



CARMARTHENSHIRE COUNTY COUNCIL

EQUALITY & DIVERSITY

WORKFORCE INFORMATION REPORT

1st APRIL 2015 – 31st MARCH 2016



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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 2015 to 31st March 2016. This report should be read in conjunction with the Strategic Equality Plan Annual Report for 2015-2016.

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:

<http://www.carmarthenshire.gov.wales/home/council-democracy/welsh-language/>

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

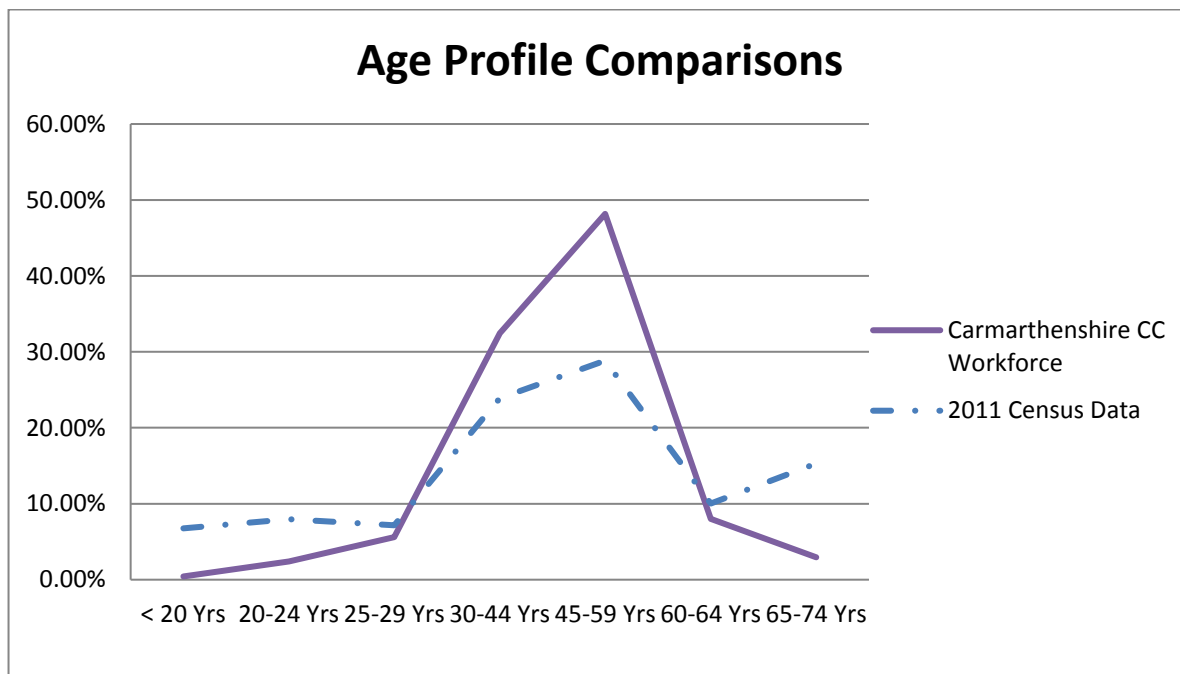
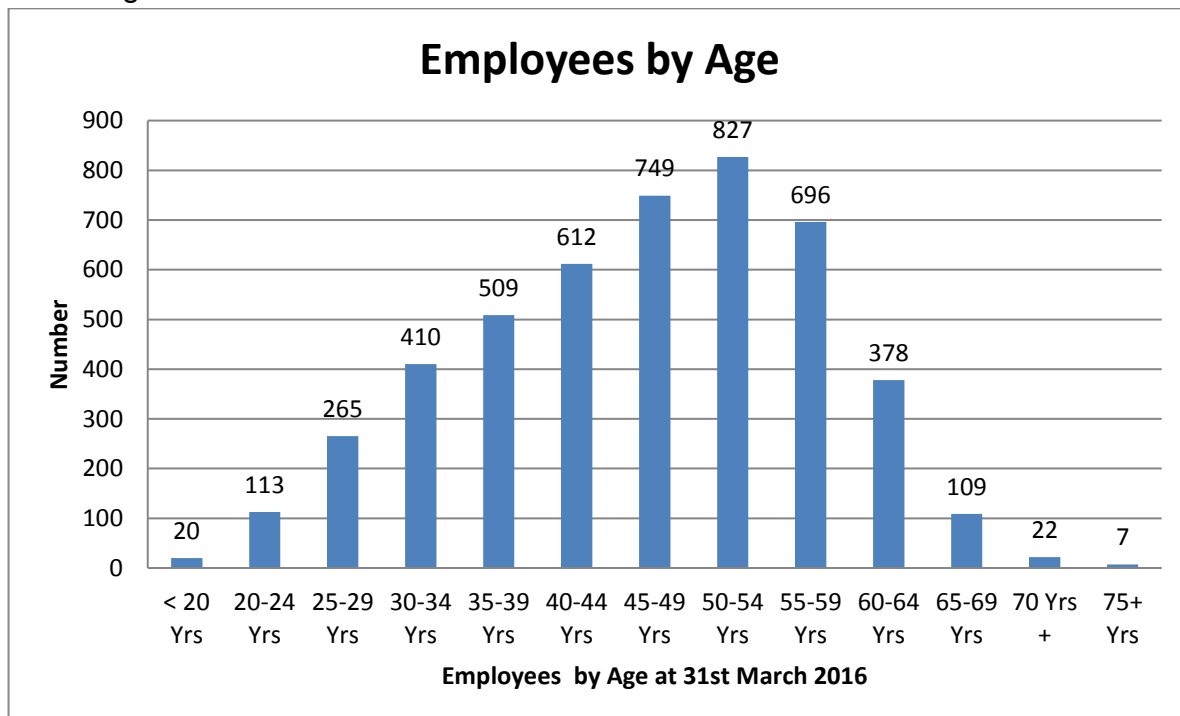
1. The report is based on headcount figures and not Full Time Equivalent (FTE) in relation to employees of Carmarthenshire County Council. Therefore, where an employee holds a dual or multiple post(s) the main post (based on hours in post) has been used for data reporting purposes.
2. Employees locally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

WORKFORCE INFORMATION

1. Carmarthenshire County Council employees.

Reporting Date: 31st March 2016

a. Age



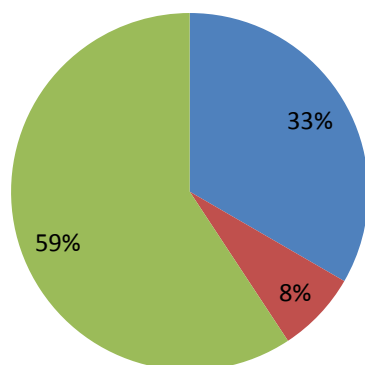
Number of Employees : Age					
Age Bands	Number of Employees	Age Bands	Number of Employees	Age Bands	Number of Employees
< 20 Yrs	20	35-39 Yrs	509	55-59 Yrs	696
20-24 Yrs	113	40-44 Yrs	612	60-64 Yrs	378
25-29 Yrs	265	45-49 Yrs	749	65-69 Yrs	109
30-34 Yrs	410	50-54 Yrs	827	70 Yrs +	22
				75 Yrs +	7

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 continued to increase year on year whilst all other age groups have decreased in number since 2011. There has also been a slight increase in the numbers in age groups below 25 years. The decrease is particularly noticeable in age ranges under 55, probably as a result of sustained lower recruitment levels since 2011 (The total headcount has reduced from 5336 in 2011/12 to 4717 in 2015/16, a reduction of 11.6%).

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	1,573	33.35%	81.88%
Disability Declared	348	7.38%	18.12%
Not Stated	2,796	59.27%	
Total	4,717	100.00%	100.00%

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

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

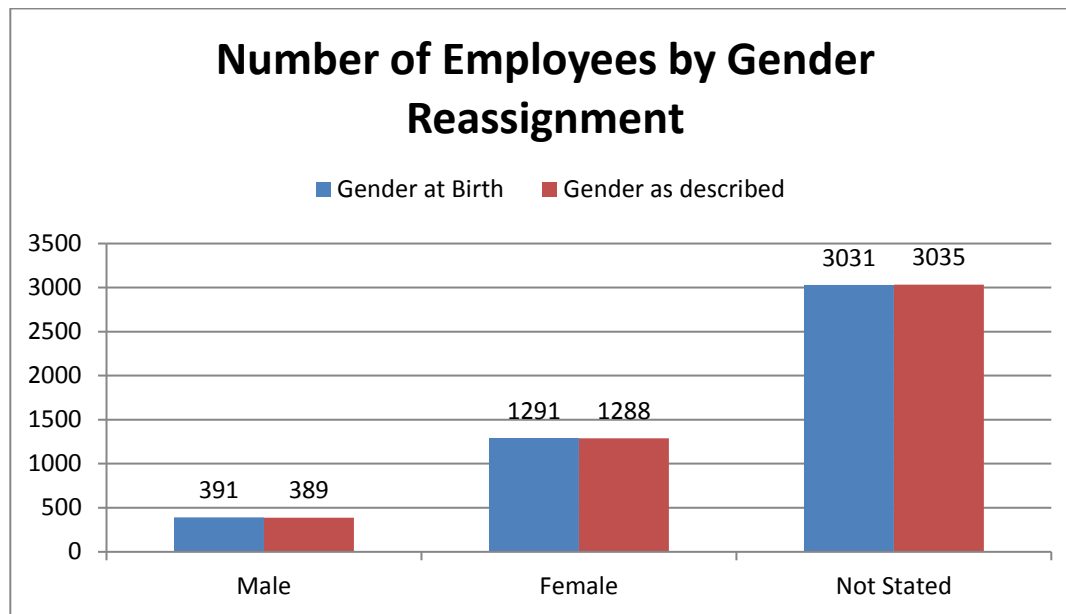
The 2011 Census did not capture data on disability against this definition but asked questions about health and the provision of unpaid care, therefore no direct comparisons can be made to the population of Carmarthenshire.

The significant point to note from the data is that for the majority of employees their disability status is unknown 2,796 (59.27%). This has decreased marginally from previous years (59.61%) It is anticipated this will continue to reduce over time by encouraging employees to voluntarily declare through regular employee audits.

However, of the employees who have declared 1,921 (41%), 348 (18.12%) have indicated that they meet the above definition which compares to 14.42% in previous year. This is the third consecutive year that the figure has increased.

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



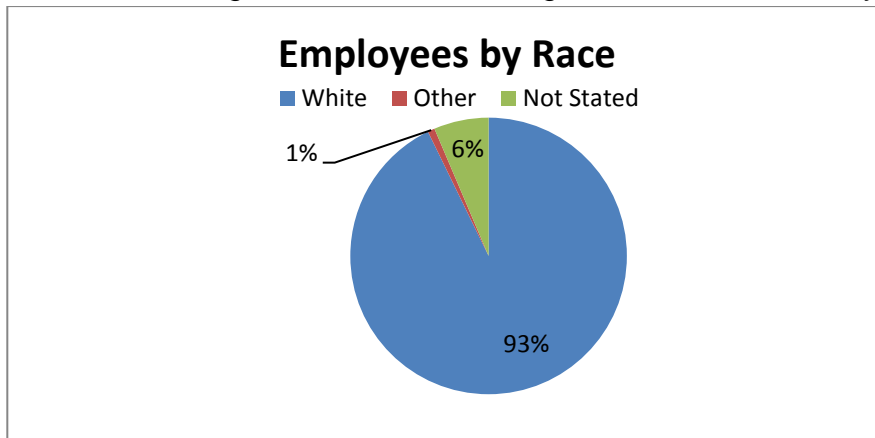
Number of Employees by Gender Reassignment						
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	391	389	8.29%	8.25%	23.19%	23.13%
Female	1291	1288	27.37%	27.31%	76.57%	76.58%
Not Stated	3031	3035	64.26%	64.34%		
Total	4717	4,717	100.00 %	100.00%	100.00%	100.00%

There is a high incidence of those falling into the “Not Stated” category which is to be expected when dealing with information of a sensitive nature.

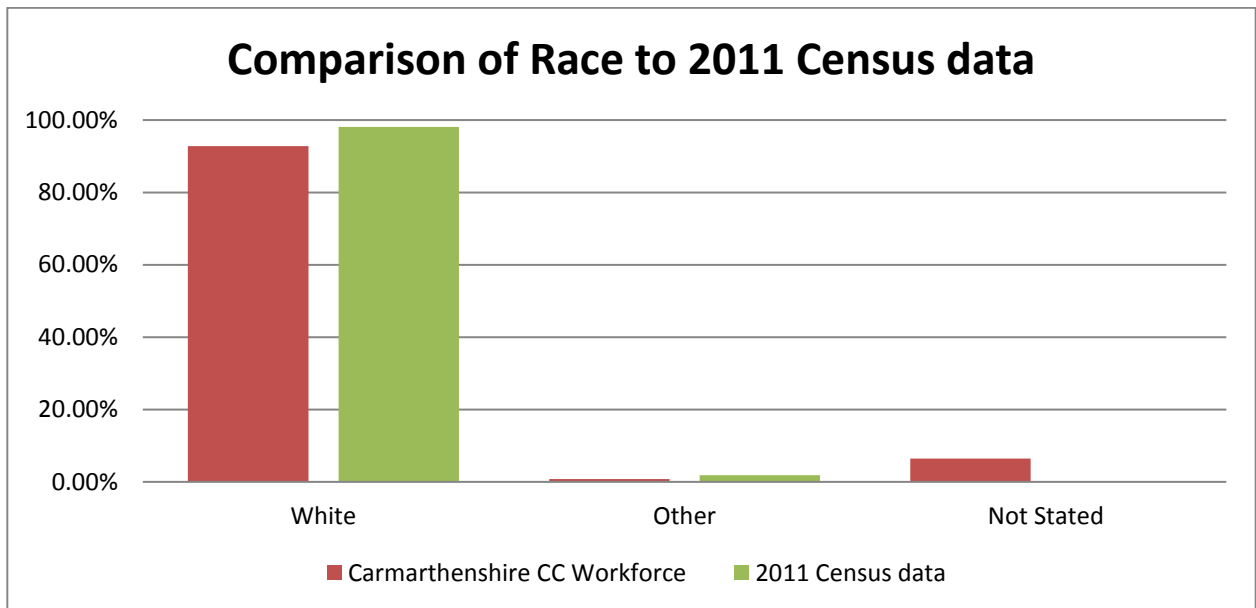
d. Pregnancy and maternity

There were 38 employees on maternity leave as at 31 March 2016. This represents 0.81% of the headcount.

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



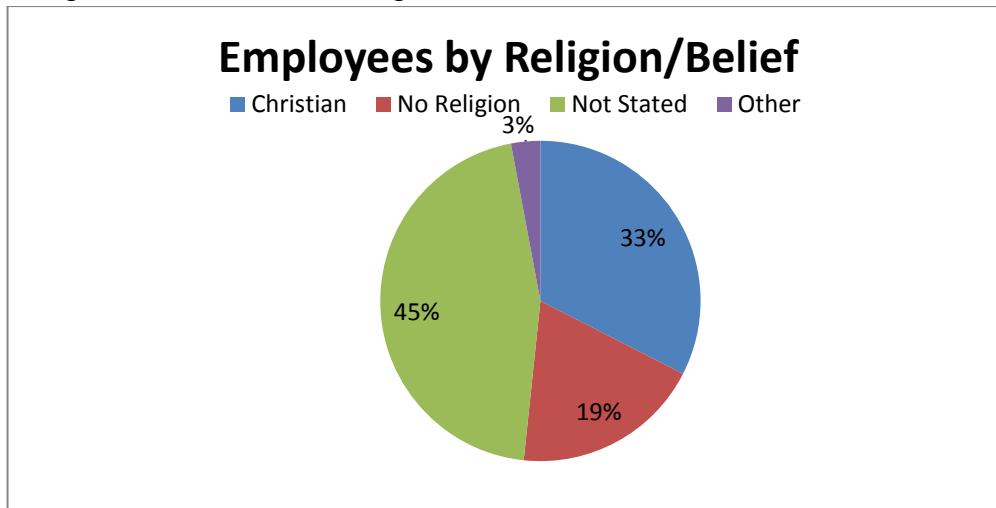
Categories included under “other” in the graphs are: Asian, Black, Mixed and Other.



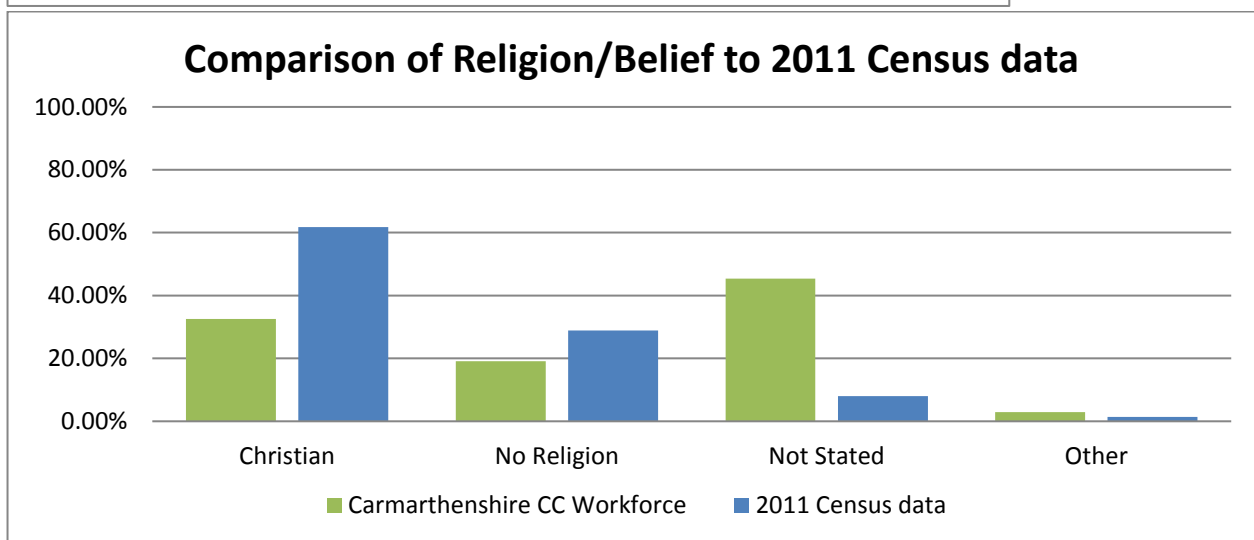
Ethnic Group	Number	Carmarthenshire CC Workforce					2011 Census data
		Number of Employees by Race					
		March 16	March 15	March 14	March 13	March 12	
Asian	20	0.42%	0.44%	0.39%	0.36%	0.39%	1.00%
Black	8	0.17%	0.17%	0.15%	0.11%	0.15%	0.15%
Mixed	9	0.19%	0.25%	0.27%	0.27%	0.30%	0.56%
White	4,376	92.77%	92.79%	91.32%	90.71%	90.14%	98.12%
Not Stated	302	6.40%	8.87%	7.79%	8.45%	8.96%	0.00%
Total	4,717	100.00%	100.00%	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, 4,376 (93%) and a significant minority, 6.4% (302) have not disclosed. This compares with 98% of the population of Carmarthenshire who are White. Of the remaining ethnic groups all, apart from Black ethnicity, the employee numbers and percentages 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.



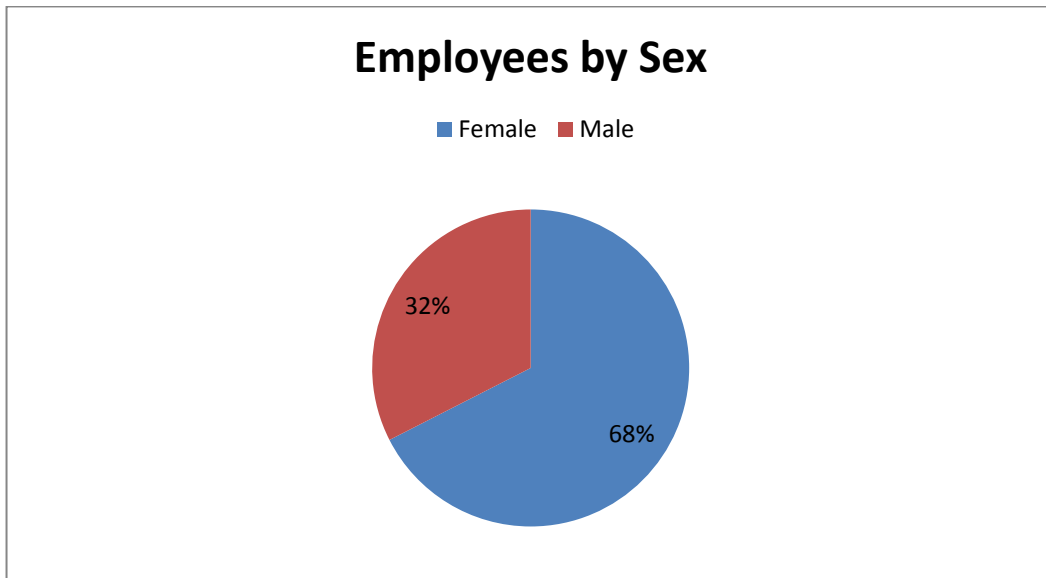
Number of Employees by Religion / Belief						
Religion	Carmarthenshire CC Workforce					
	March 16		March 15	March 14	March 13	March 12
	Number	%	%	%	%	%
Christian	1,534	32.52%	31.56%	25.90%	22.86%	20.46%
Agnostic	7	0.15%	0.15%	0.25%	0.30%	0.30%
Atheist	20	0.42%	0.44%	0.54%	0.70%	0.73%
No Religion	903	19.14%	17.63%	14.27%	11.16%	9.11%
Preferred Not To Say	63	1.34%	1.18%	0.52%	0.28%	0.54%
Not Stated	2,141	45.39%	47.97%	57.45%	63.46%	67.30%
Other	49	1.04%	1.08%	1.06%	1.23%	1.56%
Total	4,717	100.00%	100.00%	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, 2,141 (45.4%). 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', 1,534 (32.52%) followed by the category of 'no religion', 903 (19.15%). 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

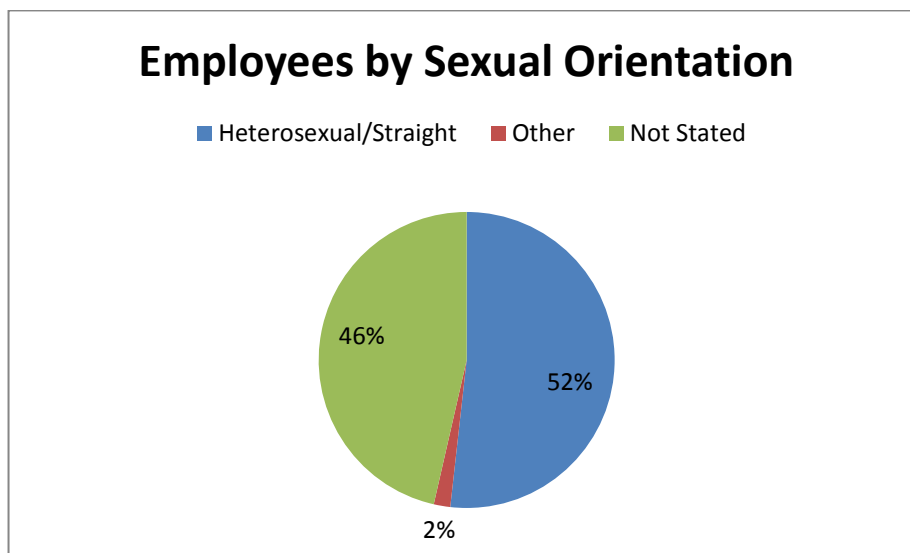


Number of Employees: Sex			
Sex	Number of Employees	%	2011 Census
Female	3,184	68%	51%
Male	1,533	32%	49%
Total	4,717		

The headcount by sex is illustrated above, with 3,184 (68%) female and 1,533 (32%) male which is the same as 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, Bisexual and Other.

Number of Employees by Sexual Orientation			
	Number of Employees	%	% of those declaring
Heterosexual/Straight	2,442	51.77%	96.64%
Gay Man	8	0.17%	0.32%
Gay Woman/Lesbian	14	0.30%	0.55%
Bisexual	11	0.23%	0.44%
Other	52	1.10%	2.06%
Not Stated	2,190	46.43%	
Total	4,717	100.00%	100.00%

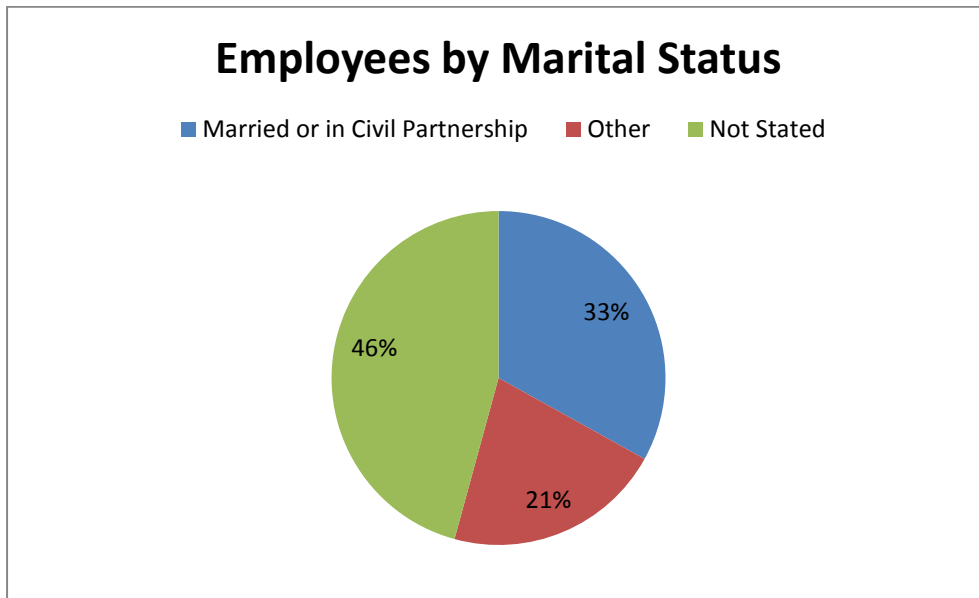
A question on sexual orientation was not included in the 2011 Census and therefore no comparable data available for the population of Carmarthenshire.

The significant point to note is the proportion of employees who have not declared their sexual orientation and is therefore unknown, 2,190 (46.4%). Although high the number of non-declarations continues to decrease. The aim is to continue this trend by encouraging employees to voluntarily declare through regular employee audits. Of those who have declared, 2,442 (96.6%), the majority, have declared their sexual orientation as heterosexual/straight.

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



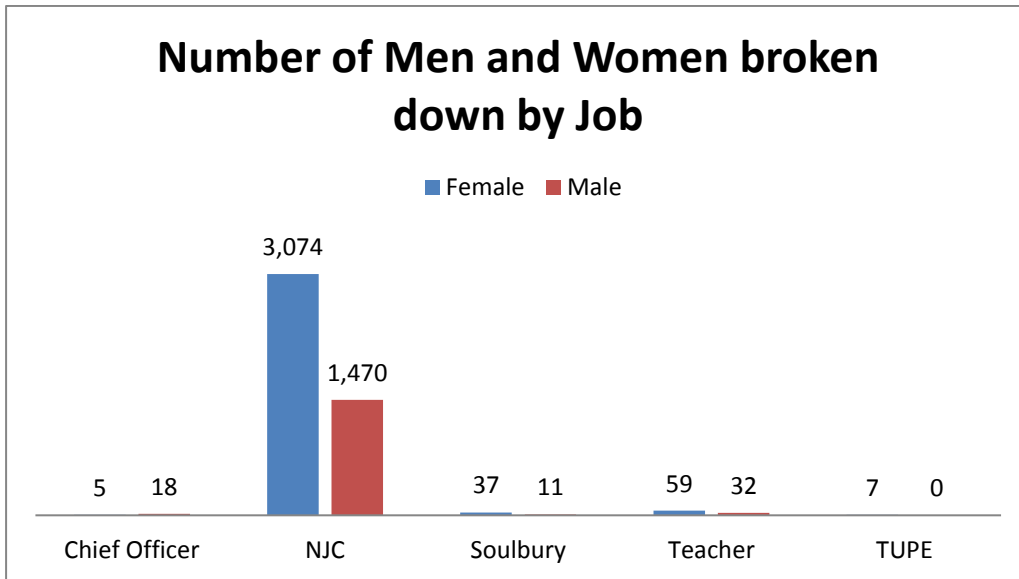
Number of Employees by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	1,559	33.05%	60.92%
Other	1,000	21.20%	39.08%
Not Stated	2,158	45.75%	
Total	4,717	100.00%	100.00%

The significant point to note is the proportion of employees who have not declared their marital status and is therefore unknown, 2,158 (45.75%). This has decreased since last year (48.11%). Of those who have declared, 1,559 (61%) 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 2016

a. Job



Service Condition	Number of Employees		% Female to Male		
	Female	Male	Female	Male	Total
Chief Officer	5	18	22%	78%	100%
NJC	3,074	1,470	68%	32%	100%
Soulbury	37	11	77%	23%	100%
Teacher	59	32	65%	35%	100%
TUPE	7	0	100%	0%	100%
Total	3,183	1,533			

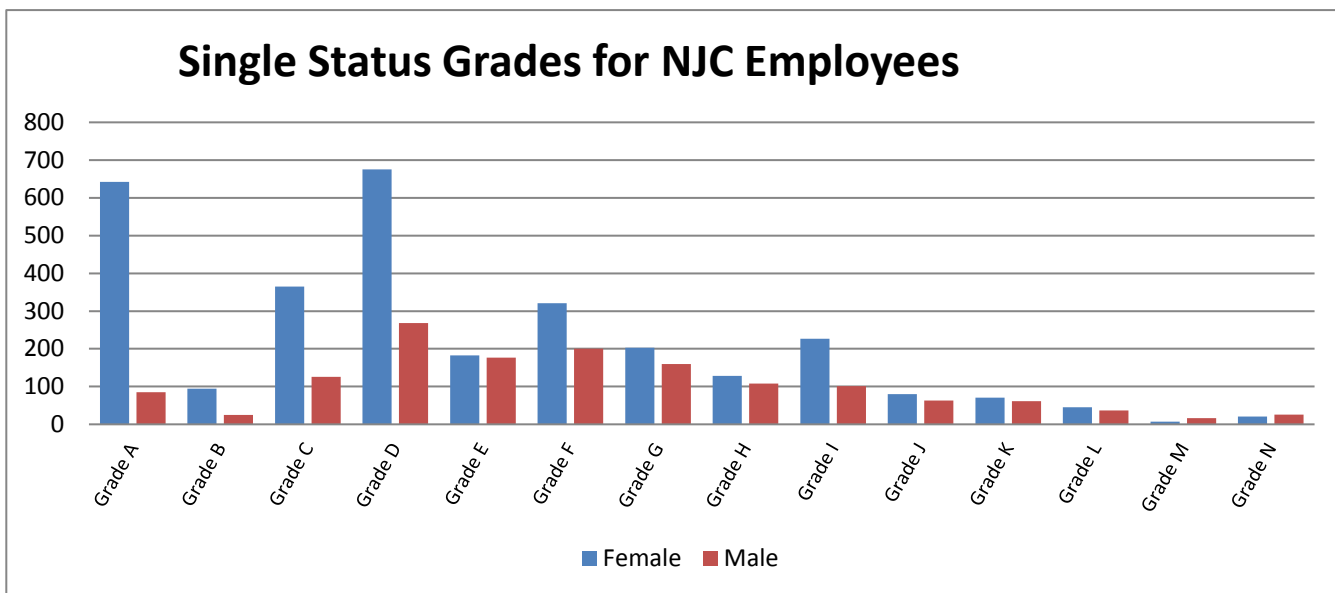
Job category is reported above by service conditions. The data reported shows that the gender split in the largest job category is the same as the overall authority gender split of 68% Female to 32% Male (DR1g) The categories that differ most significantly are: Chief Officer although this has changed from the previous year (18% Female to 82% Male) and Soulbury (77% Female to 23% 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.

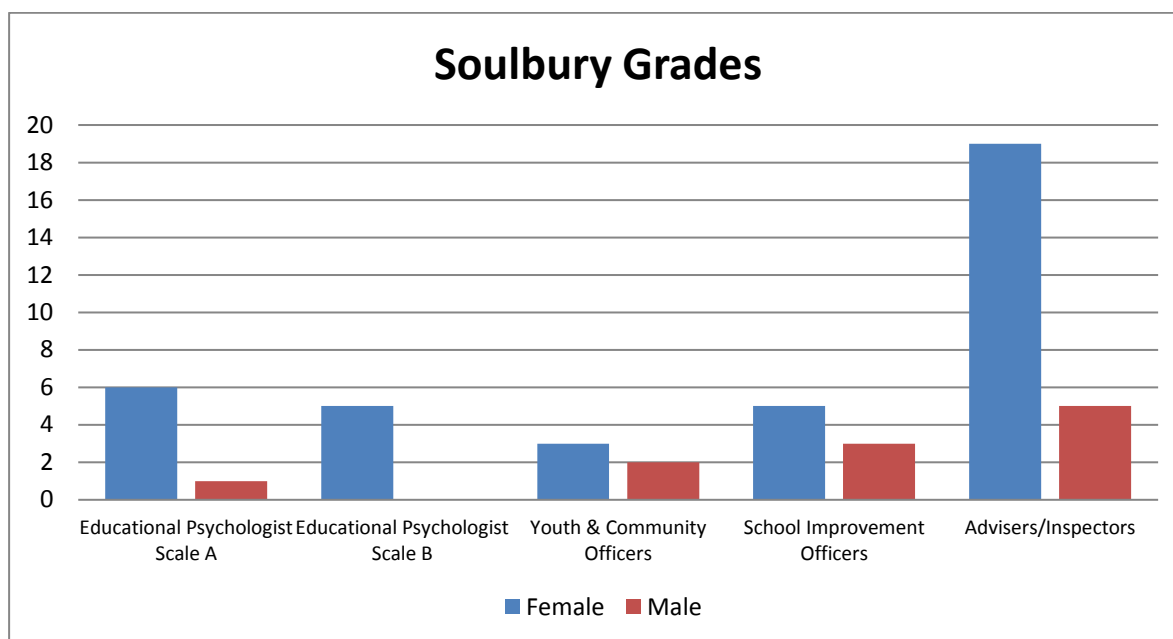
➤ Single Status Grades for NJC Employees



Single Status Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Grade A	642	85	88%	12%	100%
Grade B	94	25	79%	21%	100%
Grade C	365	126	74%	26%	100%
Grade D	675	268	72%	28%	100%
Grade E	183	177	51%	49%	100%
Grade F	321	200	62%	38%	100%
Grade G	203	160	56%	44%	100%
Grade H	128	108	54%	46%	100%
Grade I	227	101	69%	31%	100%
Grade J	80	63	56%	44%	100%
Grade K	71	61	54%	46%	100%
Grade L	45	37	55%	45%	100%
Grade M	7	16	30%	70%	100%
Grade N	21	26	45%	55%	100%
Total	3062	1453	68%	32%	100%

The above table illustrates the gender ratio within each grade and can be compared against the overall female to male ratio of the authority of 68%/32% 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.

➤ Soulbury Grades



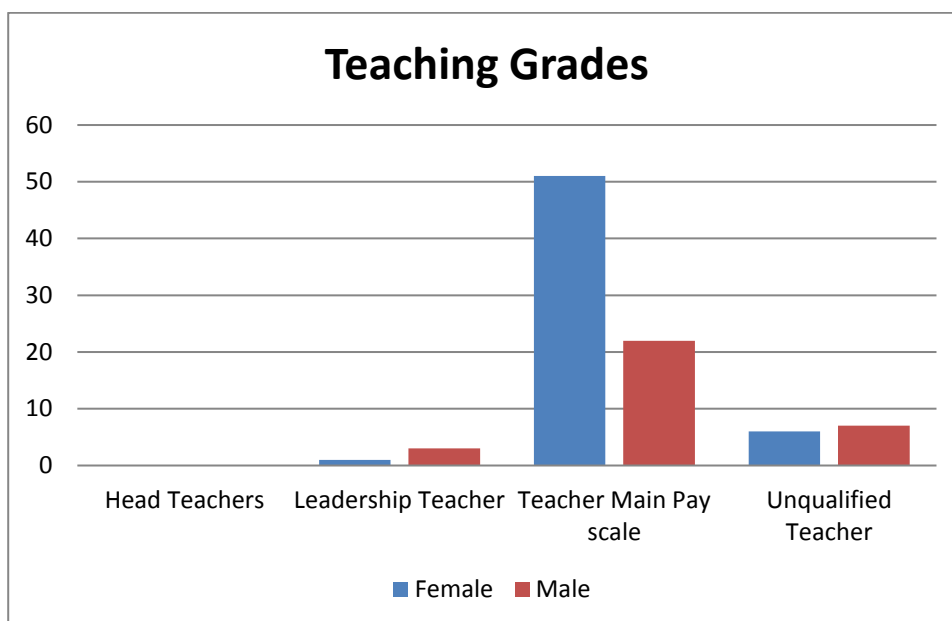
Soulbury Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Educational Psychologist Scale A	6	1	86%	14%	100%
Educational Psychologist Scale B	5	0	100%	0%	100%
Youth & Community Officers	3	2	60%	40%	100%
School Improvement Officers	5	3	63%	38%	100%
Advisers/Inspectors	19	5	79%	21%	100%
Total	38	11	78%	22%	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 78%:22% for Soulbury employees differs from to the authority's gender ratio (68%:32%). There are variances within the specific grades however the numbers of staff in particular grades are low and statistically unreliable to draw any conclusions.

➤ Teaching Grades (Centrally Employed)

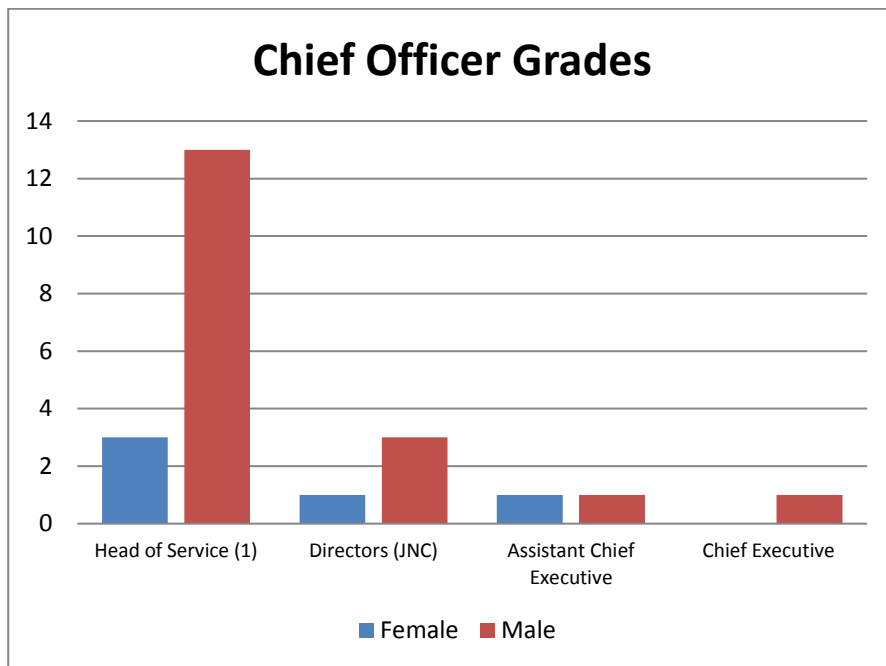


Teaching Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Leadership Teacher	1	3	25%	75%	100%
Teacher Main Pay scale	51	22	70%	30%	100%
Unqualified Teacher	6	7	46%	54%	100%
Total	58	32	64%	36%	100%

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



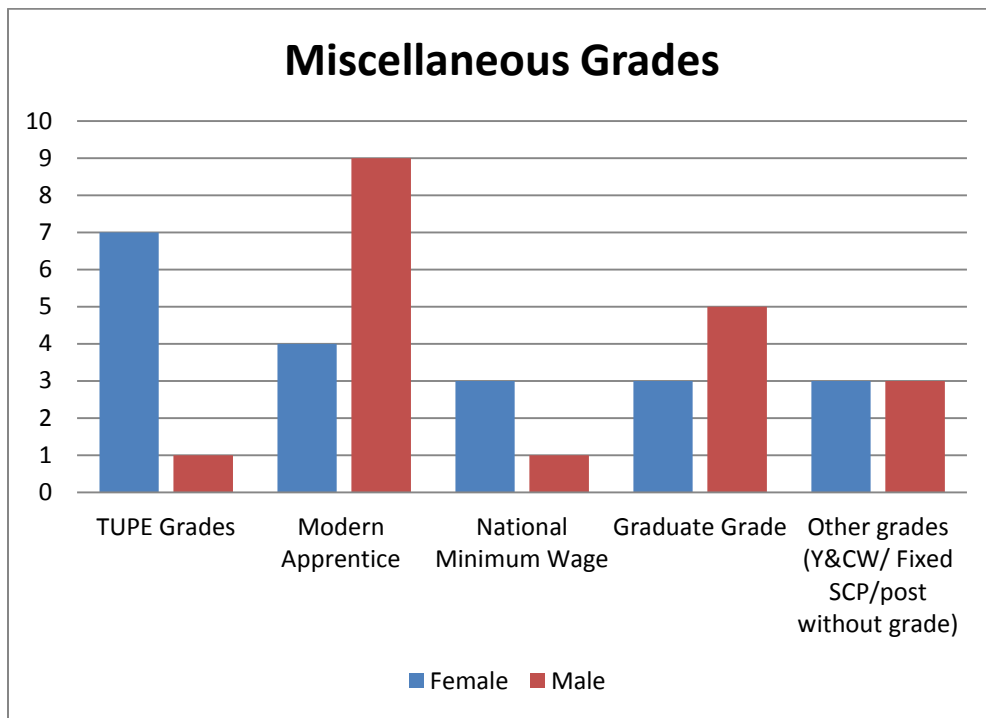
Chief Officer Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Head of Service (1)	3	13	19%	81%	100%
Directors (JNC)	1	3	25%	75%	100%
Assistant Chief Executive	1	1	50%	50%	100%
Chief Executive	0	1	0%	100%	100%
Total	5	18	22%	78%	100%

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 2016.

The overall ratio of female to male Officers has increased from the previous year (18%:82%).

➤ Miscellaneous Grades

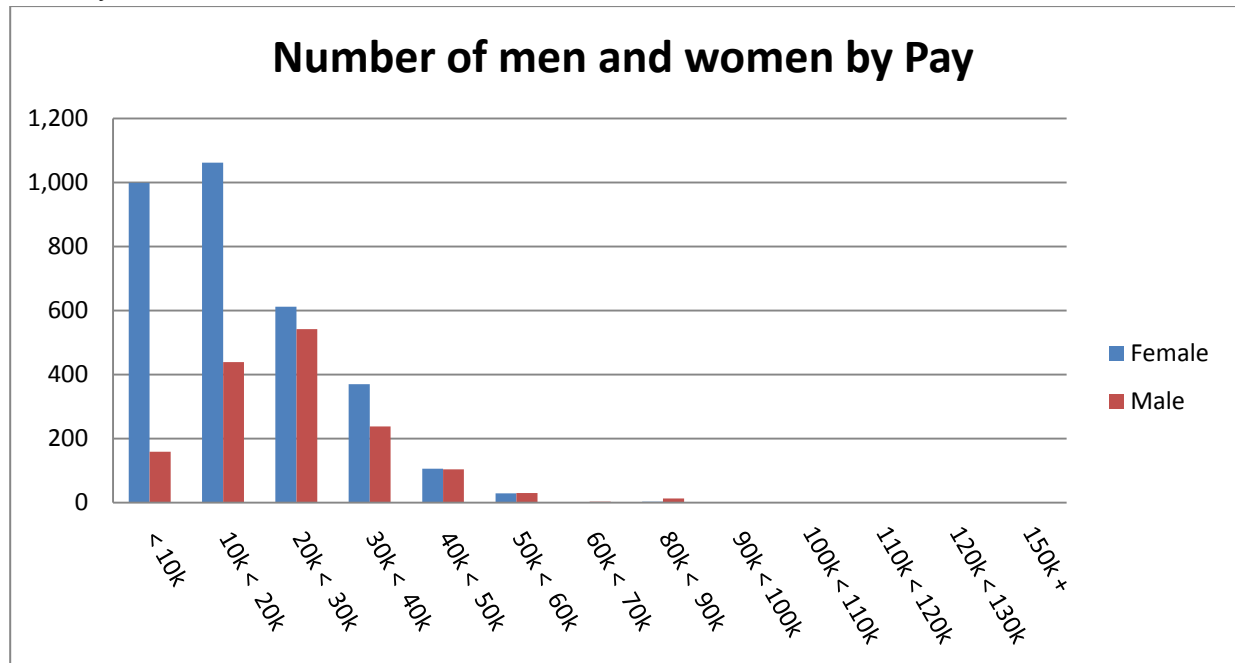


Miscellaneous Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
TUPE Grades	7	1	88%	13%	100%
Modern Apprentices	4	9	31%	69%	100%
National Minimum Wage	3	1	75%	25%	100%
Graduate Grade	3	5	38%	63%	100%
Other grades (Y&CW/ Fixed SCP/post without grade)	3	3	50%	50%	100%
Total	20	19	51%	49%	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. 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.
- Graduate Grade
- Other grades: fixed SCP/post without grades. The number of people in such grades has decreased since previous year. Youth & Community Worker grades are also included as very few of these grades remain in the Authority.

c. Pay



Pay Bands	Number of Employees			% female to male		
	Female	Male	Total	Female	Male	Total
< 10k	999	159	1,158	86.27%	13.73%	100.00%
10k < 20k	1,062	439	1,501	70.75%	29.25%	100.00%
20k < 30k	612	542	1,154	53.03%	46.97%	100.00%
30k < 40k	370	238	608	60.86%	39.14%	100.00%
40k < 50k	106	104	210	50.48%	49.52%	100.00%
50k < 60k	29	30	59	49.15%	50.85%	100.00%
60k < 70k	1	3	4	25.00%	75.00%	100.00%
80k < 90k	3	13	16	18.75%	81.25%	100.00%
90k < 100k	1	0	1	100.00%	0.00%	100.00%
100k < 110k	0	1	1	0.00%	100.00%	100.00%
110k < 120k	1	1	2	50.00%	50.00%	100.00%
120k < 130k	0	2	2	0.00%	100.00%	100.00%
150k +	0	1	1	0.00%	100.00%	100.00%
Total	3,184	1,533	4,717	67.50%	32.50%	100.00%

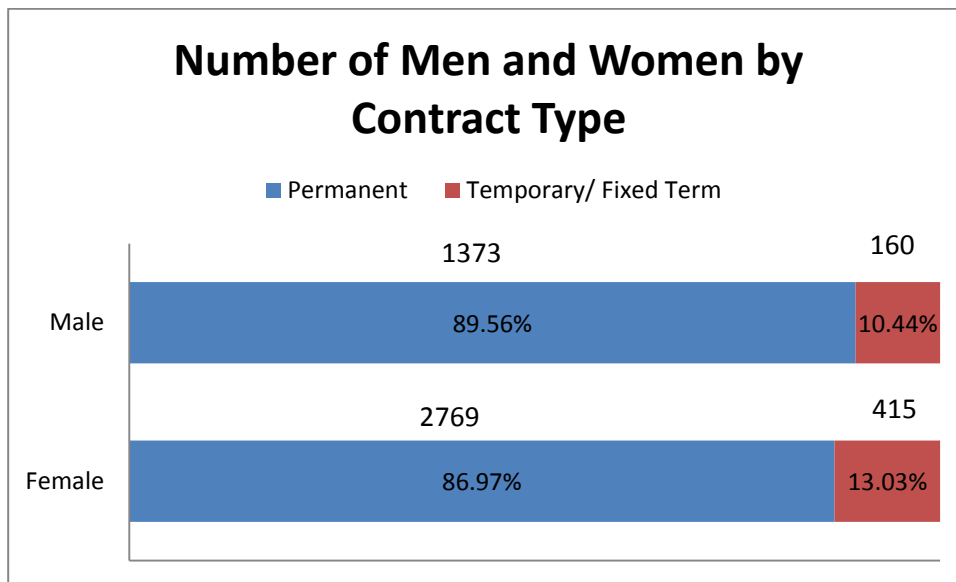
For the purposes of this report 'pay' for male and female employees has been based on the WLGA benchmark, which is basic pay only, as at 31st March 2016.

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 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



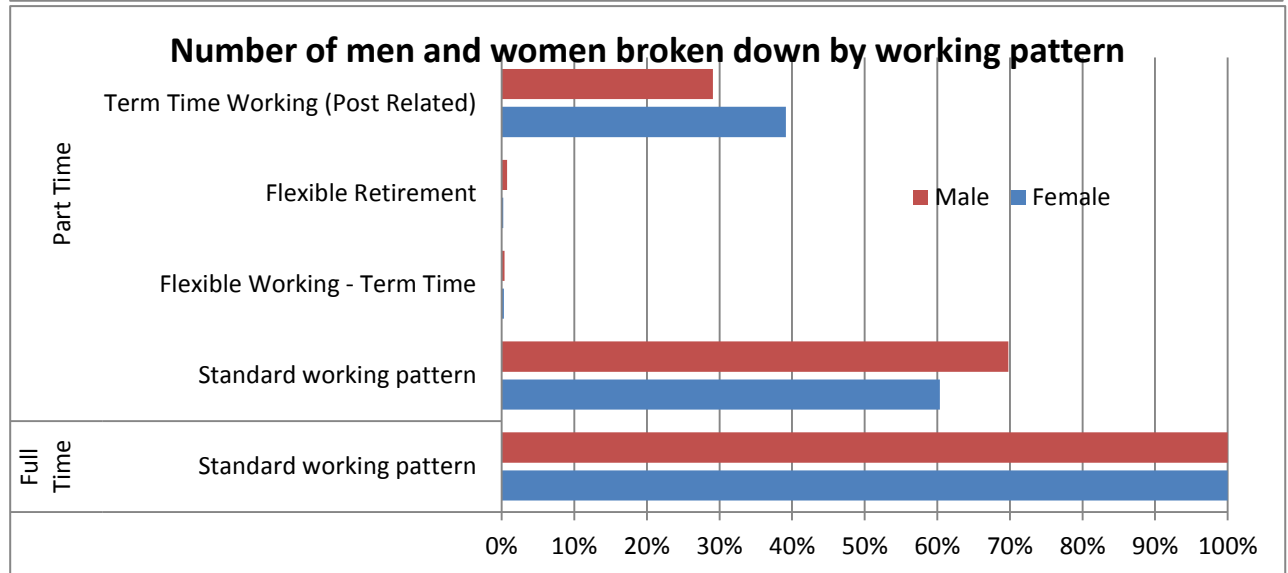
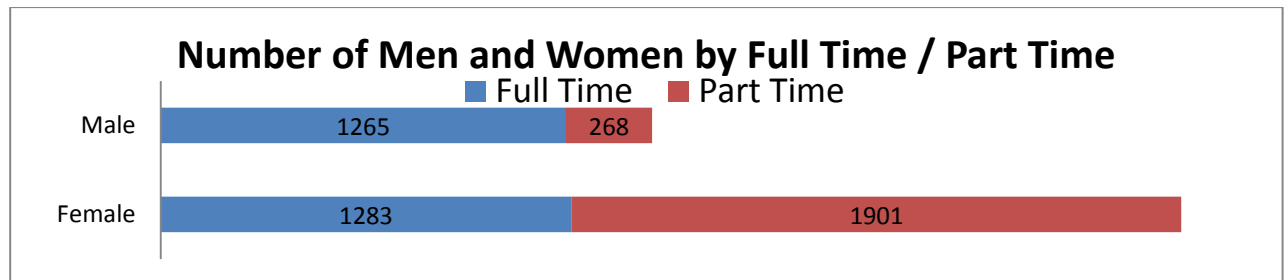
Contract Type	Number of Employees			% Female to Male	
	Female	Male	Total	Female	Male
Permanent	2769	1373	4142	86.97%	89.56%
Temporary/ Fixed Term	415	160	575	13.03%	10.44%
Total	3184	1533	4717	100.00%	100.00%

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	1283	1265	2548	50.35%	49.65%	100.00%
	Total Full Time	1283	1265	2548	50.35%	49.65%	100.00%
Part Time	Standard working pattern	1147	187	1334	85.98%	14.02%	100.00%
	Flexible Working - Term Time	6	1	7	85.71%	14.29%	100.00%
	Flexible Retirement	4	2	6	66.67%	33.33%	100.00%
	Term Time Working (Post Related)	744	78	822	90.51%	9.49%	100.00%
	Total Part Time	1901	268	2169	87.64%	12.36%	100.00%
Total		3184	1533	4717	67.50%	32.50%	100.00%
					% Full to Part Time		
Full Time		1283	1265	2548	54.02%		
Part Time		1901	268	2169	45.98%		
Total		3184	1533	4717	100.00%		

Working pattern has been categorised as follows:

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

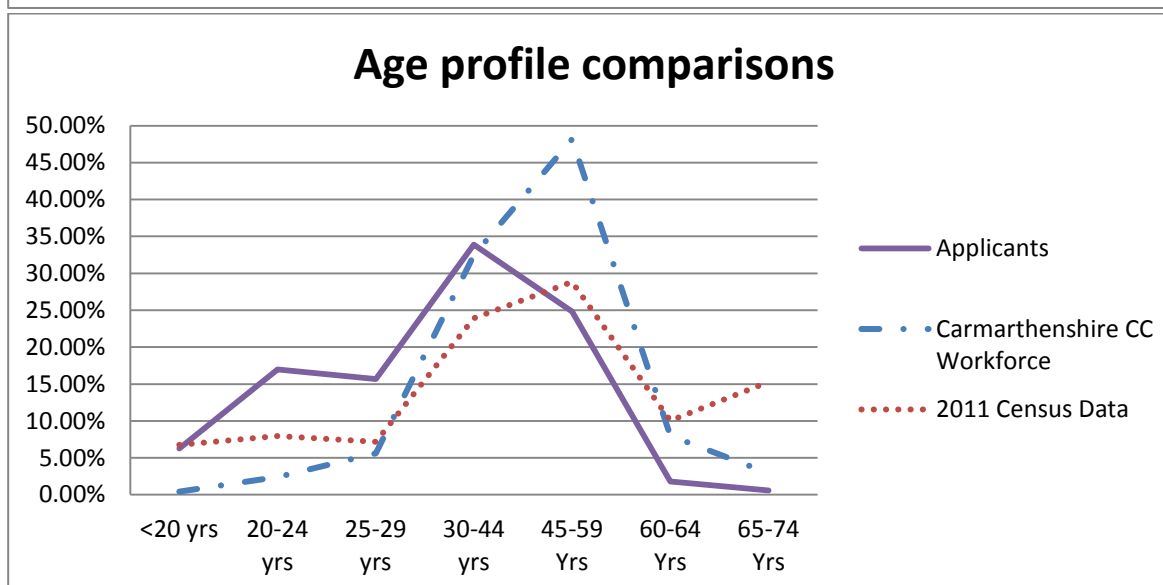
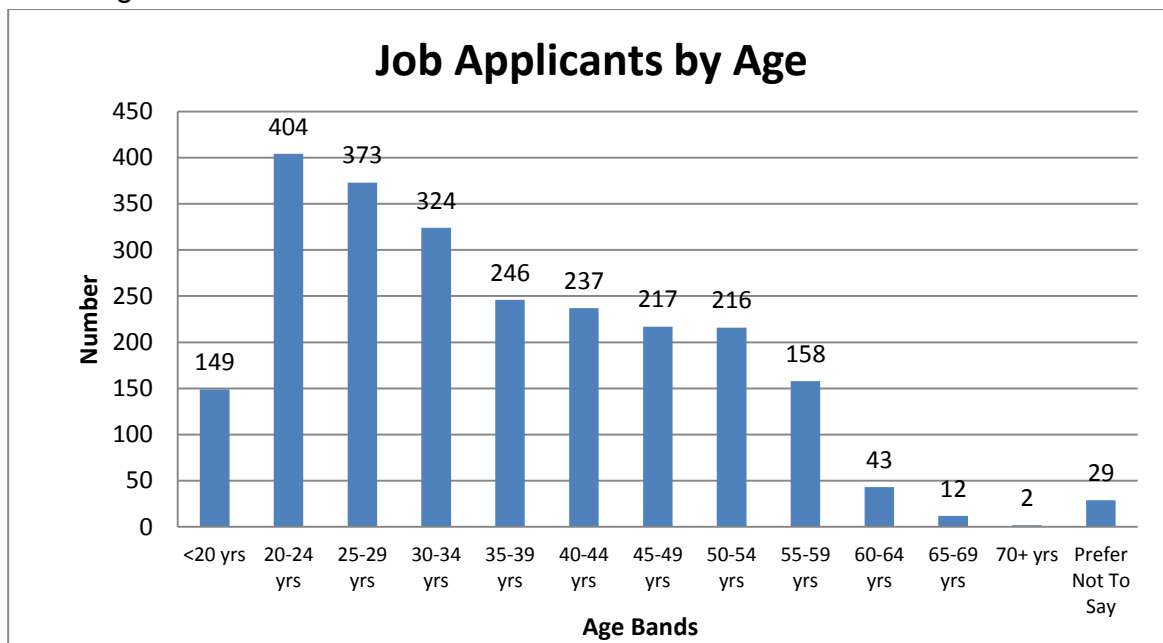
This is sub divided as follows:

- Standard working pattern is typically 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
- Joint Partnership working is where an employee has been jointly employed with another organisation e.g. Health Board
- Term Time Working (Post Related) is because there is a requirement for the post to work term time only, e.g. school catering service.

3. People who have applied for jobs

Reporting period: 1st April 2015 to 31st March 2016

a. Age

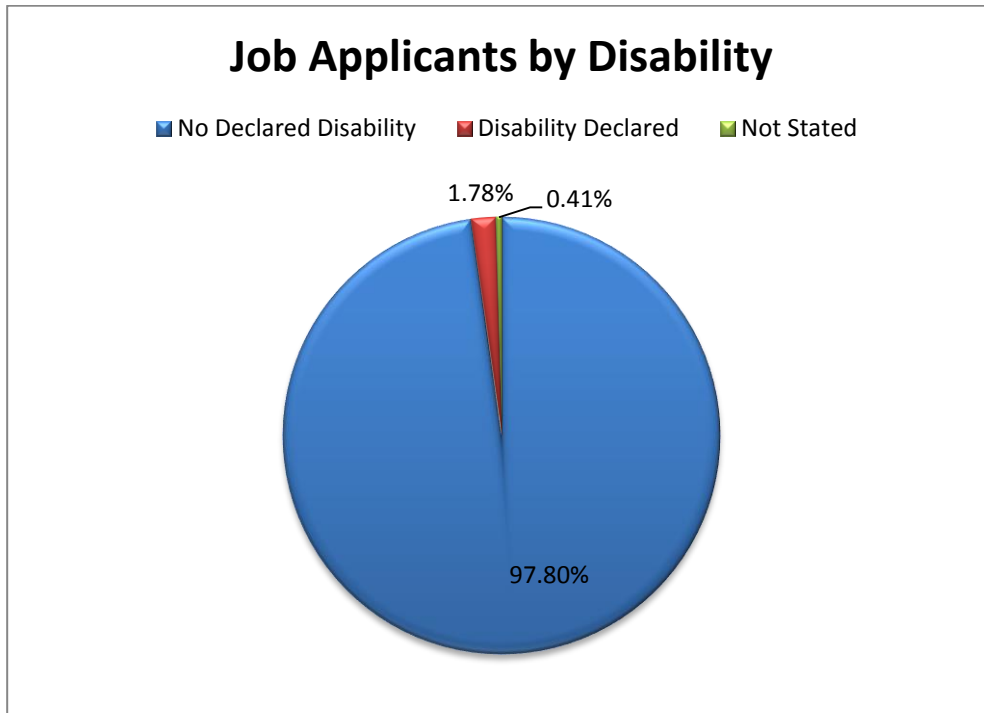


Age of Job Applicants					
Age Bands	Number	Age Bands	Number	Age Bands	Number
<20	149	35-39	246	55-59	158
20-24	404	40-44	237	60-64	43
25-29	373	45-49	217	65-69	12
30-34	324	50-54	216	70+	2

In addition there were 29 applicants who preferred not to state age.

The data illustrates the number of job applicants by age during the reporting period 1st April 2015 to 31st March 2016. 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.

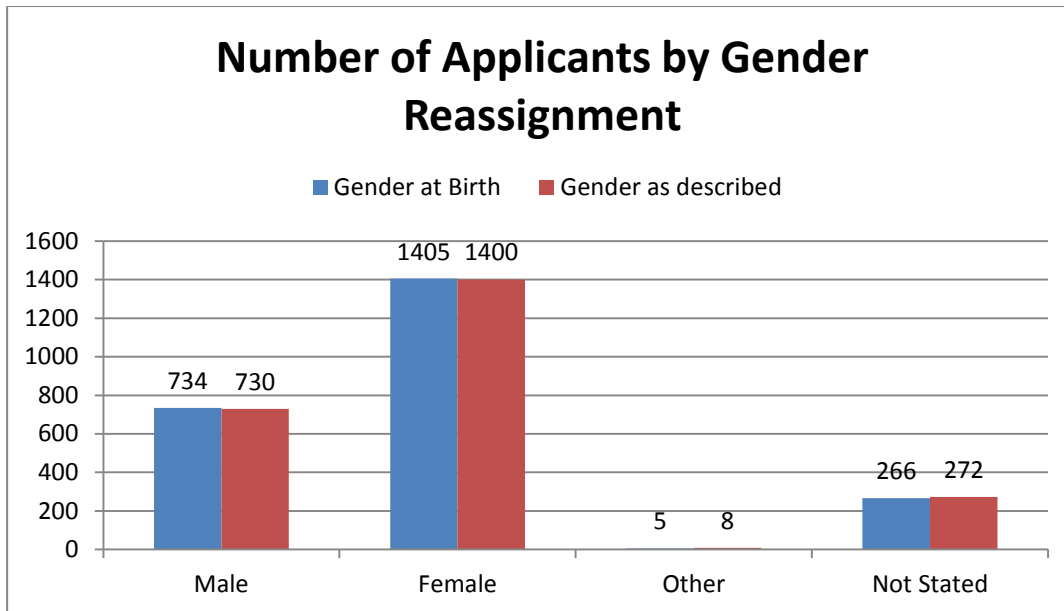
b. Disability



Number of Applicants Declaring a Disability			
	Number	%	% of those declaring
No Declared Disability	2,357	97.80%	98.21%
Disability Declared	43	1.78%	1.79%
Not Stated	10	0.41%	
Total	2,410	100.00%	100.00%

This shows the number of applicants declaring a disability at the application stage is lower than the authority profile (7.38% Section 1b) but figures on the authority profile could be skewed by the low declaration rate. The percentage of applicants declaring a disability (1.79%) has increased since last year (1.22%) but is much lower than the HSE Workforce Facts on Disability that estimates that 18% of the working population is disabled suggesting that either the authority needs to do more to attract disabled applications and/or to encourage applicants to declare a disability at the application stage.

c. Gender Reassignment



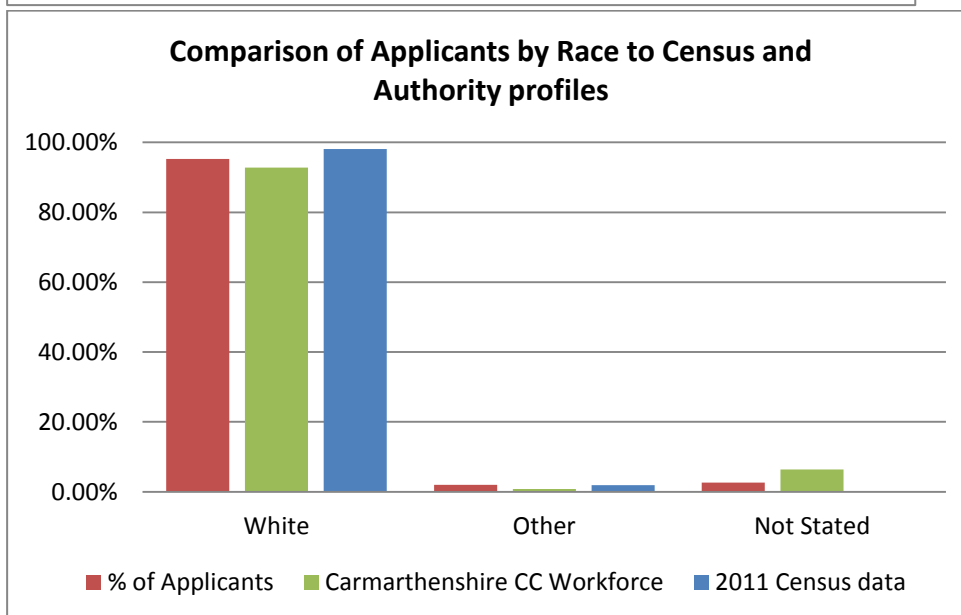
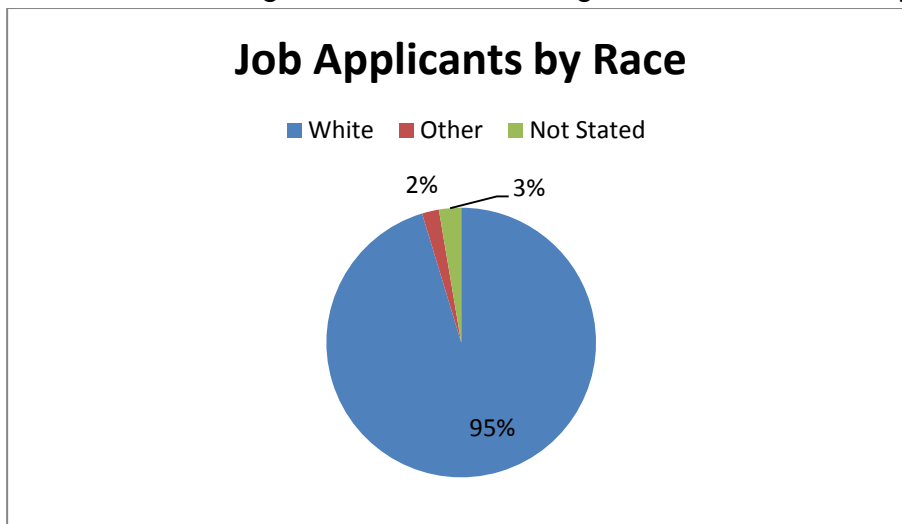
Number of Applicants by Gender Reassignment						
	Number of Applicants		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	734	730	30.46%	30.29%	34.24%	34.14%
Female	1405	1400	58.30%	58.09%	65.53%	65.48%
Other	5	8	0.21%	0.33%	0.23%	0.37%
Not Stated	266	272	11.04%	11.29%		
Total	2410	2,410	100.00%	100.00%	100.00%	100.00%

Please note that the proportion of male to female reported (34.29%: 65.53%) differs from that reported against “Job Applicants by Sex” (3g) (35%:64%). 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 102 applicants that have received maternity payments during the reporting period.

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



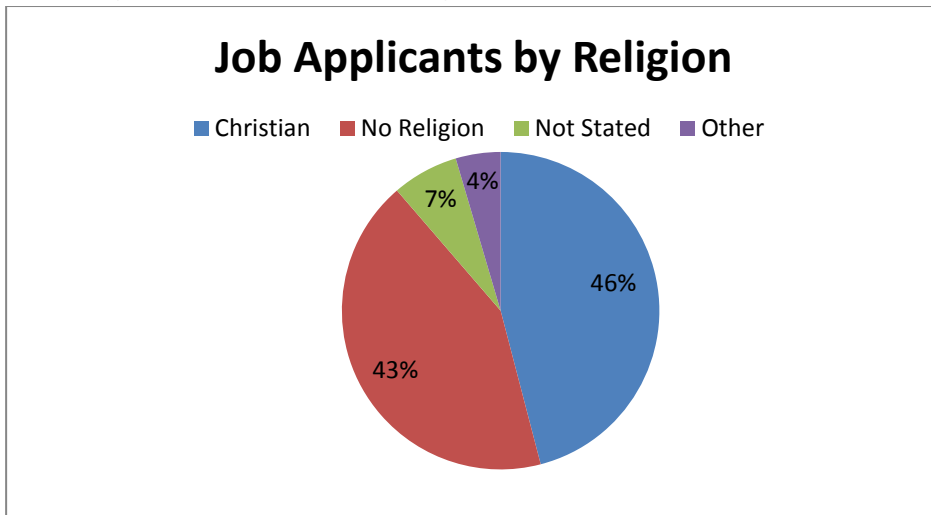
Categories included under “other” in the graphs are: Asian, Black, Mixed, Prefer not to say and Other.

Job Applicants by Race								
Ethnic Group	Number of Applicants	% of Applicants	Carmarthenshire CC Workforce					2011 Census data
			March 2016	March 2015	March 2014	March 2013	March 2012	
Asian	19	0.79%	0.42%	0.44%	0.39%	0.36%	0.69%	1.00%
Black	11	0.46%	0.17%	0.17%	0.15%	0.11%	0.48%	0.15%
Mixed	10	0.41%	0.19%	0.25%	0.27%	0.27%	0.41%	0.56%
White	2,297	95.31%	92.77%	92.79%	91.32%	90.71%	95.22%	98.12%
Other	9	0.37%	0.04%	0.08%	0.08%	0.09%	0.33%	0.00%
Not Stated	64	2.66%	6.41%	6.28%	7.79%	8.45%	2.87%	0.00%
Total	2,410	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

The category "other" includes those who stated other and Prefer not to say

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 (93%) 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 different to 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

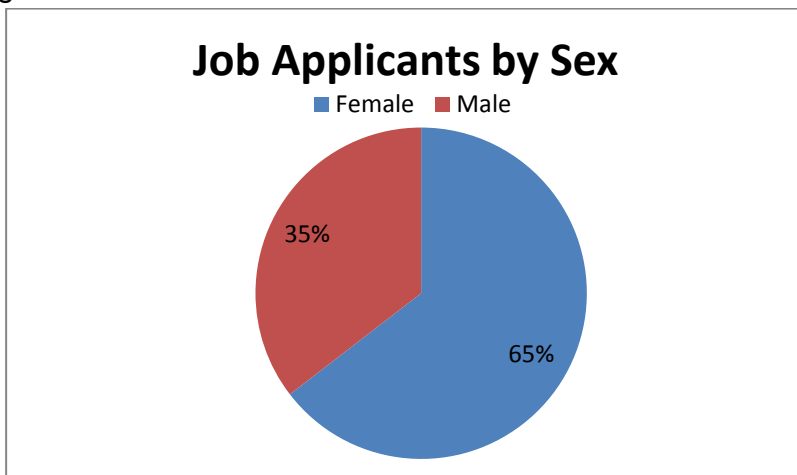


Categories included under "Other" in the graphs are: Agnostic, Atheist, Buddhist, Hindu, Humanist, Jewish, Muslim, Sikh and Other.

Job Applicants by Religion / Belief			
Religion	Number	%	Carmarthenshire CC Workforce
Christian	1,107	45.93%	32.52%
Buddhist	10	0.41%	0.11%
Muslim	6	0.25%	0.02%
No Religion	1,030	42.74%	19.14%
Not Stated	163	6.76%	45.39%
Other	28	1.16%	0.87%
Prefer Not to Say	66	2.74%	1.34%
Total	2,410	100.00%	99.39%

Other includes categories where the number to report is less than 5.

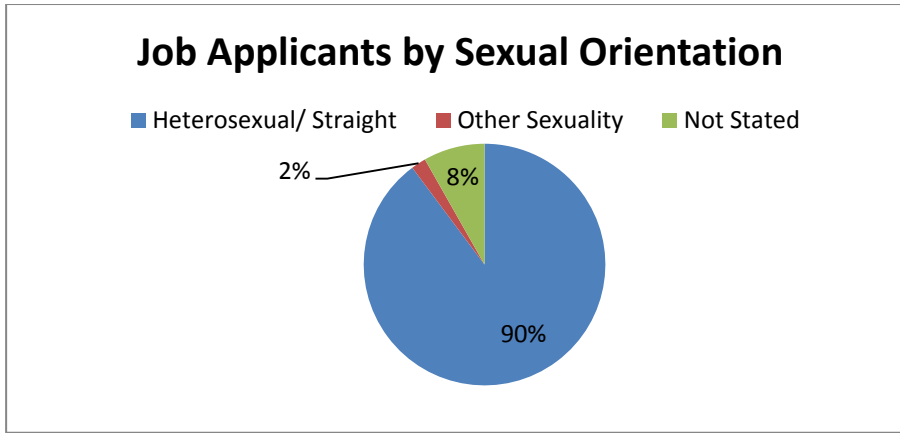
g. Sex



Number of Applicants: Sex				
Sex	Number of Applicants	%	Carmarthenshire CC Workforce	2011 Census
Female	1,548	64.2%	68%	51%
Male	850	35.3%	32%	49%
Not Stated	12	0.5%		
Total	2,410	100%		

The proportion of female to male applicants is 64%:35% which is similar to the workforce ratio but higher than the population data available from the 2011 census (51%:49%).

h. Sexual Orientation

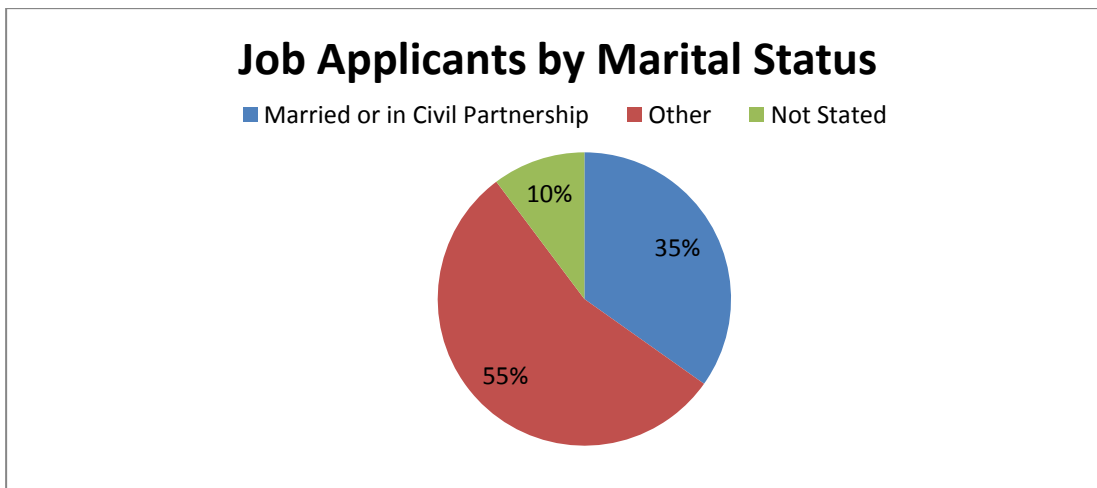


Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Other.

Number of Applicants by Sexual Orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	2,164	89.79%	97.83%
Gay Man	11	0.46%	0.50%
Bisexual	17	0.71%	0.77%
Gay Woman/ Lesbian	14	0.58%	0.63%
Other Sexuality	6	0.25%	0.27%
Not Stated	198	8.22%	
Total	2,410	100.00%	100.00%

The proportion of applicants that have not disclosed their sexual orientation (8.22%) is much higher than for the other categories in this section and has increased since last year. This is possibly a reflection of the sensitivity in relation to this area. Of those that have declared the majority (98%) define themselves as Heterosexual/Straight which is very close to the figure for the authority (96.6% Section 1h).

i. Marital Status

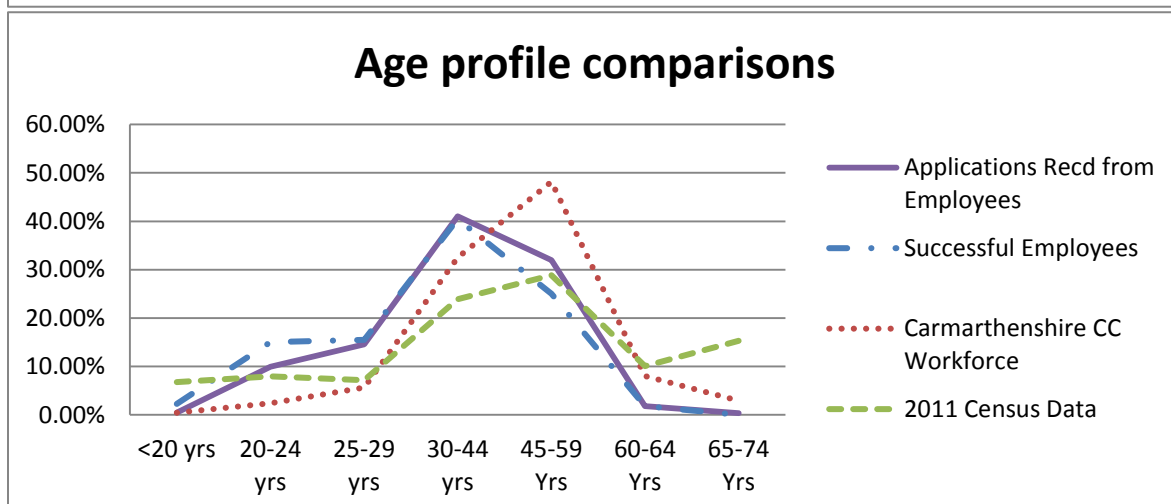
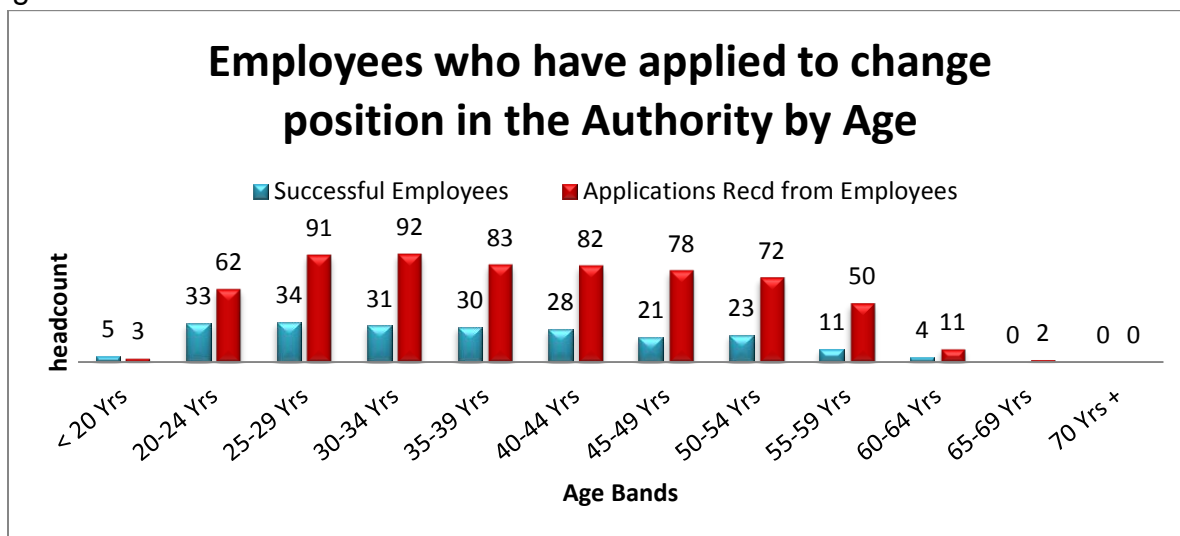


Number of Applicants by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	839	34.81%	38.79%
Other	1,324	54.94%	61.21%
Not Stated	247	10.25%	
Total	2,410	100.00%	100.00%

4. Employees who have applied to change position

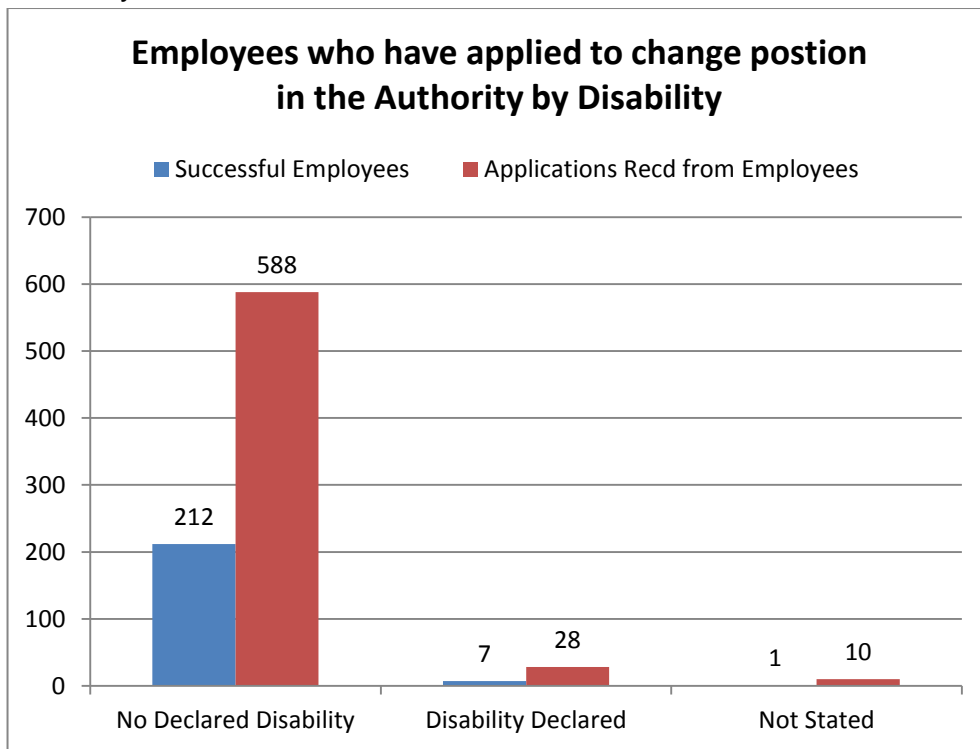
Reporting period 1st April 2015 to 31st March 2016, Employees who have applied to change position identifying how many were successful in their application and how many were not

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	5	3	2.27%	0.48%
20-24 Yrs	33	62	15.00%	9.90%
25-29 Yrs	34	91	15.45%	14.54%
30-34 Yrs	31	92	14.09%	14.70%
35-39 Yrs	30	83	13.64%	13.26%
40-44 Yrs	28	82	12.73%	13.10%
45-49 Yrs	21	78	9.55%	12.46%
50-54 Yrs	23	72	10.45%	11.50%
55-59 Yrs	11	50	5.00%	7.99%
60-64 Yrs	4	11	1.82%	1.76%
65-69 Yrs	0	2	0.00%	0.32%
Total	220	626	100.00%	100.00%

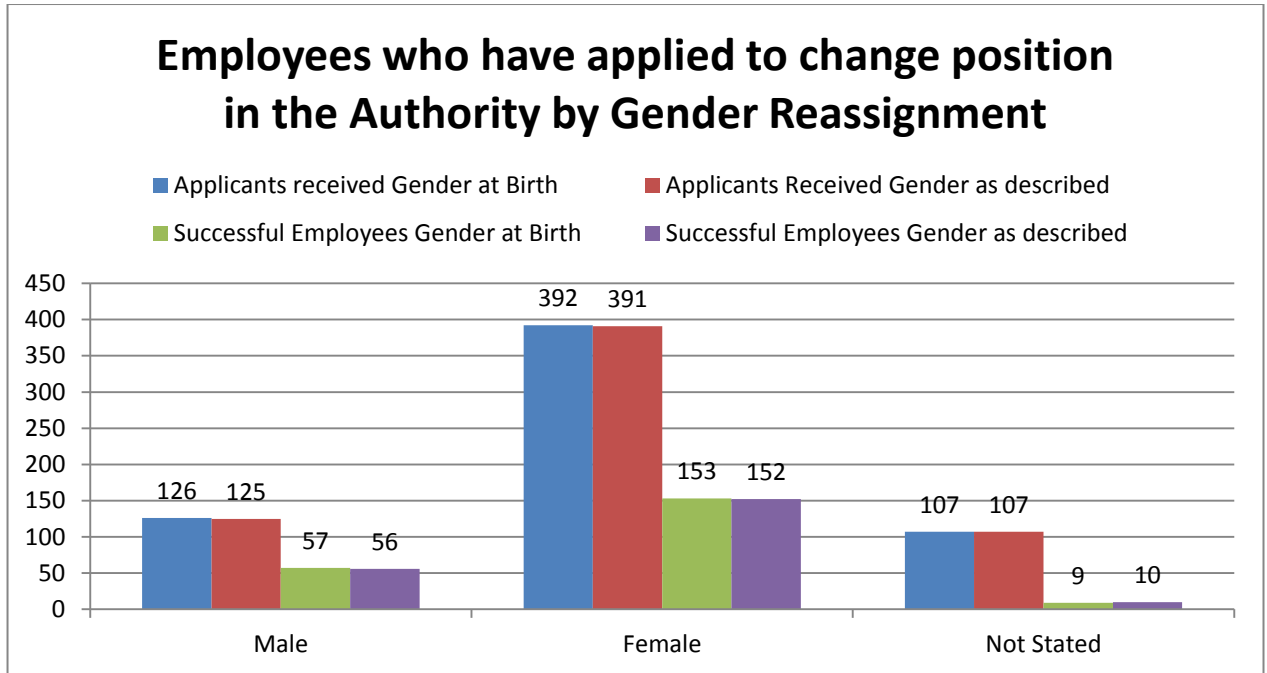
b. Disability



	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
No Declared Disability	212	588	96.36%	93.93%
Disability Declared	7	28	3.18%	4.47%
Not Stated	1	10	0.45%	1.60%
Total	220	626	100.00%	100.00%

The percentage of applicants from employees declaring a disability is very low. The workforce audit aims to encourage more employees to declare a disability.

c. Gender Reassignment



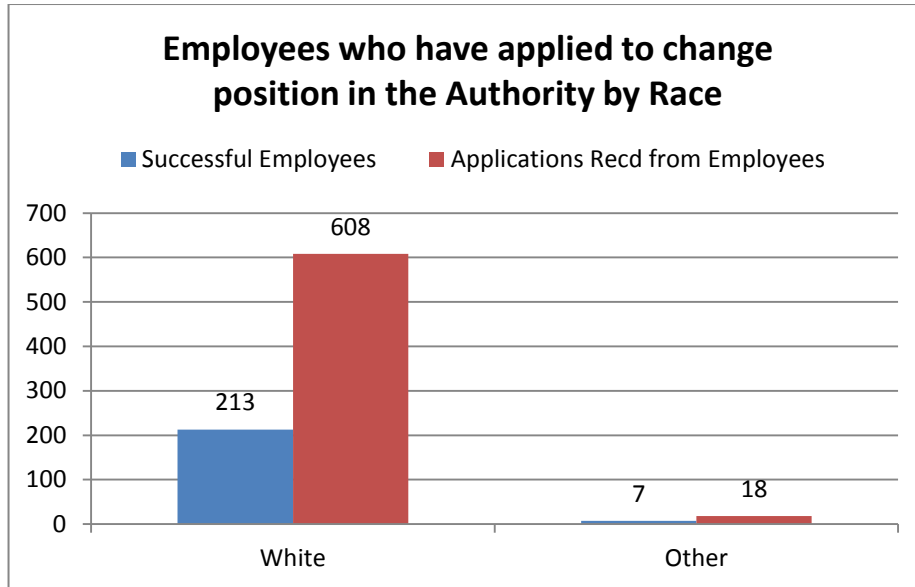
Employees who have applied to change position in the Authority by Gender Reassignment						
Employees who have applied to change position in the Authority by Gender Reassignment - Applications Received						
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	126	125	20.13%	19.97%	24.28%	24.08%
Female	392	391	62.62%	62.46%	75.53%	75.34%
Other						
Not Stated	107	107	17.09%	17.09%		
Total	626	626	100.00%	100.00%	100.00%	100.00%
Employees who have applied to change position in the Authority by Gender Reassignment - Successful Employees						
	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	57	56	25.91%	25.45%	27.01%	26.67%
Female	153	152	69.55%	69.09%	72.51%	72.38%
Other						
Not Stated	9	10	4.09%	4.53%		
Total	220	220	100.00%	100.00%	100.00%	100.00%

Data has been blanked where numbers too low to record occurs (less than 5 instances).

d. Pregnancy and maternity

The Authority has identified 11 applicants that have received maternity payments during the reporting period, 6 of which were successful employees.

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

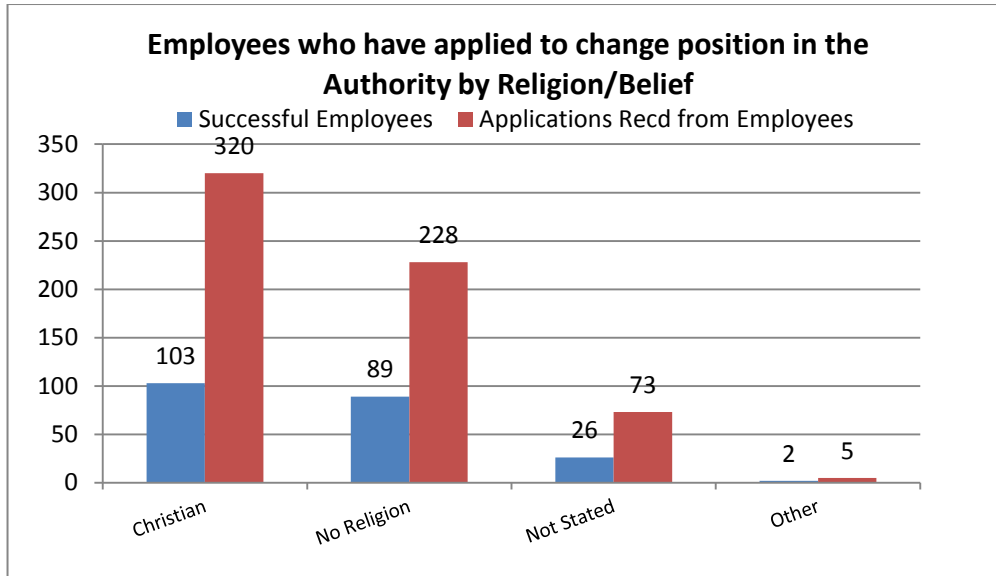


Categories included under “other” in the graphs are: Asian, Black, Mixed, Not Stated and Other. These have been amalgamated due to the low number

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	213	608	96.82%	97.12%
Other	7	18	3.18%	2.88%
Total	220	626	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:2.88% by comparison to the number of applications received from employees of White ethnic origin, 608 (97%). Year on Year there is very little difference in the data reported.

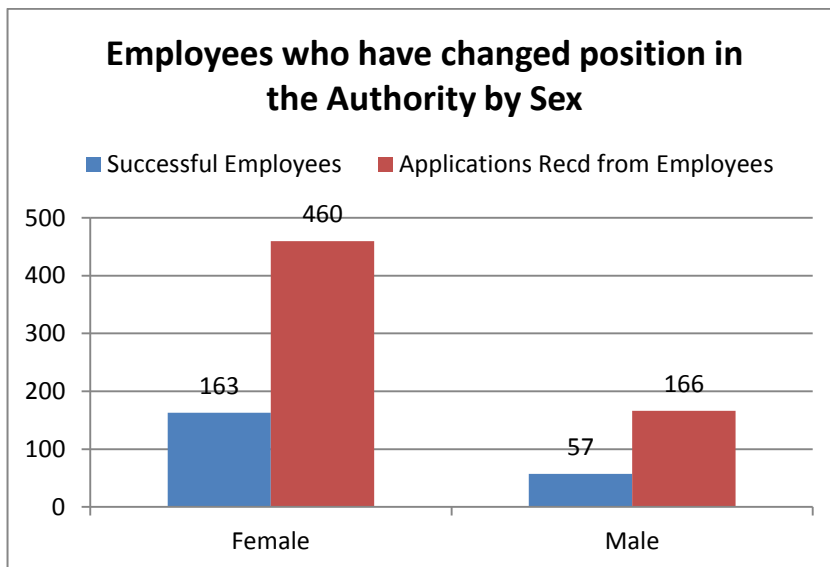
f. Religion or belief – including lack of belief



Categories included under "Other" in the graphs are: Agnostic, Atheist, Buddhist, Humanist, Jewish, Prefer not to say and Other. These have been amalgamated due to the low number reported in each.

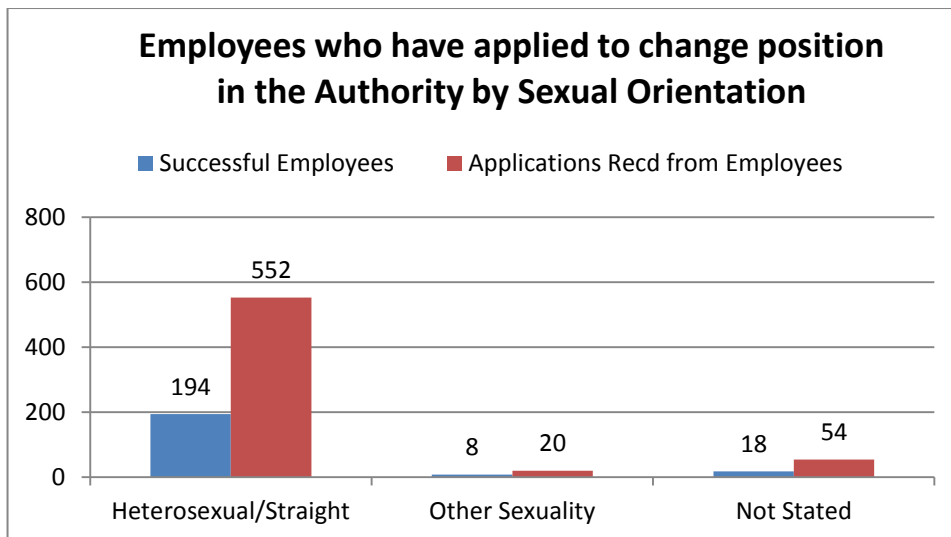
Religion/ Belief	Number		%	
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
Christian	103	320	46.82%	51.12%
No Religion	89	228	40.45%	36.42%
Not Stated	26	73	11.82%	11.66%
Other				
Total	220	626	100.00%	100.00%

g. Sex



	Number		%		Carmarthenshire profile	2011 Census data
	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees		
Female	163	460	74.09%	73.48%	68%	51%
Male	57	166	25.91%	26.52%	32%	49%
Total	220	626	100.00%	100.00%		

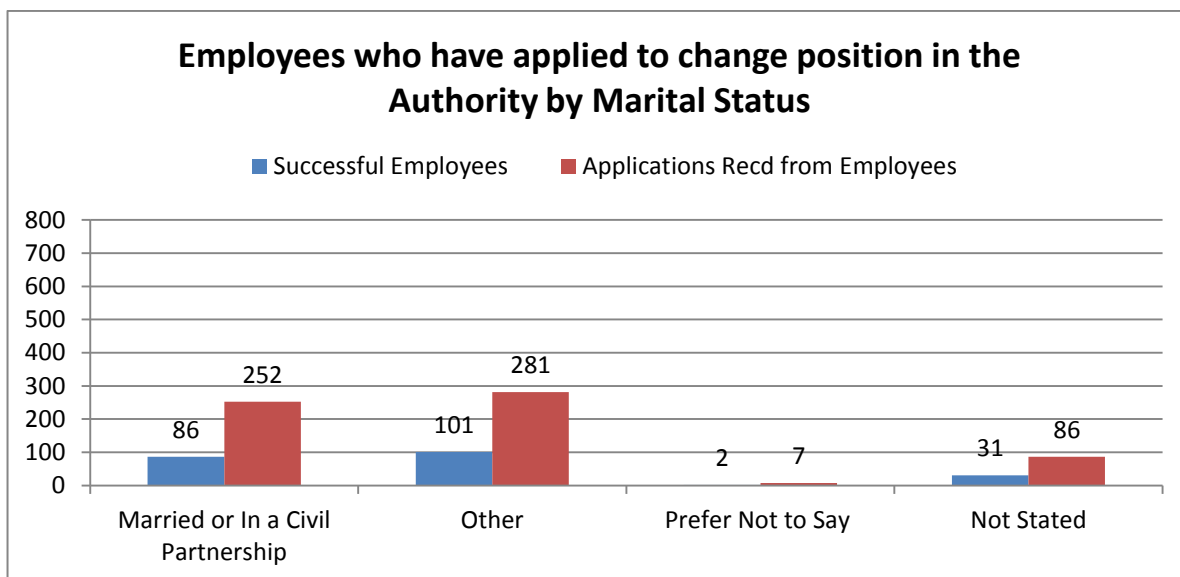
h. Sexual Orientation



Categories included under “Other” in the graph are: Gay man, Bisexual, Gay woman/Lesbian, Prefer not to Say 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	194	552	88.18%	88.18%	44.09%	44.09%
Other Sexuality	8	20	3.64%	3.19%	3.96%	3.50%
Not Stated	18	54	8.18%	8.63%		
Total	220	626	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	86	252	39.09%	40.26%	45.50%	46.67%
Other	101	281	45.91%	44.89%	53.44%	52.04%
Preferred Not to Say	2	7	0.91%	1.12%	1.06%	1.30%
Not Stated	31	86	14.09%	13.74%		
Total	220	626	100.00%	100.00%	100.00%	100.00%

5. Employees who have applied for training

Reporting Period 1st April 2015 to 31st March 2016, Employees who have applied for training and how many were successful in their application

6. Employees who have completed training

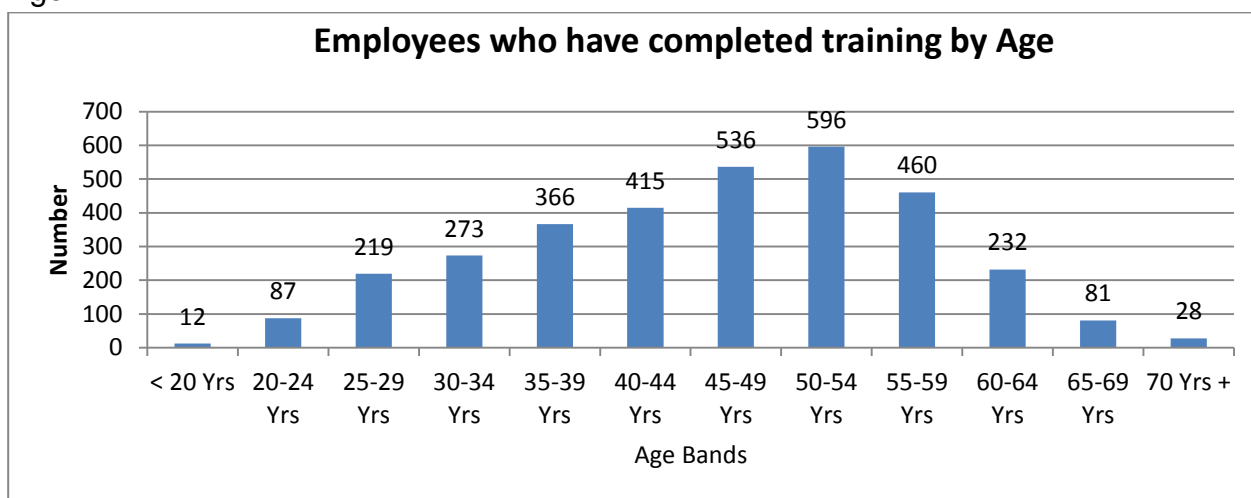
Reporting period 1st April 2015 to 31st March 2016

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. Implementation is expected during 2016/17.

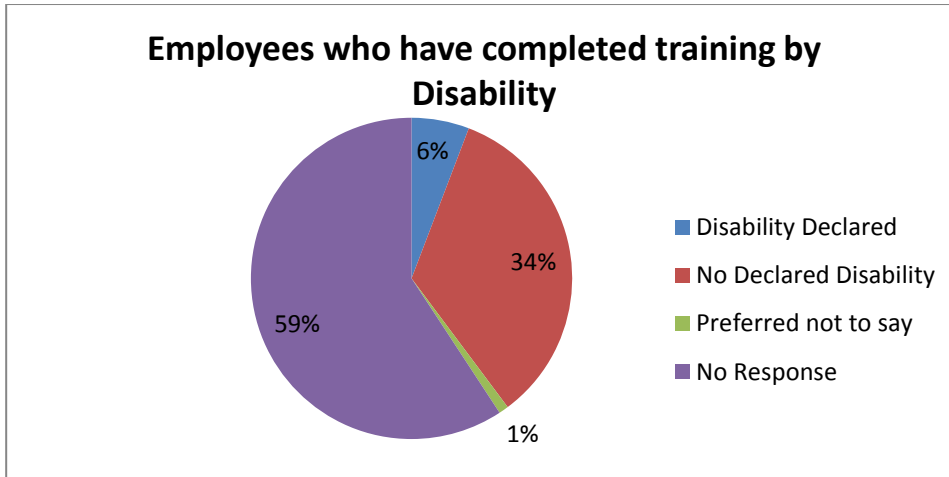
a. Age



Employees who have completed Training : Age								
Age Bands	Number	%	Age Bands	Number	%	Age Bands	Number	%
< 20 Yrs	12	0.36%	35-39 Yrs	366	11.07%	55-59 Yrs	460	13.92%
20-24 Yrs	87	2.63%	40-44 Yrs	415	12.56%	60-64 Yrs	232	7.02%
25-29 Yrs	219	6.63%	45-49 Yrs	536	16.22%	65-69 Yrs	81	2.45%
30-34 Yrs	273	8.26%	50-54 Yrs	596	18.03%	70 Yrs +	28	0.85%

The profile breakdown reflects the age demographic of Carmarthenshire employees. Year on year there is a slight increase in the <20 age group rising from 10 employees to 12, this may be due to individuals joining the Authority's apprenticeship programme. In the context of the whole organisation the changes are minimal.

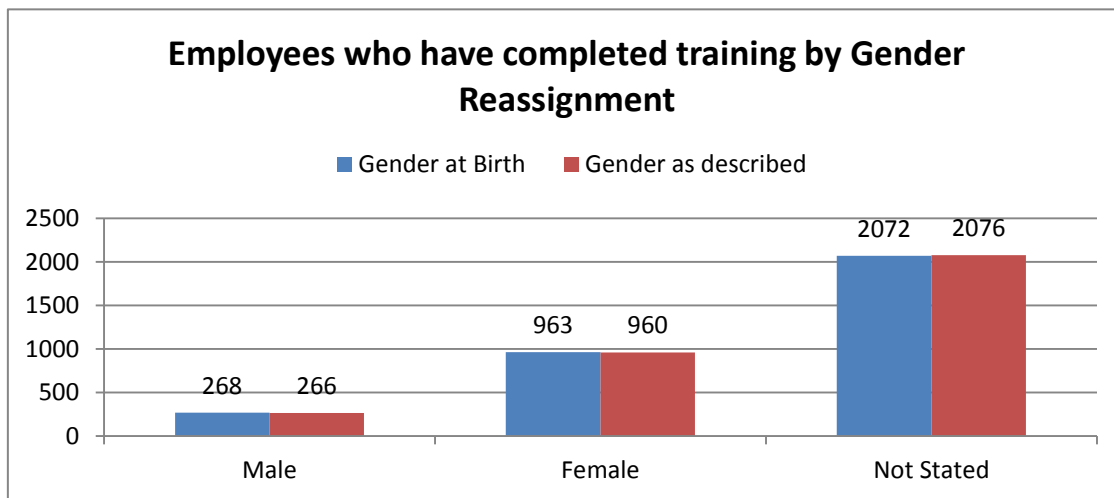
b. Disability



	Number of Employees	%	% of those declaring
No Declared Disability	1,120	33.89%	82.66%
Disability Declared	209	6.32%	15.42%
Prefer not to say	26	0.79%	1.92%
No Response	1,950	59.00%	
Total	3,305	100.00%	100.00%

Data this year is very similar to the previous year with over half not responding and around a third stating they have no disability. Of those declaring, the proportion who consider themselves to be disabled has increased to 15.42% from 14.23% last year.

c. Gender Reassignment

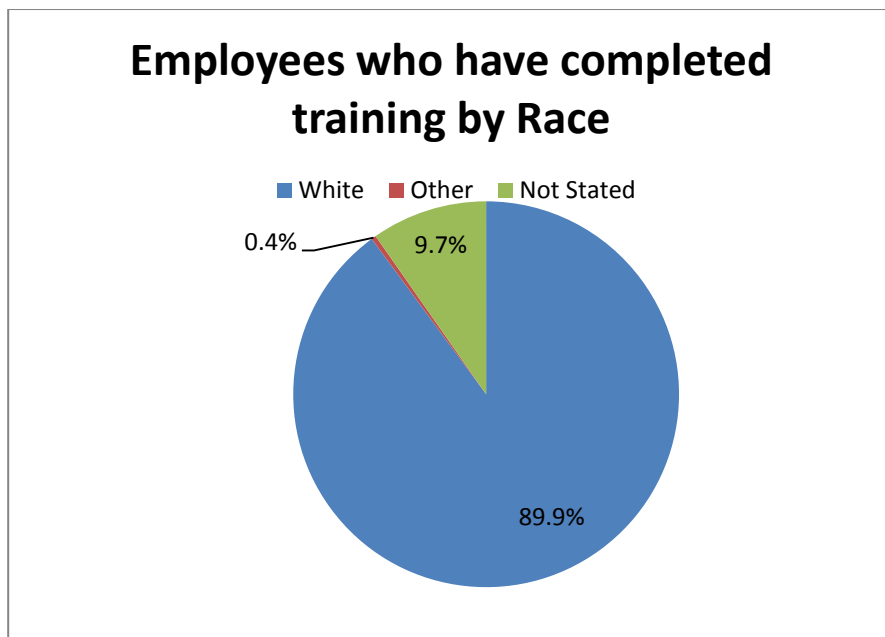


	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	268	266	8.11%	8.05%	21.74%	21.64%
Female	963	960	29.14%	29.05%	78.10%	78.11%
Other						
Not Stated	2072	2076	62.69%	62.81%		
Total	3305	3,305	100.00%	100.00%	100.00%	100.00%

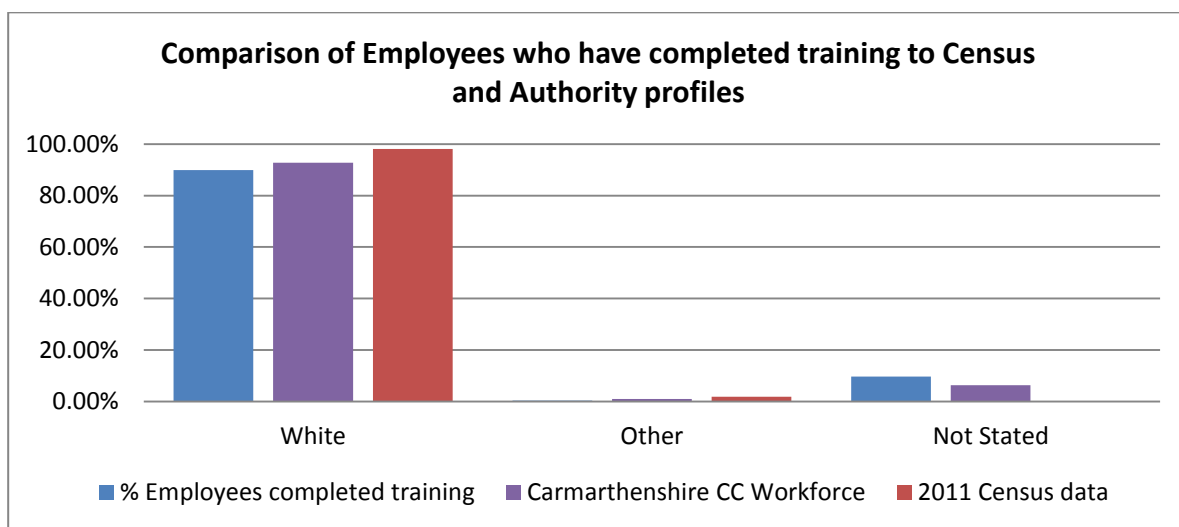
d. Pregnancy and Maternity

Our records indicate that 26 employees (0.8% 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	2,971	89.89%	92.77%	98.12%
Other	13	0.39%	0.83%	1.88%
Not Stated	321	9.71%	6.4%	0.00%
Total	3,305	100.00%	100.00%	100.00%

Year on year there is very little change in the data reported: 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

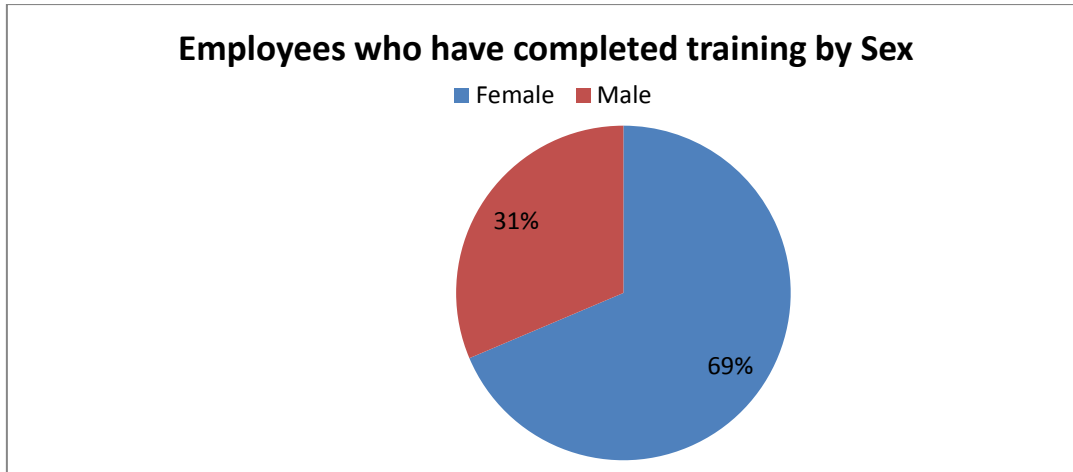


Categories included under “Other” in the graphs are: Buddhist, Jewish, Preferred not to say, and Other. These have been amalgamated due to the low number reported in each.

Employees who have completed training by Religion or Belief			
Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	1,080	32.68%	32.52%
No Religion	639	19.33%	19.14%
Not Stated	1,488	45.02%	45.39%
Other	98	2.97%	2.95%
Total	3,305	100.00%	100.00%

Following the trends over previous years, the majority of respondents chose not to state their religion or belief. This year 45% chose not to state their religion or belief in comparison to 48%, demonstrating a virtual constant over 2 years. Also, a similar number of employees describe themselves as Christian, from 31% in 2014/15 to 32.7% in 2015/16. Again, small numbers are reported in religions such as Buddhist, Jewish and Muslim and 19% describe themselves as having no religion, similar to 18% in 2014/15

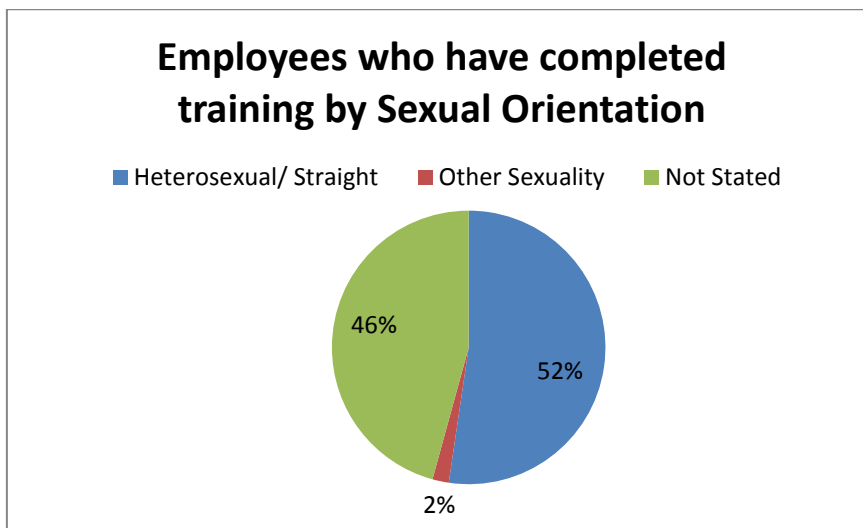
g. Sex



Employees who have completed Training by Sex				
Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	2,268	69%	68%	51%
Male	1,037	31%	32%	49%
Total	3,305	100%	100%	100%

2,268 (69%) of those who attended and completing training were female, with 1,037 (31%) 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 Prefer not to say. These have been amalgamated due to the low number reported in each.

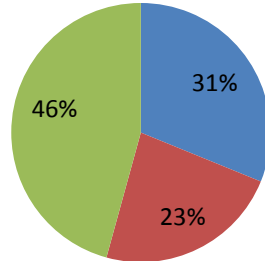
Employees who have completed training by Sexual Orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	1,729	52.33%	96.43%
Other Sexuality	64	1.94%	3.57%
Not Stated	1,511	45.73%	
Total	3,304	100.00%	100.00%

Year on year there is very little change in the data reported: 1,511 (46%) of respondents did not state their sexual orientation. 1,729 (52%) described themselves as heterosexual/straight with less than 2% who described themselves as bisexual, gay man or gay woman /lesbian.

i. Marital Status

Employees who have completed training by Marital Status

■ Married or in Civil Partnership
 ■ Other
 ■ Not Stated



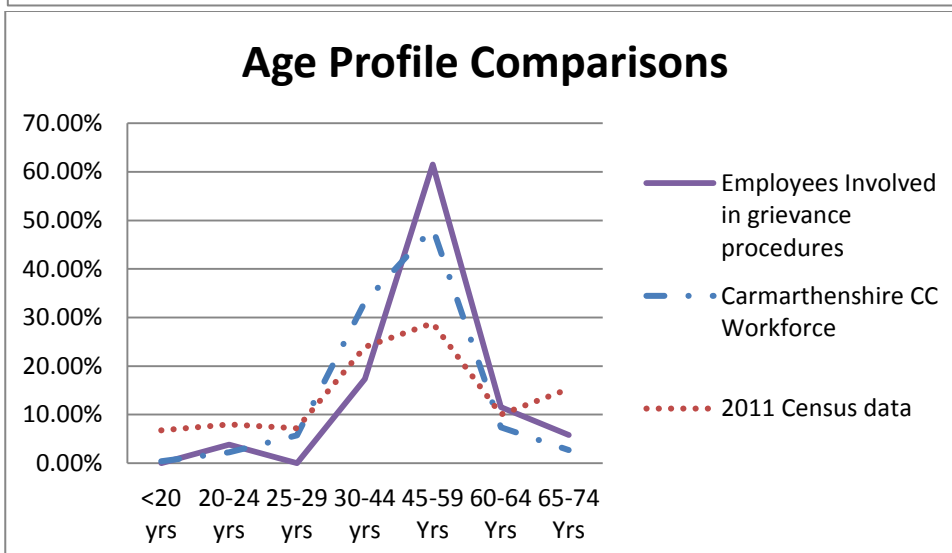
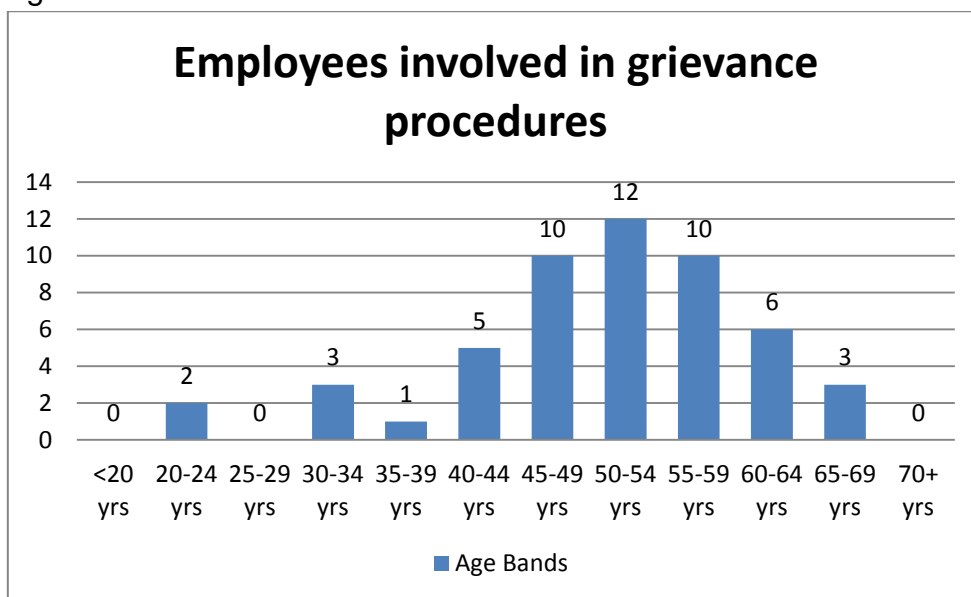
Employees who have completed Training by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	1,030	31.16%	57.41%
Other	764	23.12%	42.59%
Not Stated	1,511	45.72%	
Total	3,305	100.00%	100.00%

Year on year there is very little change in the data reported: For this category, the majority of participants have chosen not to disclose their marital status (1,511, 46%). 1,030,(31% or 57.4% of those declaring) describe their status as married or in a Civil Partnership.

7. Employees involved in grievance procedures

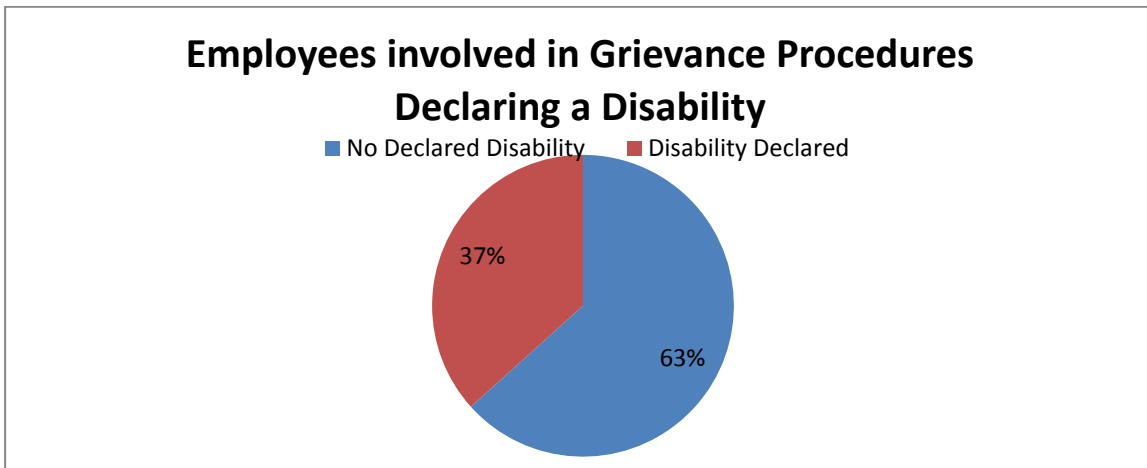
Reporting period: 1st April 2015 to 31st March 2016. Employees involved in grievance procedures either as a complainant or as a person against whom a complaint has been made.

a. Age



Employees Involved in grievance procedures		
Age Bands	Number of Employees	%
<20 yrs	0	0.00%
20-24 yrs	2	3.85%
25-29 yrs	0	0.00%
30-34 yrs	3	5.77%
35-39 yrs	1	1.92%
40-44 yrs	5	9.62%
45-49 yrs	10	19.23%
50-54 yrs	12	23.08%
55-59 yrs	10	19.23%
60-64 yrs	6	11.54%
65-69 yrs	3	5.77%
70+ yrs	0	0.00%
Total	52	100.00%

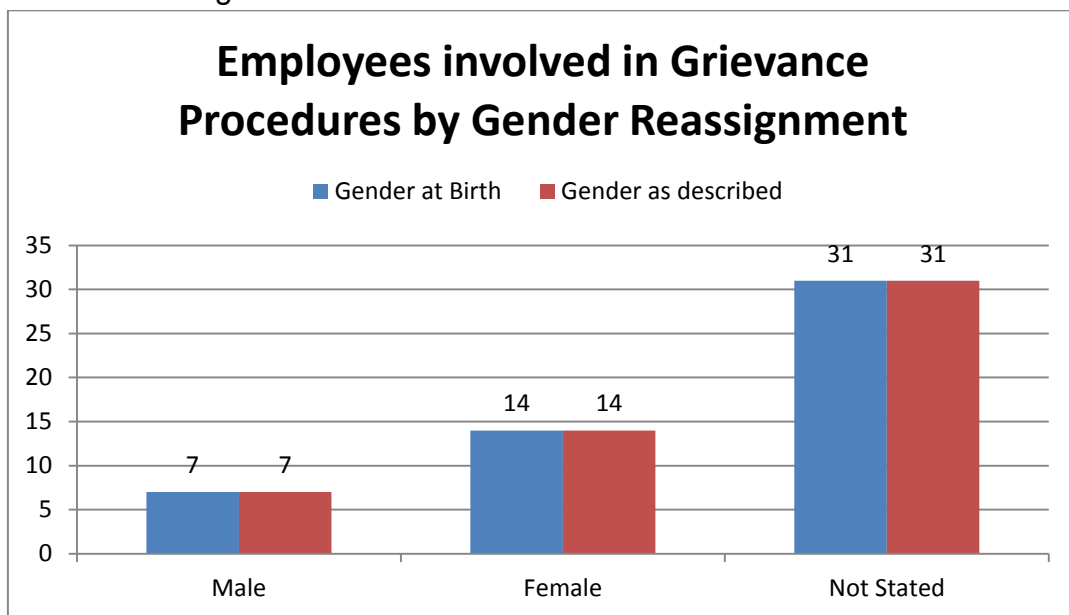
a. Disability



Number of Employees involved in grievance procedures Declaring a Disability		
	Number of Employees	%
No Declared Disability	41	78.85%
Disability Declared	11	21.15%
Total	52	100.00%

11 (21%) of employees who have been involved in grievance procedures. declared a disability. This is an increase compared to previous years when 7 (16%) was reported however. The numbers involved in grievance procedures is generally low overall and therefore this is not statistically significant.

c. Gender Reassignment

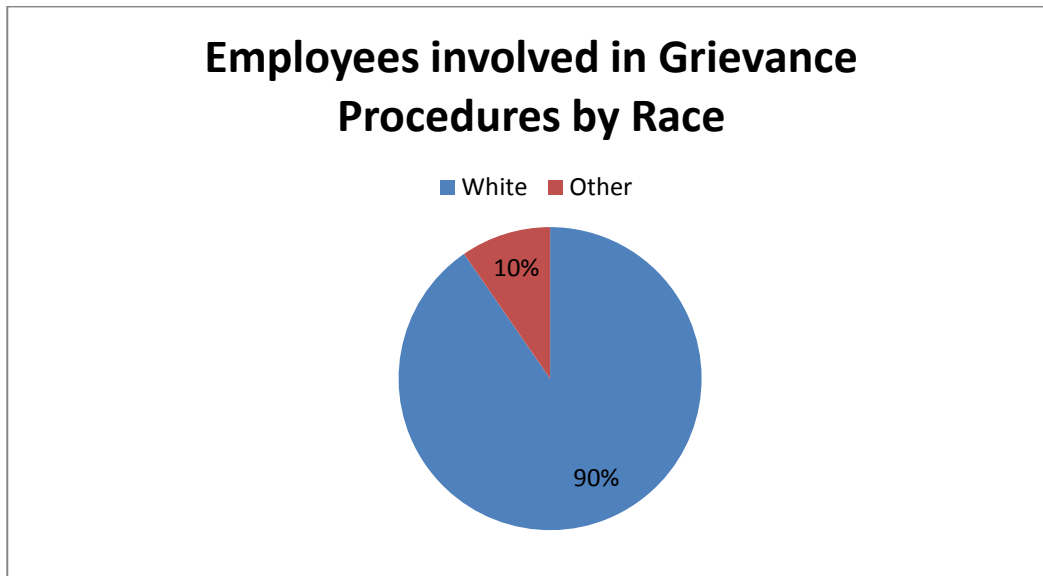


Employees Involved in Grievance Procedures by Gender Reassignment						
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	7	7	13.46%	13.46%	33.33%	33.33%
Female	14	14	26.92%	26.92%	66.67%	66.67%
Not Stated	31	31	59.62%	59.62%		
Total	52	52	100.00%	100.00%	100.00%	100.00%

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.

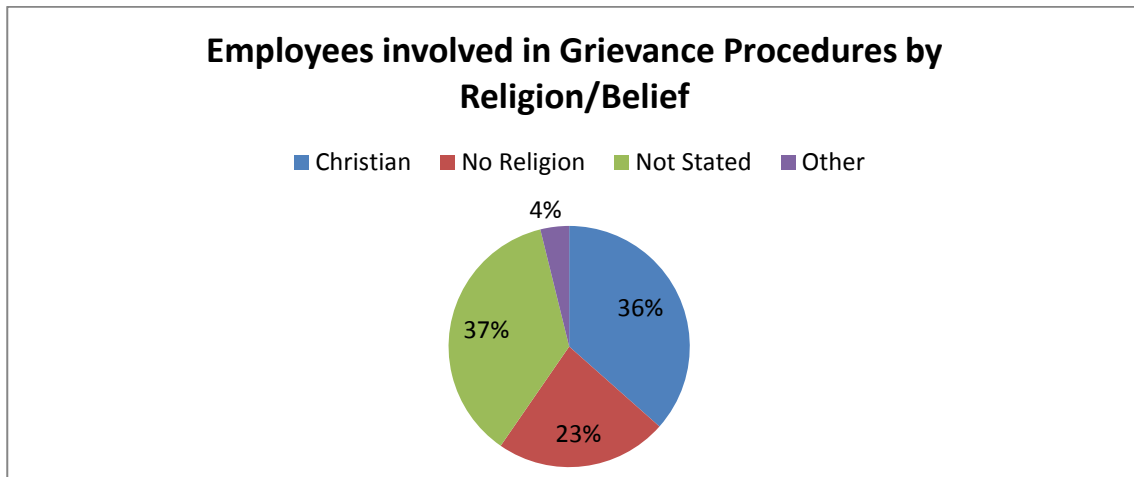
e. Race– including ethnic or national origin, colour or nationality



Number of Employees involved in grievance procedures by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	47	90.38%	92.77%	98.12%
Other	5	9.62%	7.22%	1.88%
Total	52	100.00%	100.00%	100.00%

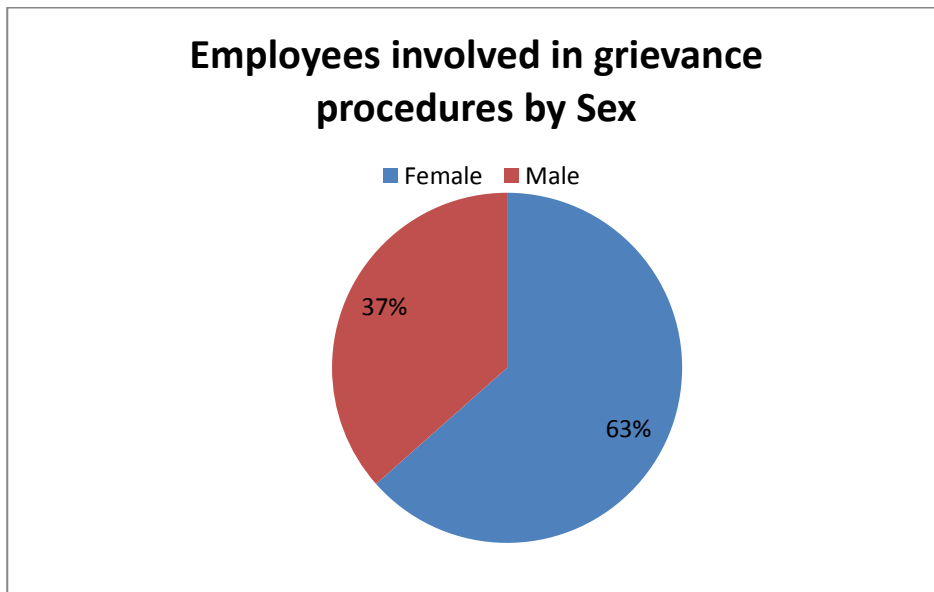
Of the total number of employees involved in the Grievance procedure, 47 (90.38%) are White. This is generally reflective of the overall ethnic composition of the authority's workforce as at 31st March 2016 and is very similar to the previous year.

f. Religion or belief – including lack of belief



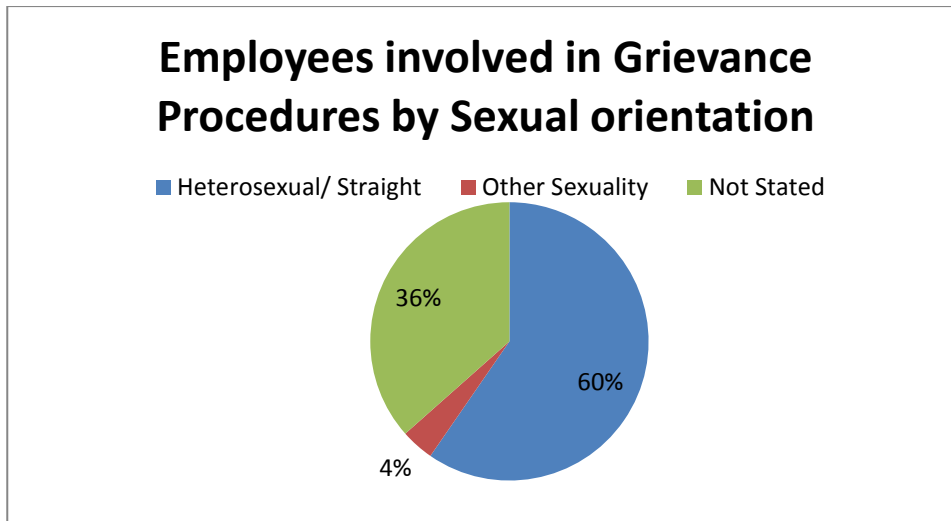
Number of Employees involved in grievance procedures by Religion / Belief			
Religion	Number	%	Carmarthenshire CC Workforce
Christian	19	36.54%	32.52%
No Religion	12	23.08%	19.14%
Not Stated	19	36.54%	45.39%
Other			
Total	52	100.00%	100.00%

g. Sex



Employees involved in Grievance Procedures : Sex				
Sex	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census
Female	33	63%	68%	51%
Male	19	37%	32%	49%
Total	52	100%	100%	100%

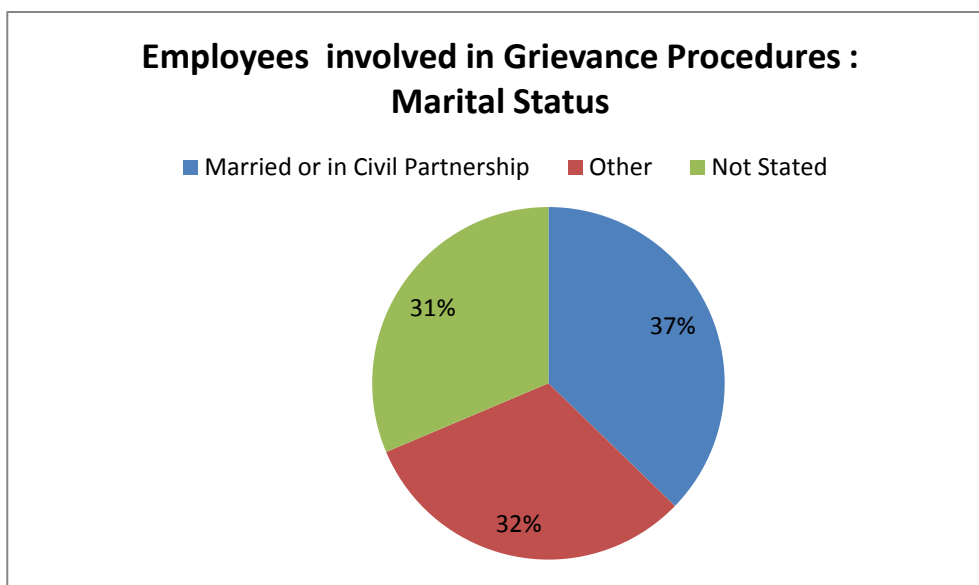
h. Sexual Orientation



Employees involved in Grievance Procedures by Sexual orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	31	59.62%	93.94%
Other Sexuality			
Not Stated	19	36.54%	
Total	52	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, 19 (36%). This has decreased from 65.22% in 2013/14 and 52.57% in 2014/15.

i. Marital Status

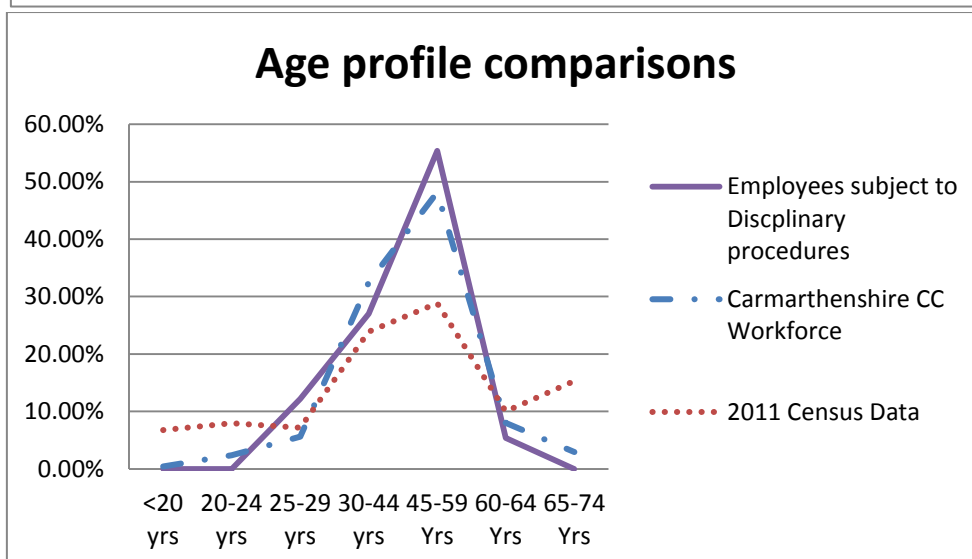
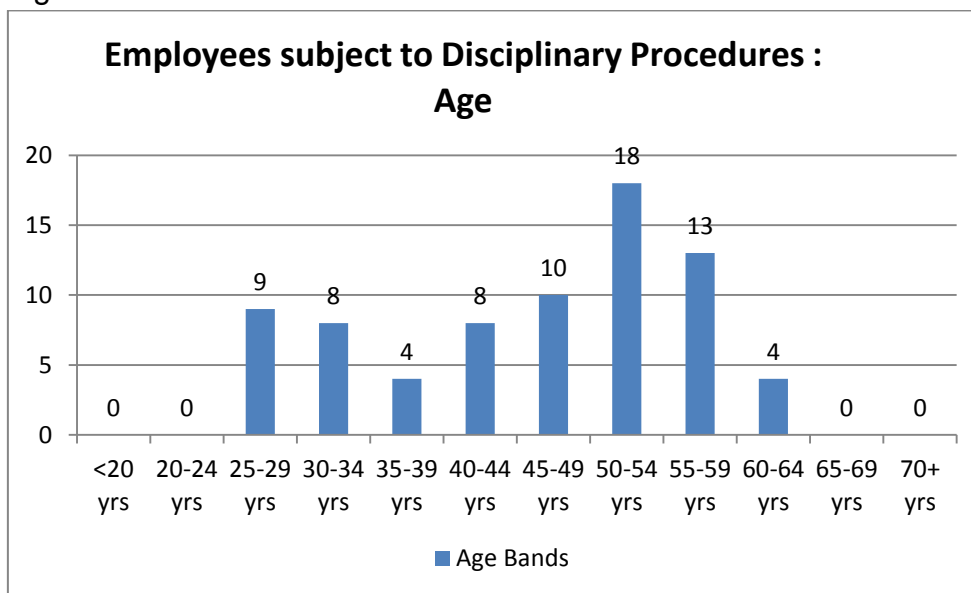


Employees involved in Grievance Procedures by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	19	36.54%	52.78%
Other	17	32.69%	47.22%
Not Stated	16	30.77%	
Total	52	100.00%	100.00%

8. Employees subject to disciplinary procedures

Reporting period 1st April 2015 to 31st March 2016

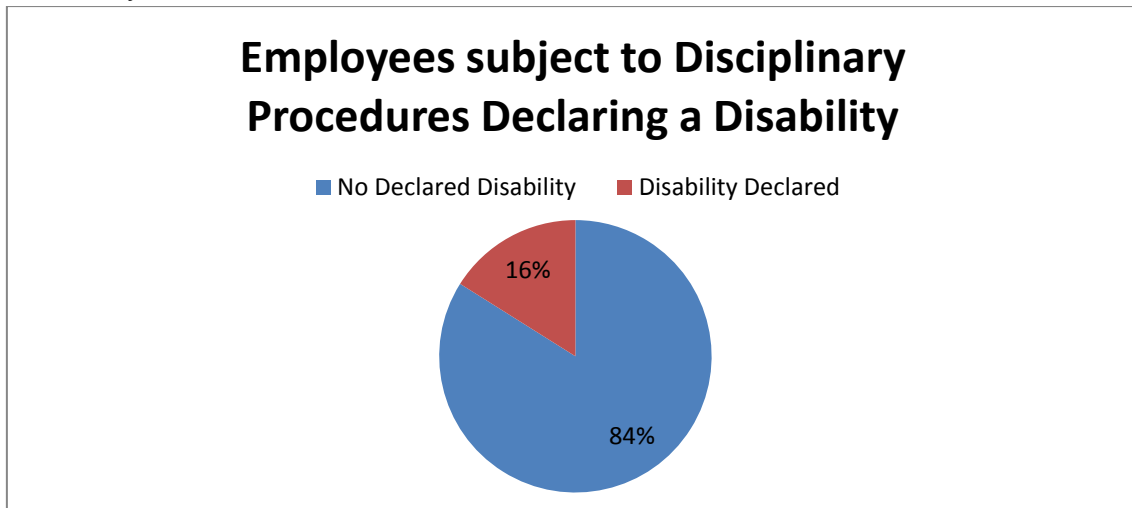
a. Age



Employees subject to Disciplinary Procedures : Age					
Age Bands	Number of Employees	%	Age Bands	Number of Employees	%
<20 yrs	0	0.00%	50-54 yrs	18	15.22%
20-24 yrs	0	0.00%	55-59 yrs	13	19.57%
25-29 yrs	9	4.35%	60-64 yrs	4	8.70%
30-34 yrs	8	10.87%	65-69 yrs	0	2.17%
35-39 yrs	4	6.52%	70+ yrs	0	0.00%
40-44 yrs	8	13.04%	Total	74	100.00%
45-49 yrs	10	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 2016.

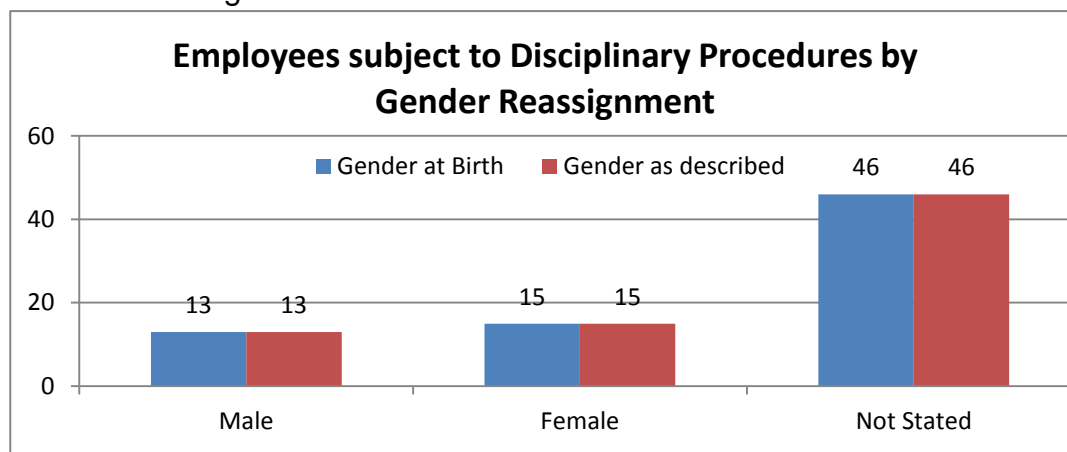
b. Disability



Number of Employees subject to Disciplinary procedures Declaring a Disability			
	Number of Employees	%	% of those declaring
No Declared Disability	47	63.51%	83.93%
Disability Declared	9	12.16%	16.07%
Not Stated	18	24.32%	
Total	74	100.00%	100.00%

The above illustrates that the number of employees who have declared a disability and been involved in Disciplinary procedures, 9 (12.16%) is a significantly higher proportion than the percentage of employees who have declared a disability in the wider authority profile of 7.38% (section 1b). This is however a lower proportion than in the previous year when 18.64% was recorded. The numbers involved in Disciplinary procedures is generally low overall however further investigations will be undertaken to determine whether or not disability was a significant factor in the relevant cases.

c. Gender Reassignment

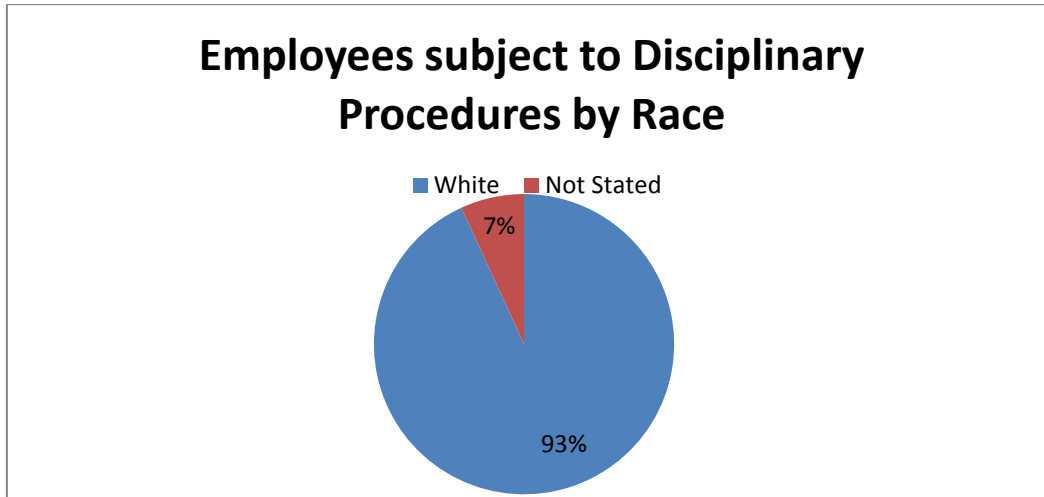


Employees subject to Disciplinary Procedures by Gender Reassignment						
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	13	13	17.57%	17.57%	46.43%	46.43%
Female	15	15	20.27%	20.27%	53.57%	53.57%
Not Stated	46	46	62.16%	62.16%		
Total	74	74	100.00%	100.00%	100.00%	100.00%

d. Pregnancy and Maternity

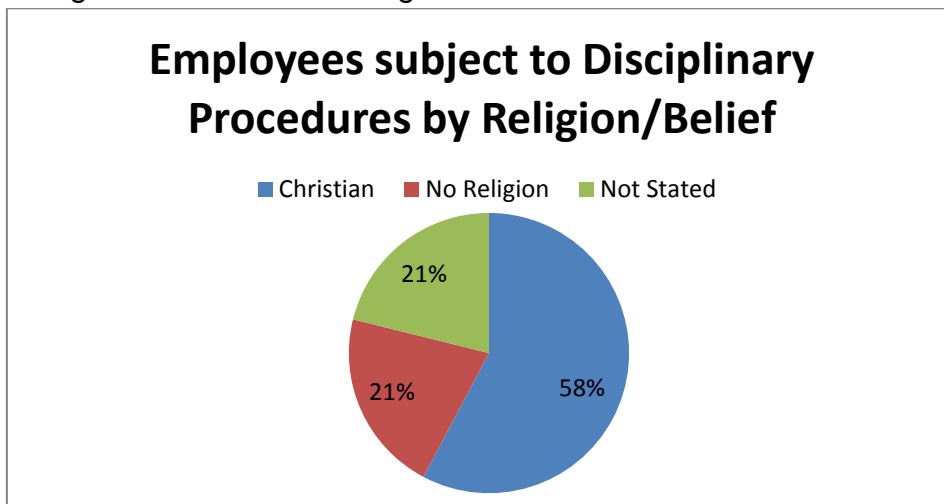
Our records indicate that there have been no instances where an employee who has either been pregnant and/or taken maternity leave during the reporting period has been involved in disciplinary procedures.

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



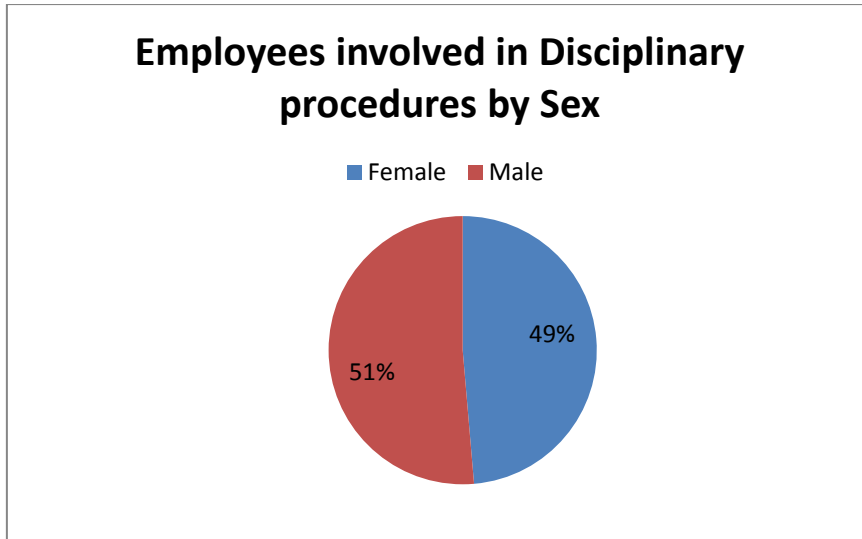
Employees subject to Disciplinary Procedures by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	68	93.15%	92.77%	98.12%
Not Stated	5	6.85%	6.40%	0.00%
Other	0	0.00%	0.83%	1.88%
Total	73	100.00%	100.00%	100.00%

f. Religion or belief – including lack of belief



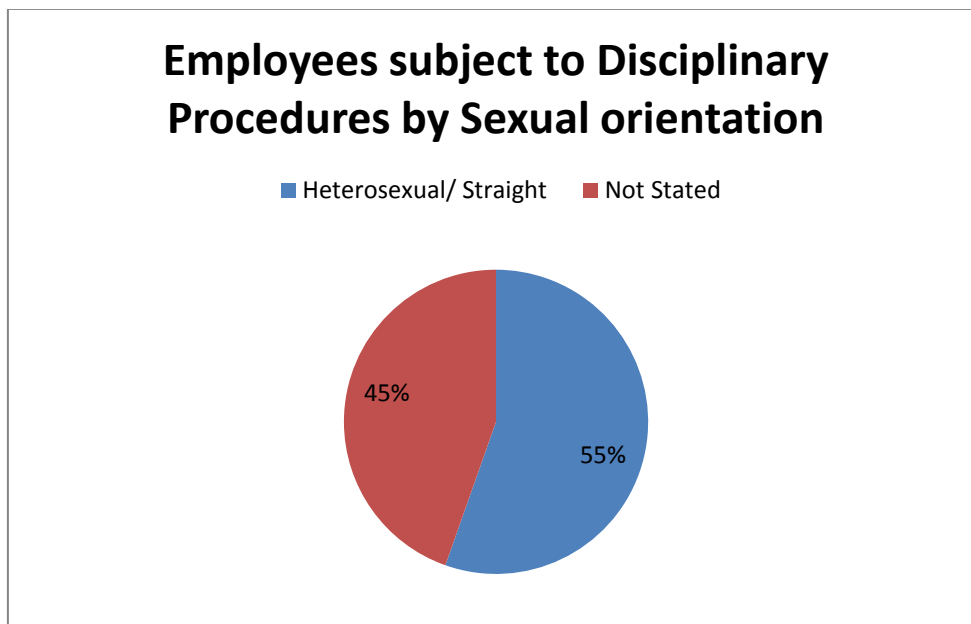
Employees subject to Disciplinary Procedures by Religion/Belief			
Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	41	55.41%	32.52%
No Religion	15	20.27%	19.14%
Not Stated	15	20.27%	44.86%
Other			
Total	74	100.00%	100.00%

g. Sex



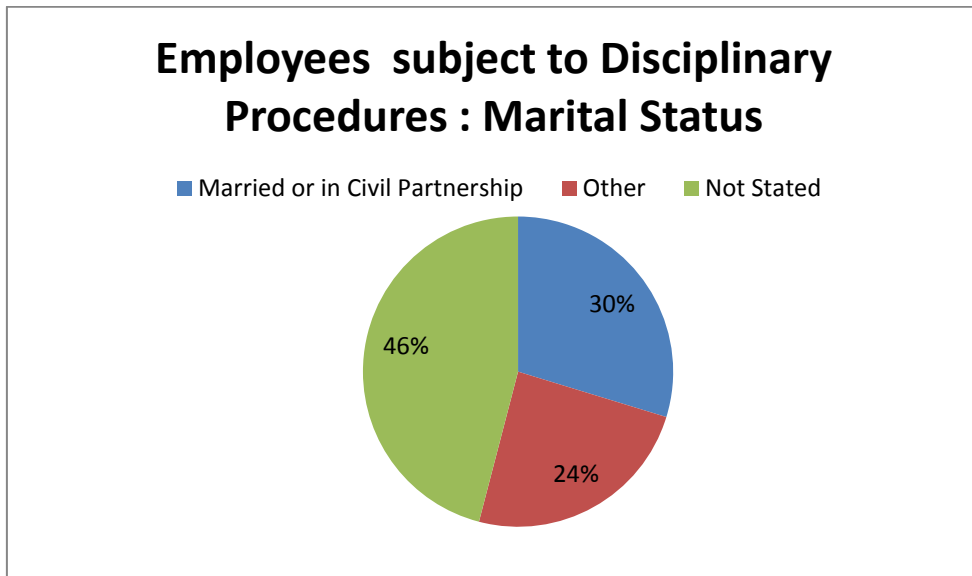
Employees subject to Disciplinary Procedures : Sex				
Sex	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census
Female	36	49%	68%	51%
Male	38	51%	32%	49%
Total	74	100%	100%	100%

h. Sexual Orientation



Employees subject to Disciplinary Procedures by Sexual orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	41	55.41%	100.00%
Not Stated	33	44.59%	
Total	74	100.00%	100.00%

i. Marital Status

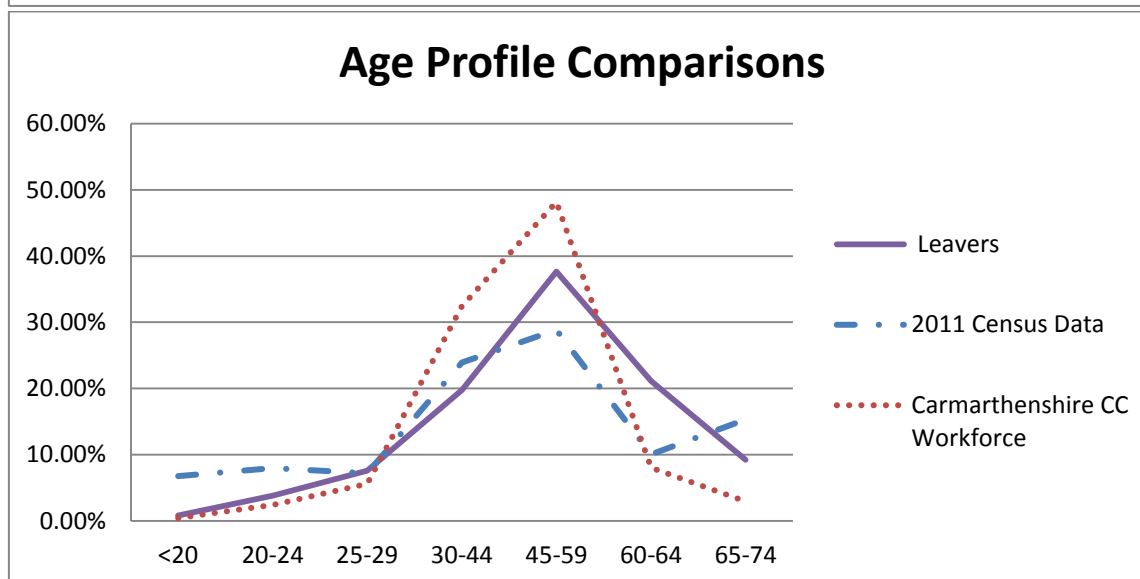
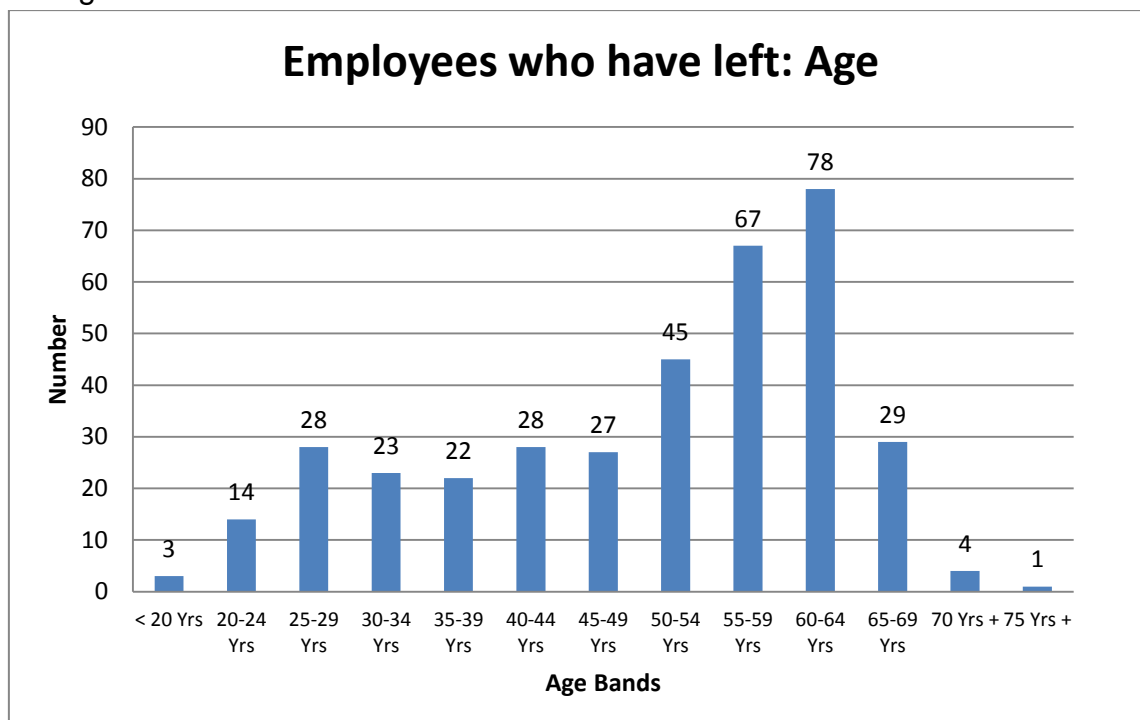


Employees subject to Disciplinary Procedures by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	22	29.73%	55.00%
Other	18	24.32%	45.00%
Not Stated	34	45.95%	
Total	74	100.00%	100.00%

9. Employees who have left the Authority.

Reporting period: 1st April 2015 to 31st March 2016

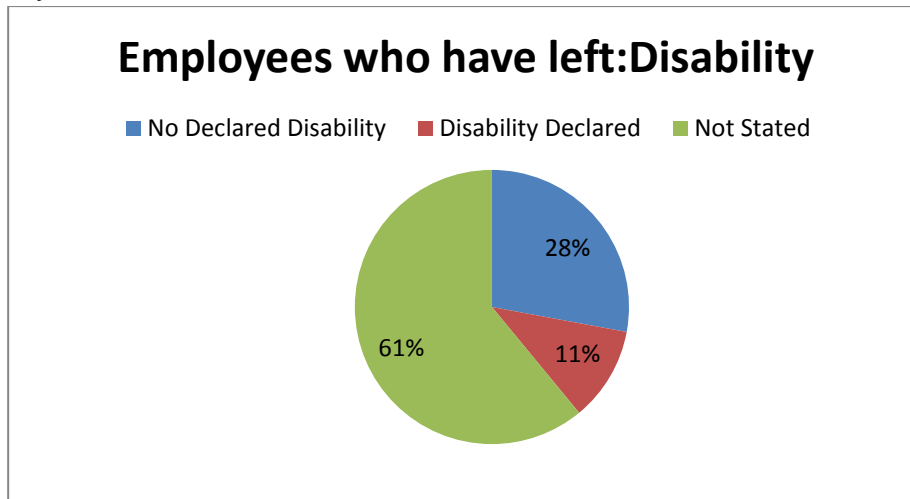
a. Age



Employees who have left : Age								
Age Bands	Number	%	Age Bands	Number	%	Age Bands	Number	%
< 20 Yrs	3	0.81%	35-39 Yrs	22	5.96%	55-59 Yrs	67	18.16%
20-24 Yrs	14	3.79%	40-44 Yrs	28	7.59%	60-64 Yrs	78	21.14%
25-29 Yrs	28	7.59%	45-49 Yrs	27	7.32%	65-69 Yrs	29	7.86%
30-34 Yrs	23	6.23%	50-54 Yrs	45	12.20%	70 Yrs +	4	1.08%
						75 Yrs +	1	0.27%

The overall trend is generally reflective of the age profile of the authority's workforce and the wider population of Carmarthenshire. The percentage of leavers in the mid age ranges is lower as this portion of the workforce is generally less mobile.

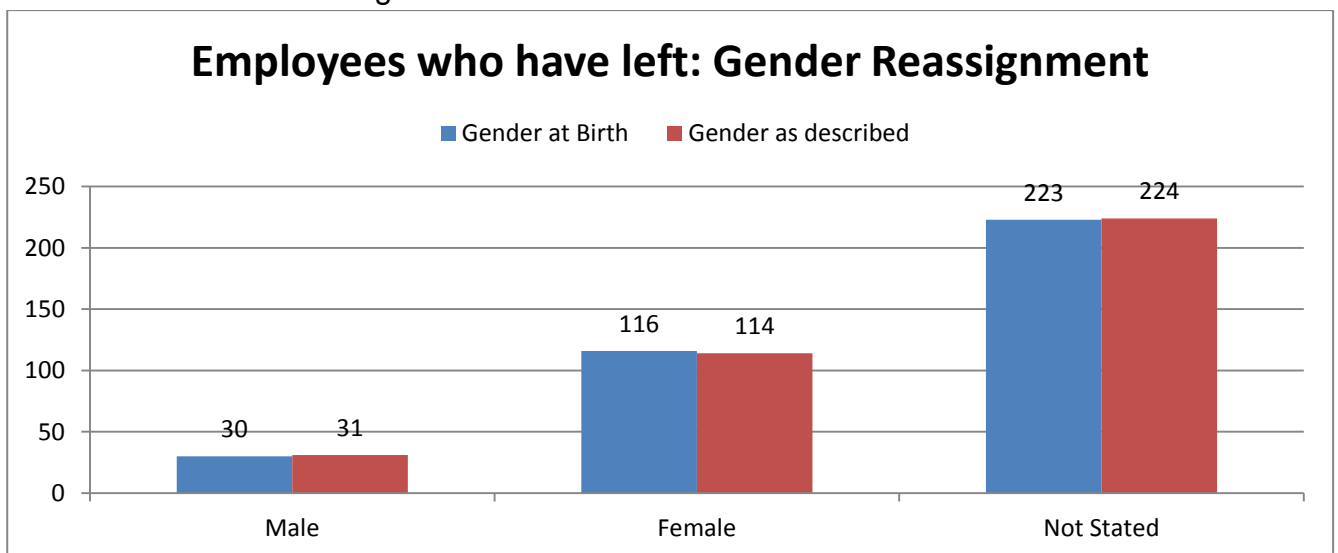
b. Disability



Number of Employees Declaring a Disability who have Left			
	Number of Employees	%	% of those declaring
No Declared Disability	103	27.91%	71.53%
Disability Declared	41	11.11%	28.47%
Not Stated	225	60.98%	
Total	369	100.00%	100.00%

The above illustrates that the number of leavers from the authority who have declared a disability (11.11%) is higher than the wider authority profile of 7.38% (section 1b). However this is potentially skewed by the significant proportion that has not provided a response (61%).

c. Gender Reassignment

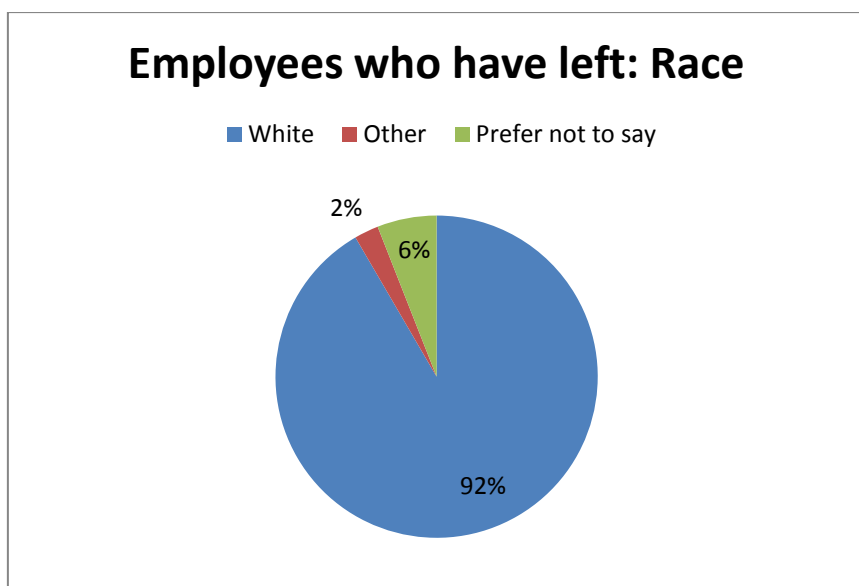


Number of Employees who have left: Gender Reassignment						
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	30	31	8.13%	8.40%	20.55%	21.38%
Female	116	114	31.44%	30.89%	79.45%	78.62%
Not Stated	223	224	60.43%	60.7%		
Total	369	369	100.00%	100.00%	100.00%	100.00%

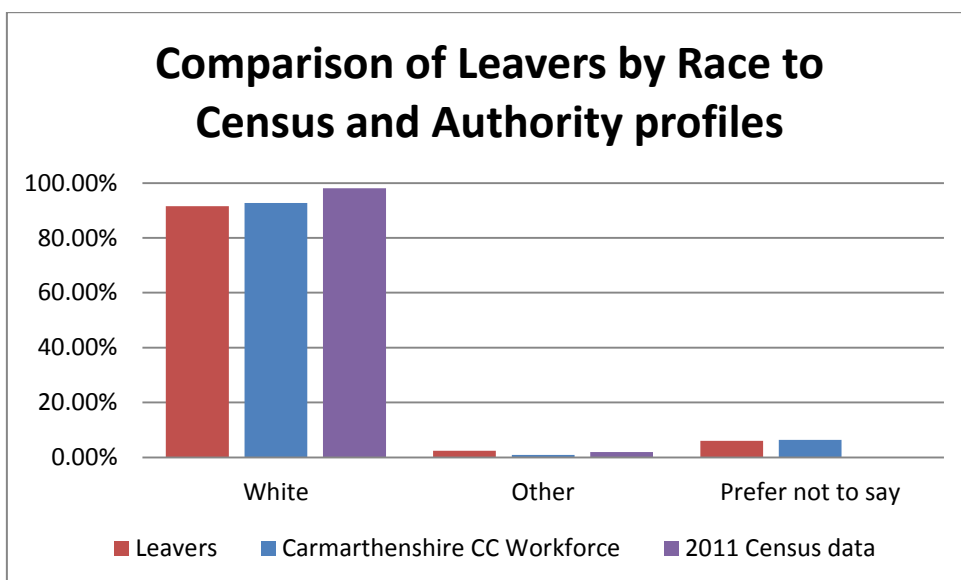
d. Pregnancy and Maternity

Our records indicate that there have been 1 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.



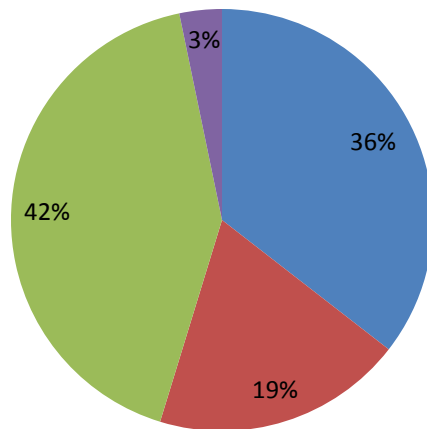
Number of Leavers by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	338	91.60%	92.77%	98.12%
Other	9	2.44%	0.83%	1.88%
Prefer not to say	22	5.96%	6.40%	0.00%
Total	369	100.00%	100.00%	100.00%

In line with the authority and census profiles the ethnic profile shows that the majority of leavers are White (91.6%) which is very similar the Authority population of 92.77%.

f. Religion or belief – including lack of belief

Employees who have left: Religion

■ Christian ■ No Religion ■ Not Stated ■ Other



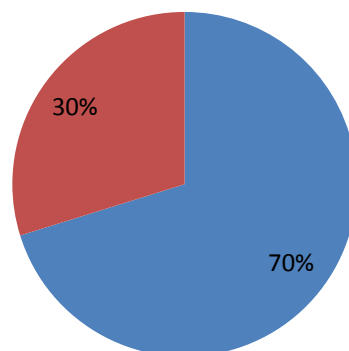
Categories included under “Other” in the graphs are: Atheist, Buddhist, Humanist, Hindu, Muslim, Prefer not to say and Other. These have been amalgamated due to the low number reported in each.

Employees who have left: Religion/Belief			
Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	131	35.50%	32.52%
No Religion	71	19.24%	19.14%
Not Stated	155	42.01%	45.39%
Other	12	3.25%	2.95%
Total	369	100.00%	100.00%

g. Sex

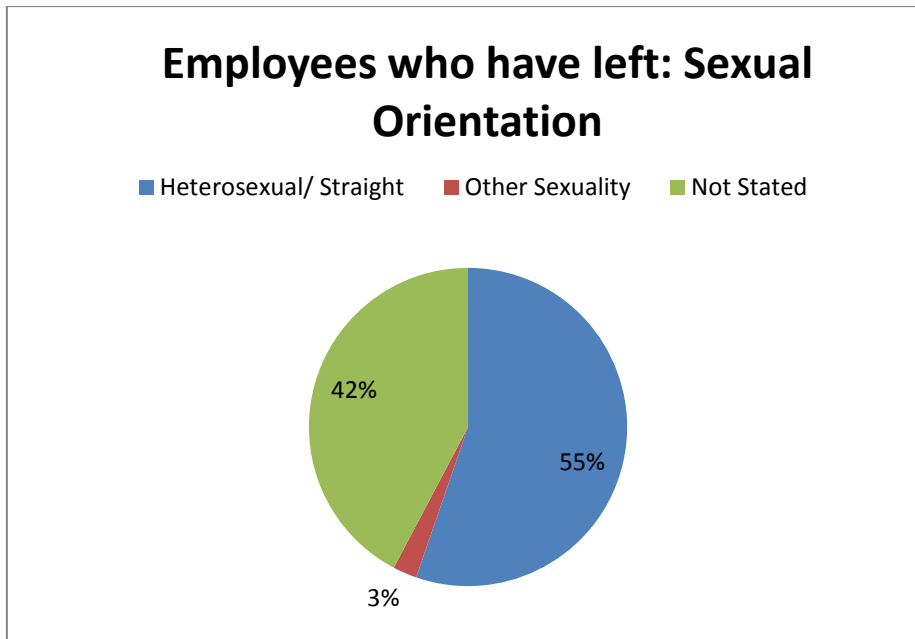
Employees who have left: Sex

■ Female ■ Male



Employees who have left: Sex				
Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	259	70%	68%	51%
Male	110	30%	32%	49%
Total	369			

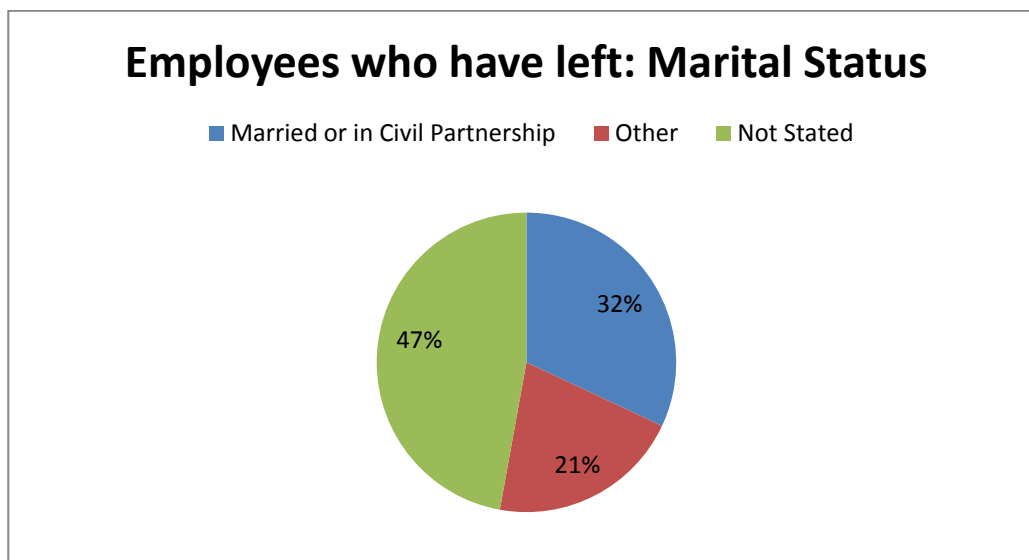
h. Sexual Orientation



Employees who have left: Sexual Orientation			
	Number	%	% of those declaring
Heterosexual/ Straight	204	55.28%	95.77%
Other Sexuality	9	2.44%	4.23%
Not Stated	156	42.28%	
Total	369	100.00%	100.00%

"Other Sexuality" includes the following categories due to the low numbers reported:
Gay Man, Bisexual , Gay Woman/Lesbian and Prefer not to say

i. Marital Status



Employees who have left by Marital Status			
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	118	31.98%	60.51%
Other	77	20.87%	39.49%
Not Stated	174	47.15%	
Total	369	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 other employees into the new single status pay and grading structure (those on Craft terms and conditions and Basic Skills Tutors).

The Authority therefore undertook equal pay audits during 2013/14 and 2014/15. The Authority will continue to do so on an annual basis. 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

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. Between 2015 and 2016, a total of 93 employees completed Engaging Diversity, Welsh Language or both. The data for 2015/16 can be split departmentally as follows:

Department	Number of Employees Completed
Chief Executive's	19
Education and Children's Services	39
Resources	12
Communities	17
Environment	6

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.

Recruitment and Selection Training was redesigned and re-launched during November 2012 and continued to be delivered throughout 2015/16. The 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. This course is due for redevelopment during 2016/17.

Senior leaders are now recruited against a set of leadership competencies which includes a specific competency relating to values and ethics:

- **Adhering to Principles & Values:**

Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.

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 LGBTQ 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.

For 2016/17, the Dignity at Work programme will be redesigned in line with the relaunch of the policy “Acceptable Behaviour in the Workplace”. This will also include Equality and Diversity elements.

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

- A series of engagement and participation workshops were delivered, aimed at engaging with “hard to reach groups”, with the following objectives:
 - Provide an introduction to the principles of engagement and participation
 - Achieve a greater awareness and understanding of participative engagement
 - Explore a range of participatory tools
 - Provide the opportunity to put some participatory methods into practice
 - Discuss why engage and who to engage with
 - Ensure validity is achieved in consultation
- 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”.
- Mop up sessions were held for elected members involved in recruitment and selection attended a tailored programme “Making Fair Recruitment Decisions”. The programme is designed to develop knowledge and skills in making recruitment decisions and includes equality and diversity sections plus a detailed section in the area of unconscious bias.
- Front line Housing Services staff attended sessions on “Immigration Awareness”, focused on the Immigration Act and the processes surrounding the legislation.
- Some members of staff attended the “Springboard” programme, a developmental workshop aimed at women in leadership
- Housing Officers attended a workshop on “Meeting the needs of Gypsies & Travellers”,
 - This course is at the cutting edge of equalities work, having been developed in partnership with Gypsies and Travellers and were co-delivered by Gypsies and Travellers participative trainers
- The Work Ready programme continues to grow and develop with almost 100% of apprentices and graduates 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 attended a workshop based around valuing differences. This is in addition to the fundamental e-learning module that all new employees are enrolled on.

A further IIP review was undertaken in May 2015 with very positive outcomes. The Authority retained its IIP accreditation. A further point for development was as follows:

- Equality of opportunity – consider engaging the Trade Union representatives in working with the L&D and people strategy teams to make sure that the ‘hard to reach’ employees do feel that they have equality of access to learning, development and progression. This will form an action point for further development in 2016/17.

The People Strategy Steering Group was formed to build on the principles set out in the People strategy, which articulates how managers and leaders can feel part of an organisation that ensures equality and values diversity:

- 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.

Changes to Carmarthenshire Council’s Intranet has taken us a step closer to being able to report on training applications. Enhancements to the new Intranet site will allow employee applicants to complete and submit training requests online. The improved process will digitalise the processing of applications, from initial request to Manager approval, or reasons for rejection. The application processing stages will allow the Learning and Development Team to monitor the flow of information, allowing the organisation to monitor any impact on any of the protected characteristics. This will include those applications for training that have been rejected. Enhancements to the application process will enable the organisation to fully report on training applications by March 2018

The Learning and Development strategy has been redrafted and implemented and makes specific reference to the Authority’s Equality Framework and Plan as a key driver.

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. The policy is due for redrafting in 2016/17.

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.

CONTACTS AND FEEDBACK

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

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Carmarthenshire County Council

Building 14, St. David's Park

Jobswell Road

Carmarthen

SA31 3HB

Email: PMBusinessSupportUnit@carmarthenshire.gov.uk

Tel: 01267 246184

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 are encouraged to visit the Learning Curve and the Equality & Diversity Site Zones, accessed via the front page of BRIAN at:

<http://brian/SitePages/Home.aspx>

Alternatively, ask you manager or HR Advisor for further information

Or you can use one of the following sources:

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)

Local Government House
Drake Walk
Cardiff
CF10 4LG Tel: 02920 468 600 www.wlga.gov.uk