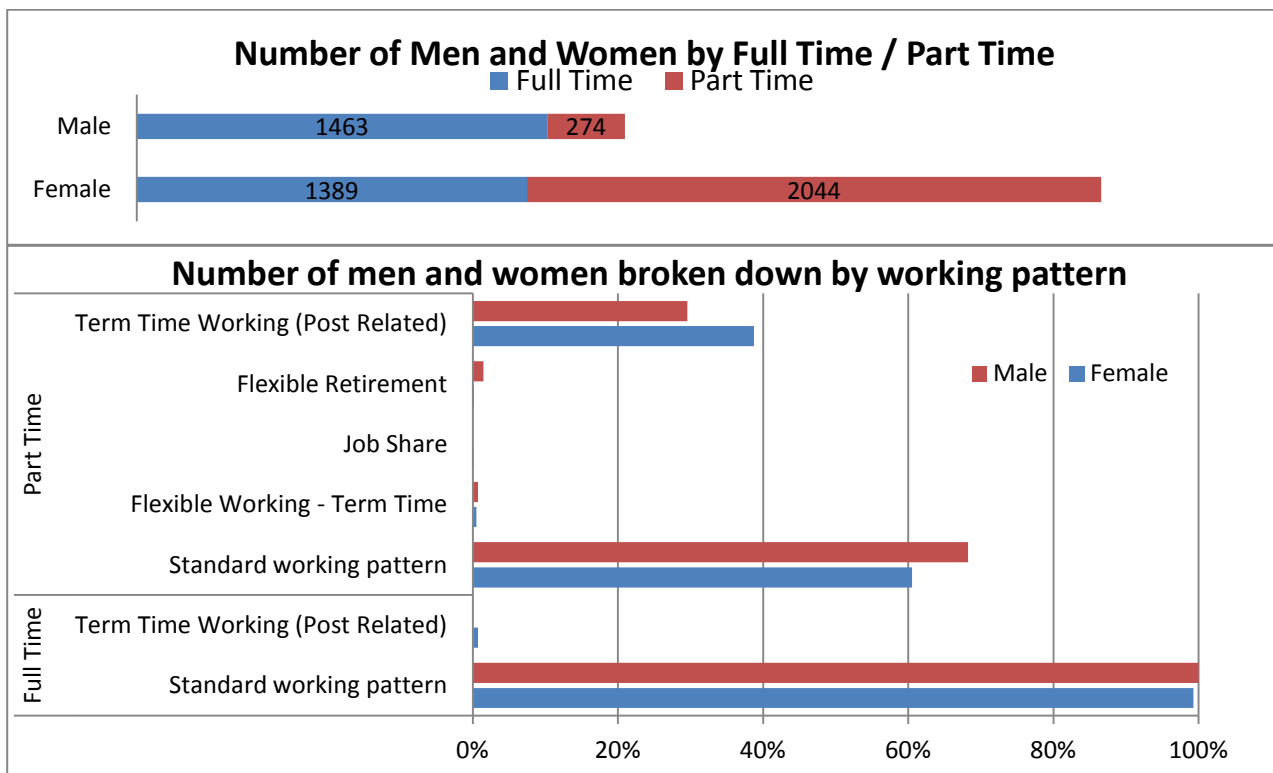
Contract Type	Number of Employees			% Female to Male	
	Female	Male	Total	Female	Male
Permanent	3004	1513	4517	87.55%	87.10%
Temporary/ Fixed Term	427	224	651	12.45%	12.90%
Total	3431	1737	5168	100.00%	100.00%

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	1463	2842	48.52%	51.48%	100.00%
	Term Time Working (Post Related)	10	0	10	100.00%	0.00%	100.00%
	Total Full Time	1389	1463	2852	48.70%	51.30%	100.00%
Part Time	Standard working pattern	1237	187	1424	86.87%	13.13%	100.00%
	Flexible Working - Term Time	10	2	12	83.33%	16.67%	100.00%
	Job Share	2	0	2	100.00%	0.00%	100.00%
	Flexible Retirement	3	4	7	42.86%	57.14%	100.00%
	Term Time Working (Post Related)	792	81	873	90.72%	9.28%	100.00%
	Total Part Time	2044	274	2318	88.18%	11.82%	100.00%
Total		3433	1737	5170	66.40%	33.60%	100.00%
					% Full to Part Time		
Full Time		1389	1463	2852	55.16%		
Part Time		2044	274	2318	44.84%		
Total		3433	1737	5170	100.00%		

Working pattern has been categorised as follows:

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

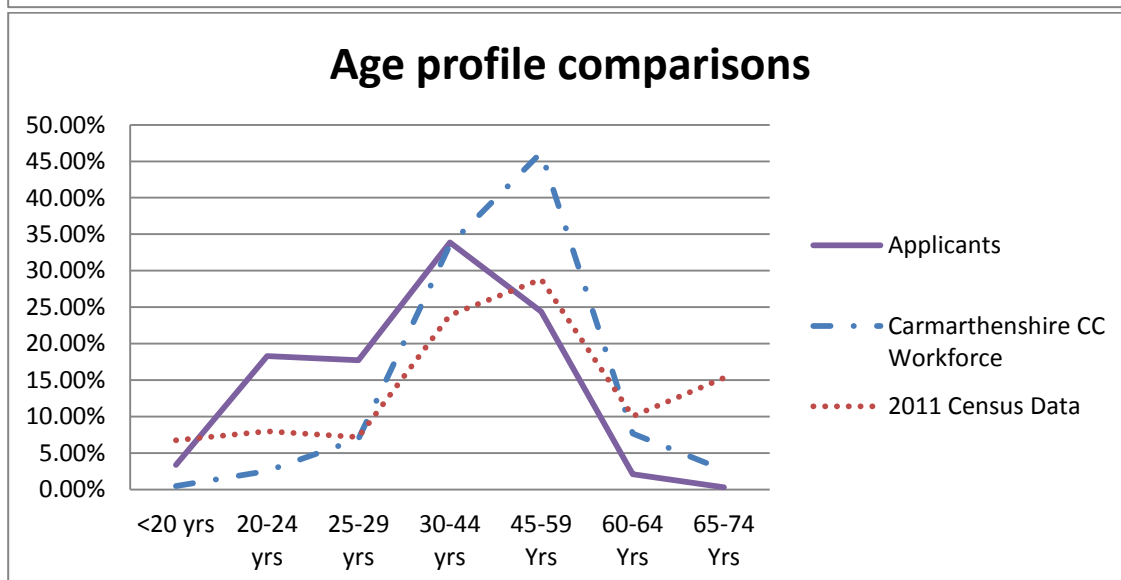
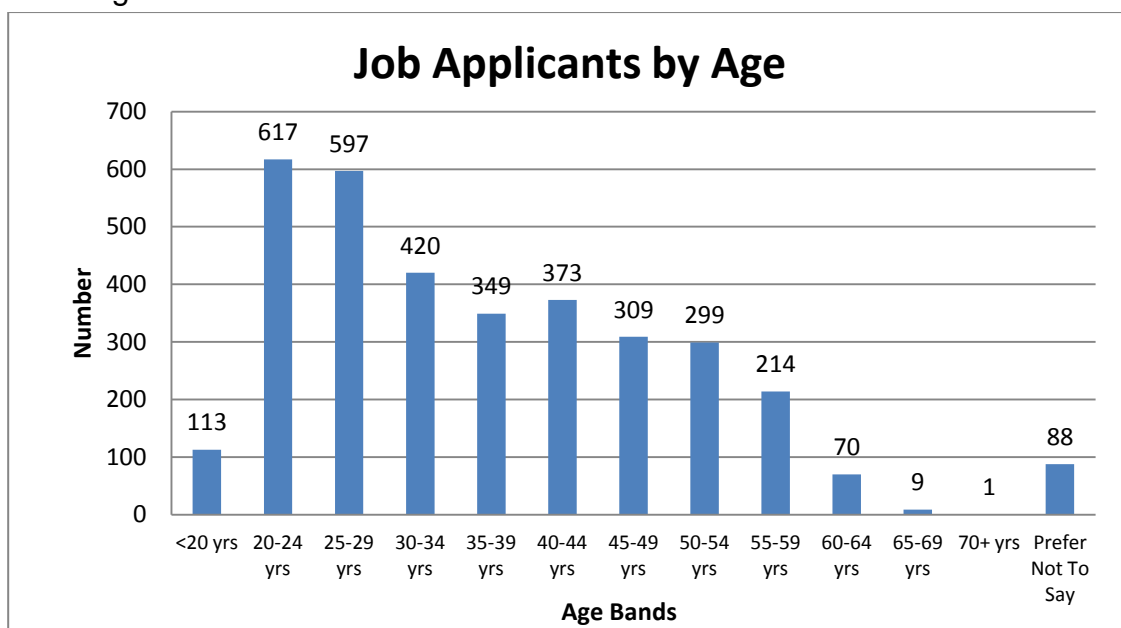
This is sub divided as follows:

- 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 2014

a. Age

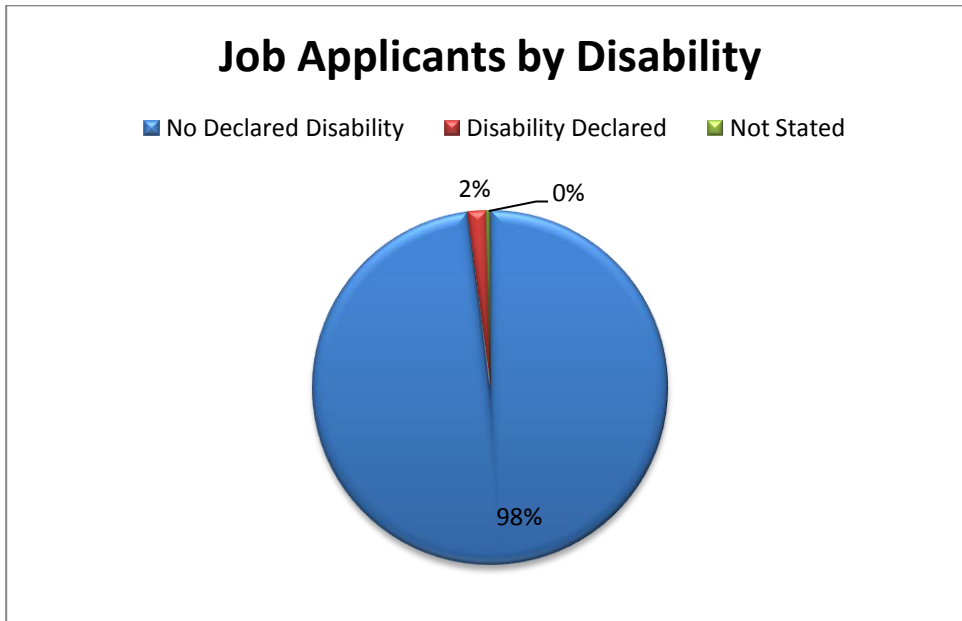


Age of Job Applicants					
Age Bands	Number	Age Bands	Number	Age Bands	Number
<20	113	35-39	349	55-59	214
20-24	617	40-44	373	60-64	70
25-29	597	45-49	309	65-69	9
30-34	420	50-54	299	70+	1

In addition there were 88 applicants who preferred not to state age

The data illustrates the number of job applicants by age during the reporting period 1st April 2013 to 31st March 2014. 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

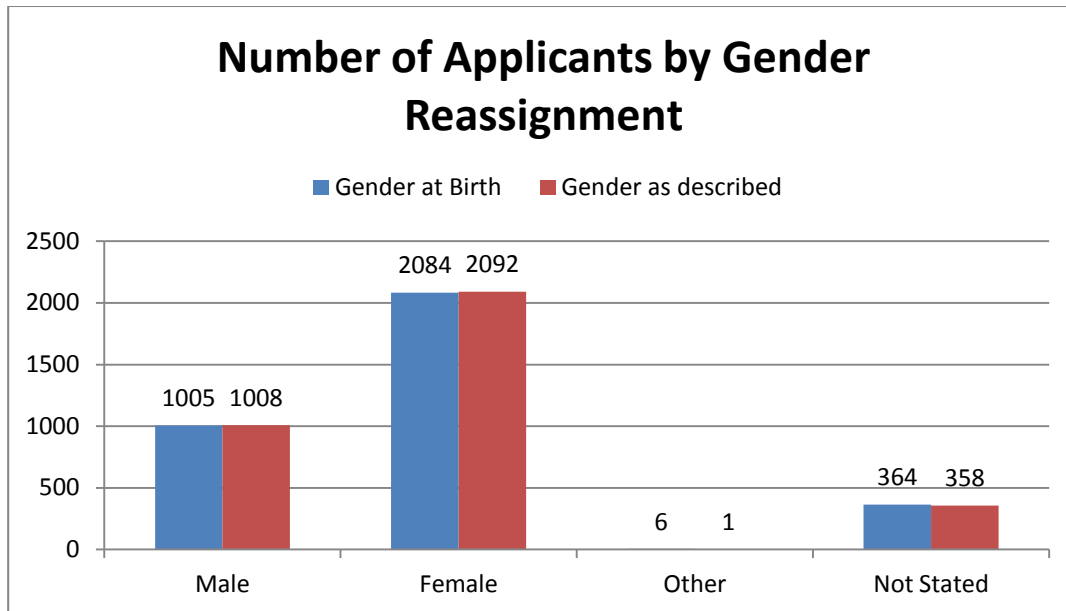
b. Disability



Number of Applicants Declaring a Disability			
	Number	%	% of those declaring
No Declared Disability	3,390	98.01%	98.29%
Disability Declared	59	1.71%	1.71%
Not Stated	10	0.29%	
Total	3,459	100.00%	100.00%

This shows the number of applicants declaring a disability at the application stage is lower than the authority profile (4.76% Section 1b) but figures on the authority profile could be skewed by the low declaration rate. The percentage of applicants declaring a disability (1.71%) has decreased since last year (3.22%) but is also 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



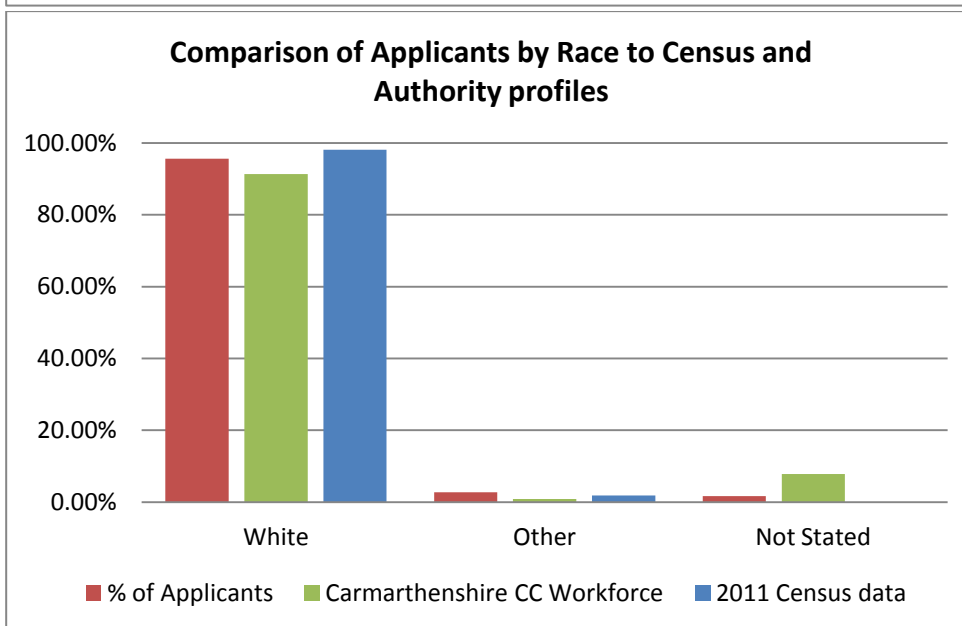
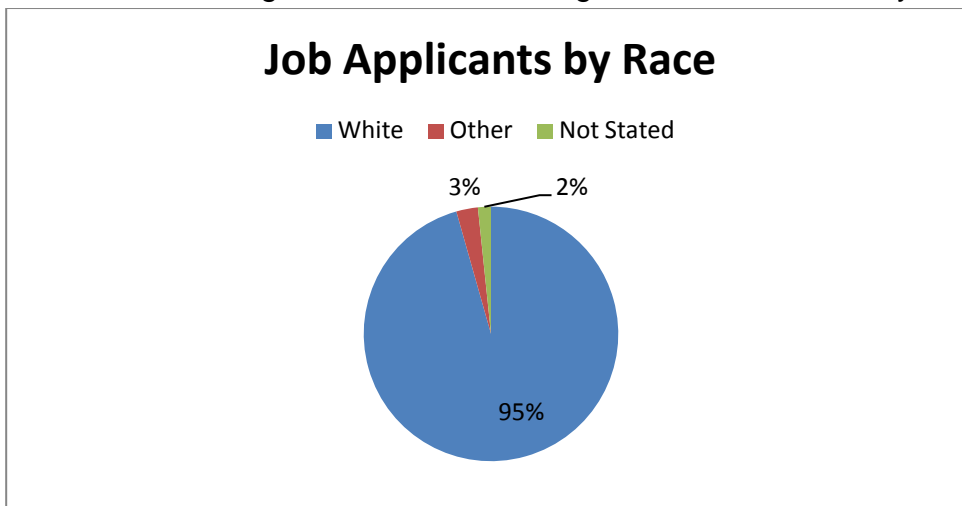
Number of Applicants by Gender Reassignment						
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	1005	1008	29.05%	29.14%	14.53%	32.51%
Female	2084	2092	60.25%	60.48%	30.12%	67.46%
Other	6	1	0.17%	0.03%	0.09%	0.03%
Not Stated	364	358	10.52%	10.35%		
Total	3459	3,459	100.00%	100.00%	100.00%	100.00%

This is the first year that the Authority has been able to report against this category. Please note that the proportion of male to female reported (32.5%: 67.5%) differs from that reported against “Job Applicants by Sex” (3g) (34%:66%). This can be explained by the higher incidence of those falling into the “Not Stated” category which is to be expected when dealing with information of a sensitive nature.

d. Pregnancy and Maternity

The Authority has identified 132 applicants that have received maternity payments during the reporting period.

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

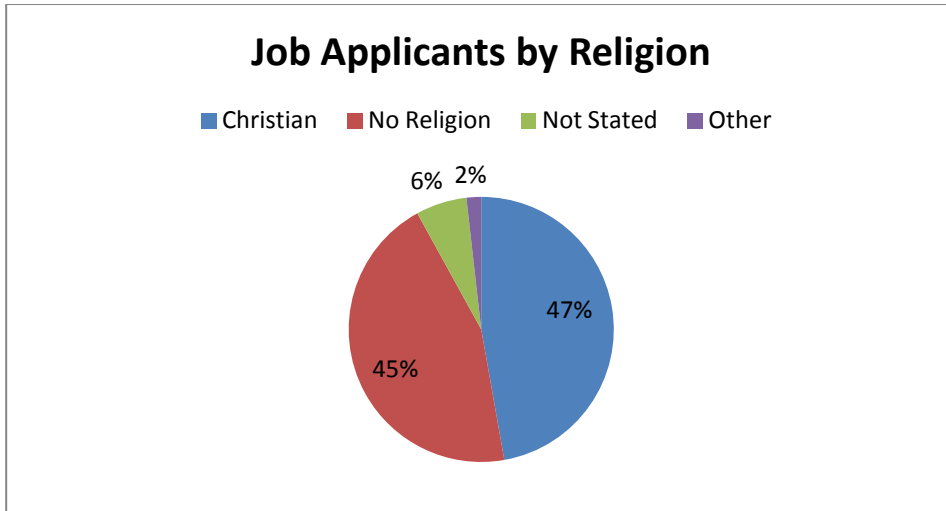


Categories included under "other" in the graphs are: Asian, Black, Mixed and Other.

Job Applicants by Race						
Ethnic Group	Number of Applicants	% of Applicants	Carmarthenshire CC Workforce			2011 Census data
			March 2014	March 2013	March 2012	
Asian	40	1.16%	0.39%	0.36%	0.69%	1.00%
Black	21	0.61%	0.15%	0.11%	0.48%	0.15%
Mixed	26	0.75%	0.27%	0.27%	0.41%	0.56%
White	3,307	95.61%	91.32%	90.71%	95.22%	98.12%
Other	4	0.12%	0.08%	0.09%	0.33%	0.00%
Preferred not to say	4	0.12%	0.00%	0.00%	0.00%	-
Not Stated	57	1.65%	7.79%	8.45%	2.87%	0.00%
Total	3,459	100.00%	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 these groups is slightly higher than the census data. 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

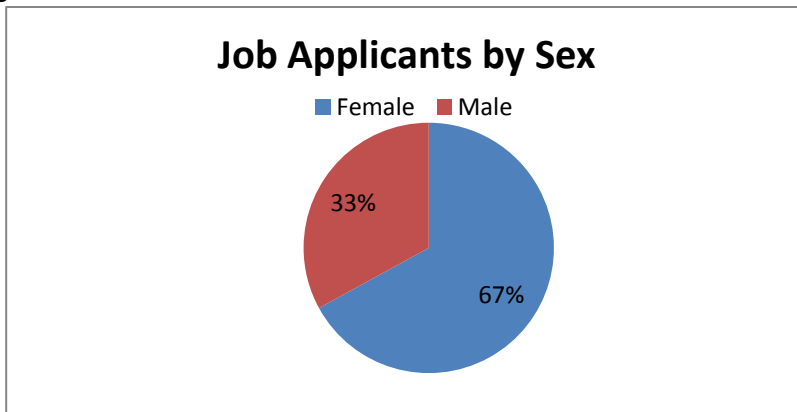


Categories included under “Other” in the graphs are: Agnostic, Atheist, Buddhist, Hindu, Humanist, Jewish, Muslim, Sikh and Other.

Job Applicants by Religion / Belief			
Religion	Number	%	Carmarthenshire CC Workforce
Christian	1,633	47.21%	25.90%
Buddhist	10	0.29%	0.12%
Hindu	5	0.14%	0.02%
Muslim	17	0.49%	0.02%
No Religion	1,549	44.78%	14.27%
Not Stated	215	6.22%	57.54%
Other	30	0.87%	1.60%
Total	3,459	100.00%	99.47%

Other includes the following categories where the number to report is less than 5: Agnostic, Atheist, Humanist,, Jewish & Sikh

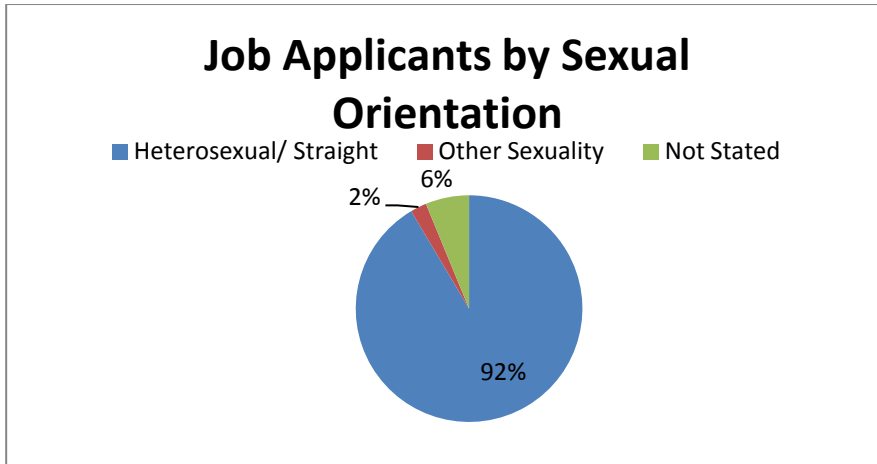
g. Sex



Number of Applicants: Sex				
Sex	Number of Applicants	%	Carmarthenshire CC Workforce	2011 Census
Female	2,317	67%	66%	51%
Male	1,140	33%	34%	49%
Not Stated	2	0%		
Total	3,459	100%		

The proportion of female to male applicants is 67%:33% 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

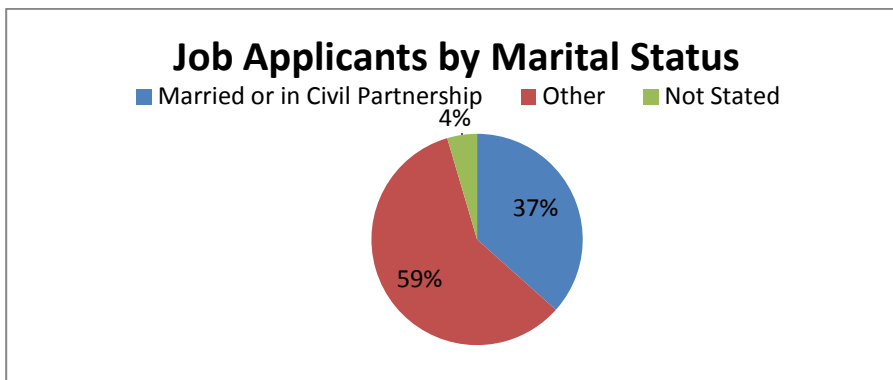


Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Other.

Number of Applicants by Sexual Orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	3,164	91.47%	97.53%
Gay Man	23	0.66%	0.71%
Bisexual	19	0.55%	0.59%
Gay Woman/ Lesbian	27	0.78%	0.83%
Other Sexuality	11	0.32%	0.34%
Not Stated	215	6.22%	
Total	3,459	100.00%	100.00%

The proportion of applicants that have not disclosed their sexual orientation (6.22%) is much higher than for the other categories in this section but has decreased since last year. This is possibly a reflection of the sensitivity in relation to this area. Of those that have declared the majority (97.53%) define themselves as Heterosexual/Straight which is very close to the figure for the authority (97.84% Section 1h).

i. Marital Status



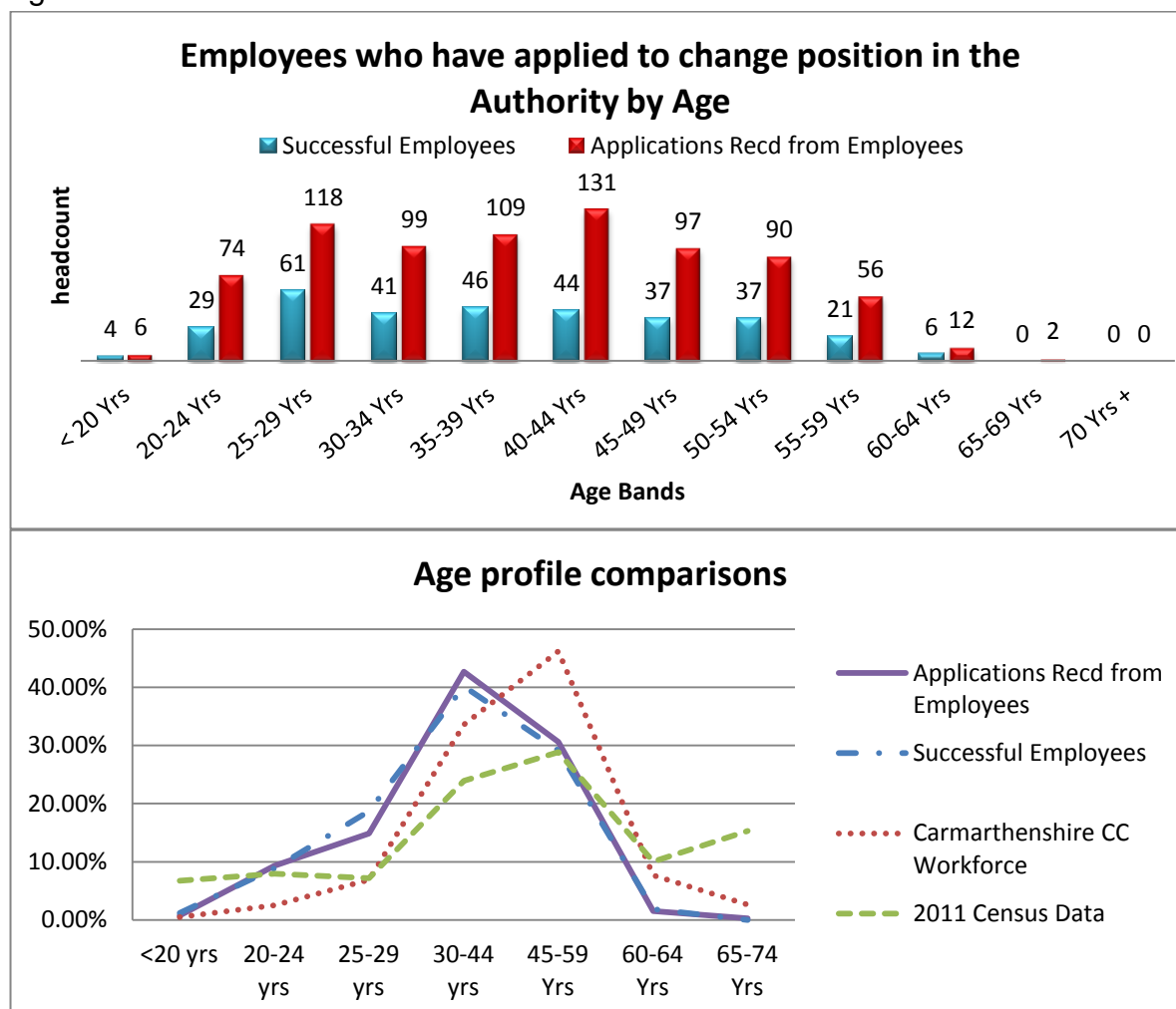
Number of Applicants by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	1,266	36.60%	38.35%
Other	2,035	58.83%	61.65%
Not Stated	158	4.57%	
Total	3,459	100.00%	100.00%

Since the previous year the % of non declaration has reduced significantly from 81% to 4.57% due to improved data collection at the application stage

4. Employees who have applied to change position

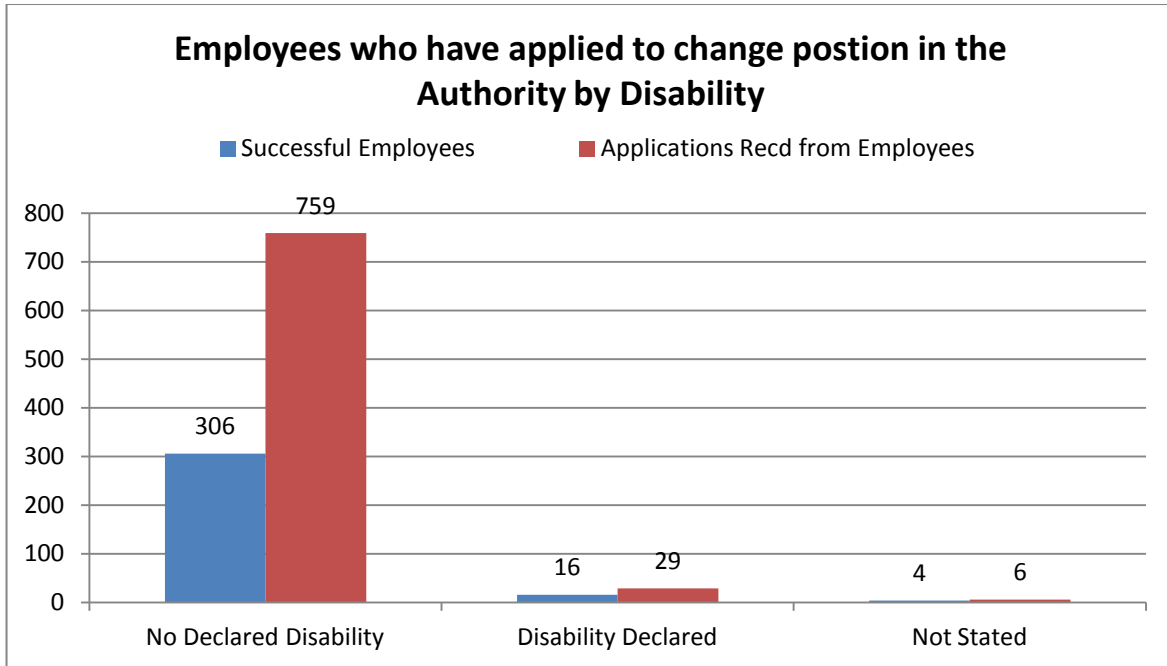
Reporting period 1st April 2013 to 31st March 2014, Employees who have applied to change position identifying how many were successful in their application and how many were not

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 Yrs	4	6	1.23%	0.76%
20-24 Yrs	29	74	8.90%	9.32%
25-29 Yrs	61	118	18.71%	14.86%
30-34 Yrs	41	99	12.58%	12.47%
35-39 Yrs	46	109	14.11%	13.73%
40-44 Yrs	44	131	13.50%	16.50%
45-49 Yrs	37	97	11.35%	12.22%
50-54 Yrs	37	90	11.35%	11.34%
55-59 Yrs	21	56	6.44%	7.05%
60-64 Yrs	6	12	1.84%	1.51%
65-69 Yrs	0	2	0.00%	0.25%
70 Yrs +	0	0	0.00%	0.00%
Total	326	794	100.00%	100.00%

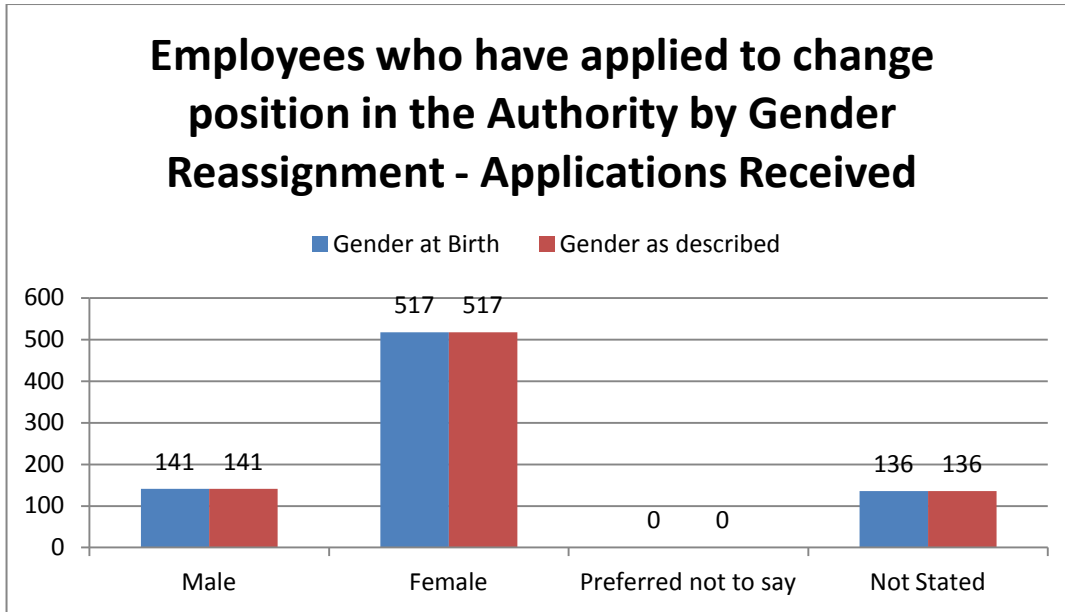
b. Disability



	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
No Declared Disability	306	759	93.87%	95.59%
Disability Declared	16	29	4.91%	3.65%
Not Stated	4	6	1.23%	0.76%
Total	326	794	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 continued to fall year on year to 1.23% and 0.76% respectively (from 2.34% and 3.09% last year and over 8% in both categories in the preceding year).

c. Gender Reassignment



Employees who have applied to change position in the Authority by Gender Reassignment - Applications Received

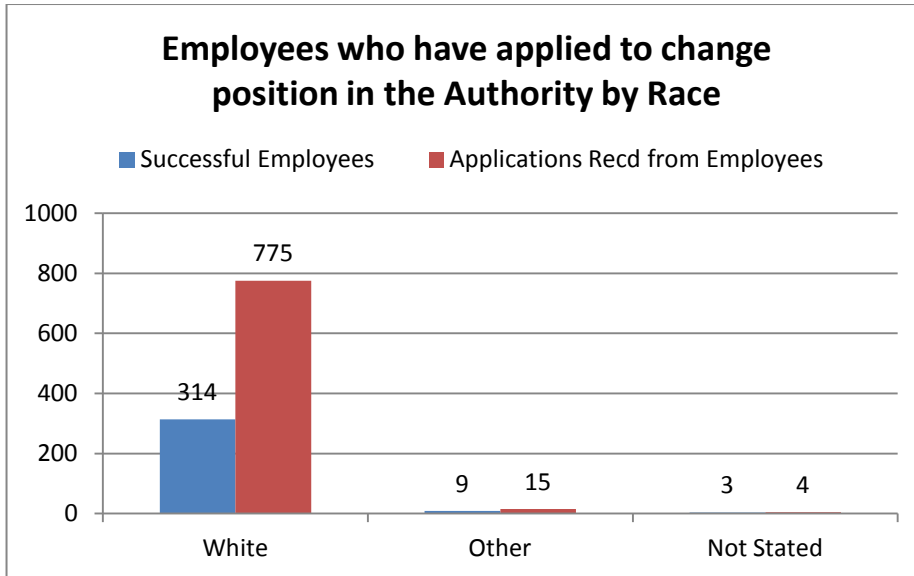
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	141	141	17.76%	17.76%	21.43%	21.43%
Female	517	517	65.11%	65.11%	78.57%	78.57%
Preferred not to say	0	0	0.00%	0.00%	0.00%	0.00%
Not Stated	136	136	17.13%	17.13%		
Total	794	794	100.00%	100.00%	100.00%	100.00%

This is the first year that the Authority has been able to report against this category.

d. Pregnancy and maternity

The Authority has identified 13 applicants that have received maternity payments during the reporting period, 6 of which were successful.

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

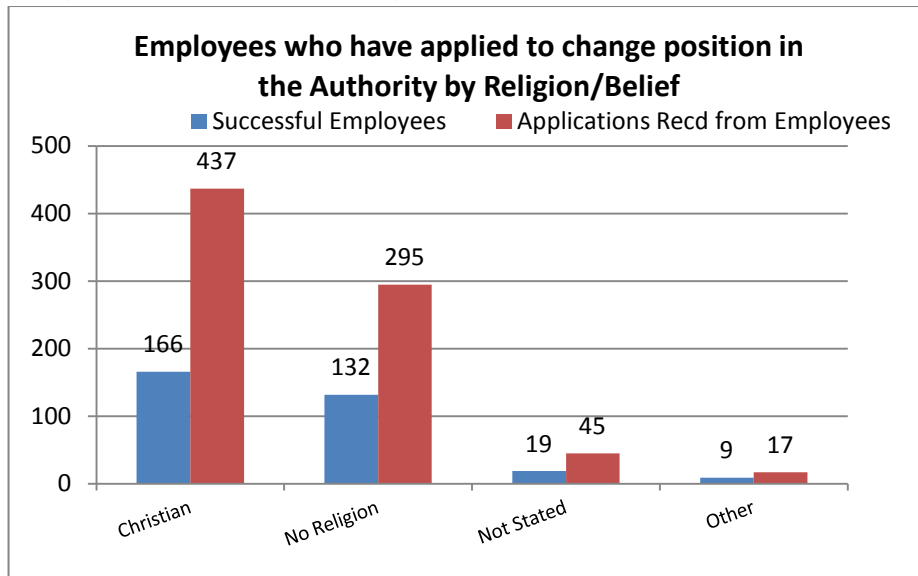


Categories included under “other” in the graphs are: Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each.

Employees who have applied to change position in the Authority by Race				
Ethnic Origin	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
White	314	775	96.32%	97.61%
Other	9	15	2.76%	1.89%
Not Stated	3	4	0.92%	0.50%
Total	326	794	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 due to the low number of applicants received from Asian, Black and Minority Ethnic (BME) groups (15 in total which is less than 2% (1.9%)) by comparison to the number of applications received from employees of White ethnic origin, 775 (97.61%). The total BME successful applicants (2.76%) is slightly higher than the total BME workforce population of the authority (0.83%, Section 1e). Year on Year there is very little difference in the data reported.

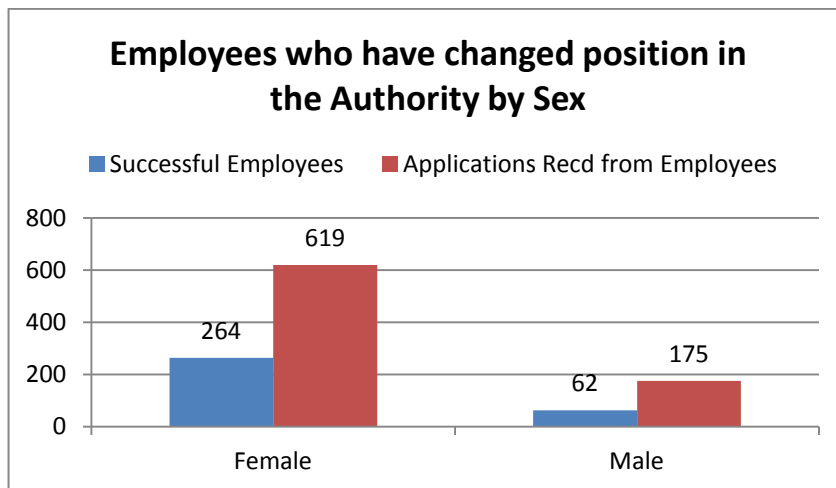
f. Religion or belief – including lack of belief



Categories included under "Other" in the graphs are: Agnostic, Atheist, Buddhist, Humanist, Jewish 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 Religion or Belief				
Religion/ Belief	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
Christian	166	437	50.92%	55.04%
No Religion	132	295	40.49%	37.15%
Not Stated	19	45	5.83%	5.67%
Other	9	17	2.76%	2.14%
Total	326	794	100.00%	100.00%

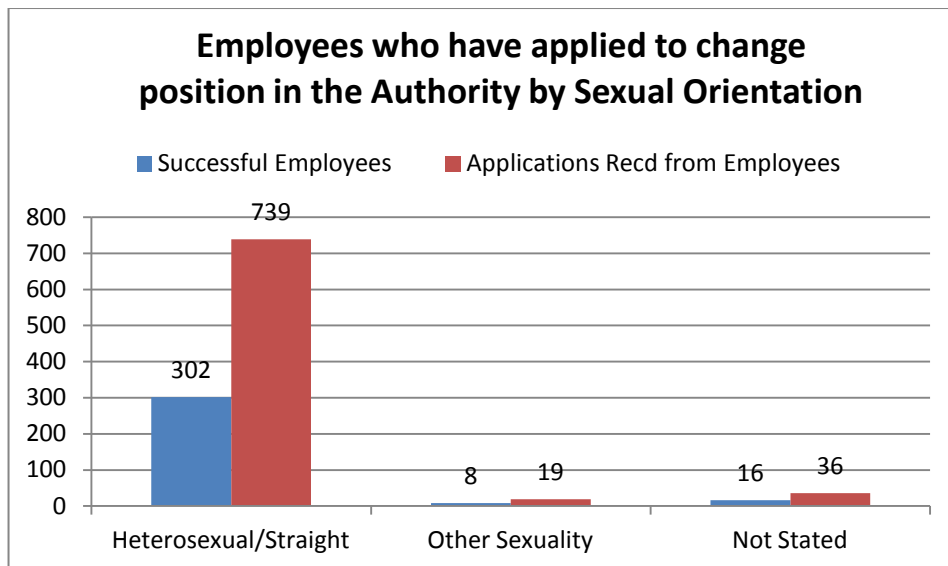
g. Sex



Employees who have applied to change position in the Authority by Sex						
	Number		%		Carmarthenshire profile	2011 Census data
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees		
Female	264	619	80.98%	77.96%	66%	51%
Male	62	175	19.02%	22.04%	34%	49%
Total	326	794	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.

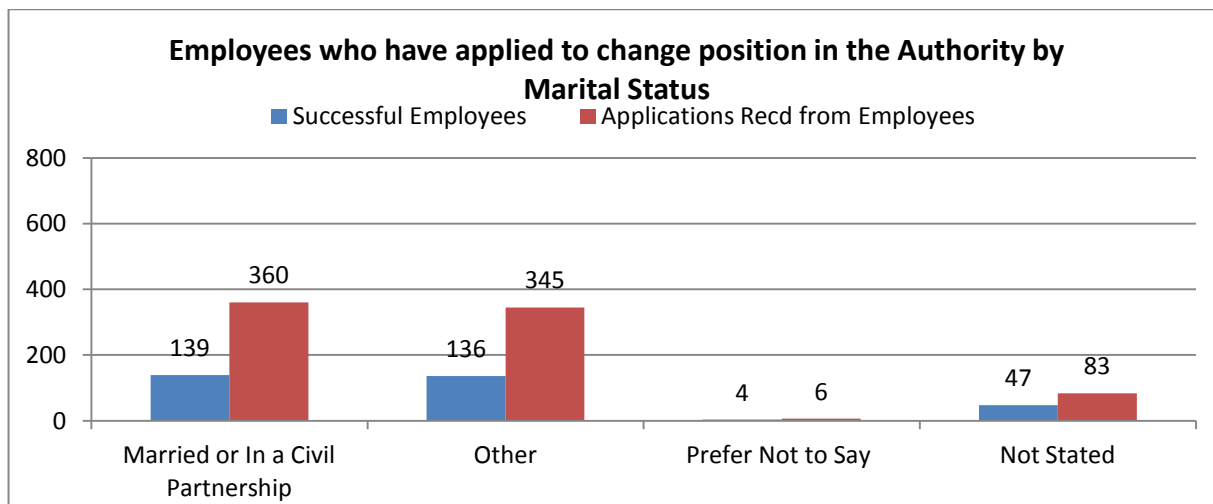
h. Sexual Orientation



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.

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	302	739	92.64%	93.07%	46.32%	46.54%
Other Sexuality	8	19	2.45%	2.39%	2.58%	2.51%
Not Stated	16	36	4.91%	4.53%		
Total	326	794	100.00%	100.00%		

i. Marital Status



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	139	360	42.64%	45.34%	49.82%	50.63%
Other	136	345	41.72%	43.45%	48.75%	48.52%
Preferred Not to Say	4	6	1.23%	0.76%	1.43%	0.84%
Not Stated	47	83	14.42%	10.45%		
Total	326	794	100.00%	100.00%	100.00%	100.00%

5. Employees who have applied for training

Reporting Period 1st April 2013 to 31st March 2014, Employees who have applied for training and how many were successful in their application

6. Employees who have completed training

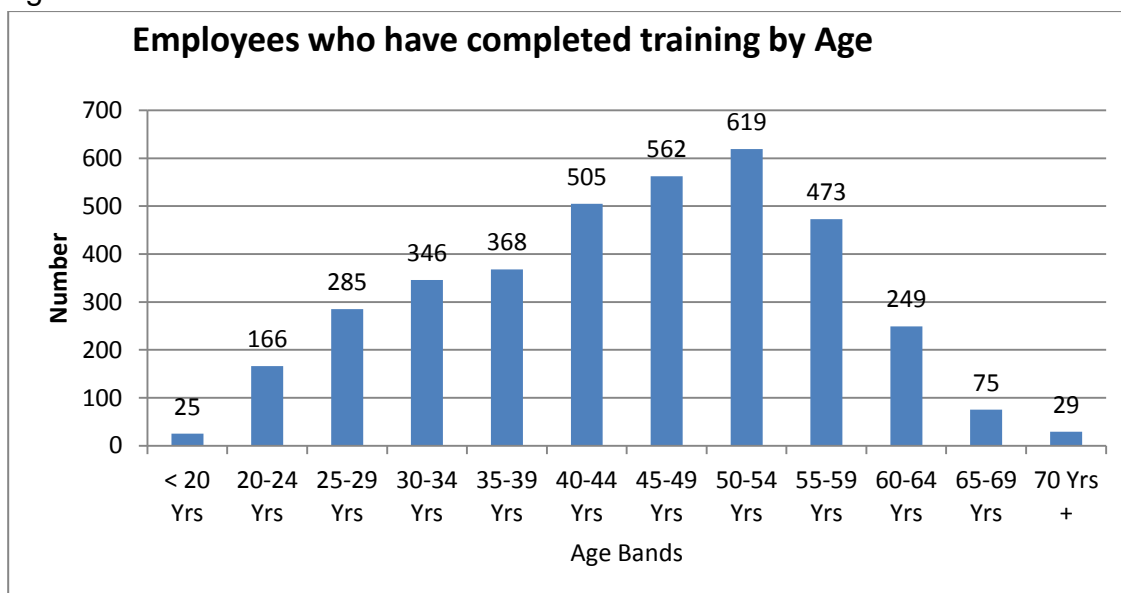
Reporting period 1st April 2013 to 31st March 2014

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.

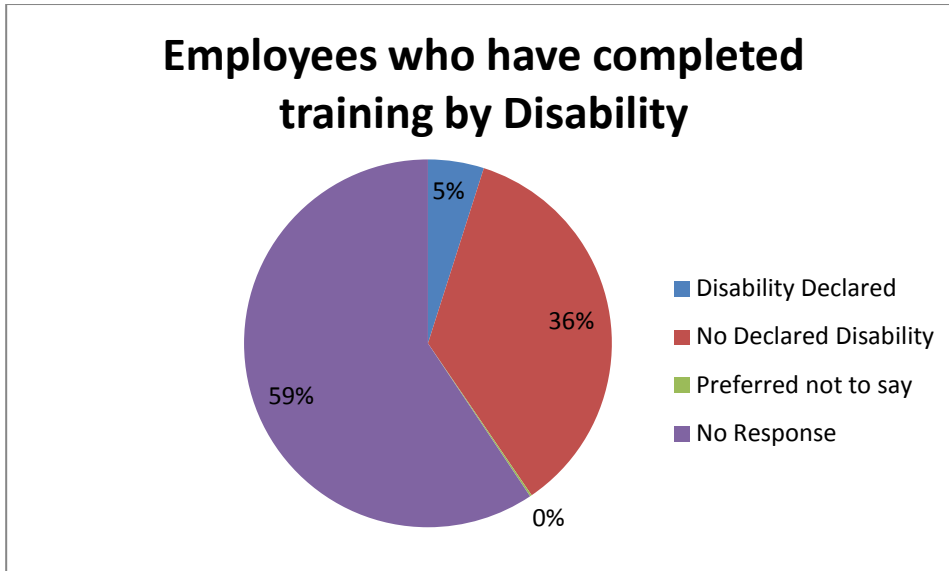
a. Age



Employees who have completed Training : Age								
Age Bands	Number	%	Age Bands	Number	%	Age Bands	Number	%
< 20 Yrs	25	0.68%	35-39 Yrs	368	9.94%	55-59 Yrs	473	12.78%
20-24 Yrs	166	4.48%	40-44 Yrs	505	13.64%	60-64 Yrs	249	6.73%
25-29 Yrs	285	7.70%	45-49 Yrs	562	15.18%	65-69 Yrs	75	2.03%
30-34 Yrs	346	9.35%	50-54 Yrs	619	16.72%	70 Yrs +	29	0.78%

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	1,316	35.55%	87.50%
Disability Declared	182	4.92%	12.10%
Prefer not to say	6	0.16%	0.40%
No Response	2,198	59.37%	
Total	3,702	100.00%	100.00%

The majority of respondents chose not to state whether they consider themselves disabled, 2,198 (59%, alongside 182 (5%)) who indicated that they consider themselves disabled. Of those declaring, the proportion who consider themselves disabled has increased to 12.10% from 7% last year.

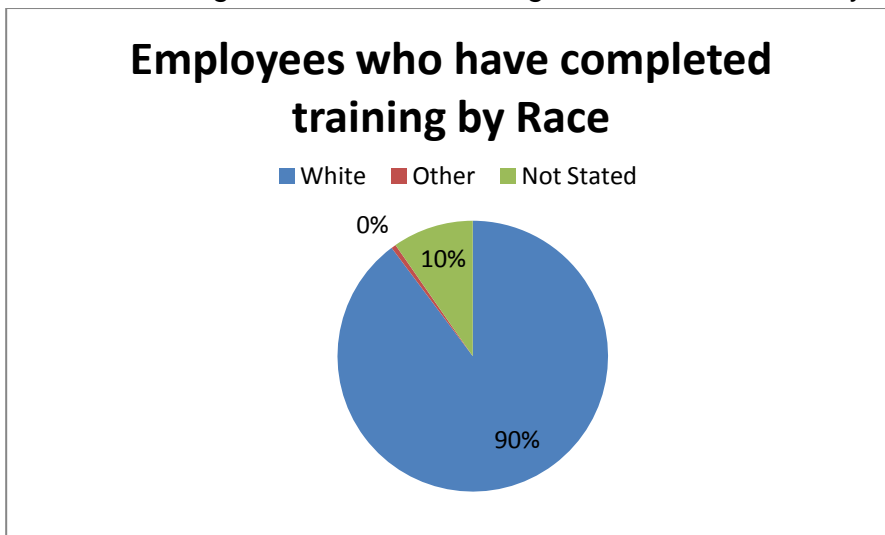
c. Gender Reassignment

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

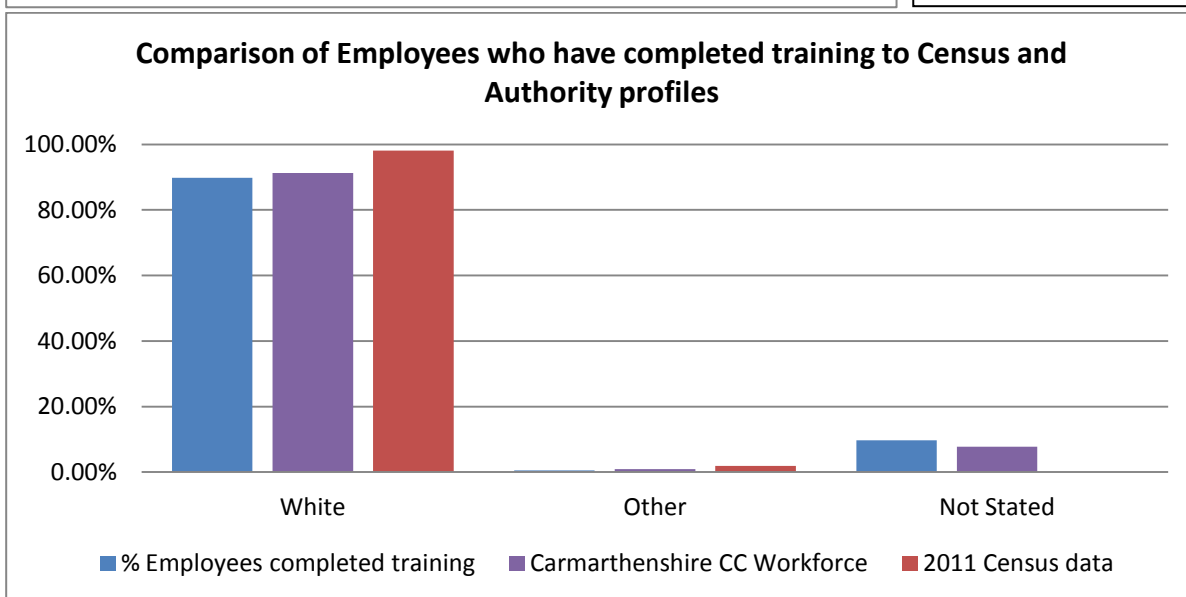
d. Pregnancy and Maternity

Our records indicate that 42 employees (0.65% 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



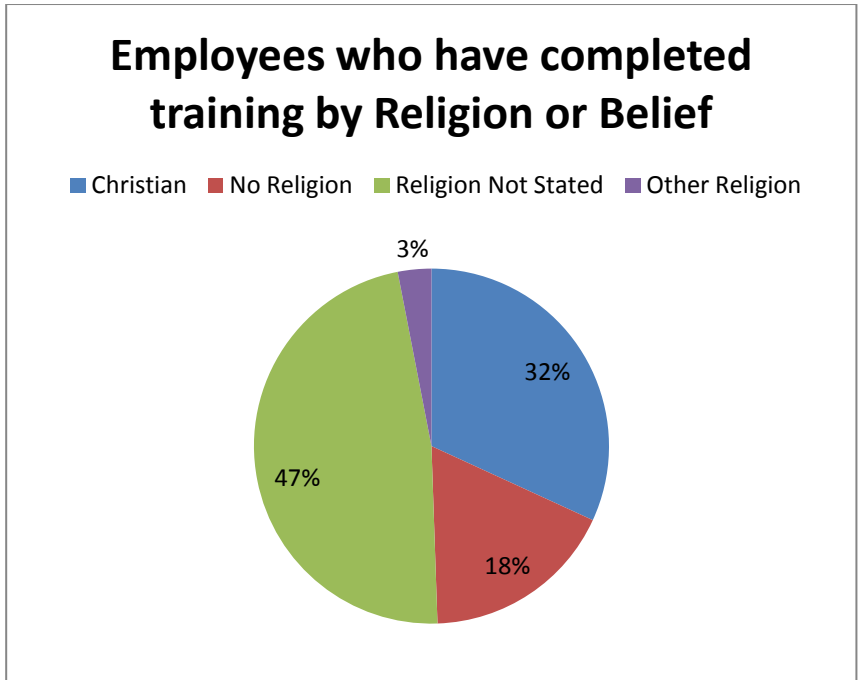
Categories included under “other” in the graphs are: Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each individual category.



Employees who have completed Training :Race				
Ethnic Group	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census data
White	3,323	89.76%	91.32%	98.12%
Other	21	0.57%	0.89%	1.88%
Not Stated	358	9.67%	7.79%	0.00%
Total	3,702	100.00%	100.00%	100.00%

90% of respondents described themselves as White whereas 9.7% chose not to disclose their ethnicity. Several other ethnic groups are represented albeit in smaller numbers.

f. Religion or belief – including lack of belief

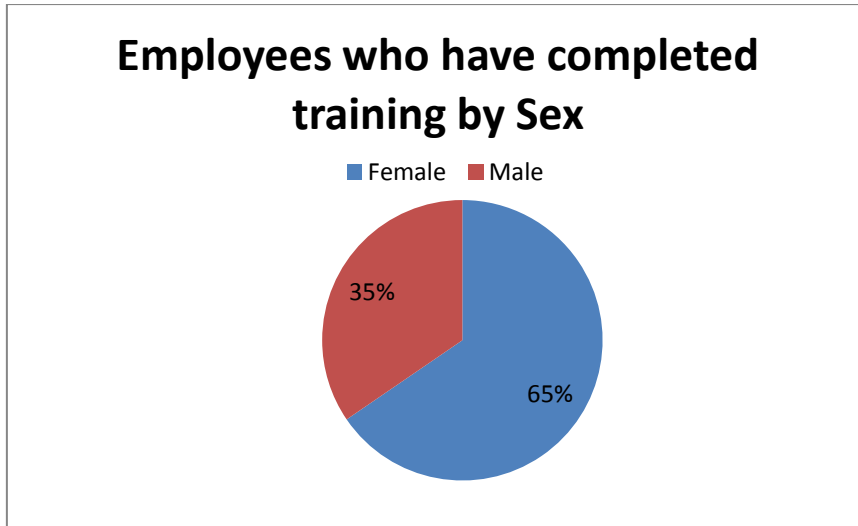


Categories included under “Other” in the graphs are: Buddhist, Jewish, Muslim, and Other. These have been amalgamated due to the low number reported in each.

Employees who have completed training by Religion or Belief			
Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	1,179	31.85%	22.86%
No Religion	652	17.61%	11.16%
Not Stated	1,758	47.49%	63.46%
Other	113	3.05%	2.52%
Total	3,702	100.00%	100.00%

The majority of respondents chose not to state their religion or belief, 1,758 (48%). This is a significant decrease from 62% in the previous year, as a result of efforts to reduce the percentage of non declaration through employee audits. 1,179 (32%) described themselves as Christian and a further 652 (17.6%) described themselves as having no religion. A range of other religions and beliefs such as Buddhist, Jewish and Muslim are also represented albeit in smaller numbers.

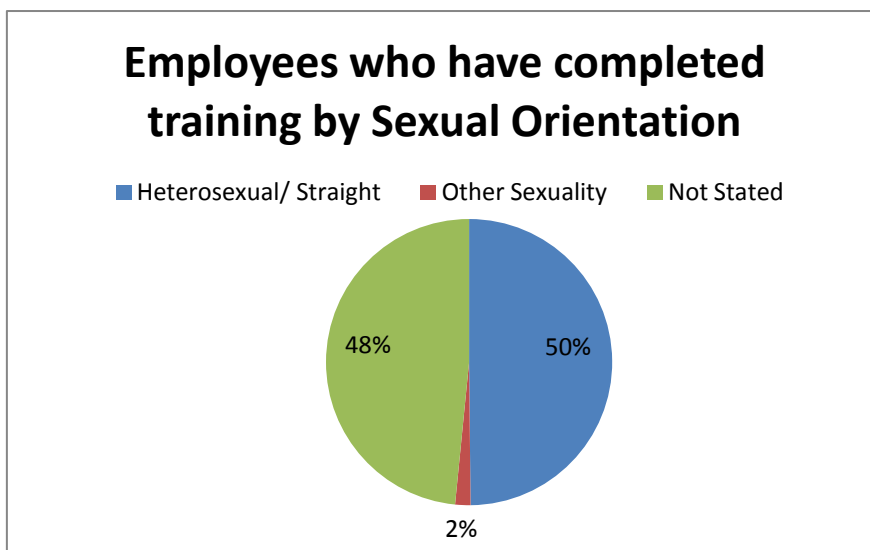
g. Sex



Employees who have completed Training by Sex				
Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	2,423	65%	66%	51%
Male	1,279	35%	34%	49%
Total	3,702	100%	100%	100%

2,423 (65%) of those who attended and completing training were female, with 1,279 (35%) being male. This is reflective of the ratio of the employee profile of the authority.

h. Sexual Orientation

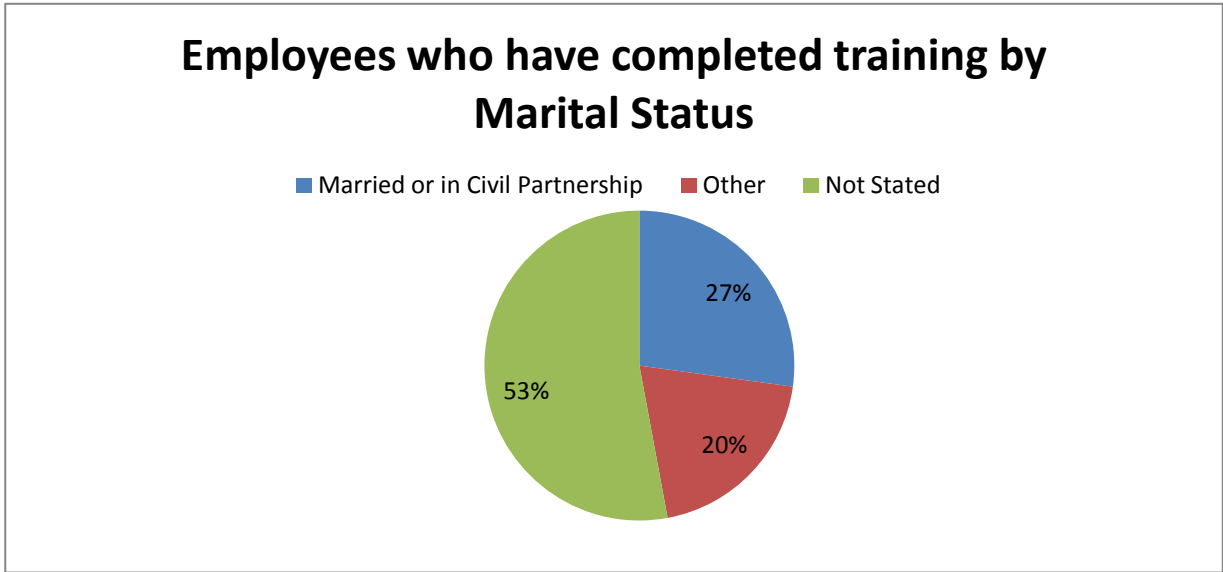


Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Other. These have been amalgamated due to the low number reported in each.

Employees who have completed training by Sexual Orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	1,845	49.84%	96.65%
Other Sexuality	64	1.73%	3.35%
Not Stated	1,793	48.43%	
Total	3,702	100.00%	100.00%

1,793 (48%) of respondents did not state their sexual orientation. 1,845 (50%) described themselves as heterosexual/straight with less than 2% who described themselves as bisexual, gay man or gay woman /lesbian. However, there is an increase in completion rates for the 'Other Category' compared to the last reporting period, 15 (34%)

i. Marital Status



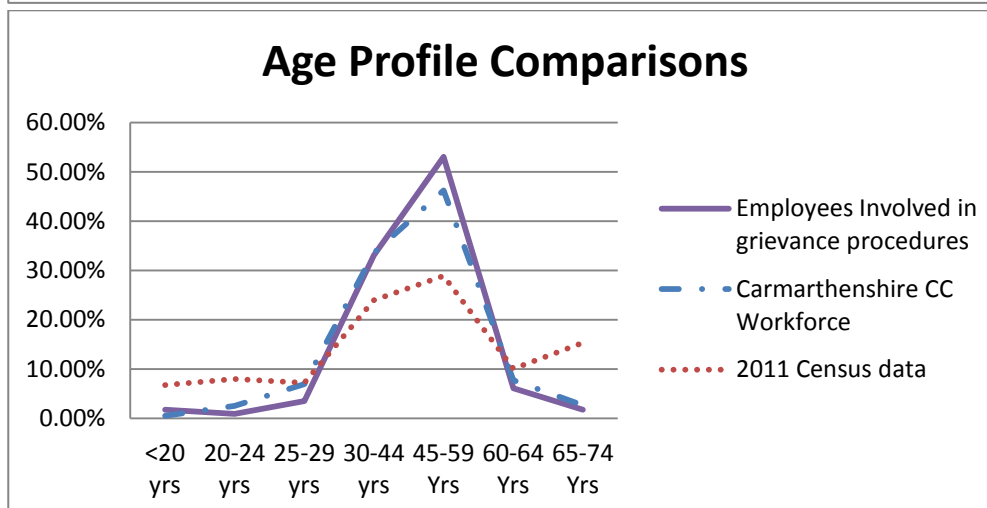
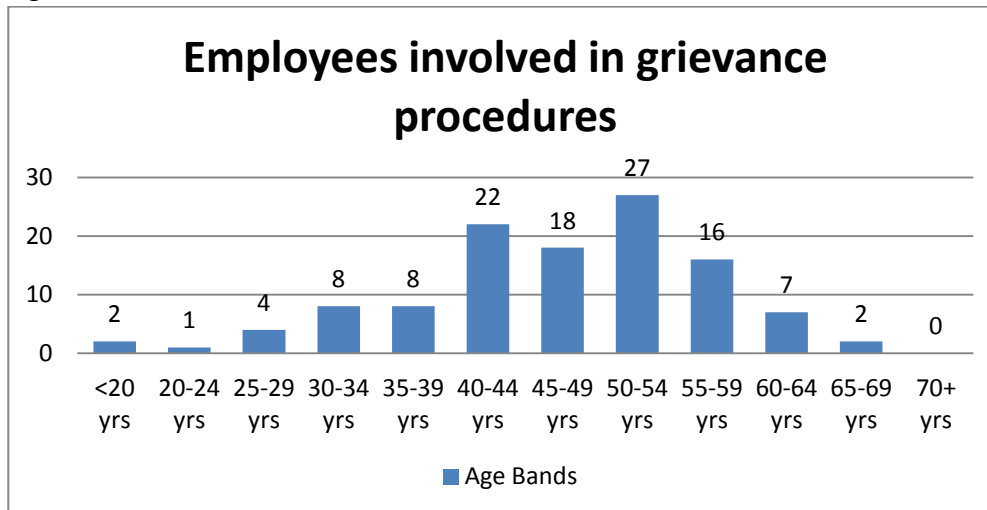
Employees who have completed Training by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	1,006	27.17%	57.72%
Other	737	19.91%	42.28%
Not Stated	1,959	52.92%	
Total	3,702	100.00%	100.00%

For this category, the majority of participants have chosen not to disclose their marital status (1,959, 53%). This is a significant decrease as a result of efforts to reduce the percentage of non declaration through employee audits. 1,006,(28%) describe their status as married or in a Civil Partnership.

7. Employees involved in grievance procedures

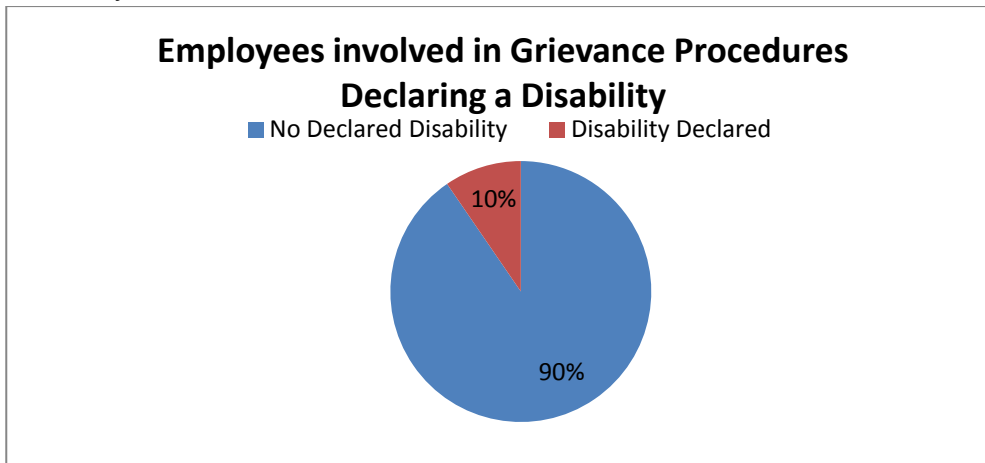
Reporting period: 1st April 2013 to 31st March 2014. Employees involved in grievance procedures either as a complainant or as a person against whom a complaint has been made. The year on year increase in the number of grievances is as a result of improved reporting procedures, particularly in relation to collective disputes, rather than a general increase in trend of the number of grievances.

a. Age



Employees Involved in grievance procedures		
Age Bands	Number of Employees	%
<20 yrs	2	1.74%
20-24 yrs	1	0.87%
25-29 yrs	4	3.48%
30-34 yrs	8	6.96%
35-39 yrs	8	6.96%
40-44 yrs	22	19.13%
45-49 yrs	18	15.65%
50-54 yrs	27	23.48%
55-59 yrs	16	13.91%
60-64 yrs	7	6.09%
65-69 yrs	2	1.74%
70+ yrs	0	0.00%
Total	115	100.00%

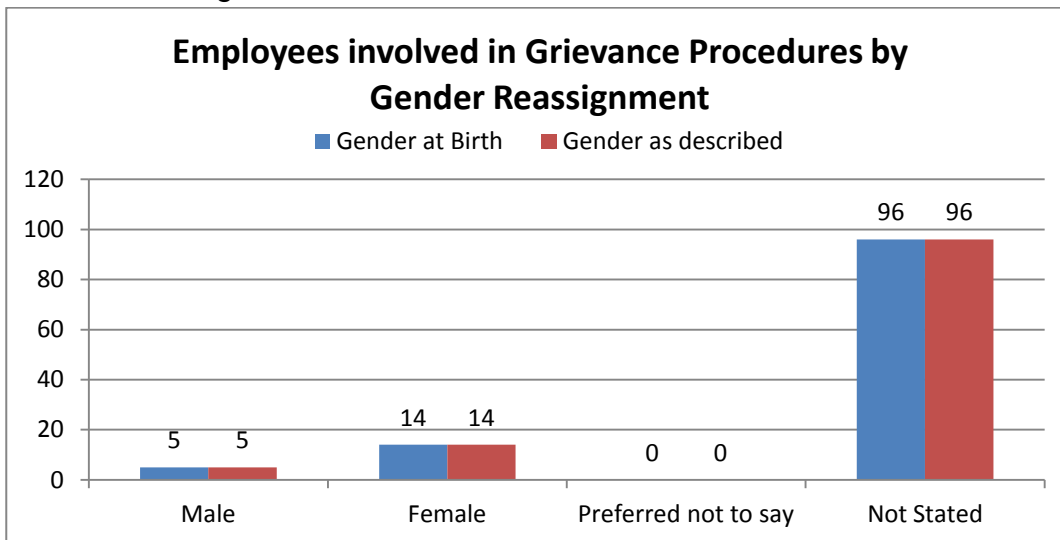
b. Disability



Number of Employees involved in grievance procedures Declaring a Disability			
	Number of Employees	%	% of those declaring
No Declared Disability	104	90.43%	90.43%
Disability Declared	11	9.57%	9.57%
Not Stated	0	0.00%	
Total	115	100.00%	100.00%

11 (9.6%) of employees who have declared a disability have been involved in Grievance procedures. The numbers involved in grievance procedures is generally low overall and therefore this is not statistically significant.

c. Gender Reassignment



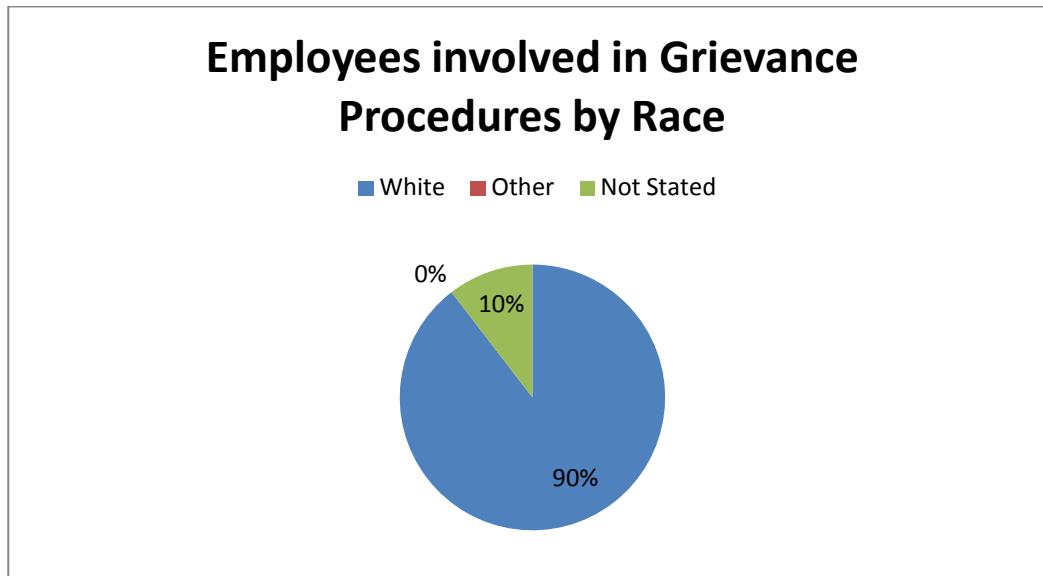
Employees Involved in Grievance Procedures by Gender Reassignment						
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	5	5	4.35%	4.35%	26.32%	26.32%
Female	14	14	12.17%	12.17%	73.68%	73.68%
Preferred not to say	0	0	0.00%	0.00%	0.00%	0.00%
Not Stated	96	96	83.48%	83.48%		
Total	115	115	100.00%	100.00%	100.00%	100.00%

This is the first year that the Authority has been able to report against this category.

d. Pregnancy and Maternity

Our records indicate that there have been no instances where an employee who has either been pregnant and/or taken maternity leave during the reporting period has been involved in grievance procedures.

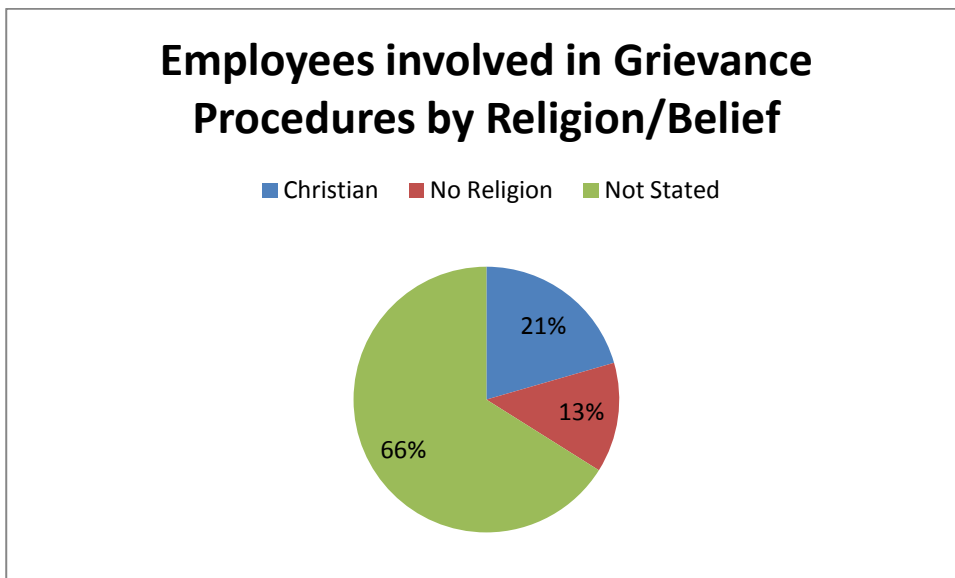
e. Race– including ethnic or national origin, colour or nationality



Number of Employees involved in grievance procedures by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	103	89.57%	90.71%	98.12%
Other	0	0.00%	0.83%	1.88%
Not Stated	12	10.43%	8.45%	0.00%
Total	115	100.00%	100.00%	100.00%

Of the total number of employees involved in the Grievance procedure, 103 (89.57%) are White and 12 (10.43%) 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 and is very similar to the previous year.

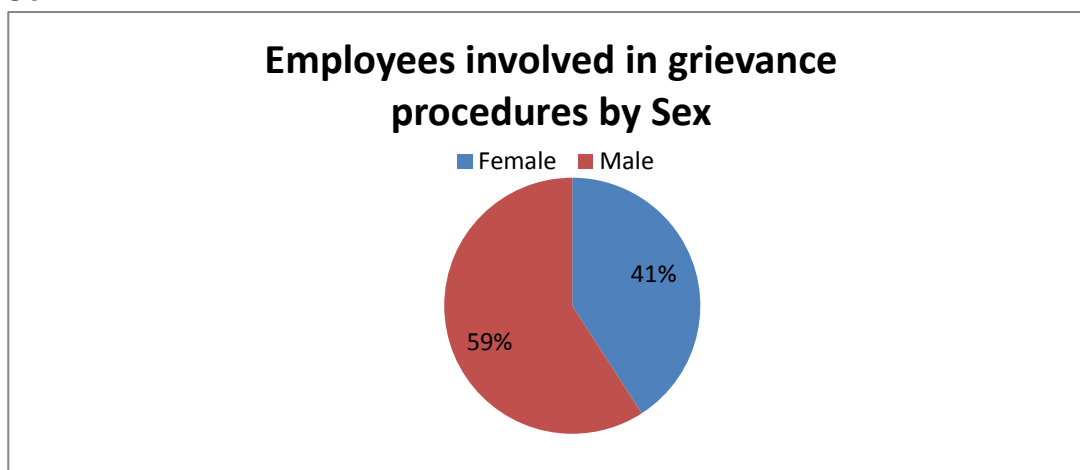
f. Religion or belief – including lack of belief



Number of Employees involved in grievance procedures by Religion / Belief			
Religion	Number	%	Carmarthenshire CC Workforce
Christian	23	20.00%	22.86%
No Religion	15	13.04%	11.16%
Not Stated	74	64.35%	63.46%
Other	3	0.00%	2.52%
Total	115	97.39%	100.00%

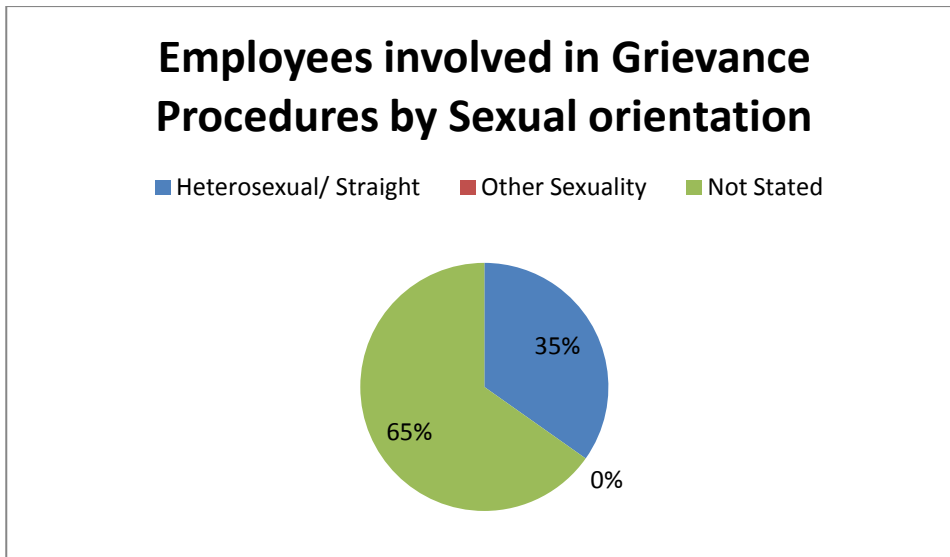
The most significant point to note is the number of employees involved in Grievance procedures where the religion and belief is unknown, 74 (64.35%) which has increased since the previous year (50%) despite efforts to improve reporting.

g. Sex



Employees involved in Grievance Procedures : Sex				
Sex	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census
Female	47	41%	66%	51%
Male	68	59%	34%	49%
Total	115			

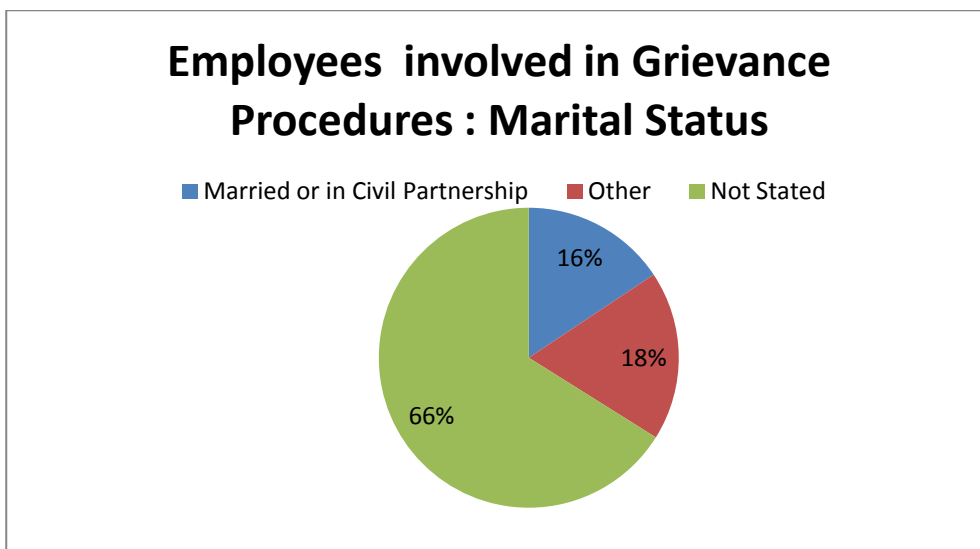
h. Sexual Orientation



Employees involved in Grievance Procedures by Sexual orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	40	34.78%	100.00%
Other Sexuality	0	0.00%	0.00%
Not Stated	75	65.22%	
Total	115	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, 75 (65.22%).

i. Marital Status

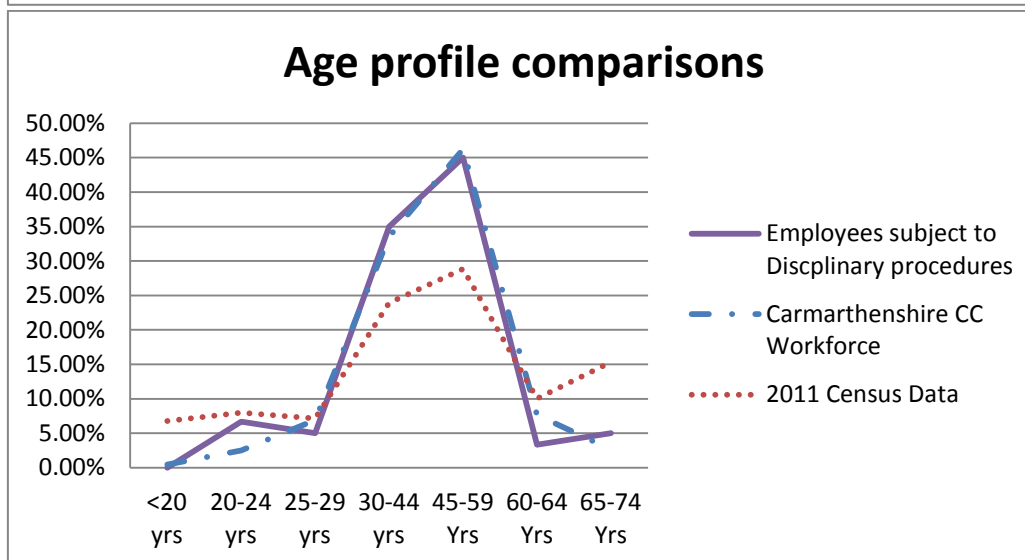
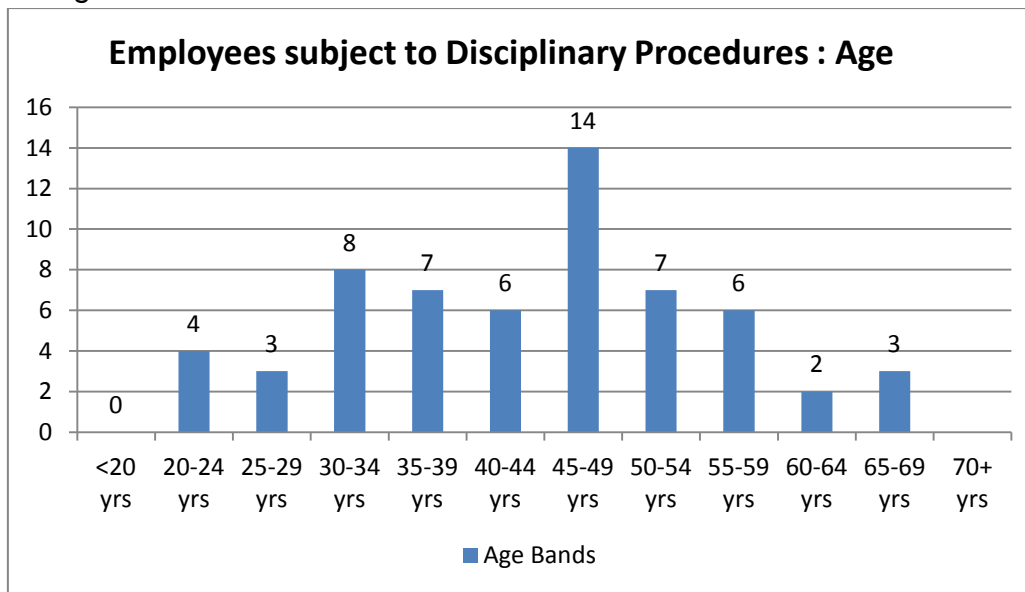


Employees involved in Grievance Procedures by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	18	15.65%	3.91%
Other	21	18.26%	4.57%
Not Stated	76	66.09%	
Total	115	100.00%	100.00%

8. Employees subject to disciplinary procedures

Reporting period 1st April 2013 to 31st March 2014

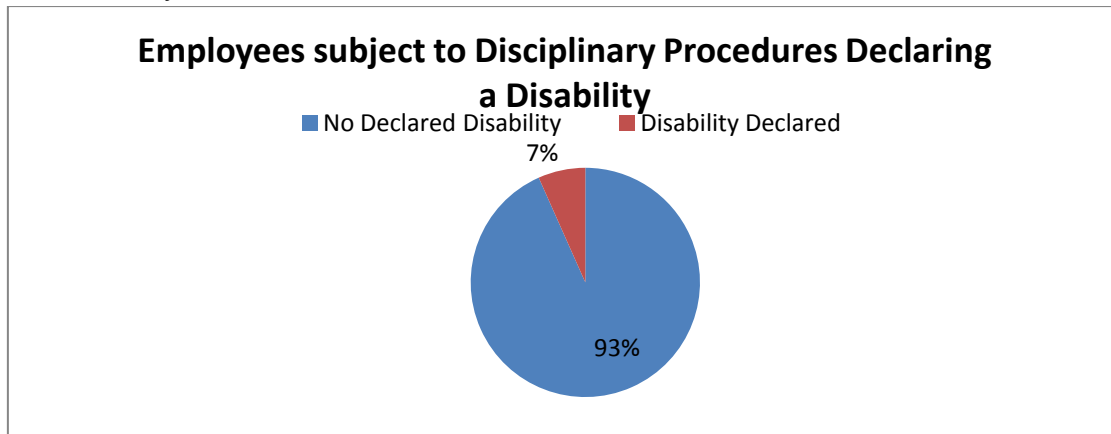
a. Age



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	4	0.00%	55-59 yrs	6	19.57%
25-29 yrs	3	4.35%	60-64 yrs	2	8.70%
30-34 yrs	8	10.87%	65-69 yrs	3	2.17%
35-39 yrs	7	6.52%	70+ yrs	0	0.00%
40-44 yrs	6	13.04%	Total	60	100.00%
45-49 yrs	14	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 2014.

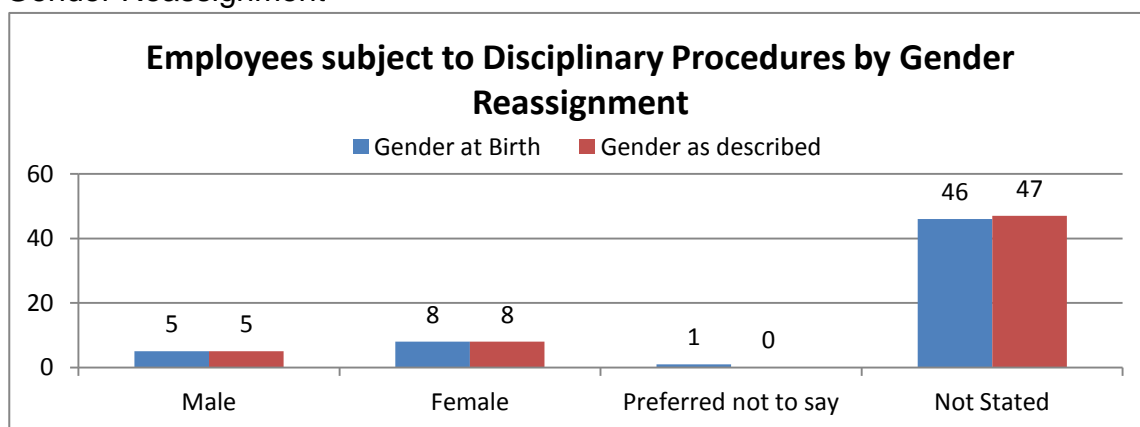
b. Disability



Number of Employees subject to Disciplinary procedures Declaring a Disability			
	Number of Employees	%	% of those declaring
No Declared Disability	56	93.33%	93.33%
Disability Declared	4	6.67%	6.67%
Not Stated	0	0.00%	
Total	60	100.00%	100.00%

The above illustrates that the number of employees who have declared a disability and been involved in Disciplinary procedures, 4 (6.7%) is a significantly higher proportion than the percentage of employees who have declared a disability in the wider authority profile of 4.8% (section 1b). However, this is potentially skewed by the high proportion of employees who have not provided a response, 56 (94%). 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

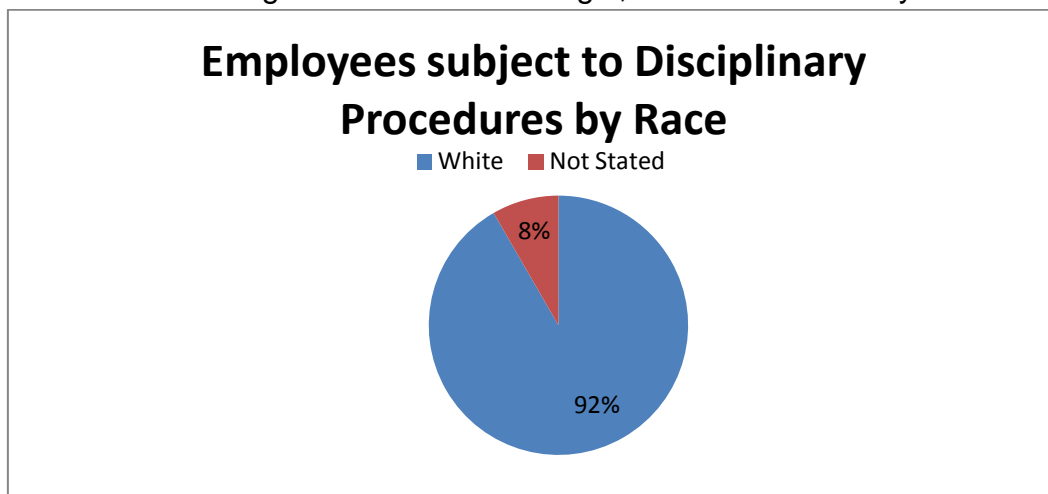


Employees subject to Disciplinary Procedures by Gender Reassignment						
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	5	5	8.33%	8.33%	35.71%	38.46%
Female	8	8	13.33%	13.33%	57.14%	61.54%
Preferred not to say	1	0	1.67%	0.00%	7.14%	0.00%
Not Stated	46	47	76.67%	78.33%		
Total	60	60	100.00%	100.00%	100.00%	100.00%

d. Pregnancy and Maternity

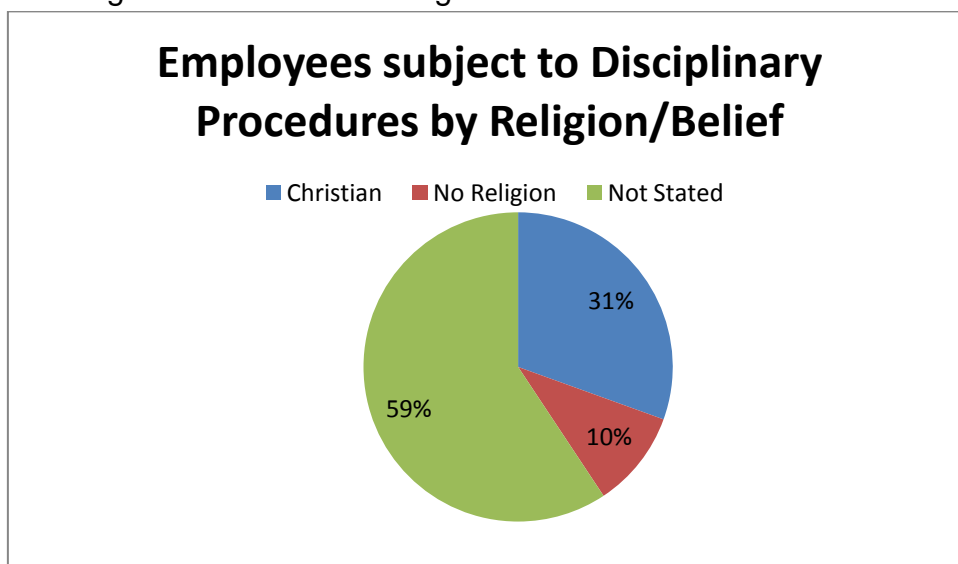
Our records indicate that there has been only 1 instance where an employee who has either been pregnant and/or taken maternity leave during the reporting period has been involved in disciplinary procedures.

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



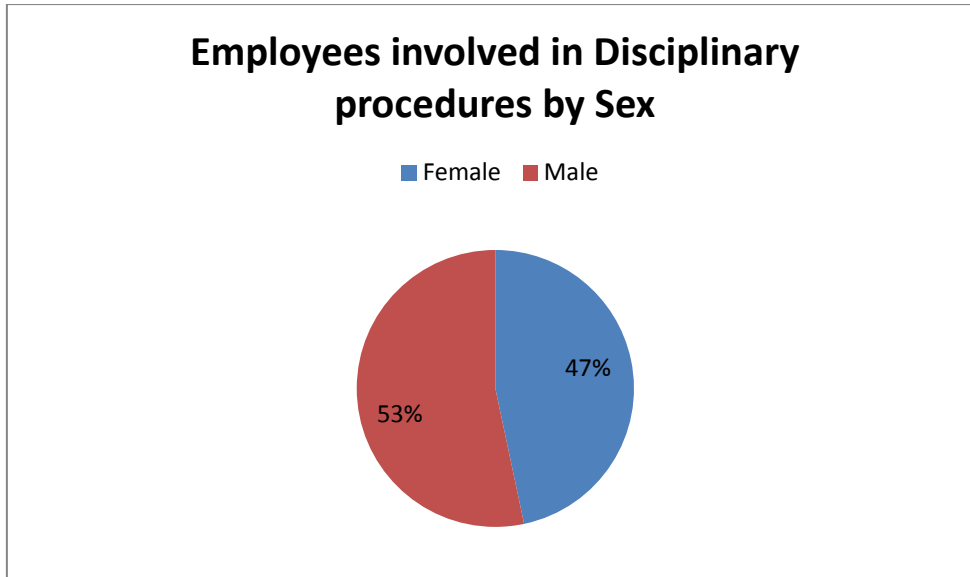
Employees subject to Disciplinary Procedures by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	55	91.67%	90.71%	98.12%
Not Stated	5	8.33%	8.45%	0.00%
Other	0	0.00%	0.83%	1.88%
Total	60	100.00%	100.00%	100.00%

f. Religion or belief – including lack of belief



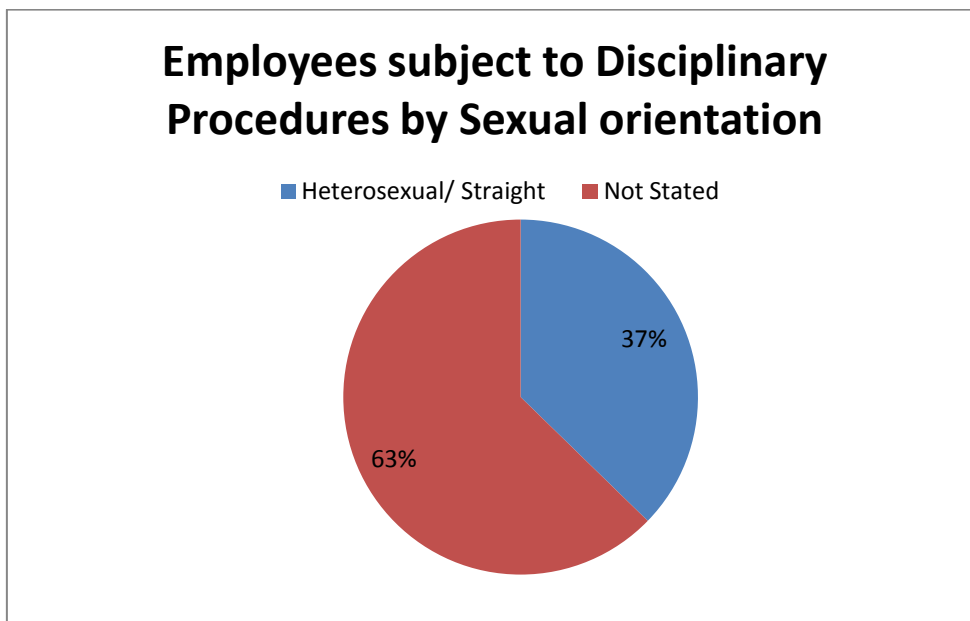
Employees subject to Disciplinary Procedures by Religion/Belief			
Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	18	30.00%	22.86%
No Religion	6	10.00%	11.16%
Not Stated	35	58.33%	63.46%
Other	1	1.67%	2.52%
Total	60	100.00%	100.00%

g. Sex



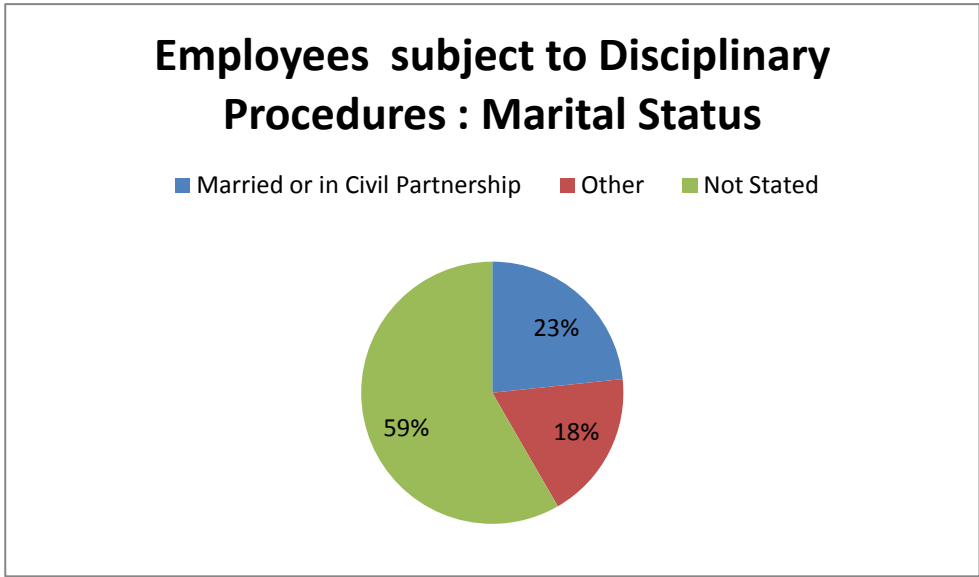
Employees subject to Disciplinary Procedures : Sex				
Sex	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census
Female	28	47%	66%	51%
Male	32	53%	34%	49%
Total	60	100%	100%	100%

h. Sexual Orientation



Employees subject to Disciplinary Procedures by Sexual orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	22	37.29%	100.00%
Not Stated	37	62.71%	
Total	59	100.00%	100.00%

i. Marital Status

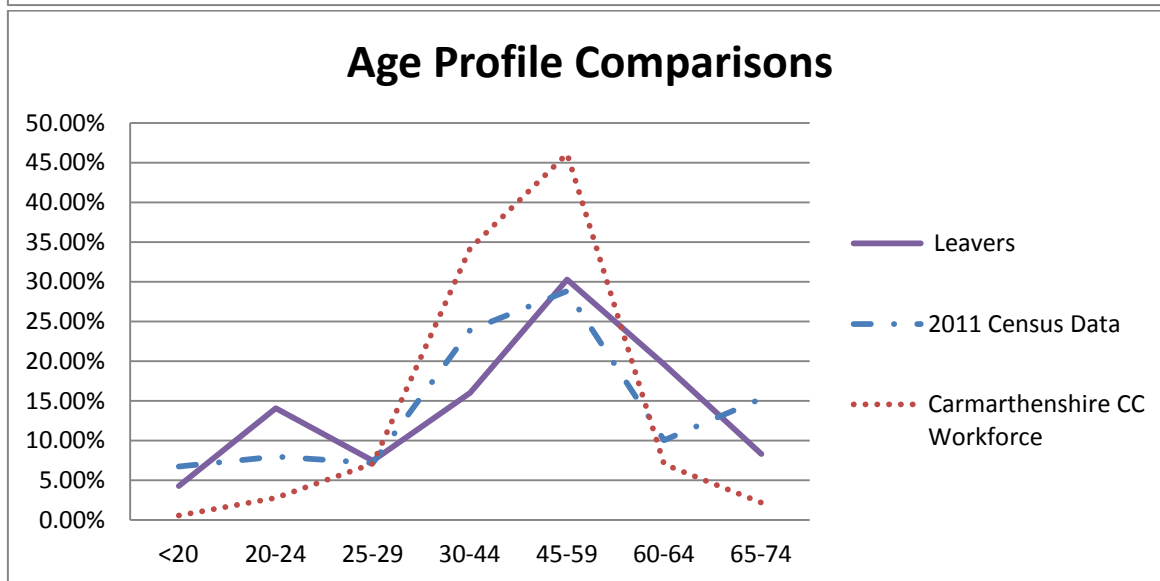
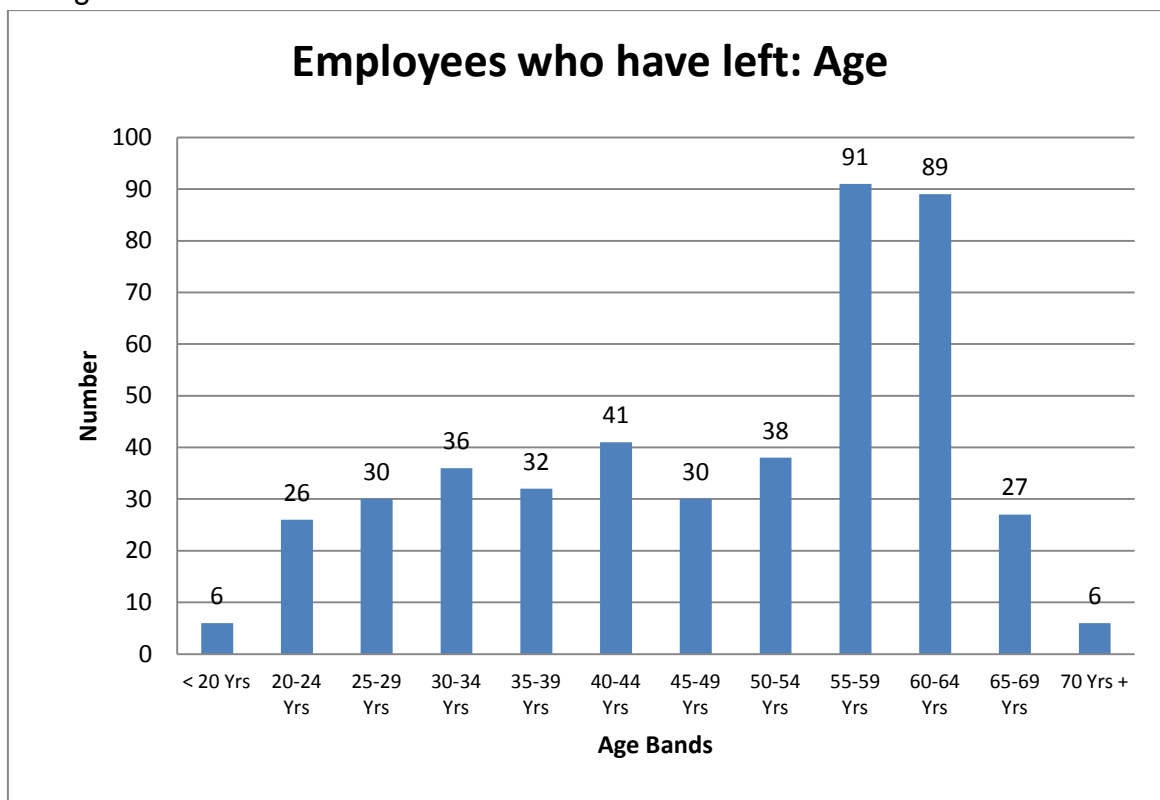


Employees subject to Disciplinary Procedures by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	14	23.33%	56.00%
Other	11	18.33%	44.00%
Not Stated	35	58.33%	
Total	60	100.00%	100.00%

9. Employees who have left the authority.

Reporting period: 1st April 2013 to 31st March 2014

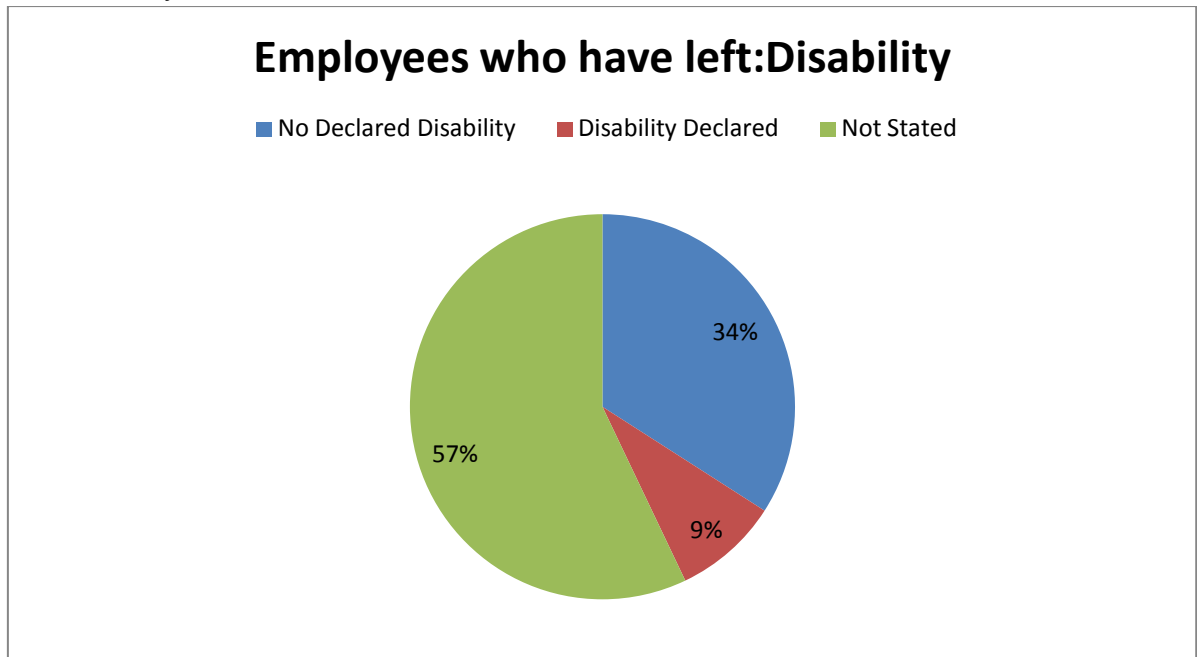
a. Age



Employees who have left : Age								
Age Bands	Number	%	Age Bands	Number	%	Age Bands	Number	%
< 20 Yrs	6	1.97%	35-39 Yrs	32	5.76%	55-59 Yrs	91	18.72%
20-24 Yrs	26	4.68%	40-44 Yrs	41	5.76%	60-64 Yrs	89	19.21%
25-29 Yrs	30	8.87%	45-49 Yrs	30	4.69%	65-69 Yrs	27	5.42%
30-34 Yrs	36	10.84%	50-54 Yrs	38	8.96%	70 Yrs +	6	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	154	34.07%	79.38%
Disability Declared	40	8.85%	20.62%
Not Stated	258	57.08%	
Total	452	100.00%	100.00%

The above illustrates that the number of leavers from the authority who have declared a disability (8.85%) is higher than the wider authority profile of 4.76% (section 1b). However this is potentially skewed by the significant proportion that has not provided a response (57.08%).

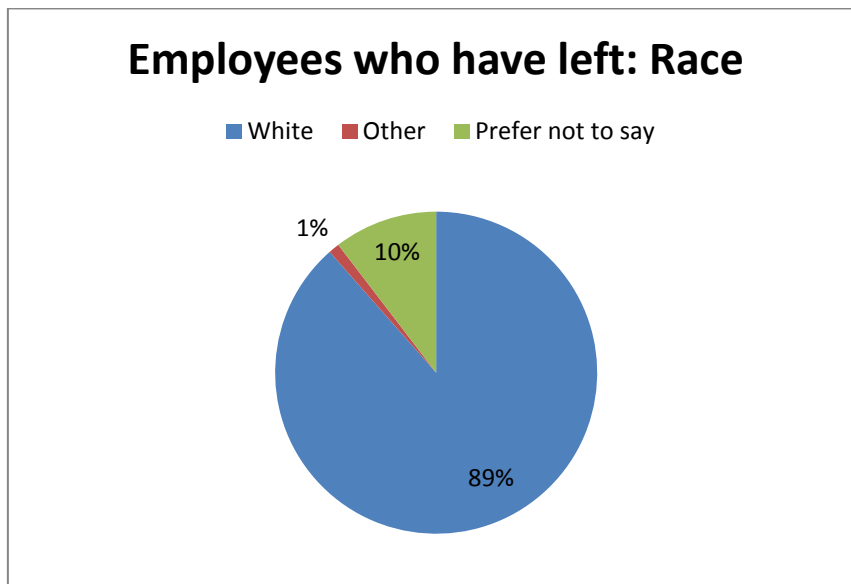
c. Gender Reassignment

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

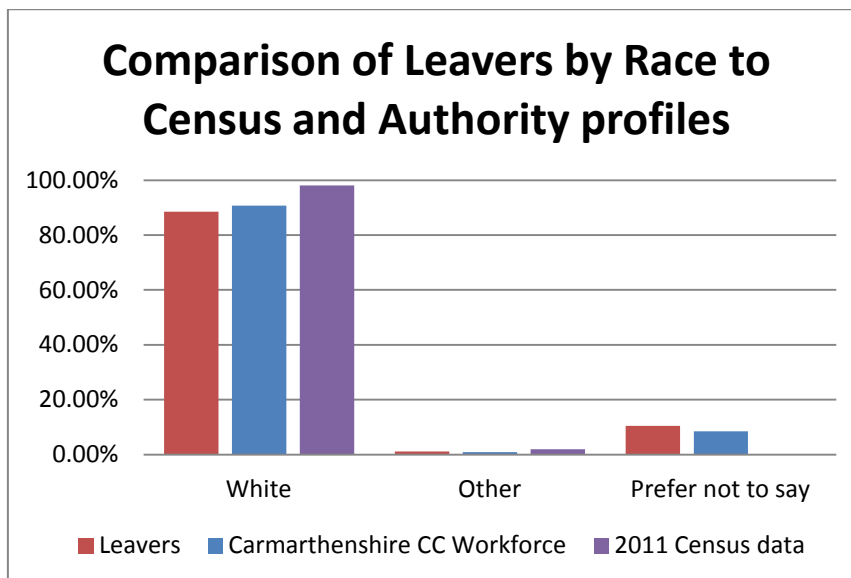
d. Pregnancy and Maternity

Our records indicate that there have been 4 leavers who have either been pregnant and/or taken maternity leave during the reporting period.

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



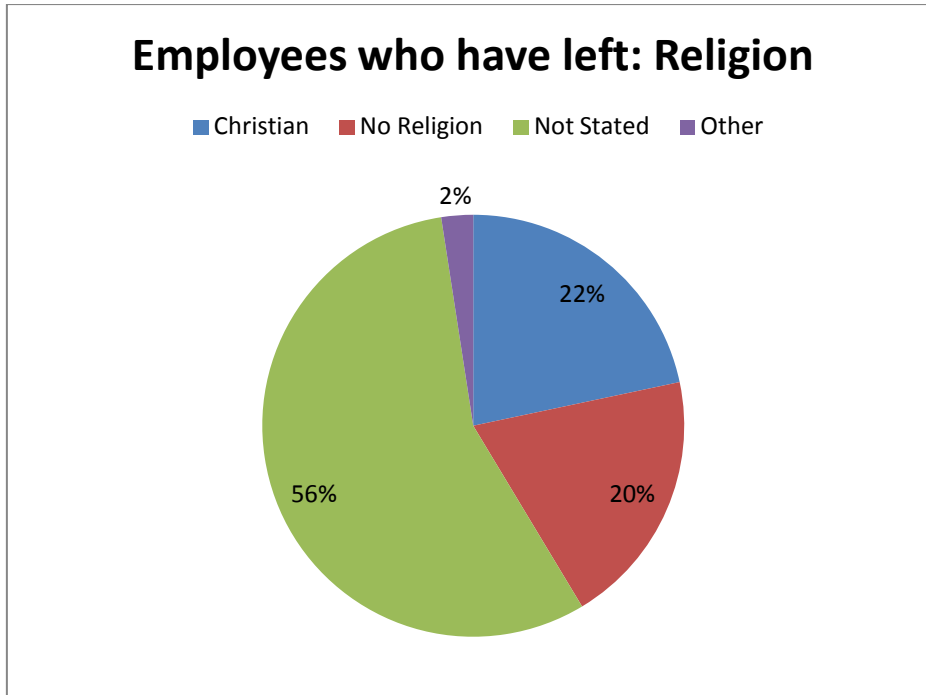
Categories included under “other” in the graphs are: Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each individual category.



Number of Leavers by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	400	88.50%	90.71%	98.12%
Other	5	1.11%	0.83%	1.88%
Prefer not to say	47	10.40%	8.45%	0.00%
Total	452	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 (88.5%) which is very similar the Authority population of 90.71%.

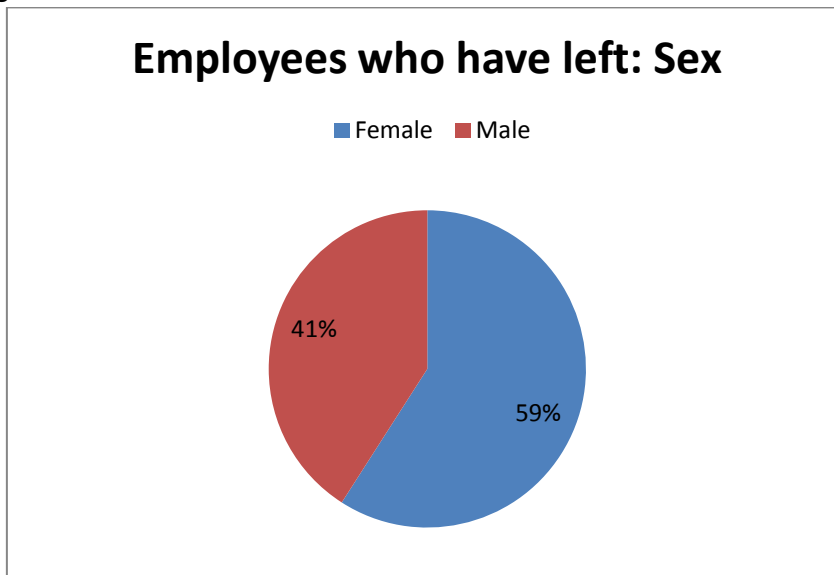
f. Religion or belief – including lack of belief



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

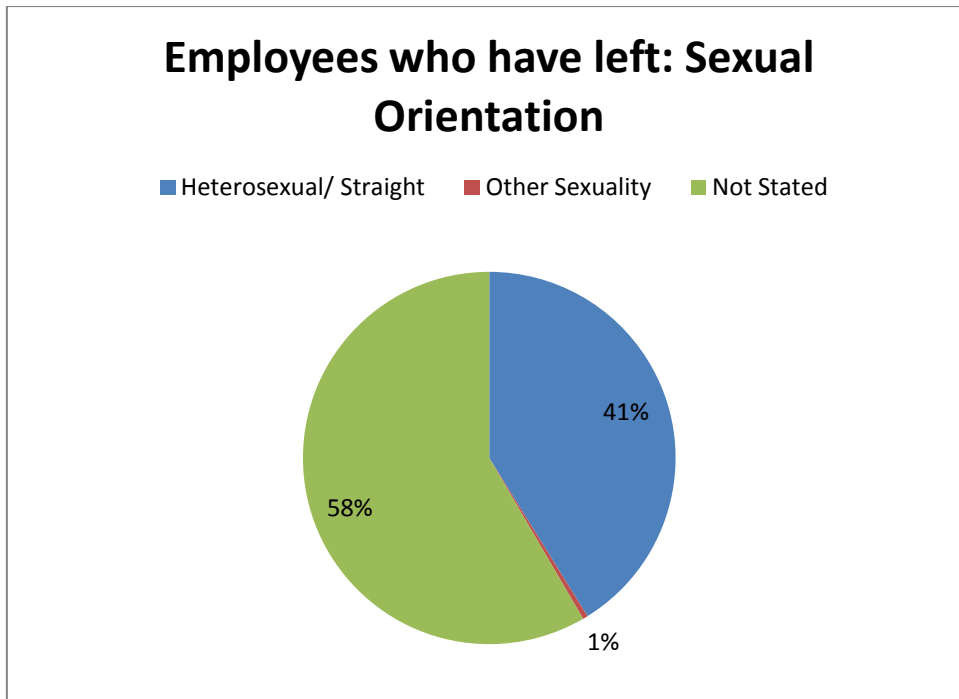
Employees who have left: Religion/Belief			
Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	98	21.68%	25.90%
No Religion	89	19.69%	14.27%
Not Stated	254	56.19%	63.46%
Other	11	2.43%	2.52%
Total	452	100.00%	106.15%

g. Sex



Employees who have left: Sex				
Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	267	59%	66%	51%
Male	185	41%	34%	49%
Total	452			

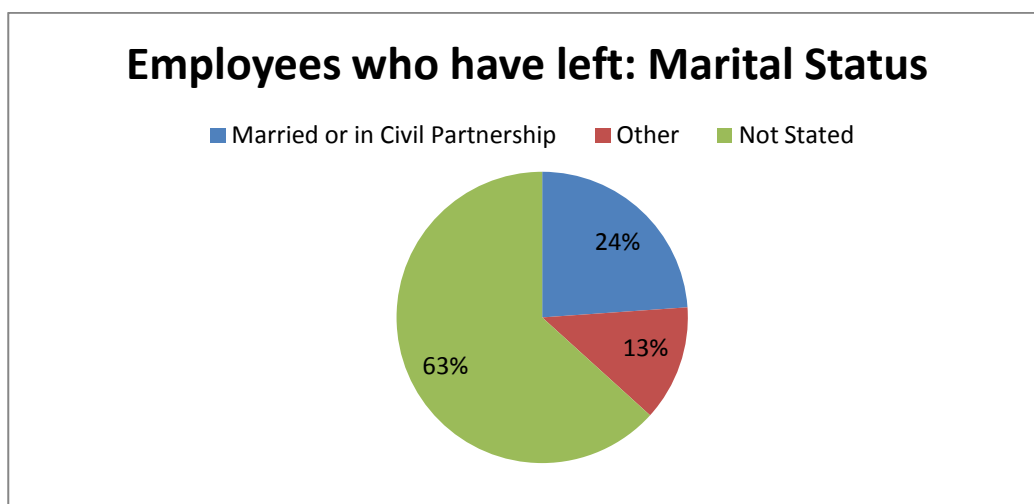
h. Sexual Orientation



Employees who have left: Sexual Orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	186	41.15%	98.94%
Other Sexuality	2	0.44%	1.06%
Not Stated	264	58.41%	
Total	452	100.00%	100.00%

"Other Sexuality" includes the following categories due to the low numbers reported: Gay Man, Bisexual and Gay Woman/Lesbian

i. Marital Status



Employees who have left by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	108	23.89%	65.06%
Other	58	12.83%	34.94%
Not Stated	286	63.27%	
Total	452	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 2013/14 the Authority assimilated employees on 'Craft' terms and conditions into the new single status pay and grading structure.

The Authority therefore undertook an equal pay audit during 2013/14. 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 plus the training officer for the WLGA equalities unit.

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:

- Work plan for 2013/14 finalised and implemented:
- Finalised generic Core Learning Outcomes for equality and diversity
- Finalised 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 made available.
- Development of a draft work plan covering May 2013 to September 2014
- Watching brief on Annual Equality Report specifically the L&D Monitoring requirement.
- Finalised and shared learning materials and methods to deliver Core Learning Outcomes, including teaching points

- Hate crime workshops delivered in partnership with Dyfed Powys Police and Carmarthenshire Council
- Domestic abuse e-learning module developed, designed and implemented by Carmarthenshire Council

In progress

- Development of learning materials and methods to deliver role-specific learning outcomes, including teaching points
- Collection of data in relation to employees who have applied for training still poses a problem across the region. This is largely due to the process of decision making for L&D activities sitting outside the application process
- Some data is collected via the operation of “Learning and Development panels” in Resources and Housing Services, where applications for finance-dependant L&D activities are considered in line with learning needs against budget pressures. Numbers are small and confined to these departments
- The issue of collection of the data is currently has been looked at on a regional level to some degree however this has not been progressed due to leadership changes and WLGA restructure affecting the development of group activities. As before, other Authorities involved in the SWWWDN are experiencing similar issues in collecting the data, in that decisions over the success of an application is usually taken by line managers on an informal basis and henceforth, decisions are not recorded or monitored.

A funded post aimed at leading regional L&D working, including the leadership of this group, came to an end in late 2013 and in late 2014 it transpired that the WLGA was undergoing a restructure. This has affected the progress of the group somewhat though some initiatives have continued to develop, as outlined above.

Corporate Staff Learning and Development

Engaging Diversity (previously entitled “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 2013 -2014 a total of 46 employees completed Engaging Diversity only and 44 employees completed either Engaging Diversity, Welsh Language or both.

The 46 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	2	35-39 Yrs	3	55-59 Yrs	2	
20-24 Yrs	8	40-44 Yrs	5	60-64 Yrs	0	
25-29 Yrs	10	45-49 Yrs	1	65-69 Yrs	0	
30-34 Yrs	9	50-54 Yrs	6	70 Yrs +	0	
Number Declaring a Disability				Number by Race		
	Number	%	% of those declaring	Ethnic Group	Number	%
No Declared Disability	17	36.96%	94.44%	White	45	97.83%
Disability Declared	1	2.17%	5.56%	Other	0	0.00%
Not Stated	28	60.87%		Not Stated	1	2.17%
Total	46	100.00%	100.00%	Total	46	100.00%

Number by Sexual Orientation				Number by Religion / Belief		
	Number of Employees	%	% of those declaring	Religion	Number	%
Heterosexual/Straight	40	86.96%	97.56%	Christian	21	45.65%
Other	1	2.17%	2.44%	No Religion	19	41.30%
Not Stated	5	10.87%		Other	0	0.00%
Total	46	100.00%	100.00%	Not Stated	6	13.04%
				Total	46	100.00%
Number by Marital Status				Number by Sex		
	Number of Employees	%	% of those declaring	Sex	Number of Employees	%
Married or in Civil Partnership	11	23.91%	32.35%	Female	30	65%
Other	23	50.00%	67.65%	Male	16	35%
Not Stated	12	26.09%				
Total	46	100.00%	100.00%	Total	46	

All new employees are enrolled on the e-learning module “Engaging Diversity” as part of their induction. The module is up to date in line with the Equality Act and covers all protected characteristics. Engaging Diversity replaced a previous e-learning entitled “The Equal Project” though existing staff have been encouraged to undertake the new module to update their knowledge in line with current legislation and thinking. With this in mind, data for completion of Engaging Diversity has been analysed in isolation from “The Equal Project” for reporting purposes.

These modules have been completed by 388 people, split departmentally as follows:

Department	Number of Employees Completed
Chief Executives	88
Education and Children’s Services	79
Regeneration and Leisure	22
Resources	11
Social Care Health and Housing	93
Technical Services	45

Recruitment and Selection Training has been redesigned and re-launched during November 2012 and continued to be delivered throughout 2013/14. 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. Sessions are delivered periodically according to demand.

The Management Development Programme is geared towards increasing management capacity and as such, includes equality and diversity strands. “Dignity at Work – Everyone’s Responsibility” continues to be delivered and includes specific workshop activities associated with dealing with equality and diversity related complaints, underpinned by legislation theory and internal policy requirements. It also includes 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 learning materials and methods to support the 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.

Due to reorganisation, the planned WLGA-led regional E&D action learning set was not implemented in 2013 though it remains a viable prospect for the future, possibly led by one of the local authority representatives. Expertise in the area of action learning set facilitation exists within Carmarthenshire Council L&D.

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

- 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. Its implementation has been delayed pending the delivery of briefings and facilitated workshops to specific groups of staff, e.g. elected members, directors, heads of service, budget managers, project managers, HR staff and policy-makers.
- 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”.
- Elected members attended a session entitled “WLGA Equality Act” which covered legislative issues, community engagement and Equality Impact Assessments.
- An accessibility course was delivered to access groups in partnership with the Carmarthenshire Disability Coalition, covering the key factors relating to the accessibility of buildings and environments.
- The Work Ready programme continues to grow and develop with almost 100% of apprentices gaining permanent employment or accessing higher education. The CPD programme for new apprentices continues to be delivered and other strands of the project also benefit from E&D development activities, for example graduates have attended a workshop based around valuing differences. This is in addition to the fundamental e-learning module that all new employees are enrolled on.

In July 2014 a mini Investors in People review was carried out. There was a specific equality objective for the review:

- **Diversity**
 - To find out whether people feel they have fair access to opportunities

The mini review encompassed all elements of the basic standard and as such, looked at specific equality-related areas within the standard such as:

“People believe managers are genuinely committed to making sure everyone has appropriate and fair access to the support they need and there is equality of opportunity for them to learn and develop which will improve their performance”

The outcome of the interim review demonstrated that the organisation has in place all of the approaches, policies & procedures needed to manage people effectively. A full review is due to take place in 2015.

Following on from the last liP review, undertaken in 2012, a people strategy has been developed during 2013/14 and is due for implementation in early 2014. The strategy is fully inclusive in its aims, stating its commitment to equality and diversity:

“People feel part of an organisation that ensures equality and values diversity”

The strategy goes on to articulate how managers and leaders can achieve this within the organisation:

- Actively respect and encourage diverse opinions and approaches
- Lead by example and challenge inappropriate and discriminatory behaviour
- Encourage and support staff to take part in relevant working groups
- Develop and promote diversity champions within departments to improve performance

A draft management standard has been developed but has not yet been implemented, pending the development of other people initiatives such as a competency framework. The draft standard makes specific reference to managers being fully committed to promoting equality & diversity in the workplace.

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 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.

Workforce audits encouraging employees to declare information on personal protected characteristics and encourage participation in this voluntary process have been undertaken. In this way the proportion of 'unknown', 'not disclosed' and 'not specified' categories are being 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