

Equality and Diversity Workforce Report

1st April 2019 – 31st March 2020

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council





If you require this publication in an alternative format (for example large print), please contact the People Management Division via email:

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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 2018 to 31st March 2019. This report should be read in conjunction with the Strategic Equality Plan Annual Report for 2018-2019.

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 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

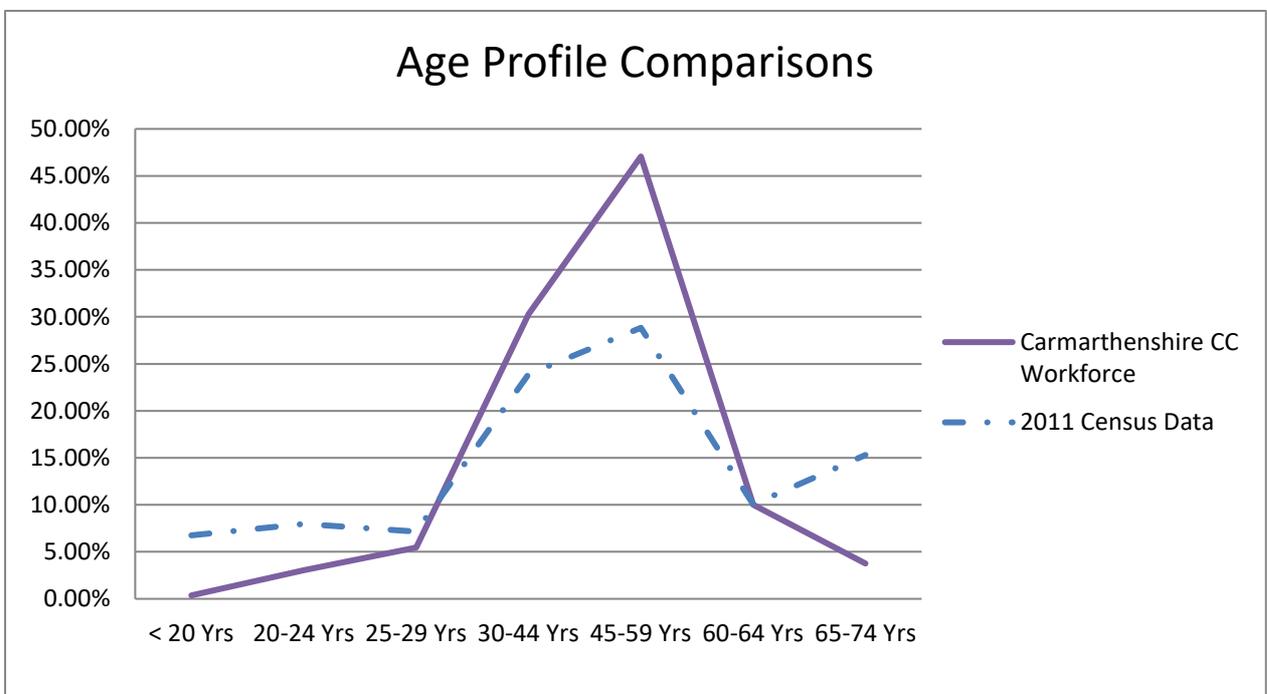
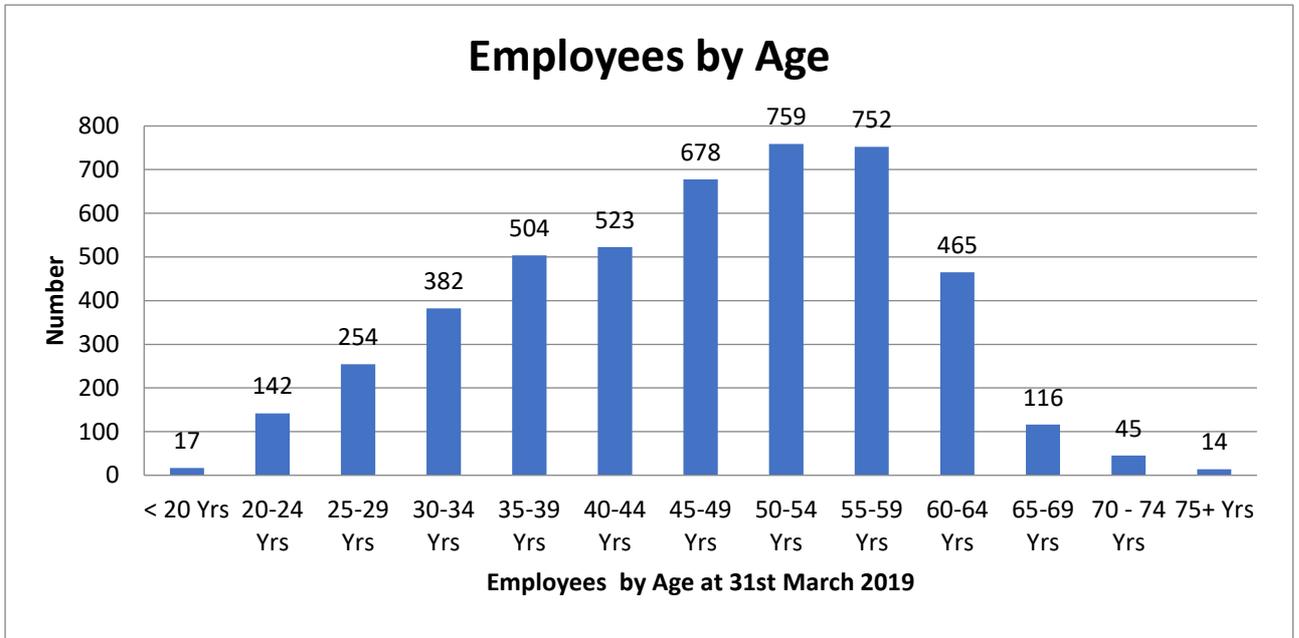
1. The report is based on headcount figures and not Full Time Equivalent (FTE) in relation to employees of Carmarthenshire County Council. Therefore, where an employee holds a dual or multiple post(s) the main post (based on hours in post) has been used for data reporting purposes.
2. Employees locally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

According to our data on the reporting date the 31st of March 2020 the Authority had 4651 employees.

a. Age



Number of Employees According to Age

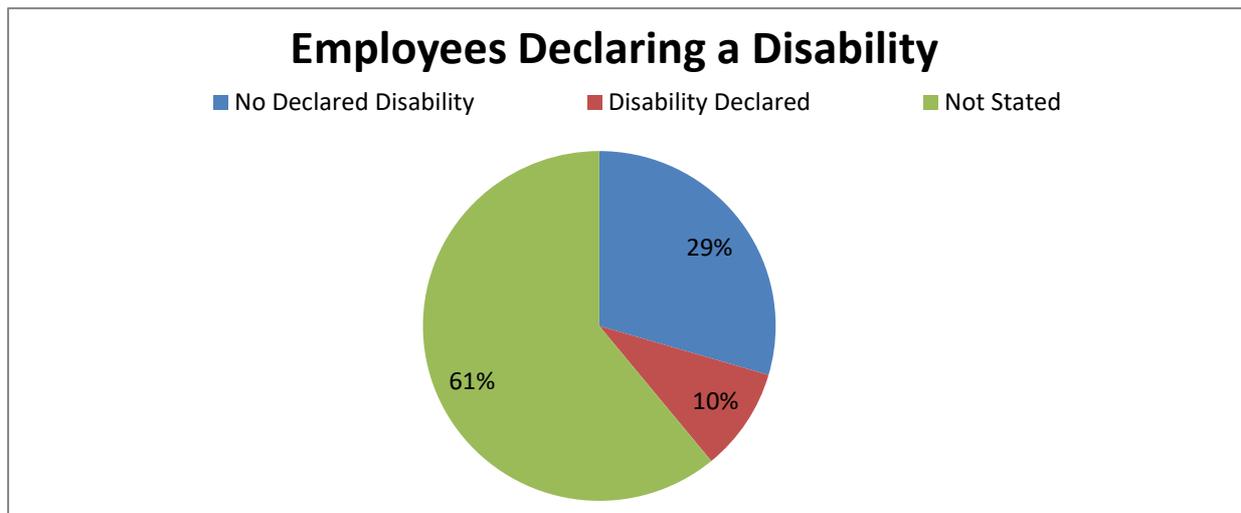
Age Bands	Number of Employees
Under 20 Years	17
20-24 Years	142
25-29 Years	254
30-34 Years	382
35-39 Years	504
40-44 Years	523
45-49 Years	678
50-54 Years	759
55-59 Years	752
60-64 Years	465
65-69 Years	116
70-74 Years	45
75+ Years	14
Total Employees	4651

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 55 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 compared to last year, the under 20 to 29 age group has increased from 8.1% in 2018/2019 to 17.1% of the workforce in 2020. The 30 to 54 age group makes up 61.2% continuing the decreasing trend in 2020. Even though recruitment has increased the head count slightly from 4635 in 2018/19 to 4651 in 2019/20. This age group still makes up just over 61% of the workforce. The 55 to 75 and over age group has increased this year from 29.2% of the workforce in 2019 to 29.9% in 2020.

b. Disability



Number of Employees Declaring a Disability

Disability Declaration	Number of Employees	% Total of Authority Employees	% of those declaring
No Declared Disability	1373	29.52%	75.61%
Disability Declared	443	9.52%	24.39%
Not Stated	2835	60.95%	
Total	4651		

An individual is defined as disabled under the Equality Act 2010 if they have 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 due to 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, is that for the majority, their disability status is Not Stated 2835 (60.95%) which has increased from the previous year's 58.75%. However, of the employees who have declared 1,373 (75.61%), 443 (24.39%) have indicated that they meet the above definition which compares to 23.95% in previous year. This is the sixth consecutive year that this figure has increased.

The DWP (Department for Work and Pensions) estimates that in October to December 2019 (Q4) there were 4.4 million disabled people aged between 16-64 in employment. In total, there were 8.1 million disabled people in the UK.

The Labour Force Survey (LFS) 2012 states that disabled people are now more likely to be employed than they were in 2002 but in 2012 only 46.3% of working age were in employment. Between 2013 and 2019 the LFS 2019 survey shows an increase to 53.2% of disabled people aged 16-64 in employment. Yet it still suggests disabled people were a third less likely to be employed than their non-disabled counterparts (81.8%). The DWP labels this difference the disability employment rate gap which is 28.6%

The ONS Annual Population Survey (APS) reports that over one third of disabled people worked part time (34.6%) compared to 22.9% of non-disabled people. They were also less likely to be employed as managers, directors, senior officials, or in professional occupations and more likely to be employed in sales, customer service, caring or leisure occupations.

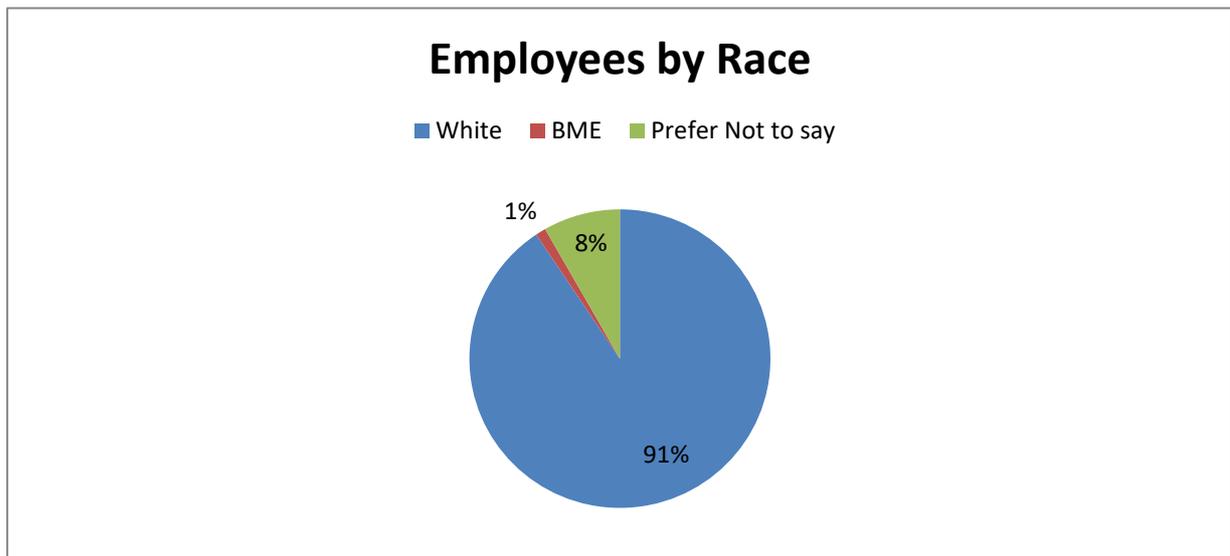
c. Gender Identity

We monitor the reporting of gender identity and staff do continue to declare themselves as transgender, but the figure is too low for meaningful analysis and disclosure could result in the illegal identification of individuals. We are determined to ensure we positively address any transgender issues in the workplace. We work in partnership with several organisations such as Stonewall and are committed to providing a productive, supportive, and safe environment for all employees.

d. Pregnancy and maternity

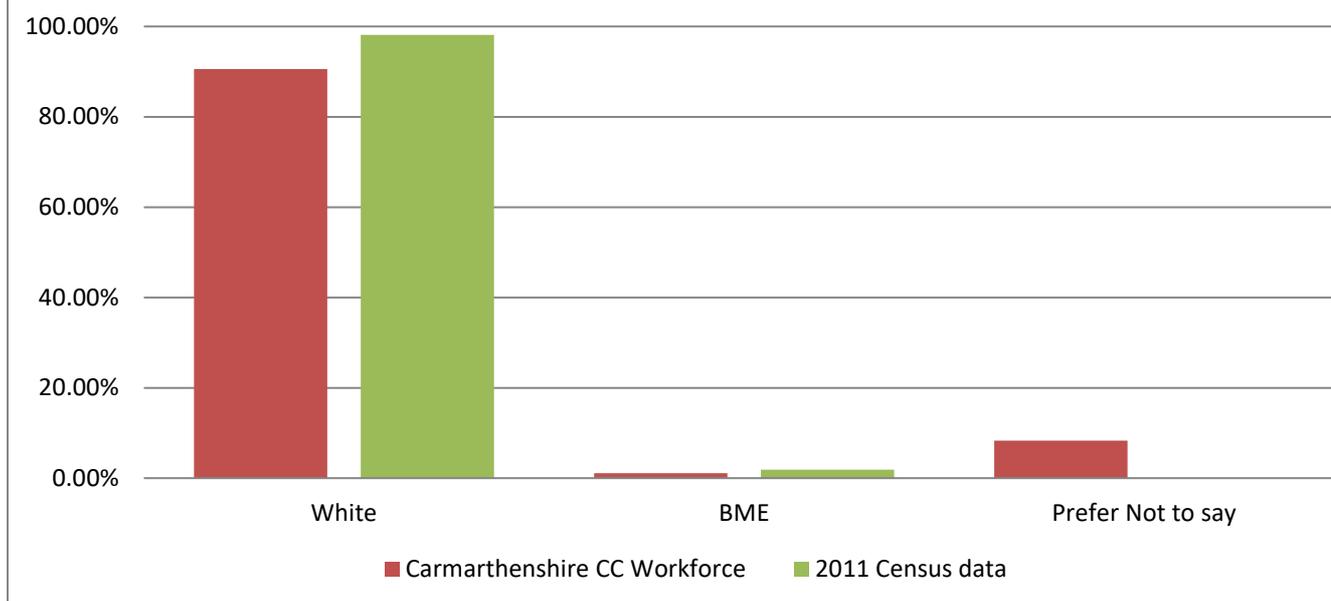
There were 55 employees taking maternity leave as of the 31st of March 2020. This represents 1.18% of the headcount

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



Categories included under Black Minority Ethnic (BME) in the graphs are Asian, Black, Mixed and Other.

Comparison of Race to 2011 Census data



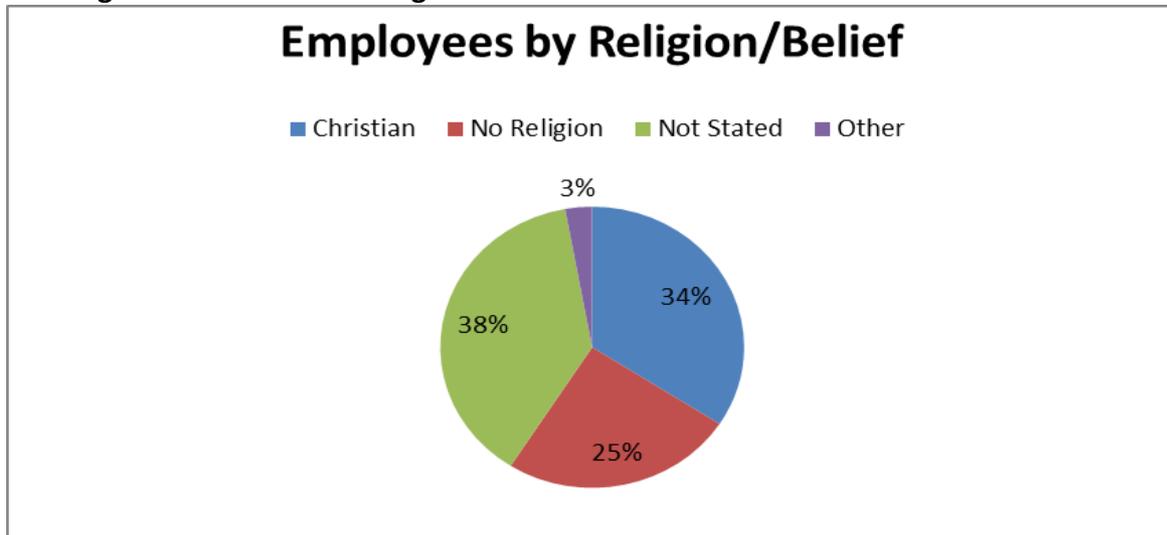
Number of Employees by Race

Ethnic Group	Number	Carmarthenshire CC Workforce									2011 Census data	
		March 2020	2020	2019	2018	2017	2016	2015	2014	2013		2012
Asian	23		0.49%	0.24%	0.48%	0.42%	0.42%	0.49%	0.39%	0.36%	0.39%	1.00%
Black	10		0.22%	0.22%	0.23%	0.17%	0.17%	0.22%	0.15%	0.11%	0.15%	0.15%
Mixed	6		0.13%	0.13%	0.27%	0.19%	0.19%	0.13%	0.27%	0.27%	0.30%	0.56%
White	4214		90.60%	90.29%	91.71%	92.54%	92.77%	90.60%	91.32%	90.71%	90.14%	98.12%
Other	13		0.28%	0.54%	0.09%	No data	No data	0.28%	0.28%	0.09%	0.06%	0.17%
Prefer Not to say	385		8.28%	8.59%	7.21%	6.63%	6.40%	8.28%	7.79%	8.45%	8.96%	0.00%
Total	4651											

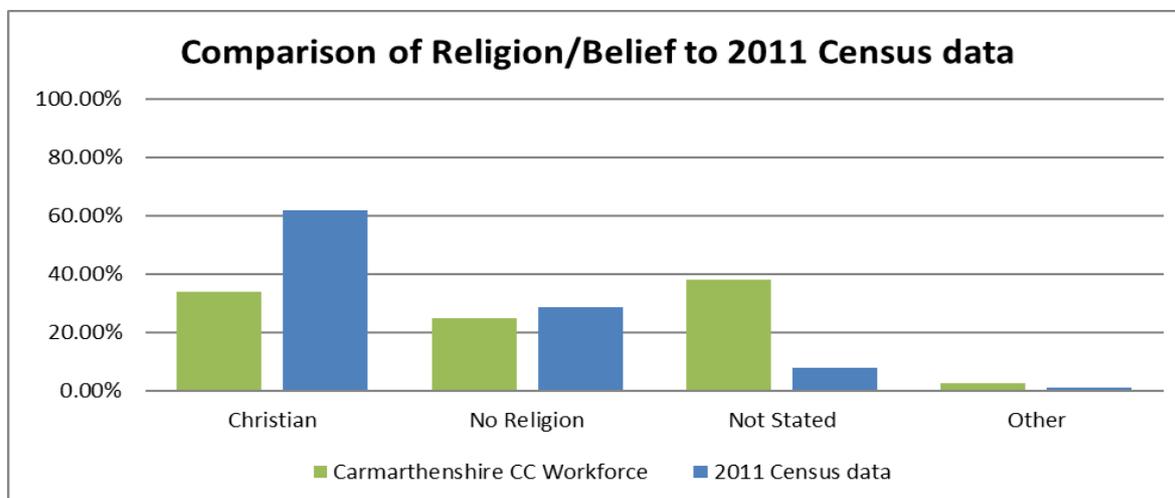
For this category the 2011 Census data is available to enable comparison between the employee profile of the Council and the wider population of Carmarthenshire. Year on year there has been very little change in the figures reported. Of the employees who have declared their ethnic group, the largest is White, 4,214 (90.60%). A significant minority, 8.28% (385) have not disclosed which has reduced slightly from last year's 8.59%.

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, Buddhist, Hindu, Humanist, Jewish, Muslim, Sikh, prefer not to say and Other.



Number of Employees by Religion / Belief

Religion	Number of Employees	Carmarthenshire CC Workforce	2011 Census data
Christian	1590	34.19%	61.78%
No Religion	1155	24.83%	28.86%
Not Stated	1773	38.12%	7.98%

Other	133	2.86%	1.39%
Total	4651		

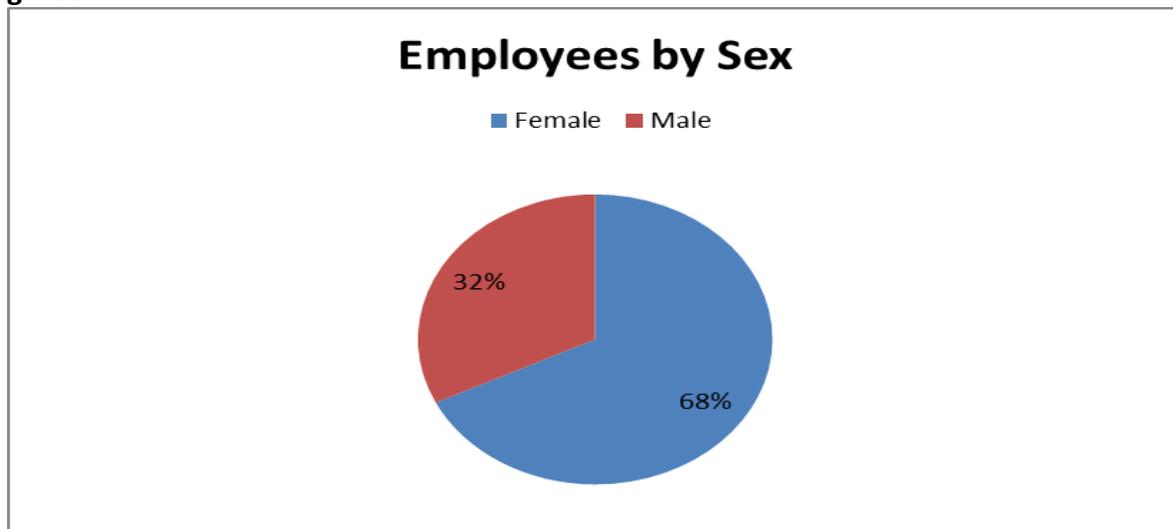
The significant point to note from the data is that for many employees their religion or belief is not stated, 1,773 (38.12%). This has reduced by over 2% during the last year (from 40.56%) and is a continuing trend, the aim is to continue to reduce this figure consistently over time by encouraging employees to voluntarily declare through regular employee audits.

The largest category reported is 'Christian', 1,590 (34.19%), followed by that of 'No Religion', 1155 (24.83%). Year on year comparison shows that this is a continuing trend.

The respondents who selected Agnostic, Atheist, Buddhist, Hindu, Humanist, Jewish, Muslim, Sikh and prefer not to say are included in the 'Other' category, 133 (2.86%). They are too low to report individually but it is important to include all those who do declare their religious status.

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

g. Sex



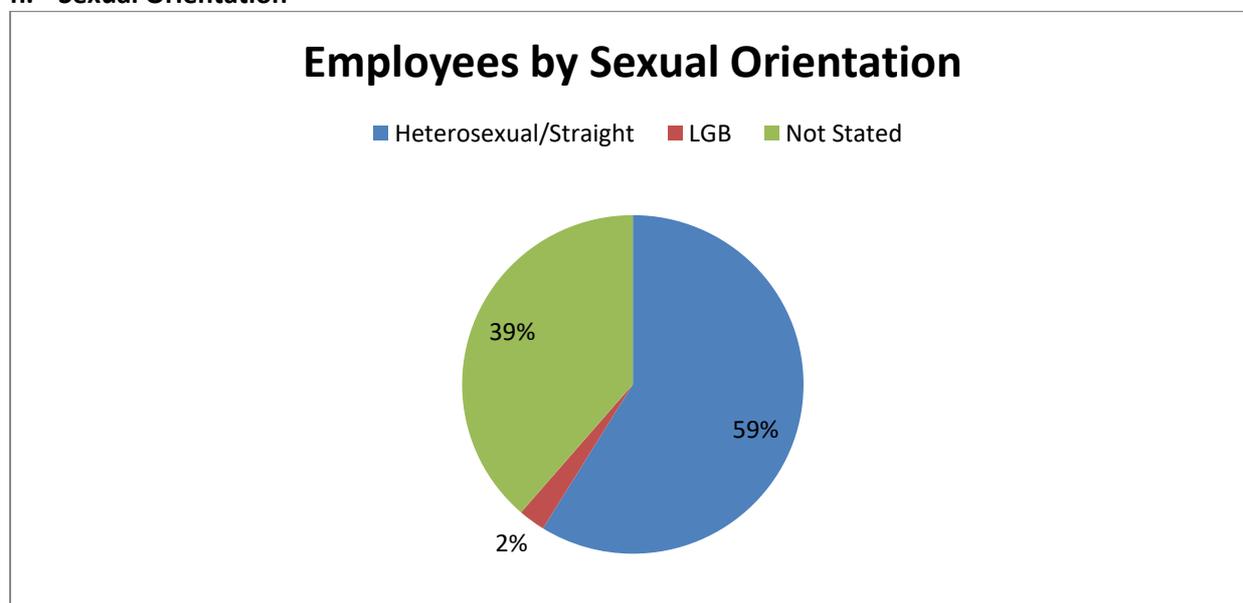
Number of Employees: Sex

Sex	Number of Employees	% Total of Employees	2011 Census
Female	3154	68%	51%
Male	1497	32%	49%
Total	4651		

The headcount by sex is illustrated above, with 3154 (68%) female and 1,497 (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



Number of Employees by Sexual Orientation

Sexual Orientation	Number of Employees	%Total of Employees	% of those declaring
Heterosexual/Straight	2736	58.83%	95.87%
Gay Man	10	0.22%	0.35%
Gay Woman/Lesbian	22	0.47%	0.77%
Bisexual	22	0.47%	0.77%
Prefer Not to Say/Other	64	1.38%	2.24%
Not Stated	1797	38.64%	
Total	4651		

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

Of the total employees in the authority (4651), 2736 (58.83%) declared themselves heterosexual/ straight,

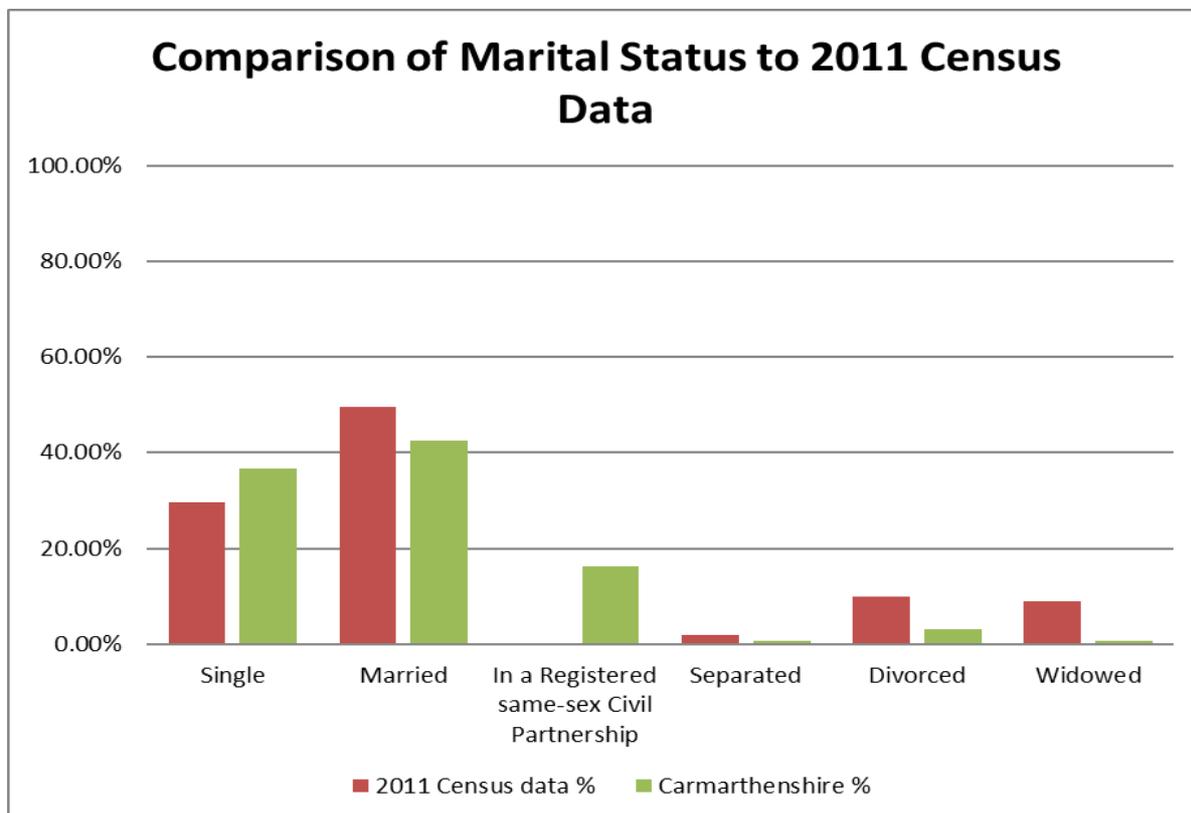
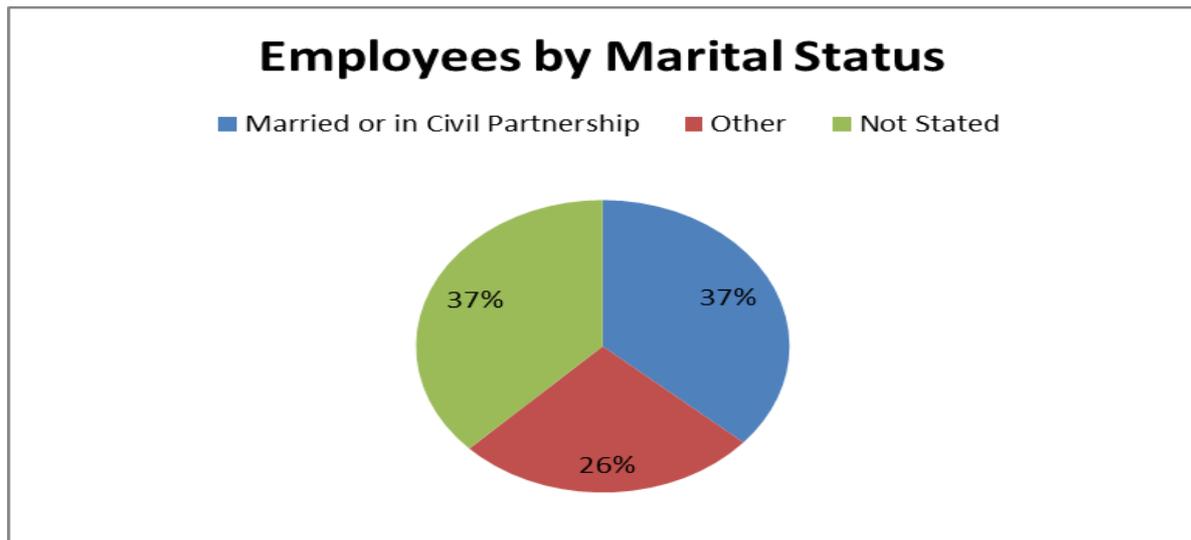
The significant point to note is the proportion of employees who have not declared their sexual orientation and is therefore unknown, 1797 (38.64%) which has reduced by nearly 4% this year compared last year's figures 1,964 (42.37%). Although high the number of non-declarations continues to decrease the aim is to continue this trend by encouraging

employees to voluntarily declare through regular employee audits. Of those who have declared, 2,736 (95.87%), the majority, have declared their sexual orientation as heterosexual/straight. This figure is down slightly on the previous year whereas there has been a slight increase in people reporting they identify with the other stated categories.

According to ONS, (Office for National Statistics), by using the APS 2019, an estimated 1.4 million people aged 16 and over identified as LGB, 2.7% of the population. A further 0.7% identified as 'Other' and 3.0% refused or did not know how to identify themselves.

[Sexual orientation, UK - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/peoplepopulationandcommunity/sexualorientationandgender/articles/sexualorientationintheuk/2019)

i. Marital Status



Number of Employees by Marital Status

Marital Status	Number of Employees	% Total	% of those declaring
Married or in Civil Partnership	1694	36.42%	58.11%
Other	1221	26.25%	41.89%
Not Stated	1736	37.33%	
Total	4651		

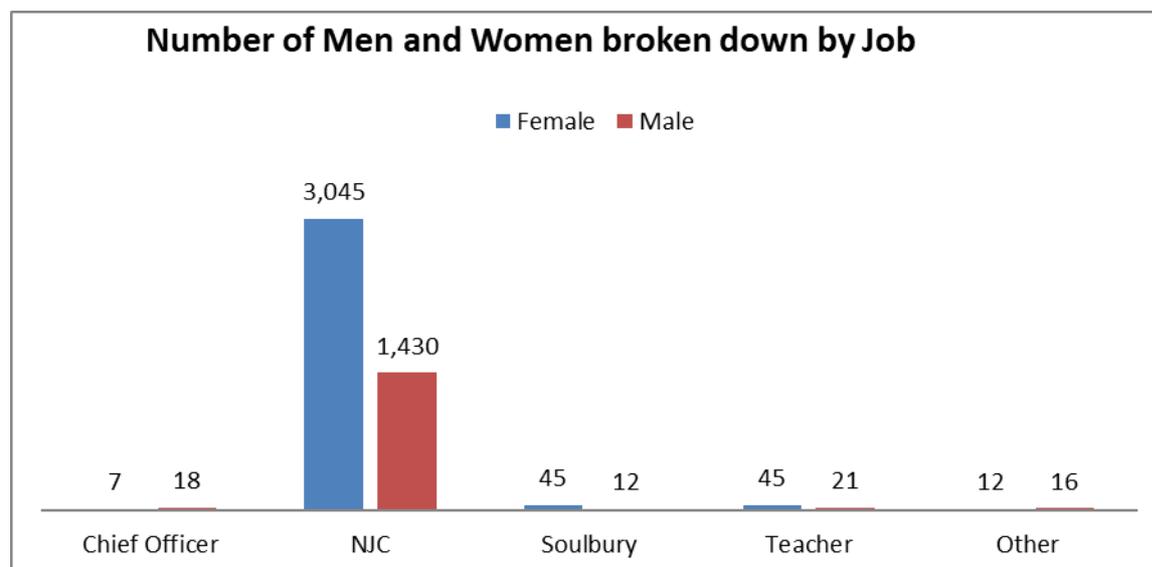
The significant point to note is the proportion of employees who have not declared their marital status and is therefore unknown, 1736 (37.33%) which is lower than 2019 1,851 (39.94 %) and a further decrease since 2018 (41.31%).

Of those who have declared, 1694 (58.11%) a reduction on last year (59.45%), have stated their marital status as married or in a Civil Partnership. However, there is an increase in reporting in the 'Other' category from 40.55% last year to 41.89% this year which is very pleasing as it is hoped that our development of our corporate values and the continued embedding of the Wellbeing and Future Generations Act (2015) has encouraged our staff to be more confident and forthcoming. We will continue with the aim to reduce the percentage of non-declaration over time by continuing to encourage employees to voluntarily declare through regular employee audits.

2. Men and Women

As employed by Carmarthenshire County Council on the 31st of March 2020.

a. Job



Number of Men and Women Broken Down by Job

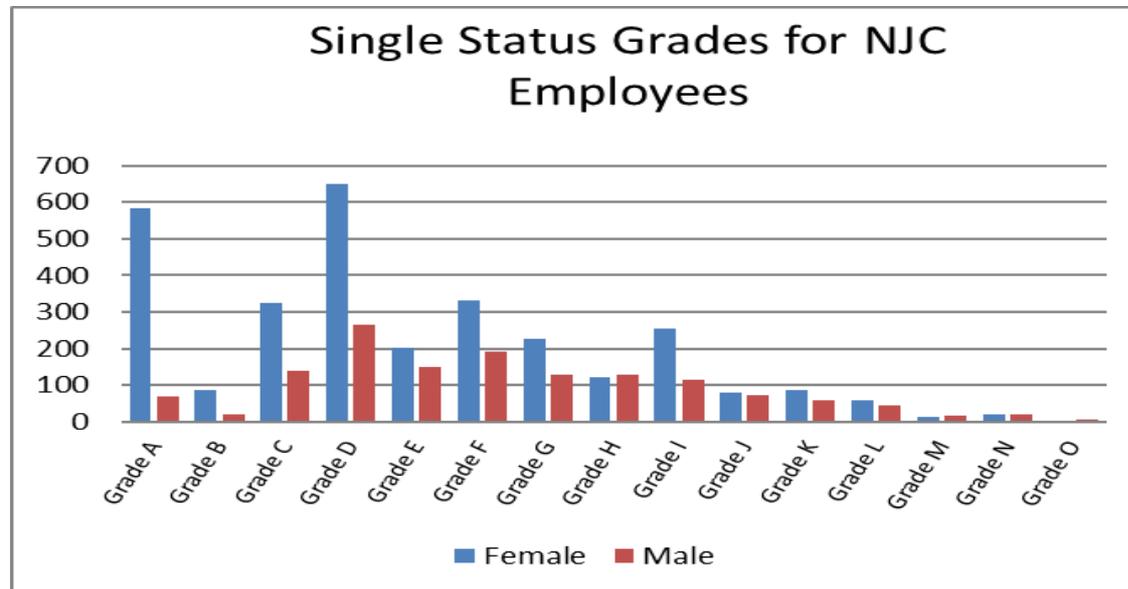
Service Condition	Number of Employees		% Female to Male		Total
	Female	Male	Female	Male	
Chief Officer	7	18	28%	72%	100%
NJC	3045	1430	68%	32%	100%
Soulbury	45	12	79%	21%	100%
Teacher	45	21	68%	32%	100%
Other Grades	12	16	43%	57%	100%
Total	3154	1497	68%	32%	100%

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) Soulbury has changed slightly 79% Female to 21% Male (compared to 78% to 22% in previous year) and is now closer to the authority profile. Other grades are mainly TUPE based grades but include Graduate and Modern Apprentice grades.

b. Grade

To present the information clearly the grades have been split according to the service conditions.

Single Status Grades for NJC Employees



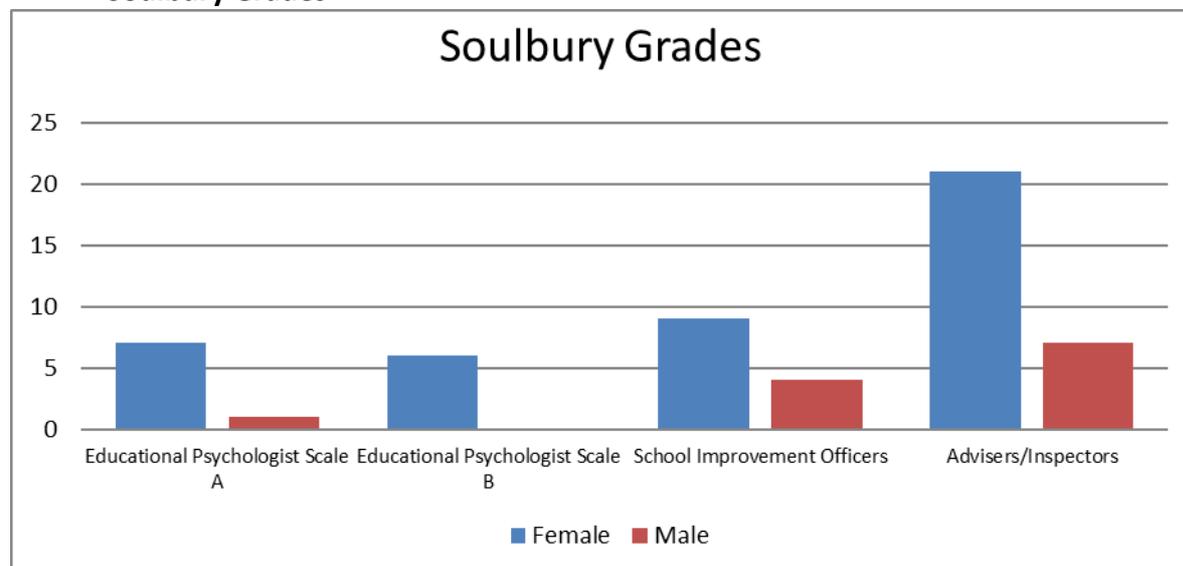
Single Status Grades for NJC Employees

Post Single Status Grades	Number		% Female to Male		Total
	Female	Male	Female	Male	
Grade A	583	68	89.55%	10.45%	100.00%
Grade B	86	19	81.90%	18.10%	100.00%
Grade C	324	140	69.83%	30.17%	100.00%
Grade D	651	265	71.07%	28.93%	100.00%
Grade E	204	149	57.79%	42.21%	100.00%
Grade F	333	192	63.43%	36.57%	100.00%
Grade G	227	130	63.59%	36.41%	100.00%
Grade H	121	130	48.21%	51.79%	100.00%
Grade I	254	116	68.65%	31.35%	100.00%
Grade J	79	73	51.97%	48.03%	100.00%
Grade K	86	60	58.90%	41.10%	100.00%
Grade L	59	46	56.19%	43.81%	100.00%
Grade M	14	17	45.16%	54.84%	100.00%
Grade N	22	19	53.66%	46.34%	100.00%
Grade O	Data suppressed due to low incidence rates.				
Total	3045	1430	68.04%	31.96%	100.00%

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 69%/31% 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, B and D and conversely lower in grades E, H and J to O. For further information please visit our [Equal Pay Audit for 2019-2020](#)

Soulbury Grades



Soulbury Grades

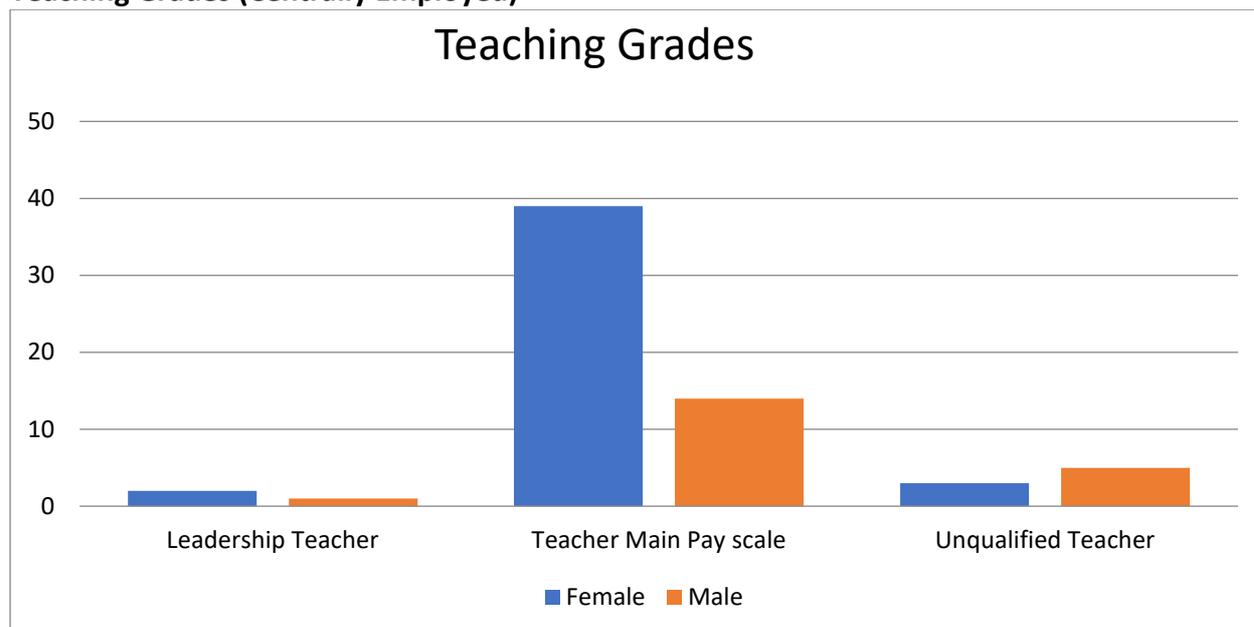
Grade	Number of Females	Number of Males	% Female	% Male	% Total
Educational Psychologist Scale A	Data suppressed due to low incidence rates				
Educational Psychologist Scale B	Data suppressed due to low incidence rates				
Youth & Community Officers	Data suppressed due to low incidence rates				
School Improvement Officers	Data suppressed due to low incidence rates.				
Advisers/Inspectors	21	7	75.00 %	25.00 %	100.00 %
Total	45	12	78.95 %	21.05 %	100.00 %

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 79%:21% 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)



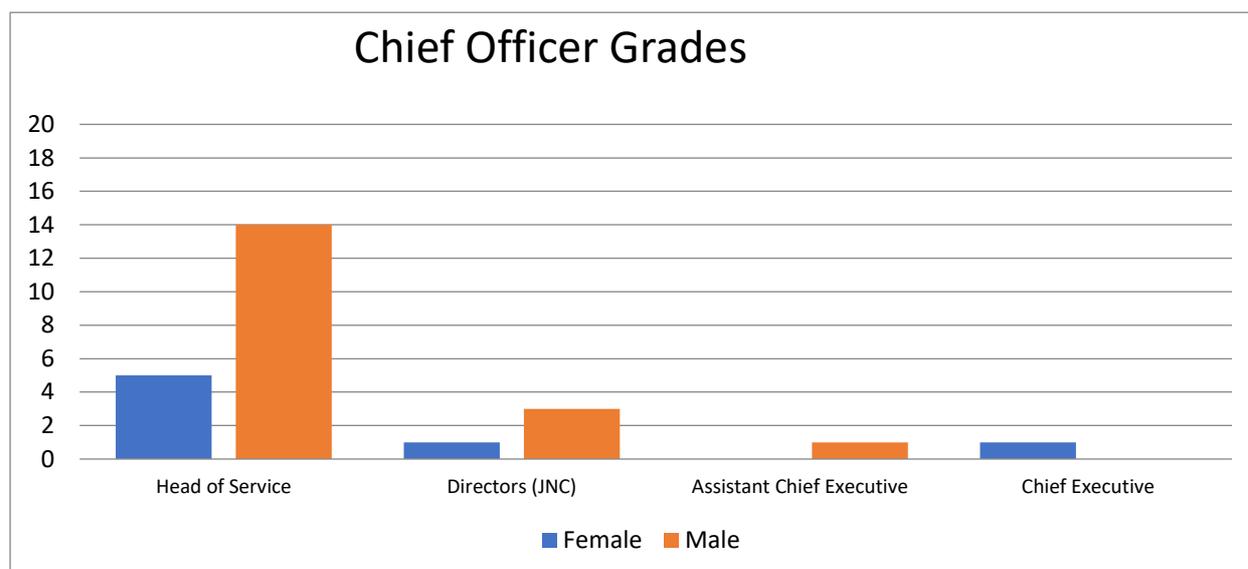
Teaching Grades

Grade	Number of Females	Number of Males	% Female	% Male	% Total
Head Teachers	Data suppressed due to low incidence rates				
Leadership Teacher	Data suppressed due to low incidence rates				
Teacher Main Pay scale	39	14	73.58%	26.42%	100.00%
Unqualified Teacher	Data suppressed due to low incidence rates				
Total	45	21	68.18%	31.82%	100.00%

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

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

Chief Officers



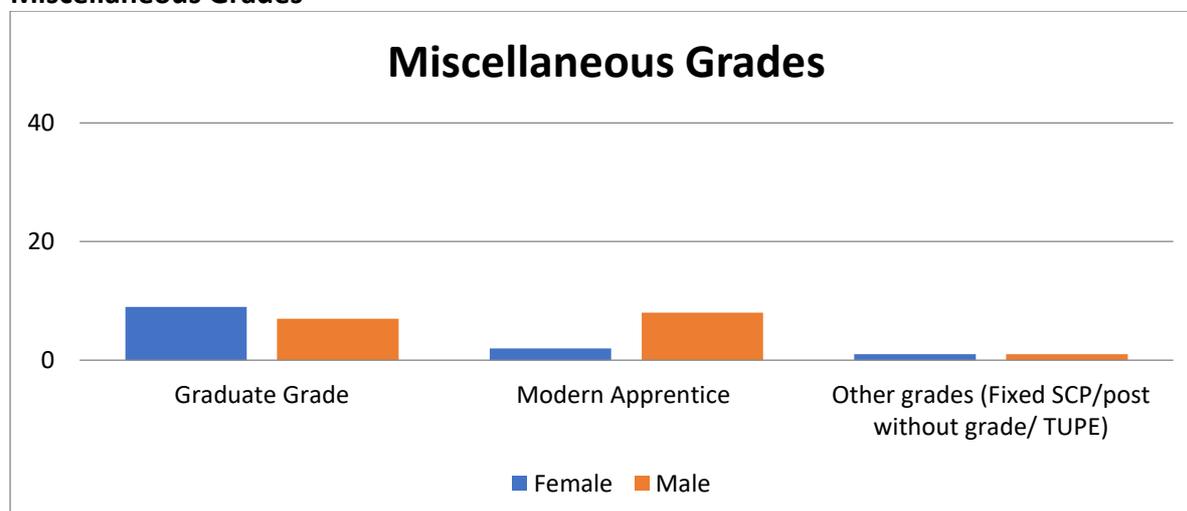
Chief Officer Grades

Grade	Number of Females	Number of Male	% Female	% Male	% Total
Head of Service	5	13	27.78%	72.22%	100.00%
Directors (JNC)	1	3	25.00%	75.00%	100.00%
Assistant Chief Executive	0	1	0.00%	100.00%	100.00%
Chief Executive	1	0	100.00%	0.00%	100.00%
Total	6	18	25.00%	75.00%	100.00%

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 above bar chart and table relates to Chief Officers and Chief Executive employed by the authority as of 31st March 2020.

Miscellaneous Grades



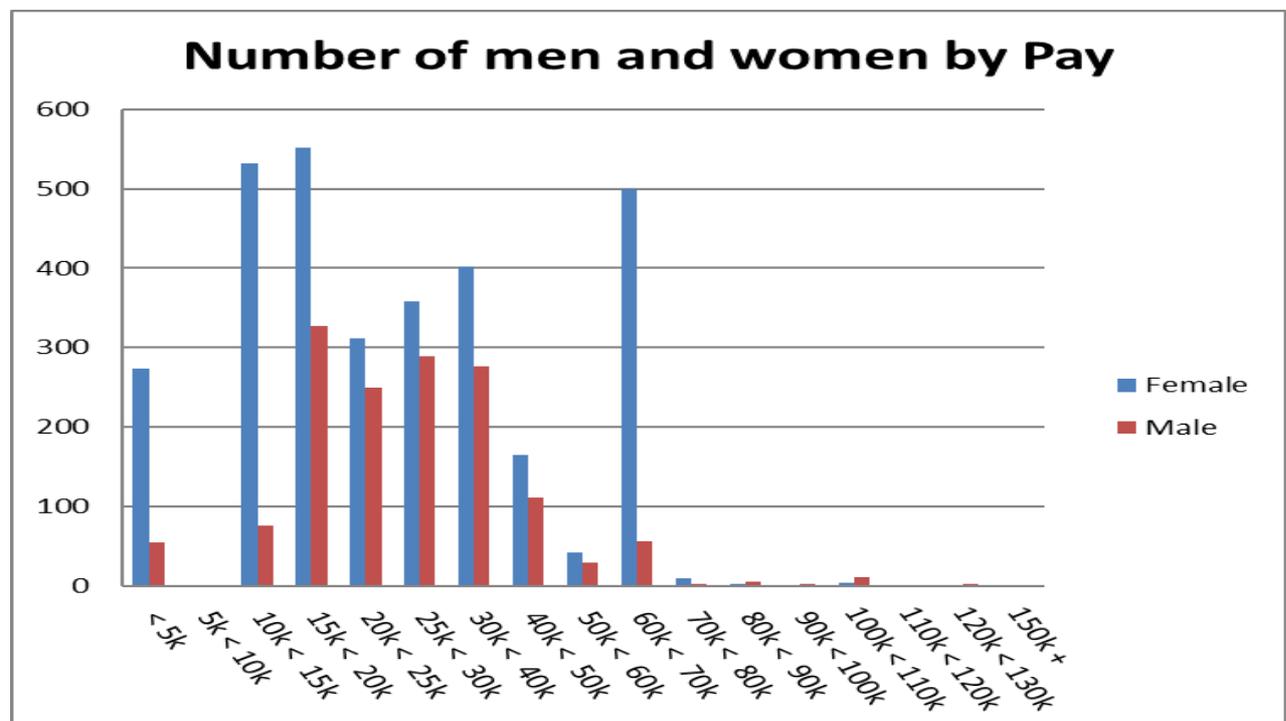
Miscellaneous Grades

Grade	Number of Females	Number of Males	% Female	% Male	% Total
Graduate Grade	9	7	56.25%	43.75%	100.00%
Modern Apprentice	Data suppressed due to low incidence rates				
Other grades (Fixed SCP/ post without grade/ TUPE)	Data suppressed due to low incidence rates				
Total	12	16	42.86%	57.14%	100.00%

Miscellaneous grades include the following:

- Modern Apprentices are employed on agreed apprentice rates aligned to the National Minimum Wage
- Graduate Grade
- Other grades: fixed SCP/post without grades/ TUPE. The number of people in such grades has increased significantly since previous year. This can be attributed to the number of TUPE transfers that have occurred during the year. 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.

c. Pay



Pay Bands

Bands	Female Employees	Male Employees	Total Employees	% Female Employees	% Male Employees	% Total
< 5k	273	55	328	83.23%	16.77%	100.00%
5k < 10k	Data suppressed due to low incidence rates.					
10k < 15k	532	76	608	87.50%	12.50%	100.00%
15k < 20k	551	327	878	62.76%	37.24%	100.00%
20k < 25k	312	249	561	55.61%	44.39%	100.00%
25k < 30k	358	289	647	55.33%	44.67%	100.00%
30k < 40k	402	277	679	59.20%	40.80%	100.00%
40k < 50k	165	111	276	59.78%	40.22%	100.00%
50k < 60k	42	30	72	58.33%	41.67%	100.00%
60k < 70k	499	56	555	89.91%	10.09%	100.00%
70k < 80k	Data suppressed due to low incidence rates.					
80k < 90k	Data suppressed due to low incidence rates.					
90k < 100k	Data suppressed due to low incidence rates.					
100k < 110k	Data suppressed due to low incidence rates.					
110k < 120k	Data suppressed due to low incidence rates.					
120k < 130k	Data suppressed due to low incidence rates.					
150k +	Data suppressed due to low incidence rates.					
Total	3154	1497	4651	67.81%	32.19%	100.00%

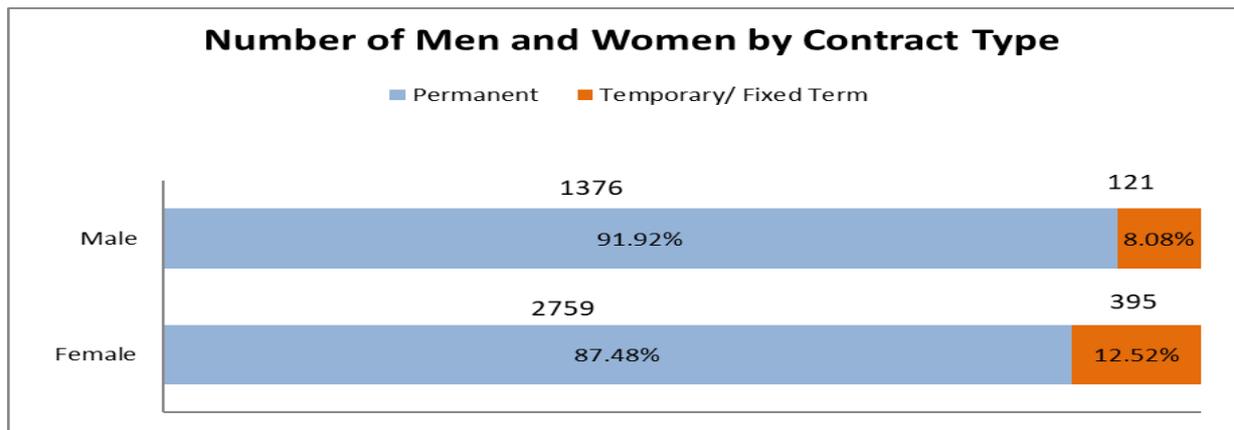
For the purposes of this report 'pay' for male and female employees has been based on the WLGA benchmark, which is basic pay only, as of 31st March 2020.

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.

Except for those staff on Soulbury and employed Teachers all other employees have now moved to post single status grades and/or terms and conditions.

The table illustrates 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 Types

Contract	Number of Female Employees	Number of Male Employees	Total Number of Employees	% Female Employees	% Male employees
Permanent	2759	1376	4135	87.48%	91.92%
Temporary/ Fixed Term	395	121	516	12.52%	8.08%
Total	3154	1497	4651	100.00%	100.00%

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

- Permanent - 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 has been categorised as follows:

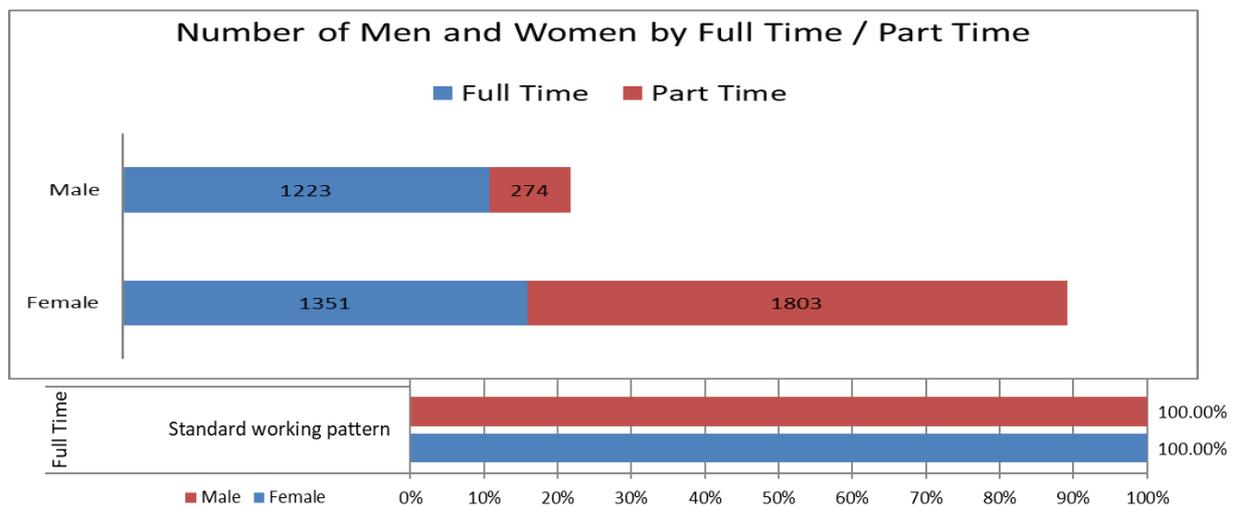
- Full time is 37 hours per week
- Part Time is <37 hours per week

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.

Number of men and women broken down by working pattern



Number of Men and Women Broken Down by Working Pattern

Working Pattern	Number of Female	Number of Male	Total	% Female	% Male	% Total
Full Time Standard working pattern	1351	1223	2574	52.49%	47.51%	100%
Total Full Time	1351	1223	2574	52.49%	47.51%	100%
Part Time Standard working pattern	1106	190	1296	85.34%	14.66%	100%
Part Time Flexible Working - Term Time	Data suppressed due to low incidence rates.					
Part Time Flexible Retirement	Data suppressed due to low incidence rates.					
Part Time Term Time Working (Post Related)	688	80	768	89.58%	10.42%	100%
Total Part Time	1803	274	2077	86.81%	13.19%	100%
Total	3154	1497	4651	67.81%	32.19%	100%

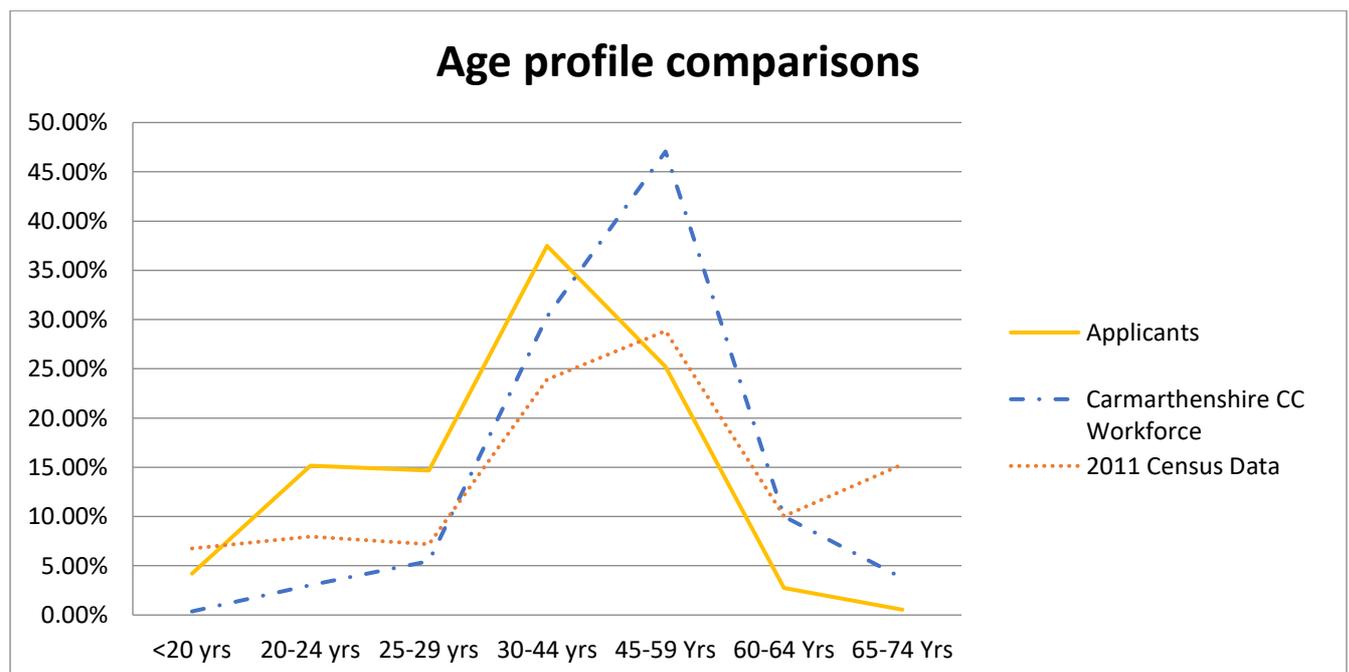
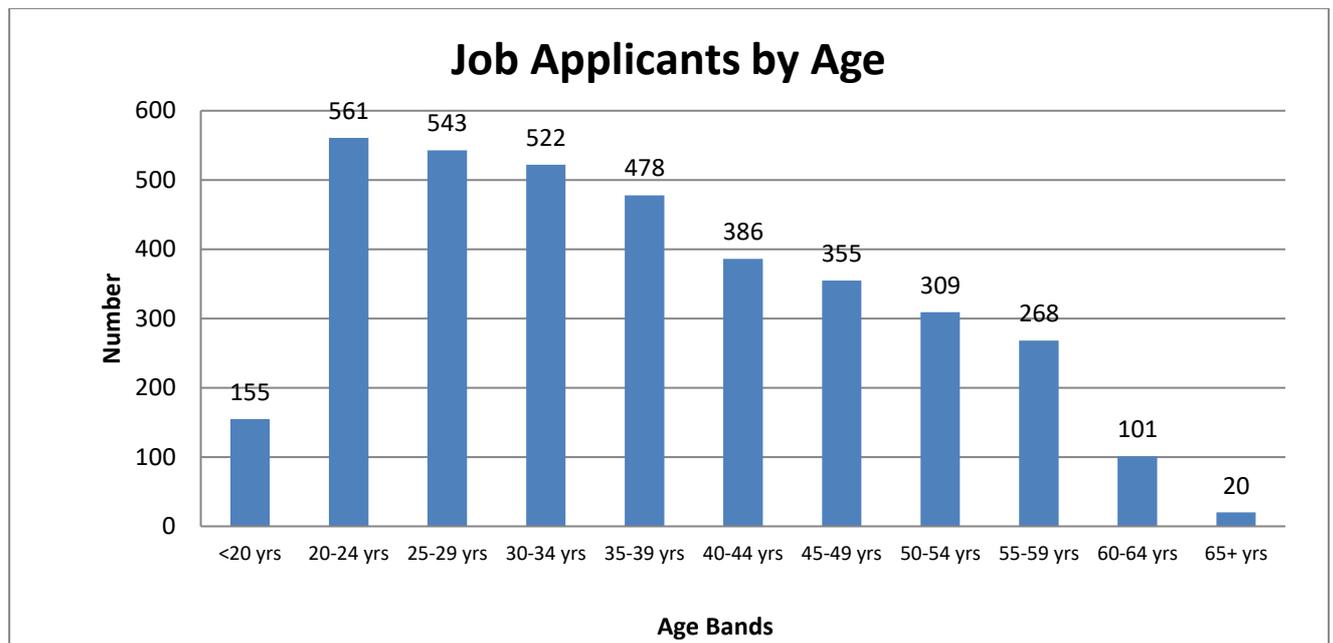
Number of Men and Women by Full Time / Part Time

Working Pattern	Female Headcount	Male Headcount	Total Headcount	%
Total Full time	1351	1223	2574	55.34%
Total part time	1803	274	2077	44.66%
Total	3154	1497	4651	100.00%

3. People who have applied for jobs

Reporting period: 1st April 2019 to 31st March 2020

a. Age

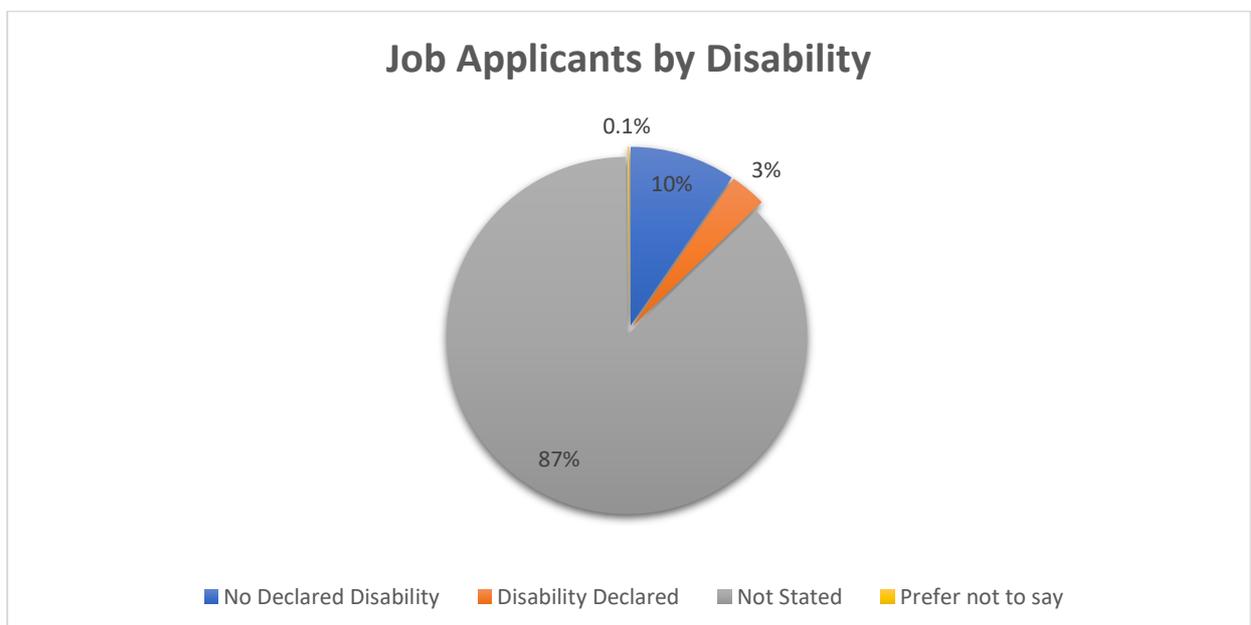


Number of Job Applicants According to Age

Age Bands	Number
Under 20 Years	155
20-24 Years	561
25-29 Years	543
30-34 Years	522
35-39 Years	478
40-44 Years	386
45-49 Years	355
50-54 Years	309
55-59 Years	268
60-64 Years	101
Over 65 Years	20
PNTS	14
Total Applicants	3712

The data illustrates the number of job applicants by age during the reporting period 1st April 2019 to 31st March 2020. The overall trend is generally reflective of the age profile of the authority's workforce and the wider population of Carmarthenshire. However, it shows a higher number of younger applicants than older applicants which is what you would expect in the labour market, but which is potentially exaggerated by the current economic climate and competition for vacancies from applicants starting their career.

b. Disability



Number of Applicants Declaring a Disability

Declaration	Number	%	% of those declaring
No Declared Disability	352	9.48%	73.64%
Disability Declared	121	3.26%	25.31%
Not Stated	3234	87.12%	
Prefer not to say	5	0.13%	1.05%
Total	3712	100.00%	100.00%

The number of applicants declaring a disability at the application stage is very similar to the authority profile (9.52% Section 1b) but the figures on the authority profile could be skewed by the low declaration rate. The percentage of applicants declaring a disability has remained almost the same since last year (3.50%), but it is still lower than the Family Resources Survey 2018/19 that estimates that 19% of the working population is disabled. However, the percentage in Wales was higher (25%) This suggests that the authority needs to do more to attract disabled applications and encourage confidence in applicants to declare a disability at the application stage.

The DWP uses the LFS and APS to estimate the rates of moving in and out of work to give a broad picture of the rate of people moving in and out of employment. Between 2016 and 2018, the rate of disabled people moving out of work was 9% as compared the 5% of non-disabled people. Of those moving into work only 10% were disabled compared to 27% who were not.

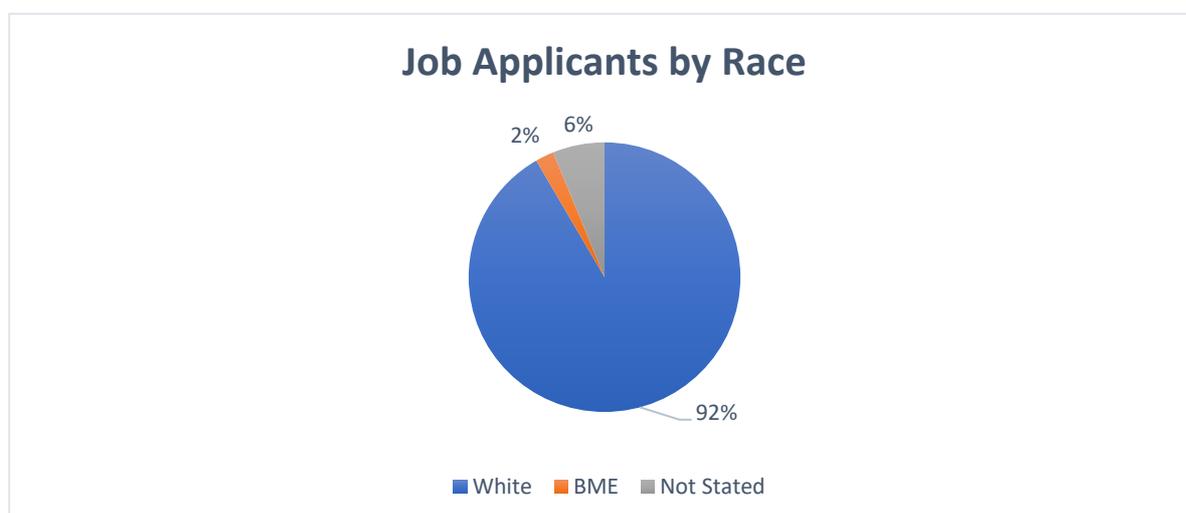
c. Gender Identity

We monitor the reporting of gender identity and staff do continue to declare themselves as transgender, but the figure is too low for meaningful analysis and disclosure could result in the illegal identification of individuals. We are determined to ensure we positively address any transgender issues in the workplace. We work in partnership with several organisations such as Stonewall and are committed to providing a productive, supportive, and safe environment for all employees.

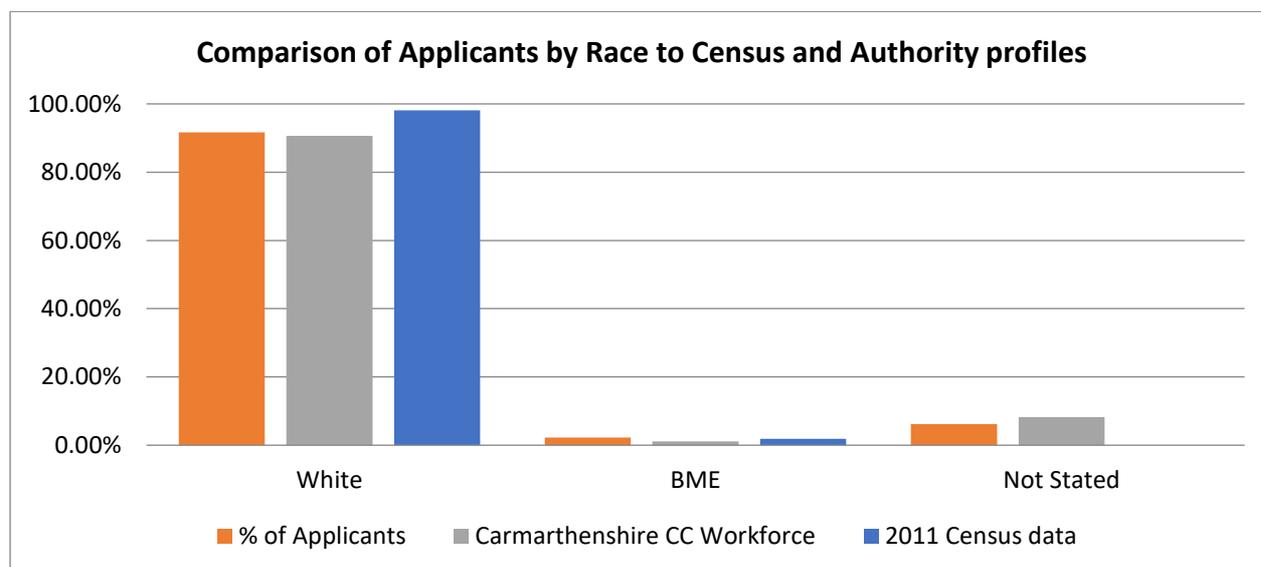
d. Pregnancy and Maternity

The Authority has identified 6 applicants that have received maternity payments during the reporting period.

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



Categories included under “BME” in the graphs are Asian, Black, Mixed, prefer not to say and Other.



Job Applicants by Race

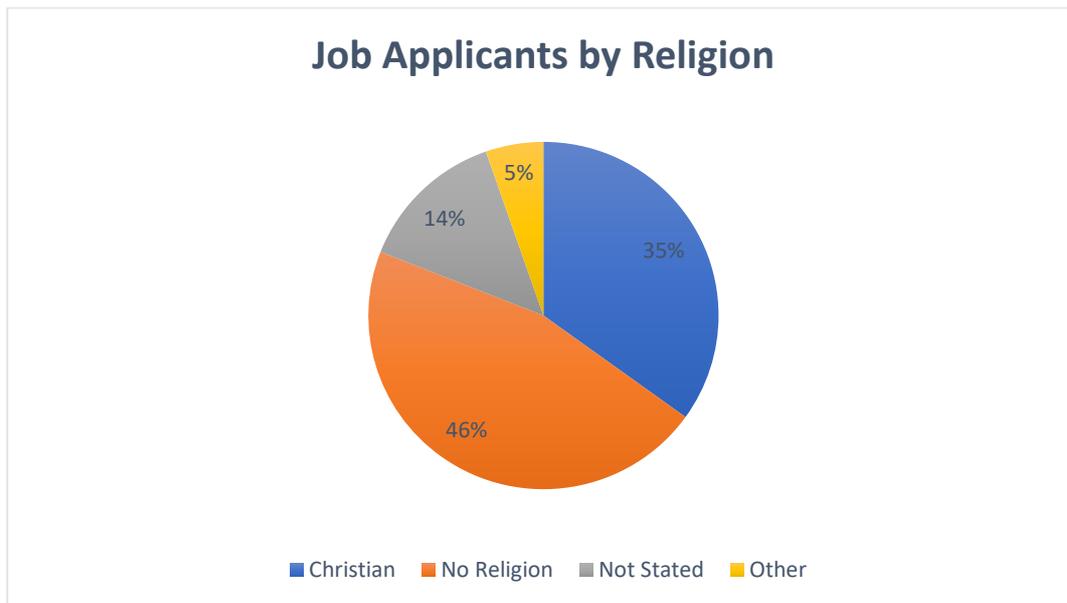
Ethnic Group	Number of Applicants	% of Applicants	Carmarthenshire CC Workforce	2011 Census data
White	3401	91.62%	90.60%	98.12%
BME	82	2.21%	1.12%	1.88%
Not Stated	229	6.17%	8.28%	0.00%
Total	3712	100.00%	100.00%	100.00%

In line with the authority and census profiles the ethnic profile shows that most applicants to the authority are White (91.62%) which is slightly higher than the workforce population (90.60%) but lower than the census data which shows that 98% of the Carmarthenshire population is White.

The BME figures are double that of the Carmarthenshire workforce and similar to the 2011 census data.

Regarding 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.

e. Religion or belief – including lack of belief

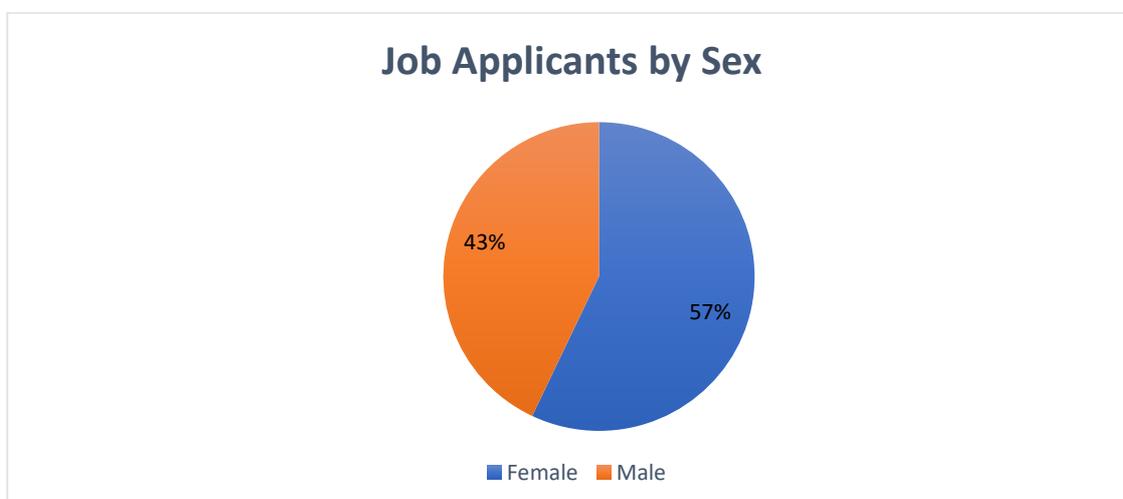


Categories included under “Other” in the graphs are: Agnostic, Atheist, Buddhist, Hindu, Humanist, Jewish, Muslim, Sikh and Other.

Job Applicants by Religion / Belief

Religion	Number	%	Carmarthenshire CC Workforce
Christian	1297	34.94%	34.19%
No Religion	1709	46.04%	24.83%
Not Stated	508	13.69%	38.12%
Other	198	5.33%	2.86%
Total	3712	100.00%	100.00%

f. Sex

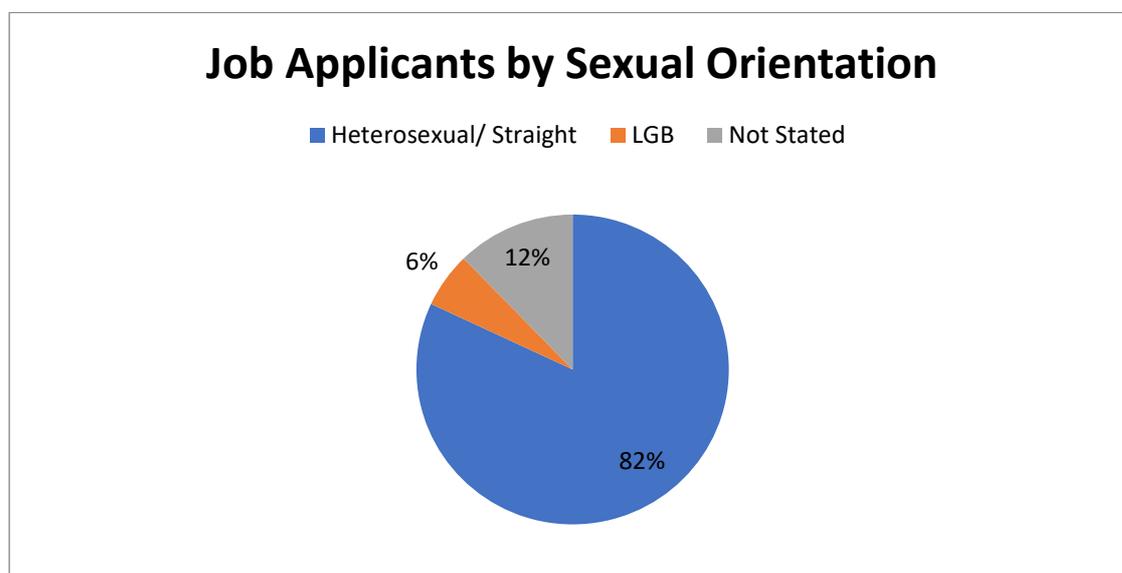


Number of Applicants: Sex

Sex	Number of Applicants	%	Carmarthenshire CC Workforce	2011 Census
Female	2,099	56.55%	68.00%	51.00%
Male	1,580	42.56%	32.00%	49.00%
Not Stated	33	0.89%		
Total	3712	100.00%	100.00%	100.00%

The proportion of female to male applicants is 56.55%:42.56% similar to the 2011 census figures rather than the workforce figures.

g. Sexual Orientation



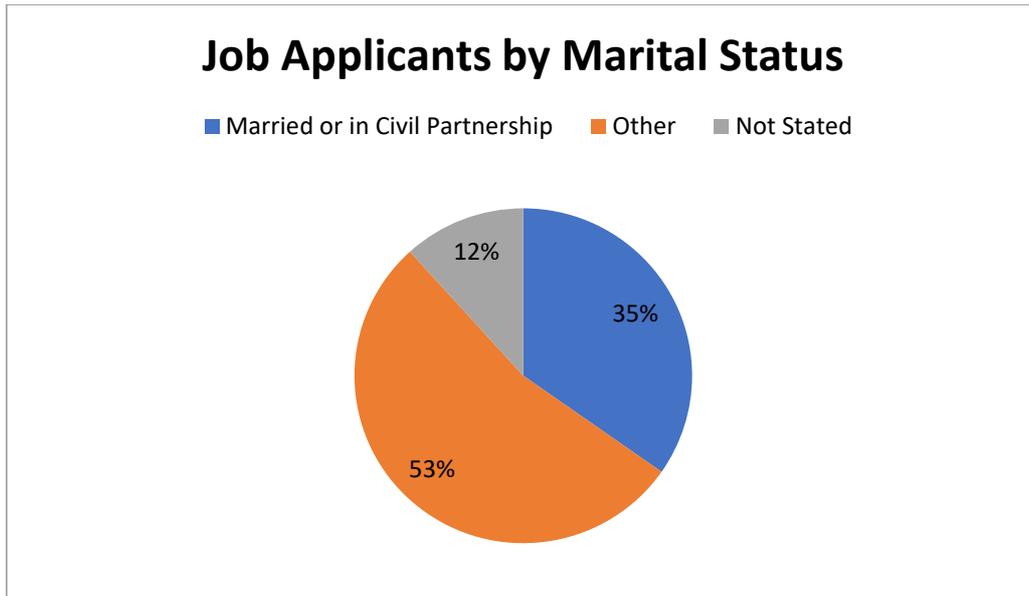
Categories included under “LGB” in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Other.

Number of Applicants by Sexual Orientation

Sexual Orientation	Number	%	% of those declaring
Heterosexual/ Straight	3042	81.95%	93.43%
LGB	214	5.77%	6.57%
Not Stated	456	12.28%	
Total	3712	100.00%	100.00%

The proportion of applicants that have not disclosed their sexual orientation (12.28%) is much higher than for the other categories in this section but has decreased by 2% since last year. This is possibly a reflection of the sensitivity in relation to this area. Of those that have declared the majority (81.95%), a reduction on last year’s figure (96.62%), define themselves as Heterosexual/Straight which is lower than the figure for the authority (95.87% Section 1h).

h. Marital Status



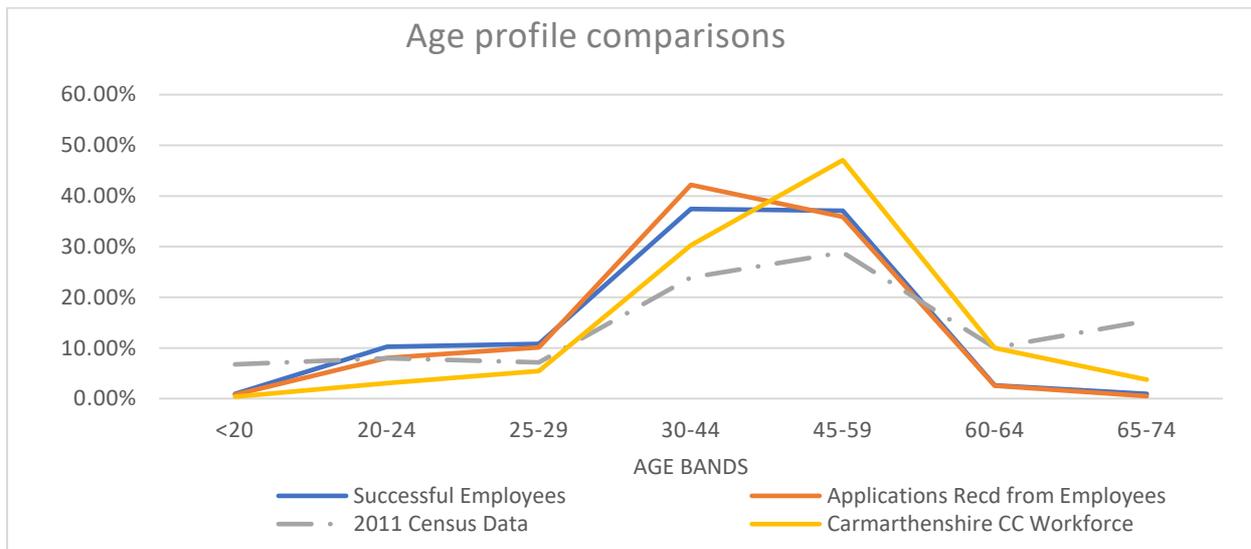
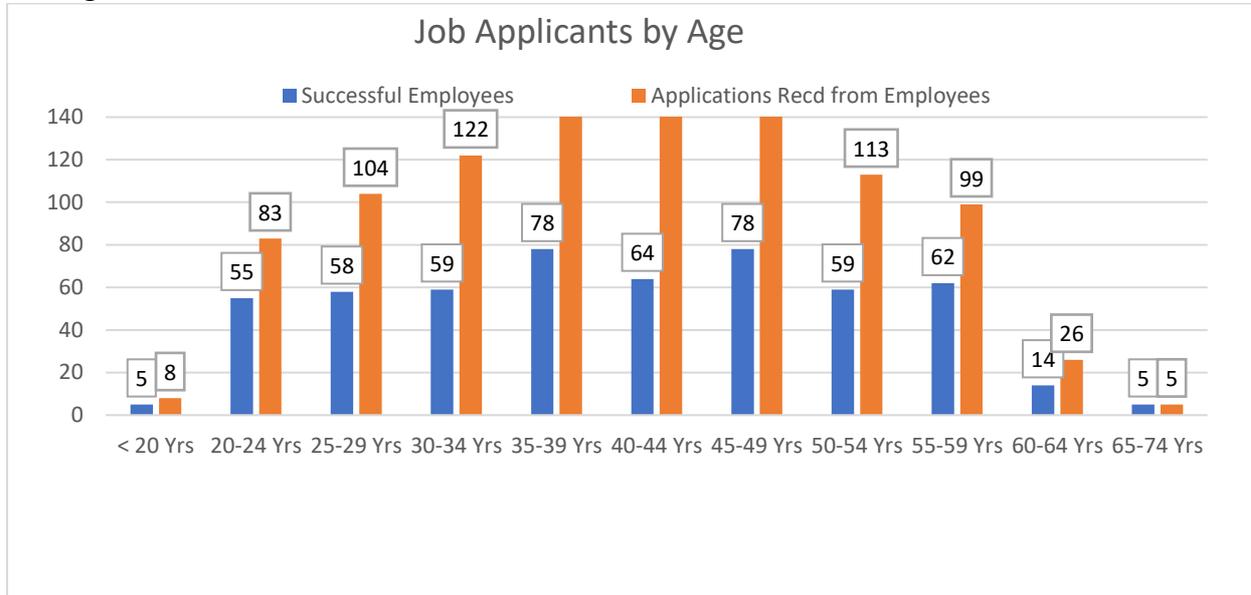
Number of Applicants by Marital Status

Status	Number of Employees	%	% of those declaring
Married or in Civil Partnership	1289	34.73%	39.33%
Other	1988	53.56%	60.67%
Not Stated	435	11.72%	
Total	3712	100.00%	100.00%

4. Employees who have applied to change position

Reporting period 1st April 2019 to 31st March 2020. Employees who have applied to change position identifying how many were successful in their application and how many were not

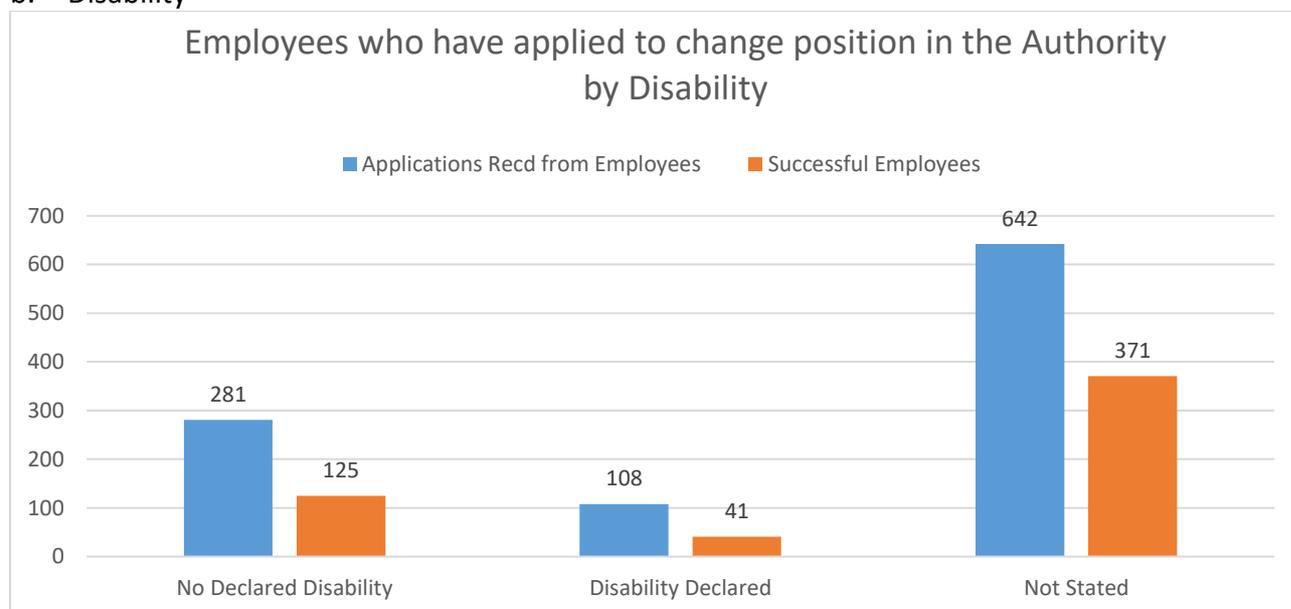
a. Age



Employees who have applied to change position in the Authority by Age

Age Bands	Number of Successful Employees	Number of Applications Received from Employees	% Successful Employees	% Applications Received from Employees	2011 Census Data	Carmarthenshire CC Workforce
Under 20 Years	5	8	0.93%	0.78%	6.76%	0.37%
20-24 Years	55	83	10.24%	8.05%	7.97%	3.05%
25-29 Years	58	104	10.80%	10.09%	7.17%	5.46%
30-44 Years	201	435	37.43%	42.19%	23.92%	30.29%
45-59 Years	199	370	37.06%	35.89%	28.84%	47.07%
60-64 Years	14	26	2.61%	2.52%	10.04%	10.00%
65-74 Years	5	5	0.93%	0.48%	15.30%	3.76%
Total	537	1031	100.00%	100.00%	100.00%	100.00%

b. Disability



Employees who have applied to change position in the Authority by Disability

Declaration	Applications Received from Employees	Successful Employees	Successful Employees	Applications Received from Employees
No Declared Disability	281	125	27.26%	23.28%
Disability Declared	108	41	10.48%	7.64%
Not Stated	642	371	62.27%	69.09%
Total	1031	537	100.00%	100.00%

The percentage of applicants who are current employees declaring a disability is very low. The workforce audit aims to encourage more employees to declare a disability. However, of the 108 that applied 41 were successful which should demonstrate to the Authority’s current cohort declaring a disability is not a barrier to employment or progression.

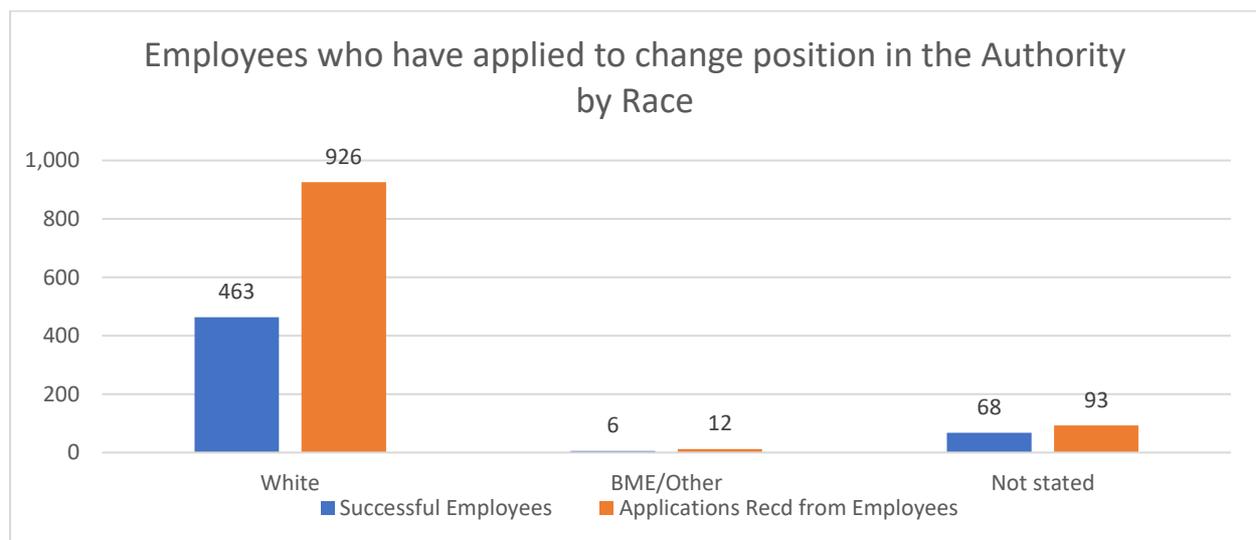
c. Gender Identity

We monitor the reporting of gender identity and staff do continue to declare themselves as transgender, but the figure is too low for meaningful analysis and disclosure could result in the illegal identification of individuals. We are determined to ensure we positively address any transgender issues in the workplace. We work in partnership with several organisations such as Stonewall and are committed to providing a productive, supportive, and safe environment for all employees.

d. Pregnancy and maternity

The Authority has identified 30 applicants that have received maternity payments during the reporting period, less than 5 of which were successful applicants.

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



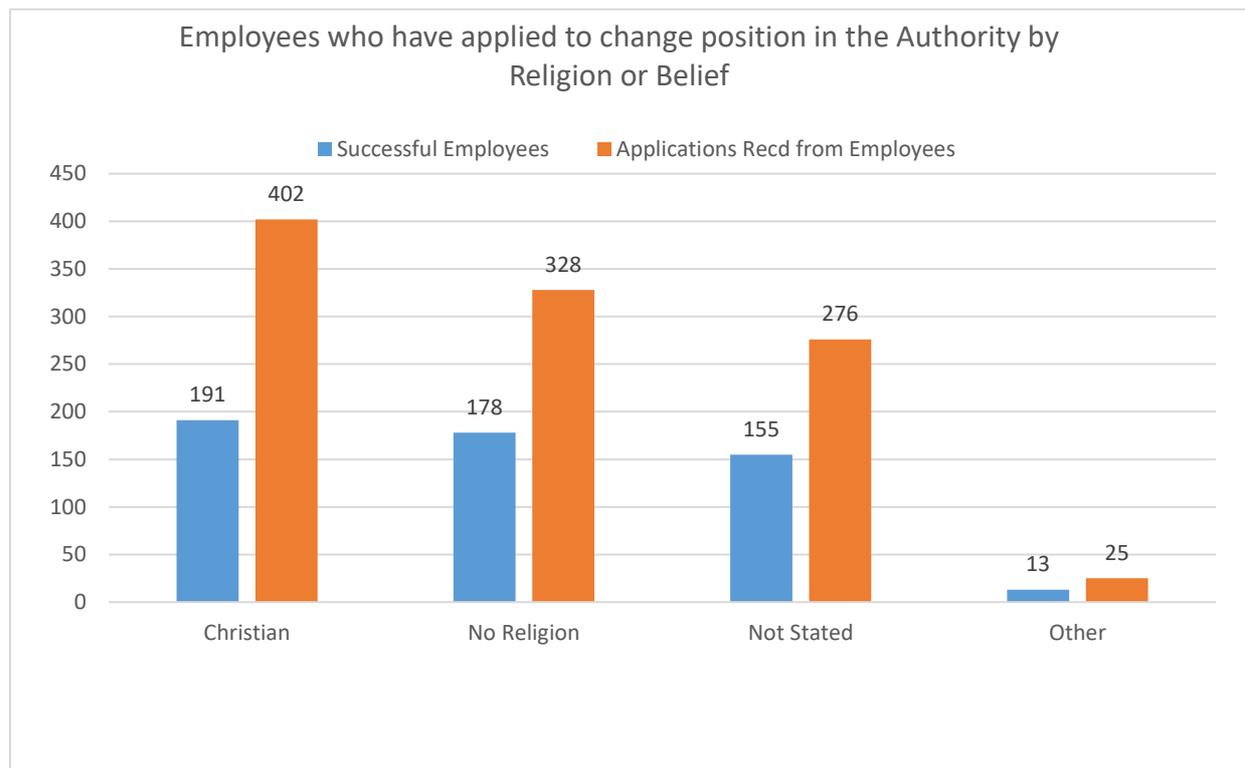
Categories included under “BME” in the graphs are Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each.

Employees who have applied to change position in the Authority by Race

Ethnic Origin	Number of Applications Received from Employees	Number of Successful Employees	% Applications Received from Employees	% Successful Employees
White	926	463	89.82%	86.22%
BME/Other	12	6	1.16%	1.12%
Not Stated	93	68	9.02%	12.66%
Total	1031	537	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. However, when looking at the individual success rates of white applicants and BME/Other applicants it is in proportion to the number of applications received

f. Religion or belief – including lack of belief

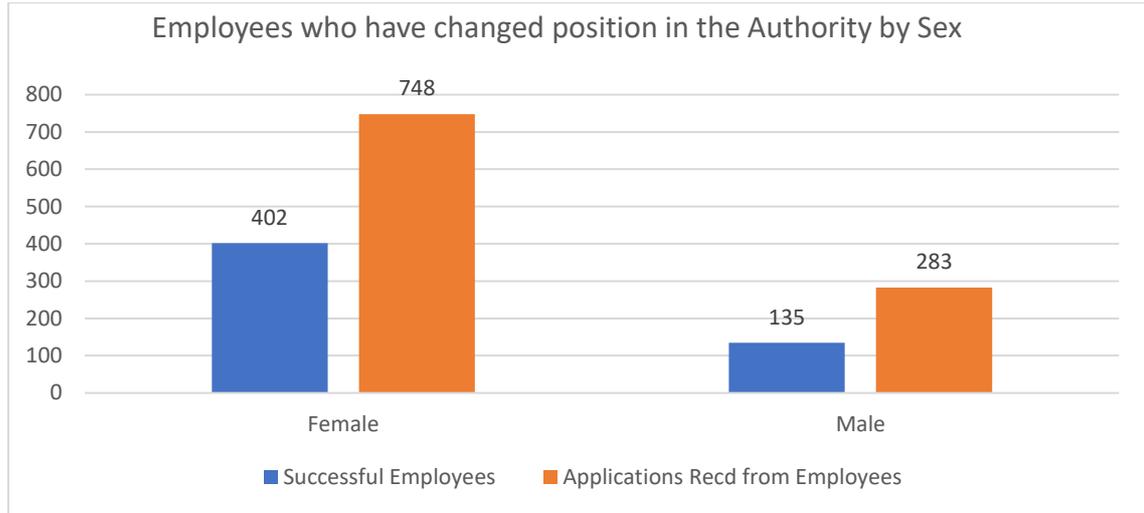


The categories included under “Other” in the graphs are: Agnostic, Atheist, Buddhist, Humanist, Jewish, Prefer Not to Say and Other. These have been amalgamated due to the low number reported in each category.

Employees who have applied to change position in the Authority by Religion or Belief

Religion/ Belief	Number of Successful Employees	Number of Applications Recieved from Employees	% Successful Employees	% Applications Recieved from Employees
Christian	191	402	35.57%	38.99%
No Religion	178	328	33.15%	31.81%
Not Stated	155	276	28.86%	26.77%
Other	13	25	2.42%	2.42%
Total	537	1031	100.00%	100.00%

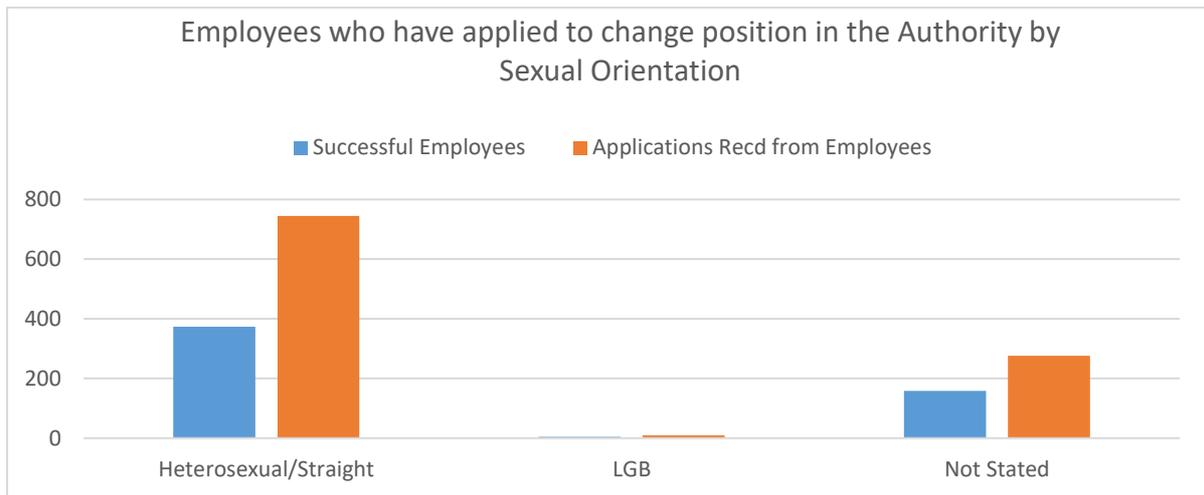
g. Sex



Employees who have applied to change position in the Authority by Sex

Sex	Number of Successful Employees	Number of Applications Received from Employees	% Successful Employees	% Applications Received from Employees	Carmarthenshire Workforce	2011 Census Data
Female	402	748	74.86%	72.55%	68.00%	51.00%
Male	135	283	25.14%	27.45%	32.00%	49.00%
Total	537	1031	100.00%	100.00%	100.00%	100.00%

h. Sexual Orientation

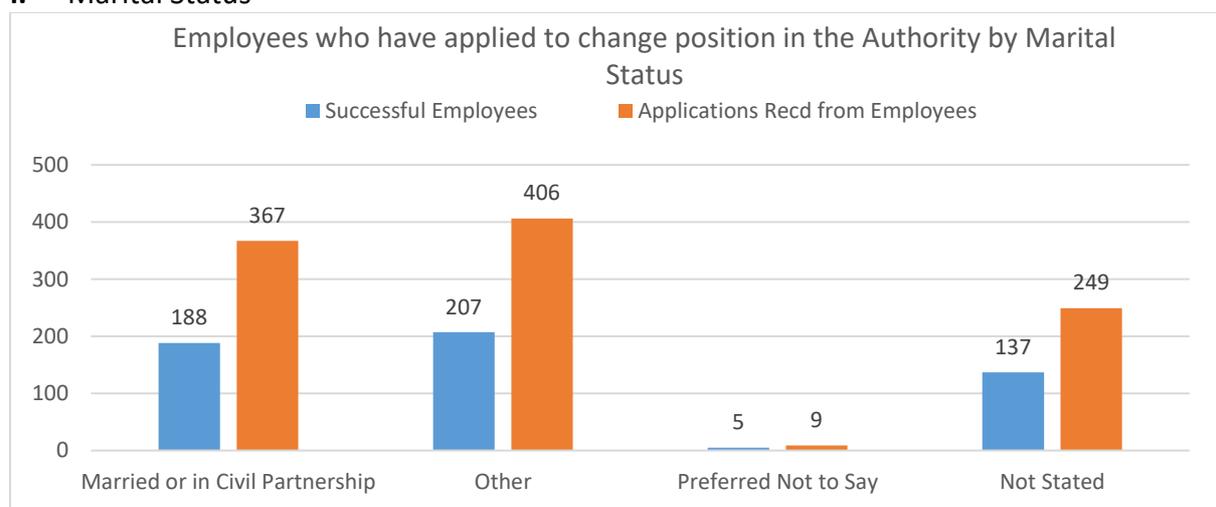


The categories included under “LGB” in the graph are: Gay man, Bisexual, Gay woman/Lesbian, ‘Prefer not to Say’ and ‘Other’. These have been amalgamated due to the low number reported in each.

Employees who have applied to change position in the Authority by Sexual Orientation

Sexual Orientation	Number of Successful Employees	Number of Applications Received from Employees	% Of Successful Employees	% of Applications Received	% of Responding Successful Employees	% of Responding Applications Received
Heterosexual/ Straight	374	745	69.65%	72.26%	98.94%	98.68%
LGB	Data suppressed due to low incidence rates.					
Not Stated	159	276	29.61%	26.77%		
Total	537	1031	100.00%	100.00%	100.00%	100.00%

i. Marital Status



Employees who have applied to change position in the Authority by Marital Status

Marital Status	Number of Successful Employees	Number of Applications Received from Employees	% Successful Employees	% Applications Received from Employees	% of Successful Employees Responding	% Applications Received from Employees Responding
Married or in Civil Partnership	188	367	35.01%	35.60%	47.00%	46.93%
Other	207	406	38.55%	39.38%	51.75%	51.92%
Preferred Not to Say	5	9	0.93%	0.87%	1.25%	1.15%
Not Stated	137	249	25.51%	24.15%		
Total	537	1031	100.00%	100.00%	100.00%	100.00%

5. Employees who have applied for training

Reporting Period 1st April 2019 to 31st March 2020, Employees who have applied for training and how many were successful in their application.

6. Employees who have completed training

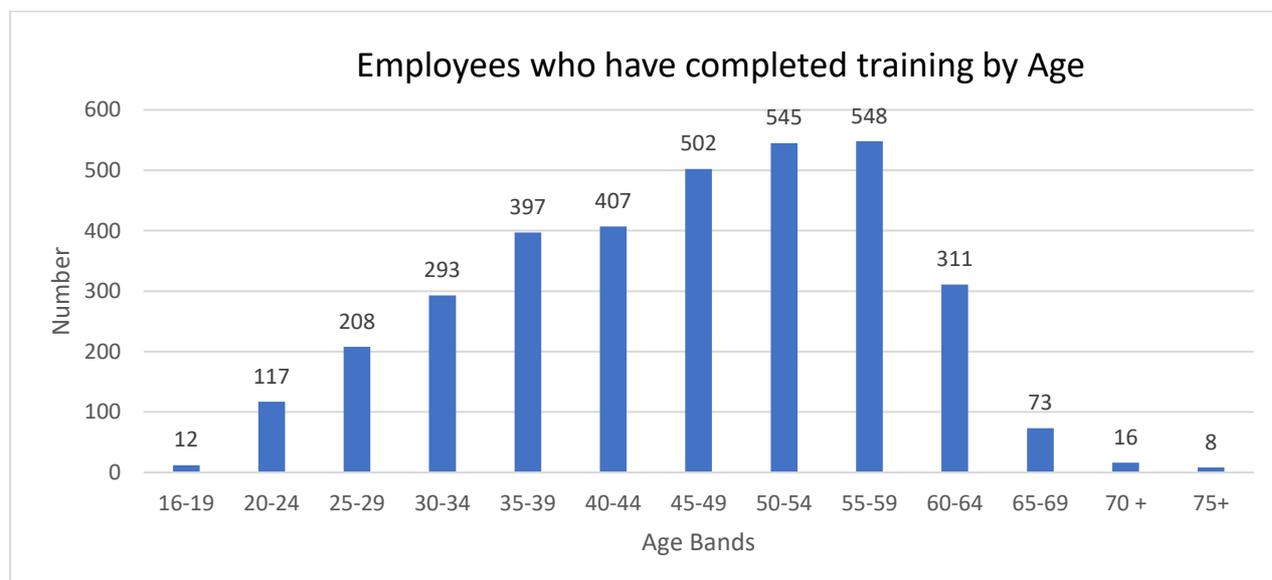
Reporting period 1st April 2019 to 31st March 2020.

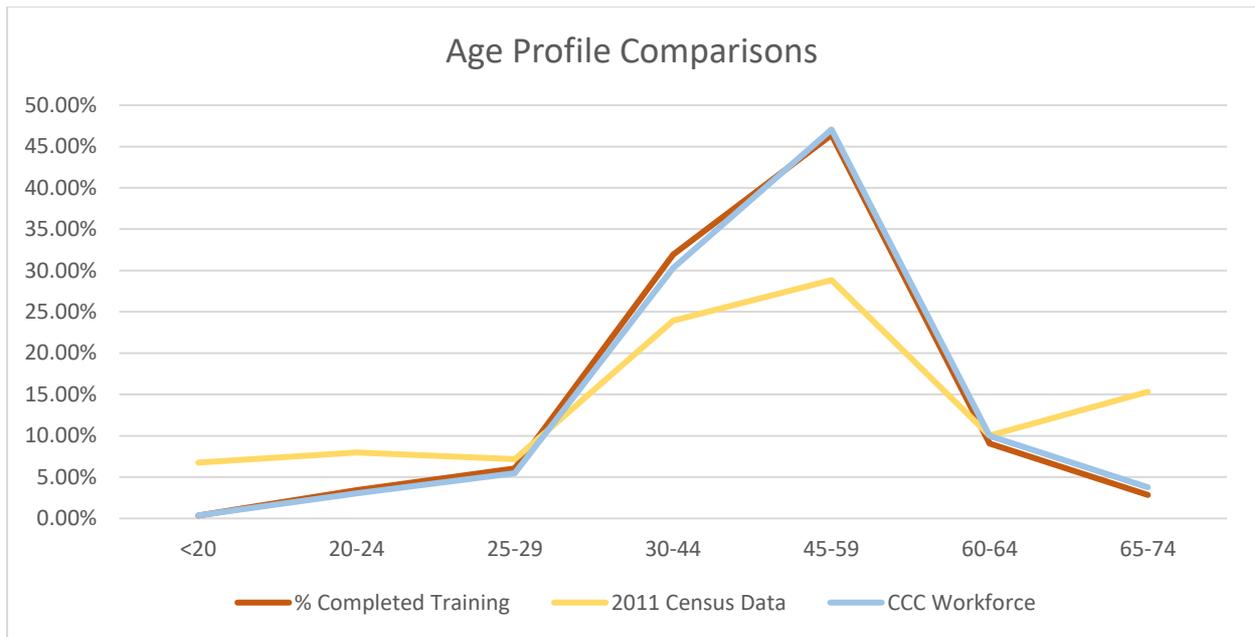
The data illustrated for requirements 5 & 6 relates to formal applications received by the Authority's Organisational Development Team. The application process requires the employee to seek authorisation from his/her line manager prior to the formal application being submitted to Organisational Development, so the application form is in essence used to book a place and confirm attendance. Therefore, of those who formally apply to the Organisational Development Team, there is 100% approval and completion.

To develop the data on this requirement for the next reporting period, the Organisational Development Team have implemented a new online application system, that has allowed equality monitoring data to be captured at the decision stage. The application process now involves employees submitting an e-form for line manager approval, enabling applications to be approved or declined by the line manager, before being received by the Organisational Development Team. This enables the Organisational Development Team to monitor the flow of information for training applications, to ensure consistent and fair access to learning and development opportunities. This process has been extended to include all Corporate applications for informal training sessions, for example coaching, 360° feedback and personality profiling, improving data capture.

This improved system was implemented across the organisation in May 2020, allowing data to be captured for the next reporting period.

a. Age



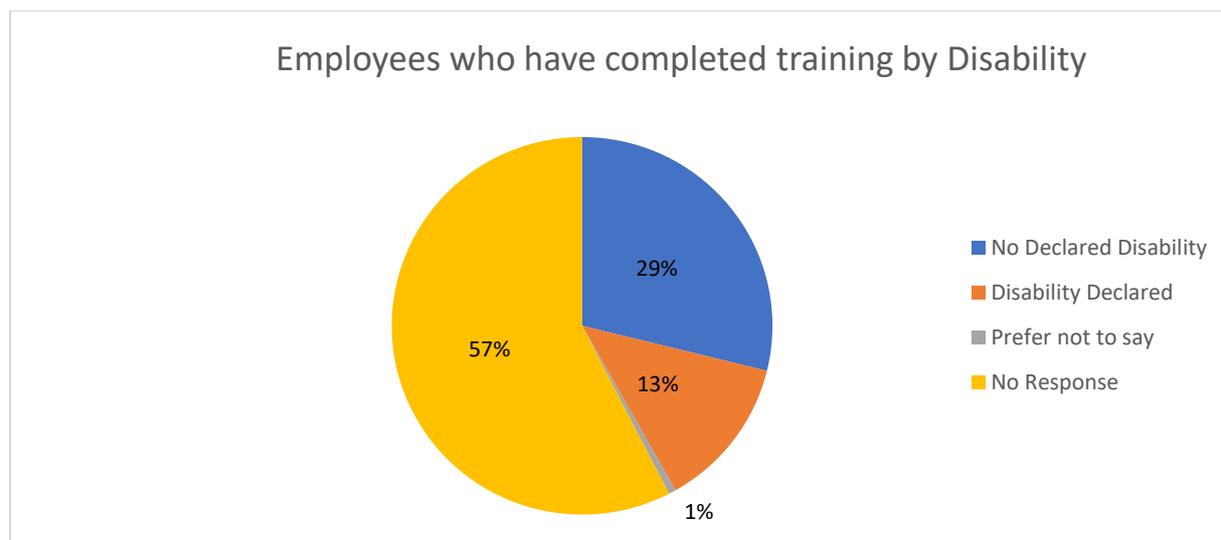


Employees who have completed Training: Age

Age Band	Number	%
Under20 years	12	0.35%
20-24 years	117	3.40%
25-29 years	208	6.05%
30-34 years	293	8.52%
35-39 years	397	11.55%
40-44 years	407	11.84%
45-49 years	502	14.61%
50-54 years	545	15.86%
55-59 years	548	15.94%
60-64 years	311	9.05%
65-69 years	73	2.12%
70-74 years	16	0.50%
75+	8	0.20%
Total	3437	100.00%

The profile breakdown reflects the age demographic of Carmarthenshire employees. The percentages at each age group have varied slightly, however the profile has not changed significantly. In the context of the whole organisation, the changes are minimal.

b. Disability



Employees who have completed training: Disability

Declaration	Number of Employees	%	% of those declaring
No Declared Disability	991	28.83%	67.92%
Disability Declared	447	13.01%	30.64%
Prefer not to say	21	0.61%	1.44%
No Response	1978	57.55%	
Total	3437	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. However, of those who did declare, the proportion who consider themselves to be disabled has increased to 30.64% from 26.81% last year.

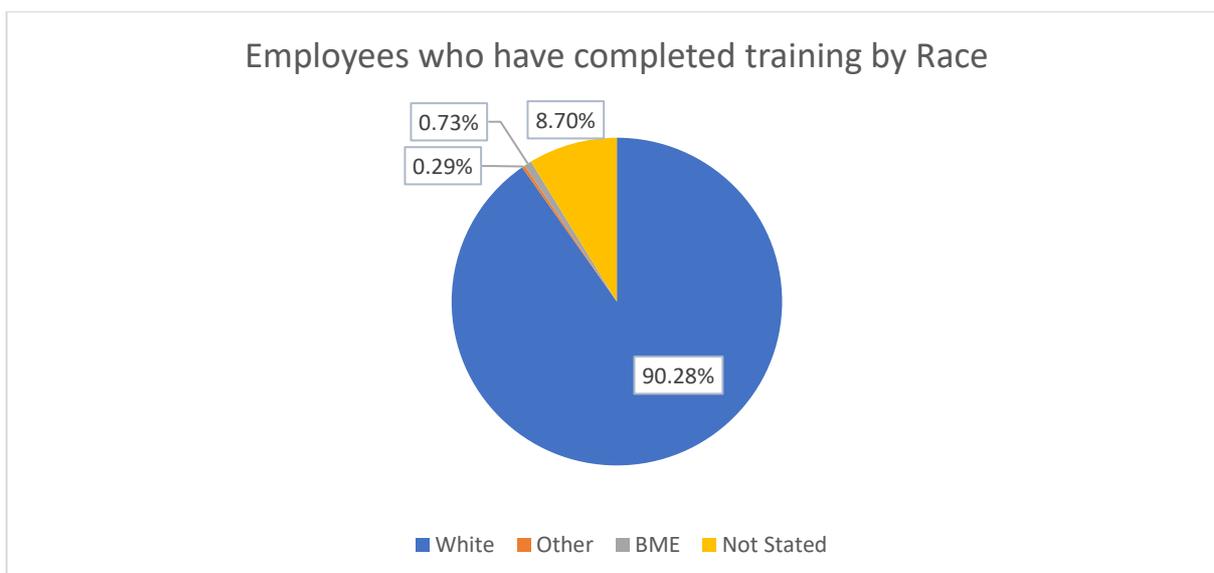
c. Gender Identity

We monitor the reporting of gender identity and staff do continue to declare themselves as transgender, but the figure is too low for meaningful analysis and disclosure could result in the illegal identification of individuals. We are determined to ensure we positively address any transgender issues in the workplace. We work in partnership with several organisations such as Stonewall and are committed to providing a productive, supportive, and safe environment for all employees.

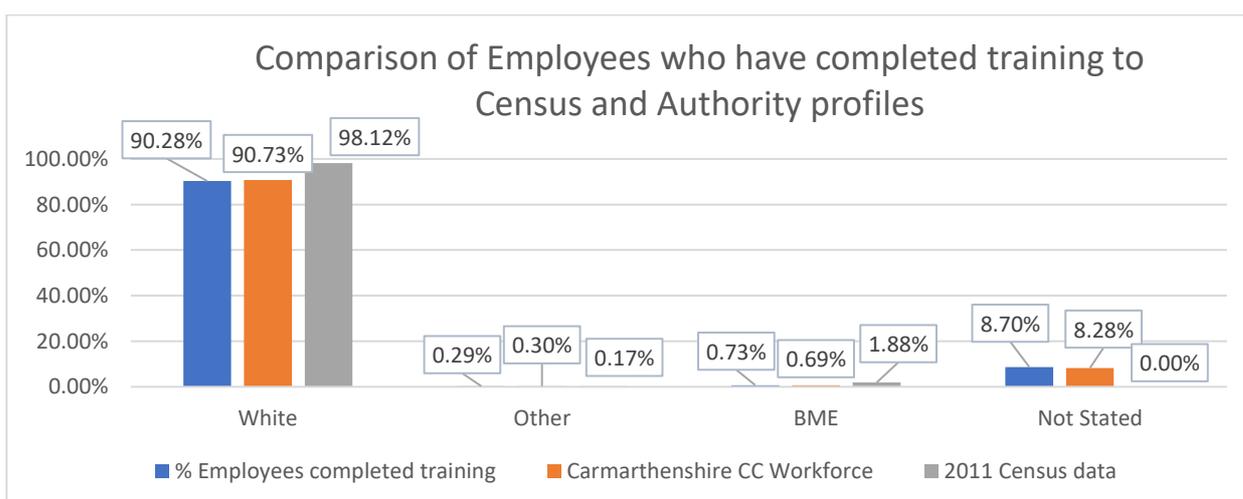
d. Pregnancy and Maternity

Our records indicate that 43 employees (1.25% 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 under “BME” in the graphs include Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each individual category.

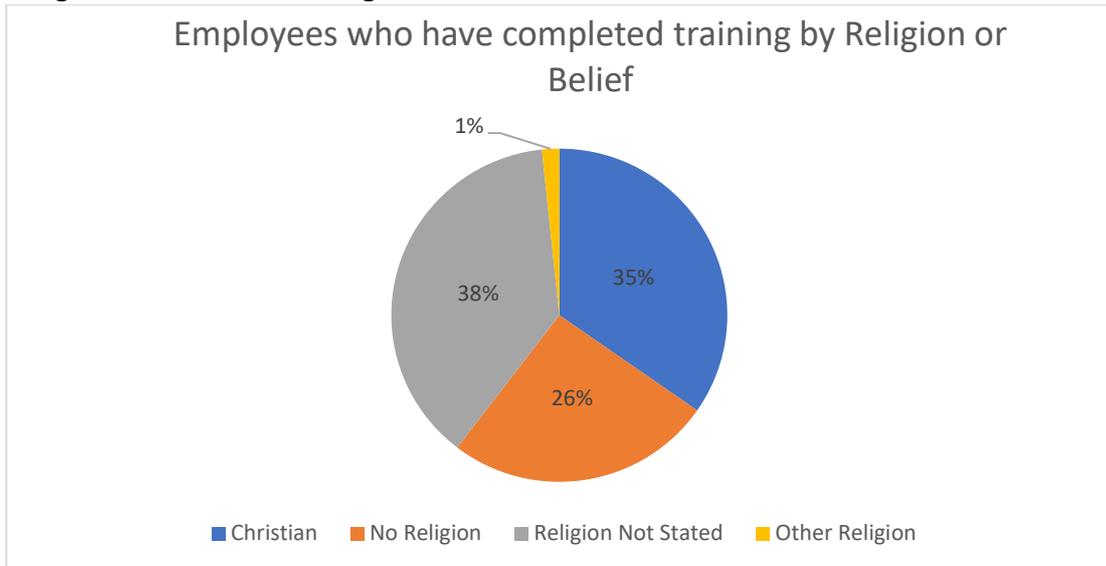


Employees who have completed Training: Race

Ethnic Group	Number of Employees	% Employees Completed Training	Carmarthenshire CC Workforce	2011 Census Data
White	3103	90.28%	90.73%	98.12%
Other	10	0.29%	0.30%	0.17%
BME	25	0.73%	0.69%	1.88%
Not Stated	299	8.70%	8.28%	0.00%
Total	3437	100.00%	100.00%	100.00%

The data presented is year-on-year: 90.28% of respondents described themselves as White, while 8.70% chose not to disclose their ethnicity. Several ethnic groups are represented, although these numbers are much smaller.

f. Religion or belief – including lack of belief



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

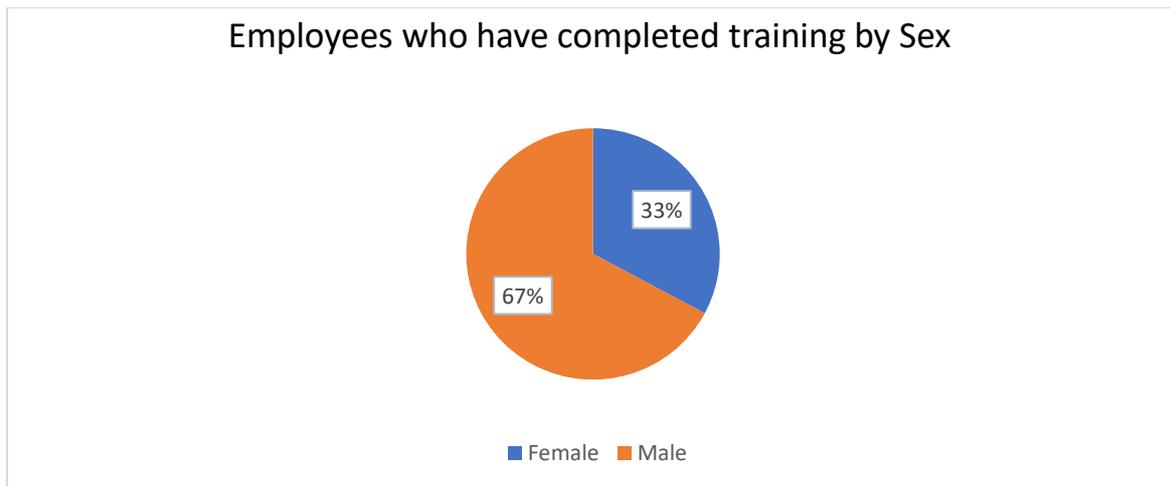
Employees who have completed training by Religion or Belief

Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	1192	34.68%	34.19%
No Religion	884	25.72%	24.83%
Religion Not Stated	1304	37.94%	39.30%
Other Religion	57	1.66%	1.68%
Total	3437	100.00%	100.00%

Following the trend over previous years, more than a third of respondents (37.94%) chose not to disclose their religion or belief in 2019/20, although this is a slight reduction from 2018/19, when 39.98% did not disclose their religion or belief.

Compared to the previous reporting period (2018/19), a similar number of employees describe themselves as Christian; from 34.8% in 2018/19 to 34.19% in 2019/20. Smaller numbers are reported in religions such as Buddhist (0.1%), Jewish (0.1%) and Muslim (0.1%) and those stating, ‘other Religion’ (0.8%). Staff identifying themselves as having no religion, is 25.72%, only slightly higher than the previous year (24.01% in 2018/19).

g. Sex

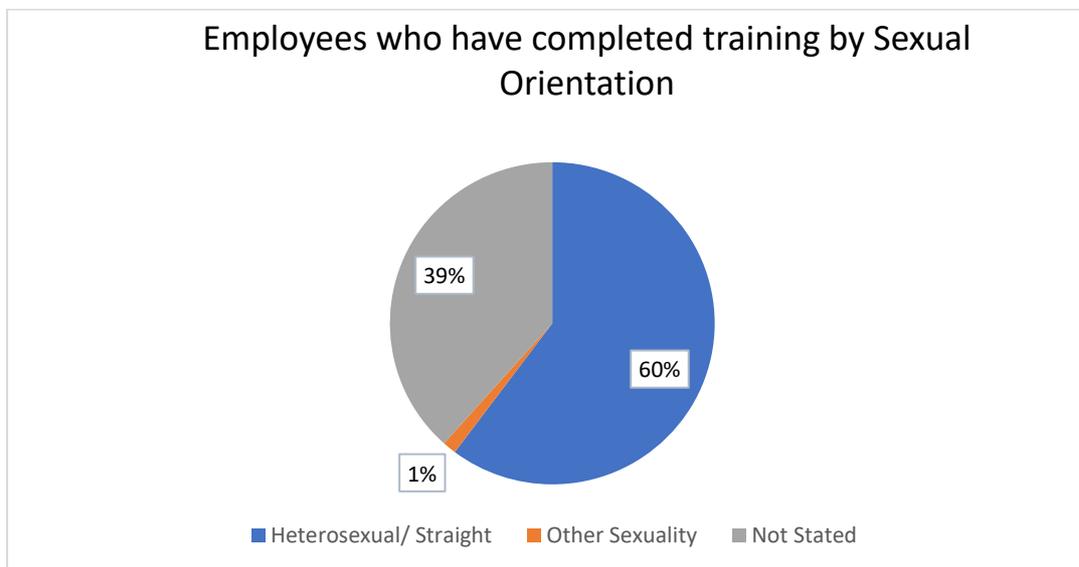


Employees who have completed Training by Sex

Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	1128	32.82%	24.25%	51.00%
Male	2309	67.18%	49.65%	49.00%
Total	3437	100.00%	100.00%	100.00%

1,128 (33%) of those who attended and completing training were female, with 2,309 (67%) being male.

h. Sexual Orientation



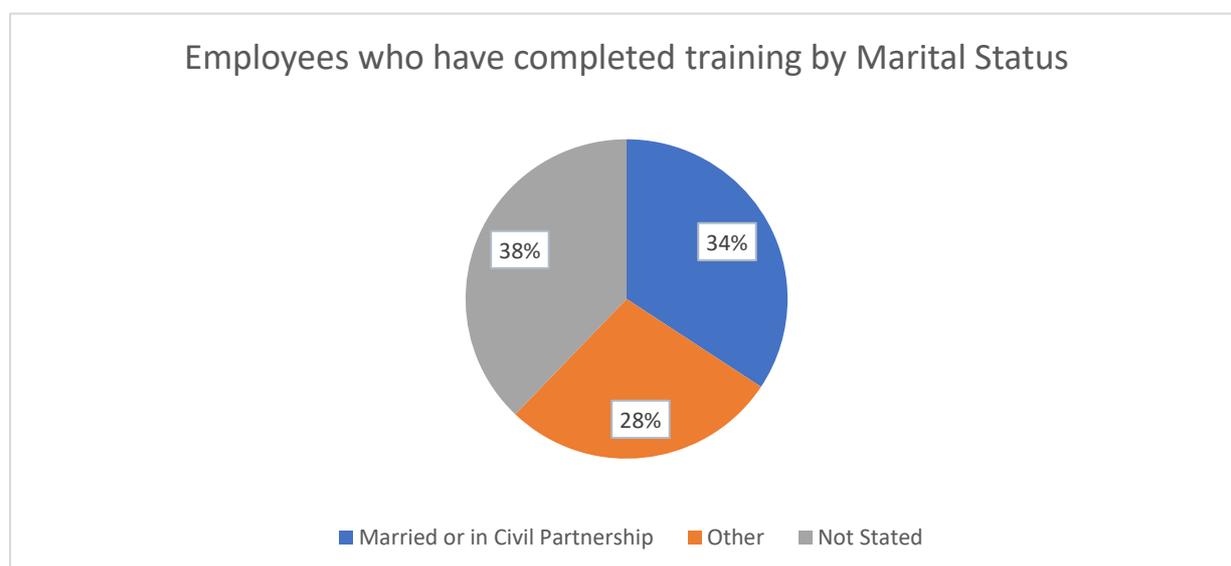
Categories included under “LGB” in the graph are: Gay man, Bisexual, Gay woman/Lesbian, Other Sexuality and Prefer not to say. These have been amalgamated due to the low number reported in each.

Employees who have completed training by Sexual Orientation

Sexual Orientation	Number	%	% of those declaring
Heterosexual/ Straight	2071	60.26%	97.92%
Other Sexuality	47	1.37%	2.22%
Not Stated	1319	38.38%	
Total	3437	100.00%	

1,319 (38.38%) of respondents did not state their sexual orientation, a slight reduction from the previous year (40.26%). 2,071 (60.29%) identified themselves as heterosexual/straight (slight increase from 58.55% in 2018/19). Of those who identified their sexual orientation, 2.22% of those attending training described themselves as bisexual, gay man, or gay woman /lesbian.

i. Marital Status



Employees who have completed Training by Marital Status

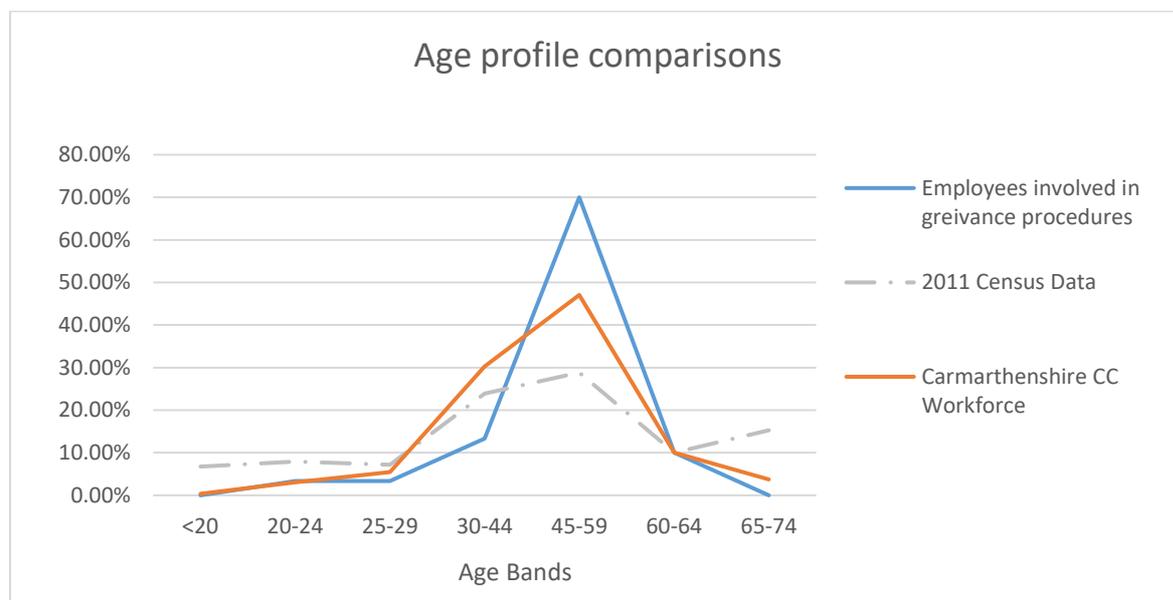
Status	Number of Employees	%	% Of those declaring
Married or in Civil Partnership	1178	34.27%	59.32%
Other	958	27.87%	40.68%
Not Stated	1301	37.85%	
Total	3437	100.00%	100.00%

Year on year there is little change in the data for this category. For this category, most participants have chosen not to disclose their marital status (1,301, 37.85%). Of those who declared their marital status, 59.32% described their status as Married or Civil Partnership.

7. Employees involved in grievance procedures

Reporting period: 1st April 2019 to 31st March 2020. Employees involved in grievance procedures either as a complainant or as a person against whom a complaint has been made. In this reporting period the number of grievances remains low (30).

a. Age

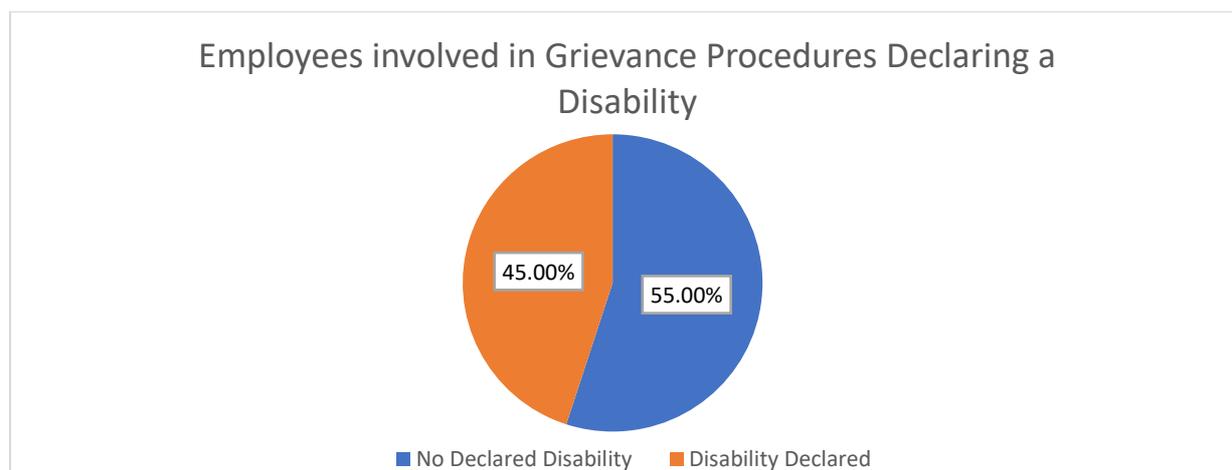


Employees involved in Grievance Procedures According to Age

Age Bands	Employees	Employees involved in grievance procedures	2011 Census Data	Carmarthenshire CC Workforce
Under 20 Years	Data suppressed due to low incidence rates.			
20-24 Years	Data suppressed due to low incidence rates.			
25-29 Years	Data suppressed due to low incidence rates.			
30-44 Years	Data suppressed due to low incidence rates.			
45-59 Years	21	70.00%	28.84%	47.07%
60-64 Years	Data suppressed due to low incidence rates.			
65-74 Years	Data suppressed due to low incidence rates.			
Total Employees	30	100.00%	100.00%	100.00%

The total number of grievances remains low at 30 with the majority in the 45-59 age group which represents just over 47% of the 2019/2020 Carmarthenshire Cohort.

b. Disability



Number of Employees Involved in Grievance Procedures Declaring a Disability

Declaration	Number	%	% of those declaring
No Declared Disability	11	36.67%	55.00%
Disability Declared	9	30.00%	45.00%
Not Stated	10	33.33%	
Total Employees	30	100.00%	100.00%

In relation to the grievances raised by individuals with a disability, on further analysis 7 out of 8 of the grievances were not related to individual concerns relating to their disability in the workplace. 1 grievance related to concerns regarding reasonable adjustments which was resolved effectively through the grievance process.

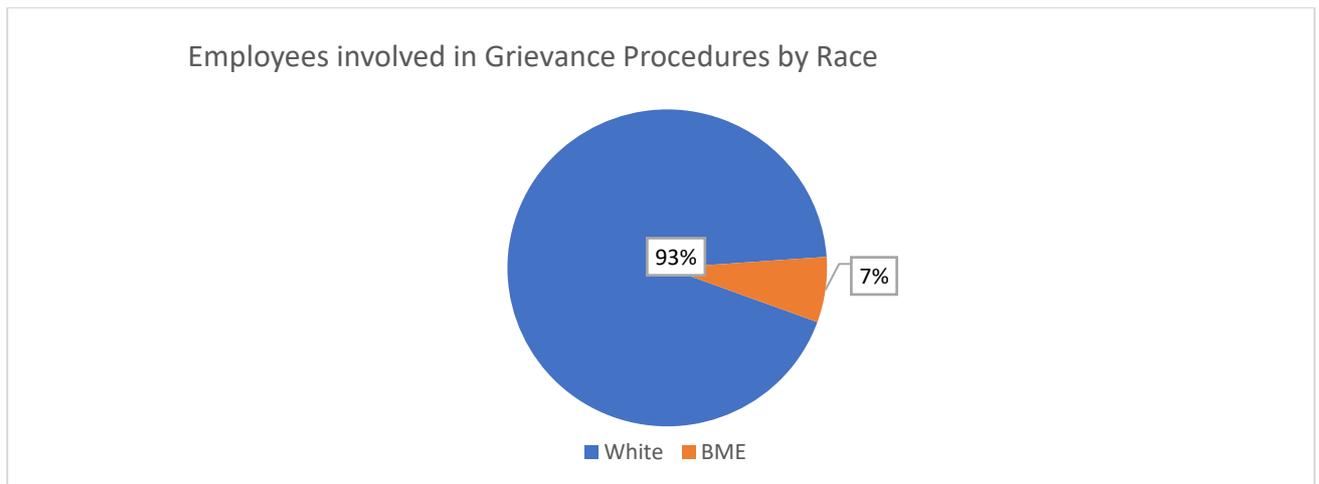
c. Gender Identity

We monitor the reporting of gender identity and staff do continue to declare themselves as transgender, but the figure is too low for meaningful analysis and disclosure could result in the illegal identification of individuals. We are determined to ensure we positively address any transgender issues in the workplace. We work in partnership with several organisations such as Stonewall and are committed to providing a productive, supportive, and safe environment for all employees.

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

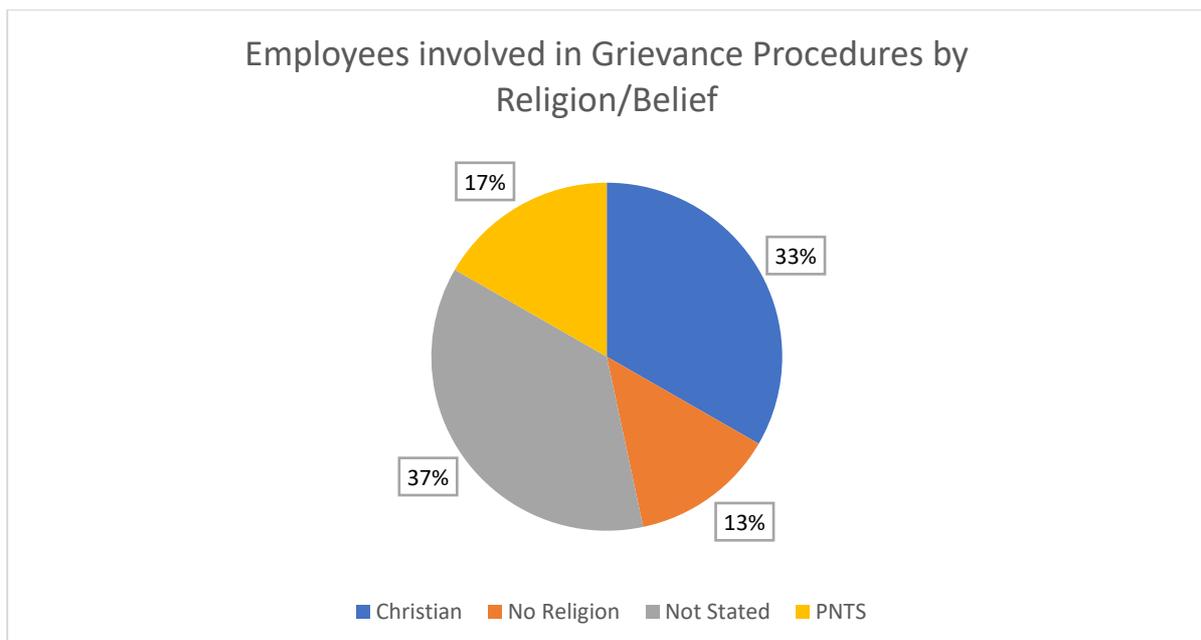


Employees involved in Grievance Procedures by Race

Ethnic Group	Number of Employees	% of Employees	Carmarthenshire CC Workforce	2011 Census data
White	28	93.33%	92.54%	98.12%
BME	Data suppressed due to low incidence rates			
Total Employees	30	100.00%	100.00%	100.00%

Of the total number of employees involved in the Grievance procedure, the majority are White. This is generally reflective of the overall ethnic composition of the authority’s workforce as of the 31st of March 2020 and is very similar to the previous years.

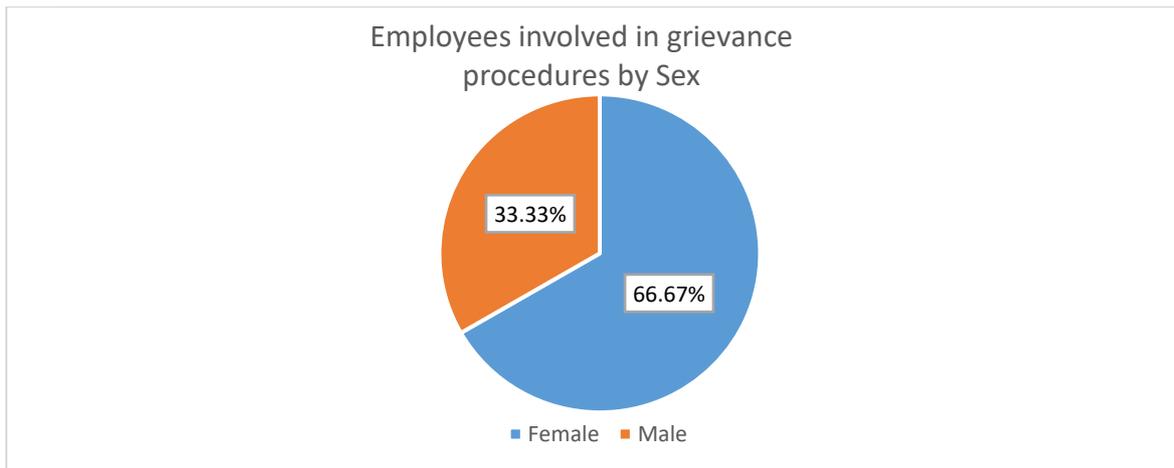
f. Religion or belief – including lack of belief



Number of Employees involved in grievance procedures by Religion / Belief

Religion	Number of Employees	%	Carmarthenshire CC Workforce
Christian	10	33.33%	34.19%
No Religion	Data suppressed due to low incidence rates.		
Not Stated	11	36.67%	39.30%
Prefer Not to Say	5	16.67%	1.68%
Total	30	100.00%	100.00%

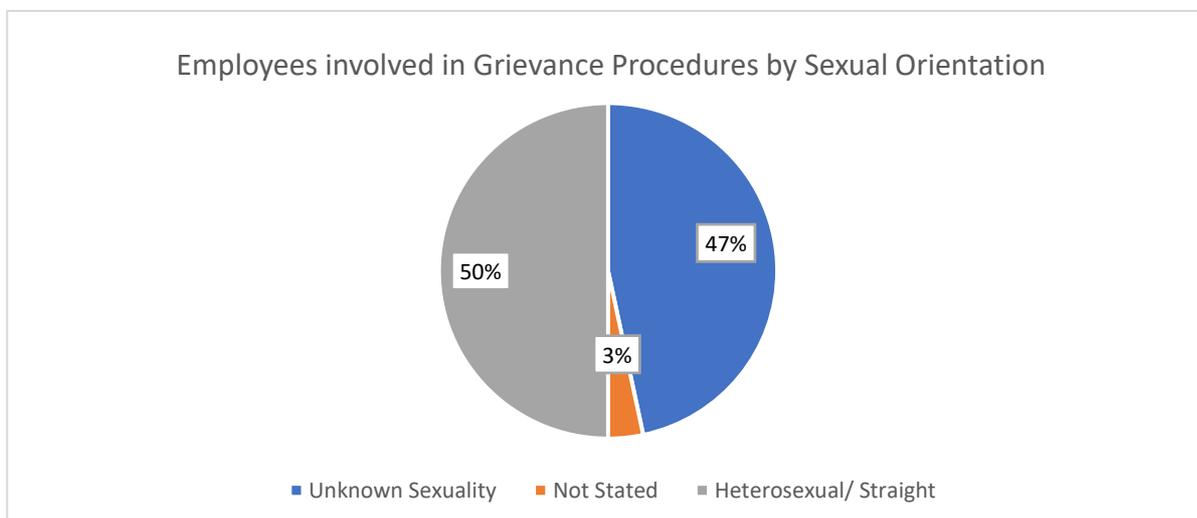
g. Sex



Employees involved in Grievance Procedures: Sex

Sex	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census
Female	20	66.67%	68.00%	51.00%
Male	10	33.33%	32.00%	49.00%
Total	30	100.00%	100.00%	100.00%

h. Sexual Orientation

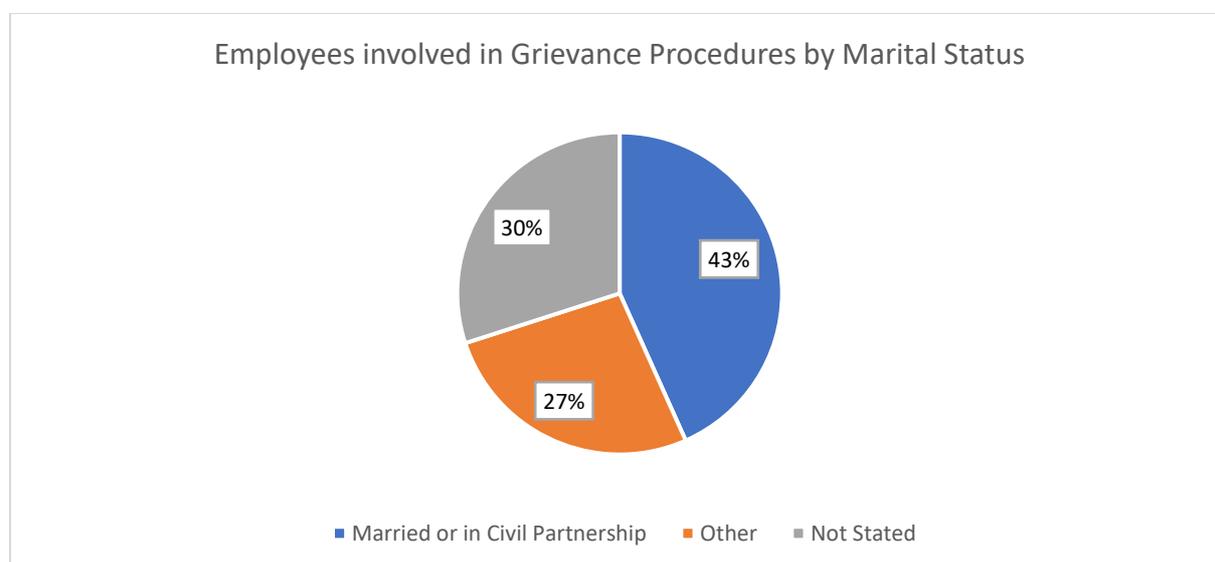


Employees involved in Grievance Procedures by Sexual Orientation

Sexual Orientation	Number	%	% of those declaring
Heterosexual/ Straight	14	46.67%	93.33%
LGB	Data suppressed due to low incidence rates.		
Not Stated/Unknown	15	50.00%	
Total	30	100.00%	100.00%

The majority of people involved are either heterosexual/straight or not stated. We understand that declaring your sexual orientation is a very sensitive and personal topic, but we will continue to encourage collection of this data.

i. Marital Status



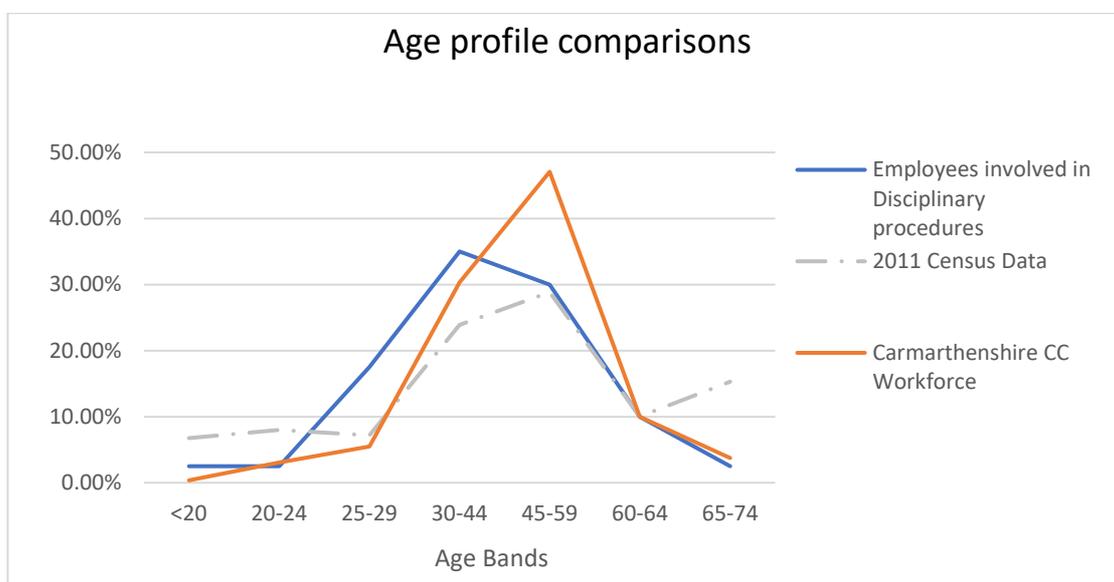
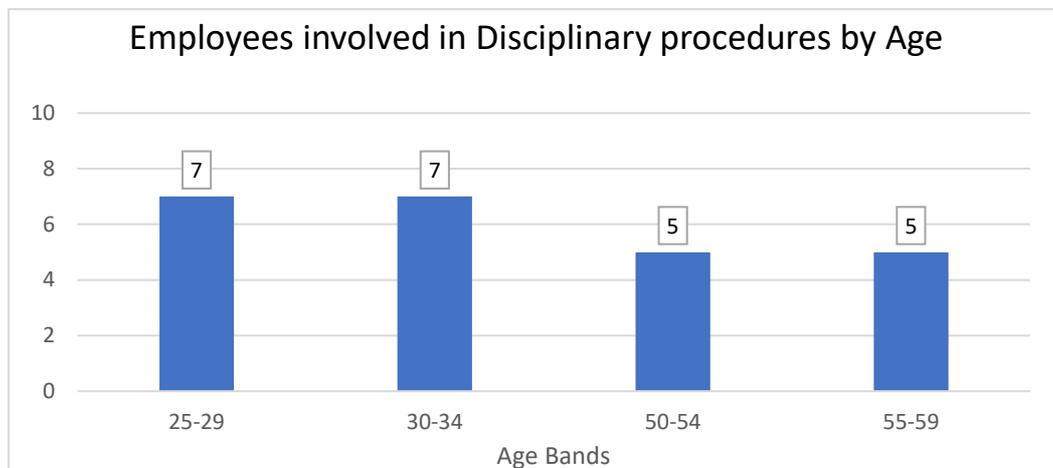
Employees involved in Grievance Procedures by Marital Status

Status	Number of Employees	%	% of those declaring
Married or in Civil Partnership	13	43.33%	61.90%
Other	8	26.67%	38.10%
Not Stated	9	30.00%	
Total	30	100.00%	100.00%

8. Employees Subject to Disciplinary Procedure.

Reporting period 1st April 2019 to 31st March 2020

a. Age

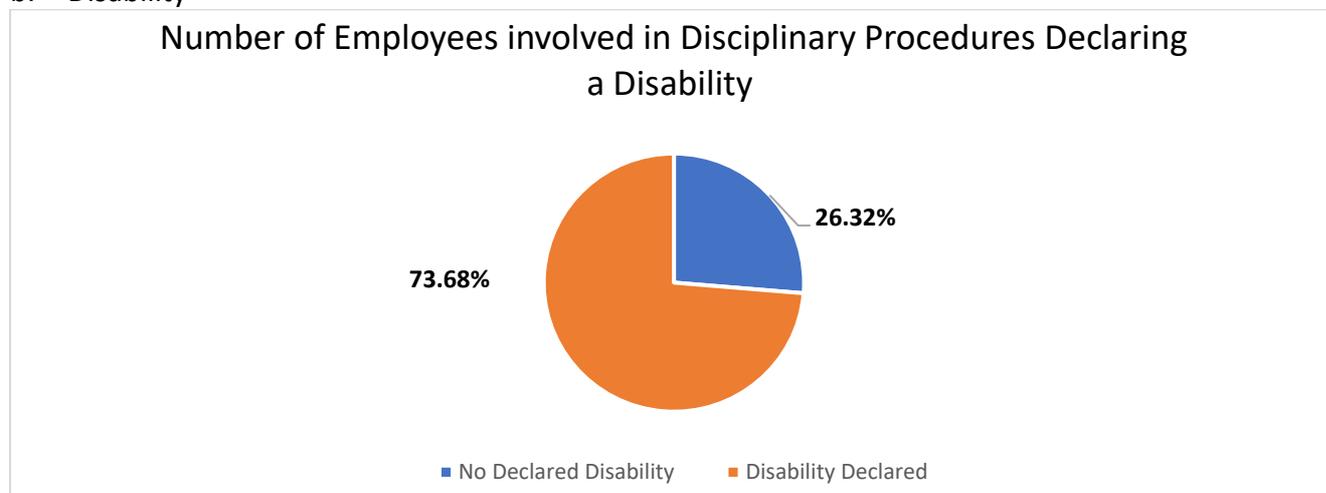


Employees Involved in Disciplinary Procedures

Age	Number	Employees involved in Disciplinary procedures	2011 Census Data	Carmarthenshire CC Workforce
Under 20 Years	Data suppressed due to low incidence rates.			
20-24 Years	Data suppressed due to low incidence rates.			
25-29 Years	7	17.50%	7.17%	5.46%
30-44 Years	14	35.00%	23.92%	30.29%
45-59 Years	12	30.00%	28.84%	47.07%
60-64 Years	Data suppressed due to low incidence rates.			
65-74 Years	Data suppressed due to low incidence rates.			
Total	40	100.00%	100.00%	100.00%

The number of employees involved in Disciplinary procedures during the reporting period generally follows the age profile of the authority as of the 31st of March 2020.

b. Disability



Number of Employees involved in Disciplinary Procedures Declaring a Disability

Declaration	Number	%	% of those declaring
No Declared Disability	5	12.50%	26.32%
Disability Declared	14	35.00%	73.68%
Not Stated	21	52.50%	
Total	40	100.00%	100.00%

In relation to the disciplinary cases that involved individuals with a disability, on further analysis 13 out of 14 of alleged misconduct cases were not impacted by and/or related to the employee’s disability.

In 1 disciplinary case consideration was given to the employee’s disability and this resulted in the disciplinary matter being dealt with informally with reasonable adjustments put in place to support the employee from facing similar allegations in the future.

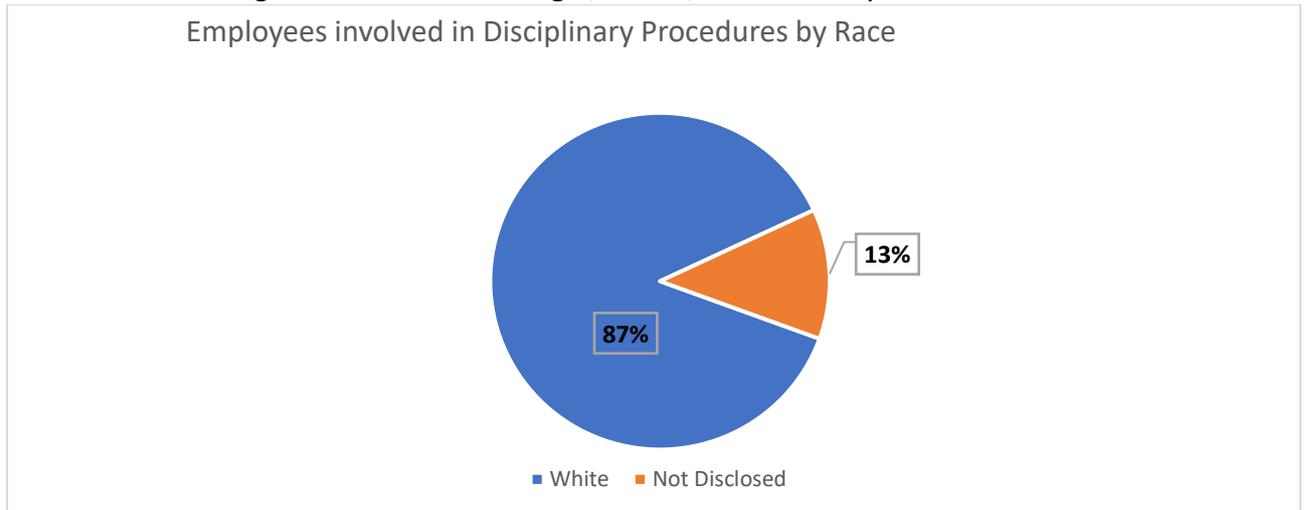
c. Gender Identity

We monitor the reporting of gender identity and staff do continue to declare themselves as transgender, but the figure is too low for meaningful analysis and disclosure could result in the illegal identification of individuals. We are determined to ensure we positively address any transgender issues in the workplace. We work in partnership with several organisations such as Stonewall and are committed to providing a productive, supportive, and safe environment for all employees.

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.

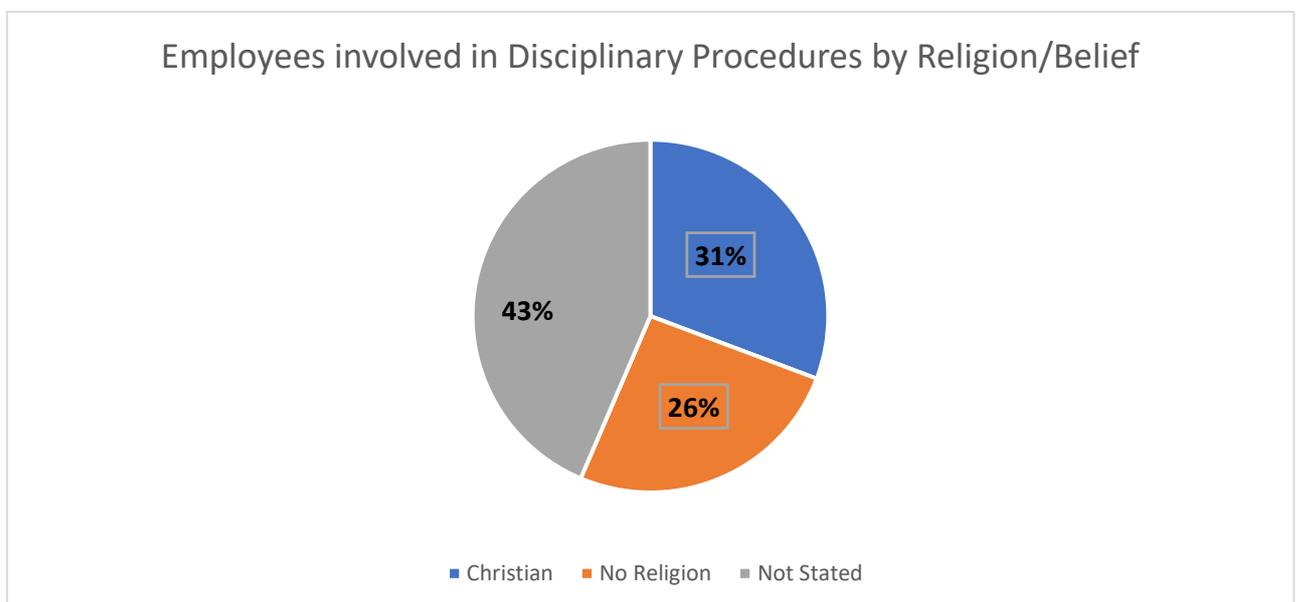
e. Race– including ethnic or national origin, colour, or nationality



Employees involved in Disciplinary Procedures by Race

Ethnic Group	Number of Employees	% of Employees	Carmarthenshire CC Workforce	2011 Census data
White	35	87.50%	90.60%	98.12%
Not Disclosed	5	12.50%	8.28%	
BME	Data suppressed due to low incidence rates.			
Total	40	100.00%	100.00%	100.00%

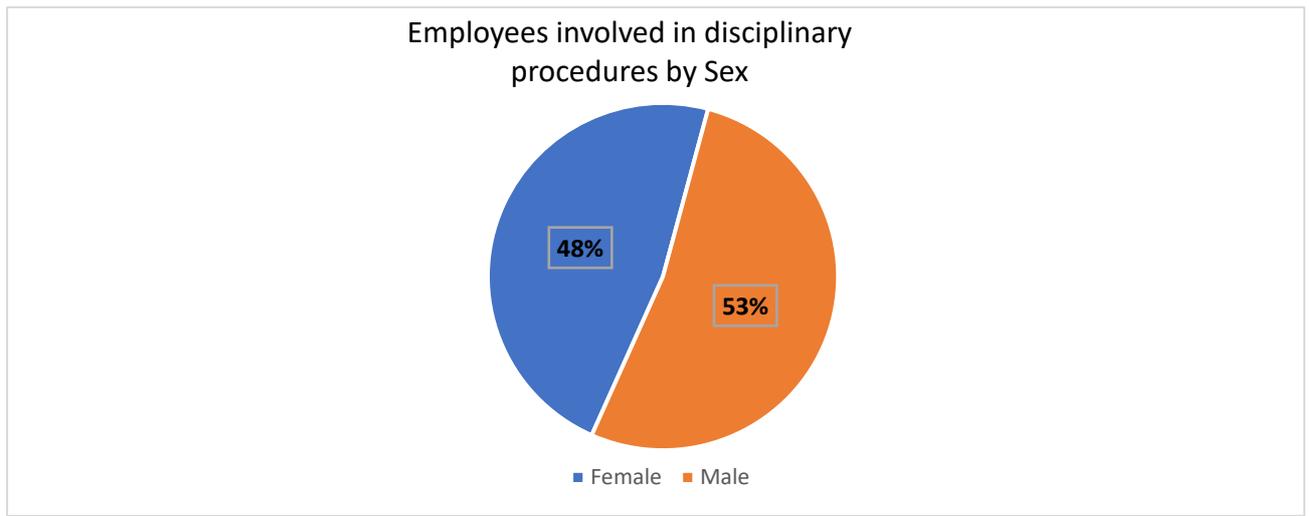
f. Religion or belief – including lack of belief



Number of Employees involved in Disciplinary procedures by Religion / Belief

Religion	Number	%	Carmarthenshire CC Workforce
Christian	12	30.00%	34.19%
No Religion	10	25.00%	24.83%
Not Stated	17	42.50%	39.30%
Other	Data suppressed due to low incidence rates.		
Total	40	100.00%	100.00%

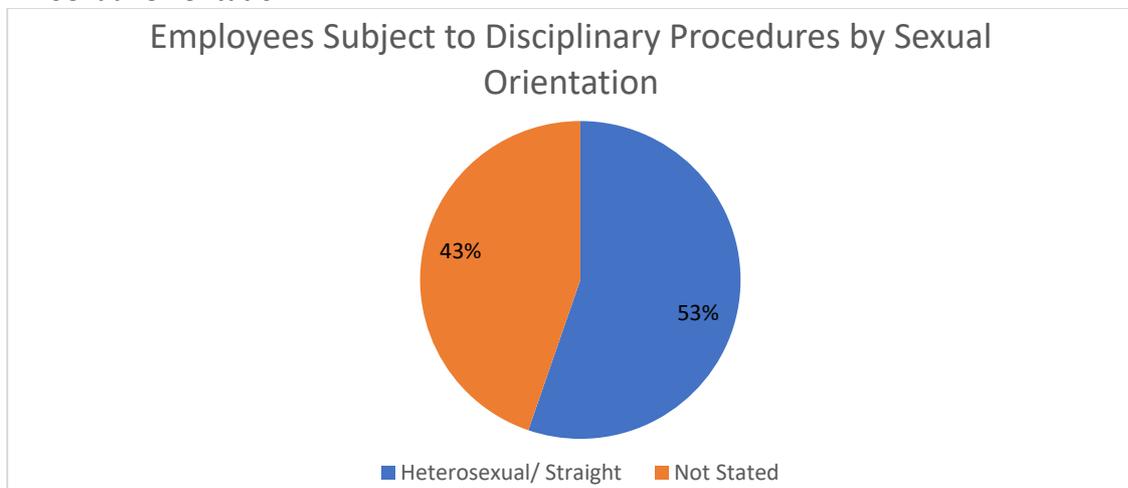
g. Sex



Employees involved in Disciplinary Procedures: Sex

Sex	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census
Female	19	47.50%	68.00%	51.00%
Male	21	52.50%	32.00%	49.00%
Total	40	100.00%	100.00%	100.00%

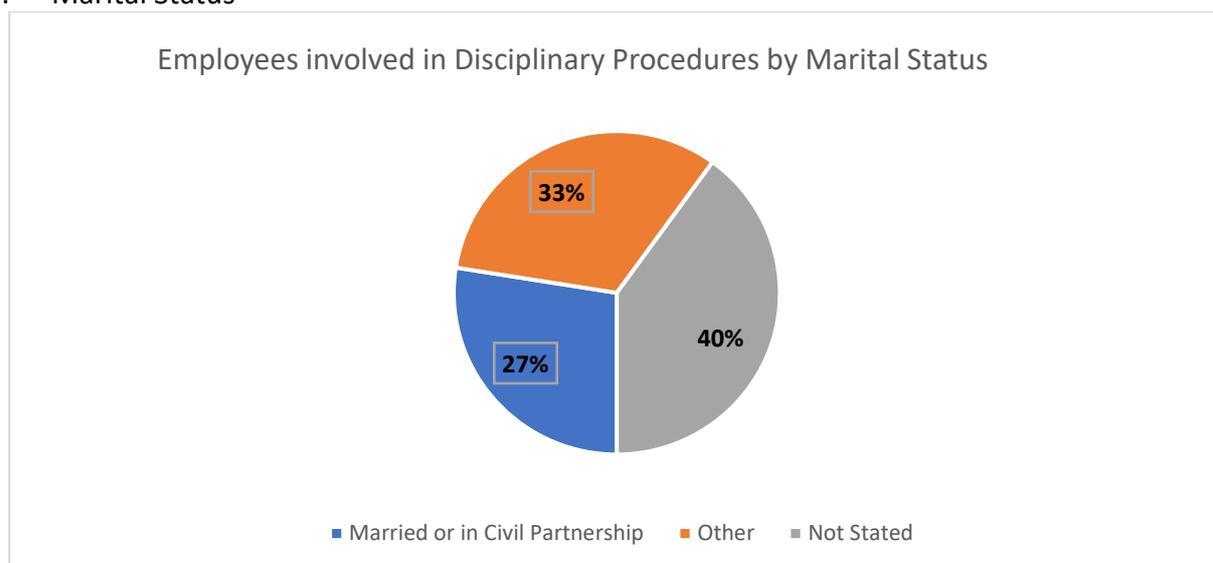
h. Sexual Orientation



Employees subject to Disciplinary Procedures by Sexual orientation

Orientation	Number	%	% of those declaring
Heterosexual/ Straight	21	52.50%	100.00%
Not Stated	17	42.50%	
LGB	Data suppressed due to low incidence rates.		
Prefer Not to Say	Data suppressed due to low incidence rates.		
Total	40	100.00%	100.00%

i. Marital Status



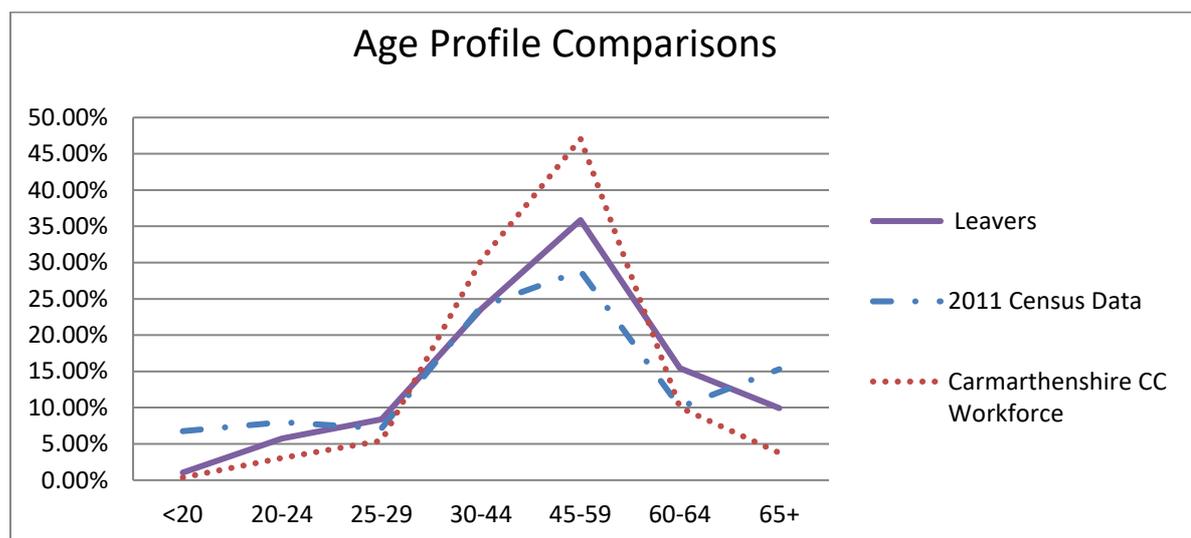
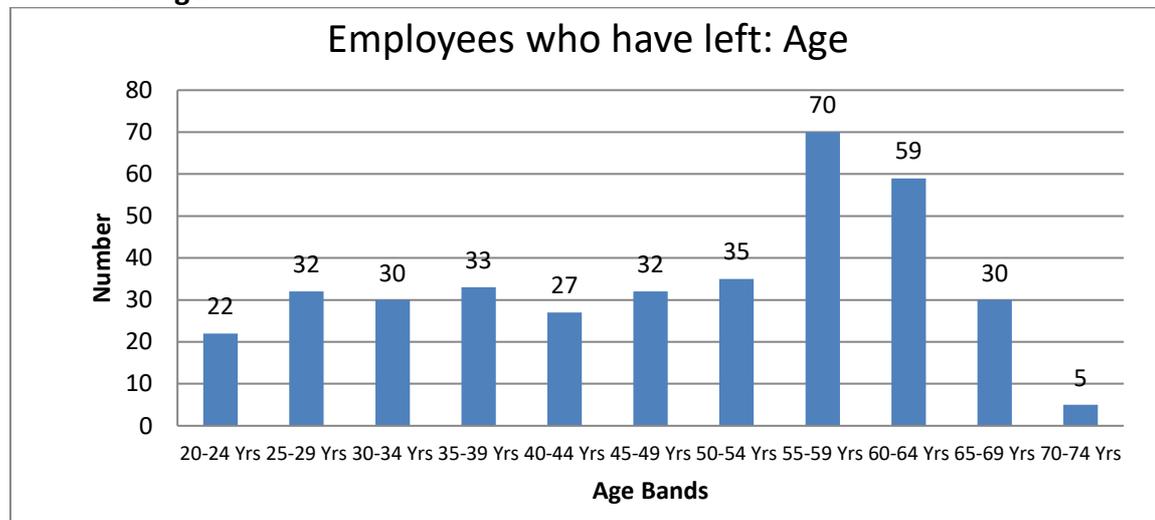
Employees involved in Disciplinary Procedures by Marital Status

Status	Number of Employees	%	% of those declaring
Married or in Civil Partnership	11	27.50%	45.83%
Other	13	32.50%	54.17%
Not Stated	16	40.00%	
Total	40	100.00%	100.00%

9. Employees who have left the Authority.

Reporting period: 1st April 2019 to 31st March 2020.

a. Age



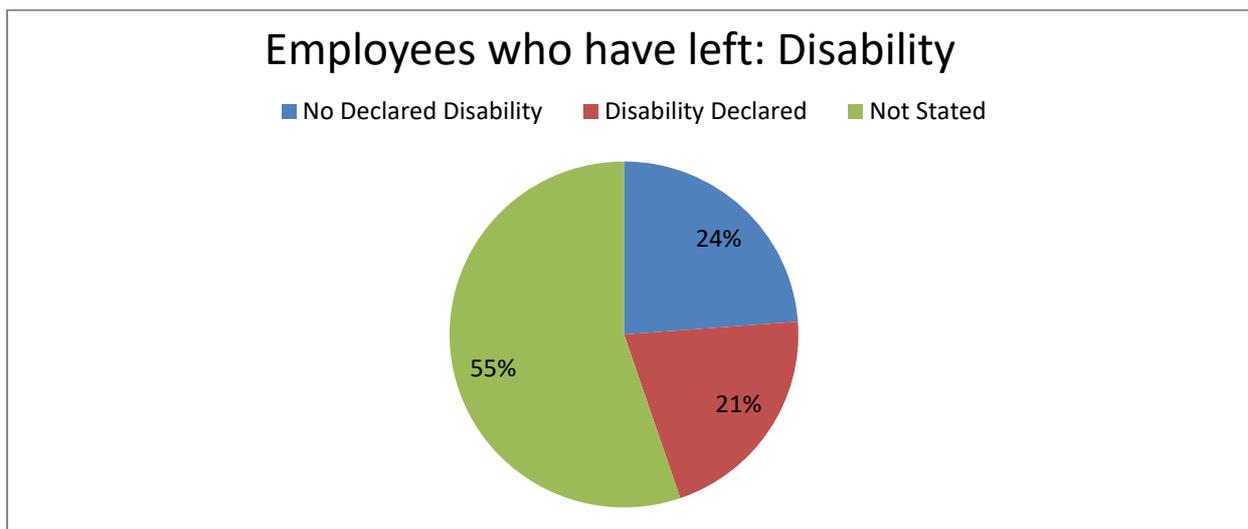
The overall trend is generally reflective of the age profile of the authority's workforce and the wider population of Carmarthenshire. The percentage of leavers in the mid age ranges is lower as this portion of the workforce is generally less mobile.

Employees who have left: Age

Age Bands	Number	%
16-19 Years	Data suppressed due to low incidence rates.	
20-24 Years	22	5.76%
25-29 Years	32	8.38%
30-34 Years	30	7.85%
35-39 Years	33	8.64%
40-44 Years	27	7.07%

45-49 Years	32	8.38%
50-54 Years	35	9.16%
55-59 Years	70	18.32%
60-64 Years	59	15.45%
65-69 Years	30	7.85%
70-74 Years	5	1.31%
75+ Years	Data suppressed due to low incidence rates.	
Total	382	

b. Disability



Number of Employees Declaring a Disability who have Left

Declaration	Number of Employees	%	% of those declaring
No Declared Disability	91	23.82%	53.22%
Disability Declared	80	20.94%	46.78%
Not Stated	211	55.24%	
Total	382	100.00%	100.00%

The above illustrates that the number of leavers from the authority who have declared a disability (20.94%) is higher than the wider authority profile of 9.52% (section 1b). This is potentially skewed by the significant proportion that have not provided a response (55.24%). However, the percentage that have not declared has reduced by over 4% on last year's figure (59.48%).

c. Gender Identity

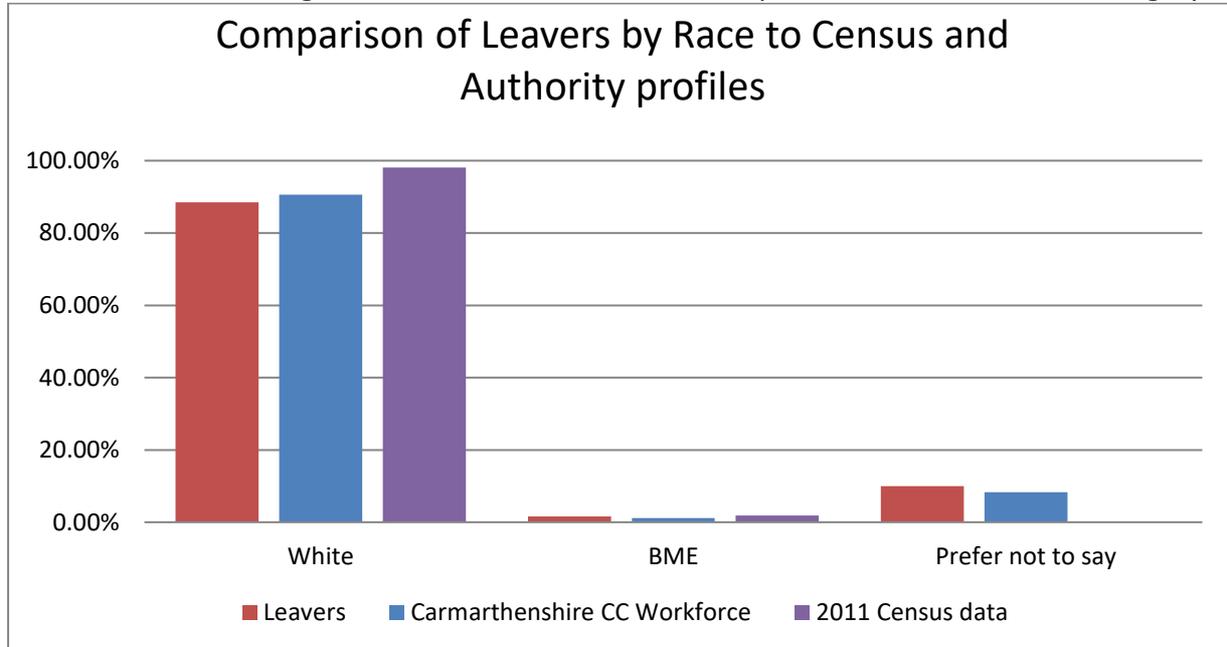
We monitor the reporting of gender identity and staff do continue to declare themselves as transgender, but the figure is too low for meaningful analysis and disclosure could result in the illegal identification of individuals. We are determined to ensure we positively address any transgender issues in the workplace. We work in partnership with several organisations such as Stonewall and are committed to providing a productive, supportive, and safe environment for all employees.

d. Pregnancy and Maternity

Our records indicate there have been less than 5 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.

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

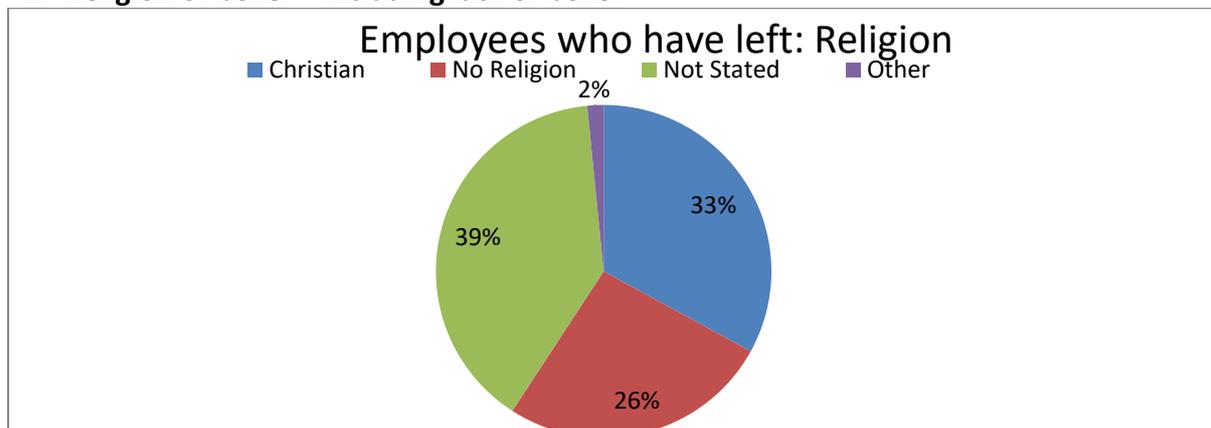


Number of Leavers by Race

Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	338	88.48%	90.60%	98.12%
BME	6	1.57%	1.12%	1.88%
Prefer not to say	38	9.95%	8.28%	
Total	382	100.00%	100.00%	100.00%

In line with the authority and census profiles the ethnic profile shows the majority leaving the Authority are White (88.48%) which is very similar the workforce population of 90.60%.

f. Religion or belief – including lack of belief

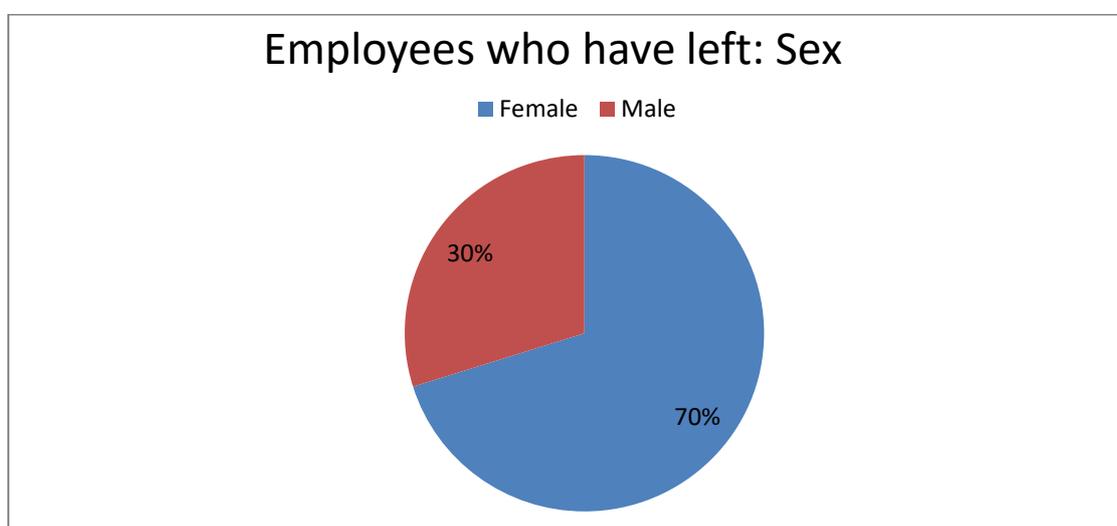


The categories included under “Other” in the graphs are: Atheist, Agnostic, Buddhist, Humanist, Hindu, Muslim, and Rastafarian. These have been amalgamated due to the low numbers reported in each.

Employees who have left: Religion

Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	126	32.98%	34.19%
No Religion	100	26.18%	24.83%
Not Stated	150	39.27%	38.12%
Other	6	1.57%	2.86%
Total	382	100.00%	100.00%

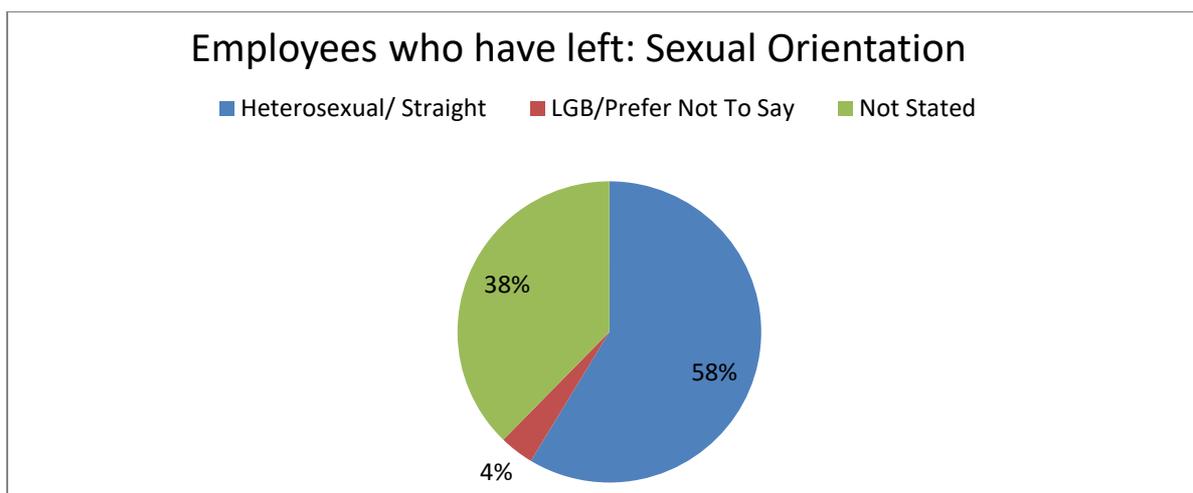
g. Employees who have left: Sex



Employees who have left: Sex

Sex	Number	%	Carmarthenshire CC Workforce	2011 Census Data
Female	268	70.16%	68.00%	51.00%
Male	114	29.84%	32.00%	49.00%
Total	382			

h. Sexual Orientation

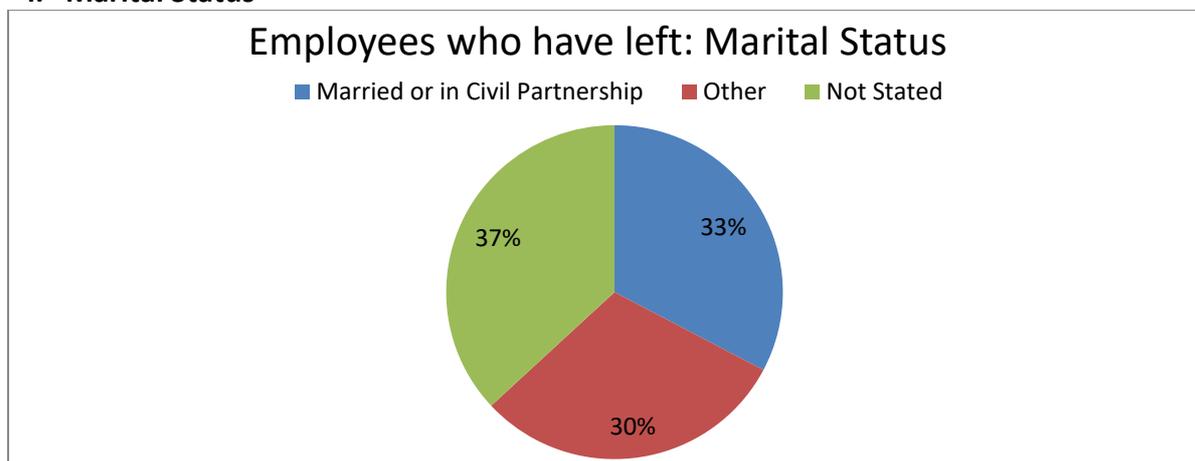


LGB includes the following categories due to the low numbers reported: Gay Man, Bisexual, Gay Woman/Lesbian and Prefer not to say.

Employees who have left: Sexual Orientation

Orientation	Number	%	% of those declaring
Heterosexual/ Straight	224	58.64%	94.12%
LGB/Prefer Not to Say	14	3.66%	5.88%
Not Stated	144	37.70%	
Total	382	100.00%	100.00%

i. Marital Status



Employees who have left by Marital Status

Status	Number of Employees	%	% of those declaring
Married or in Civil Partnership	125	32.72%	51.87%
Other	116	30.37%	48.13%
Not Stated	141	36.91%	
Total	382	100.00%	100.00%

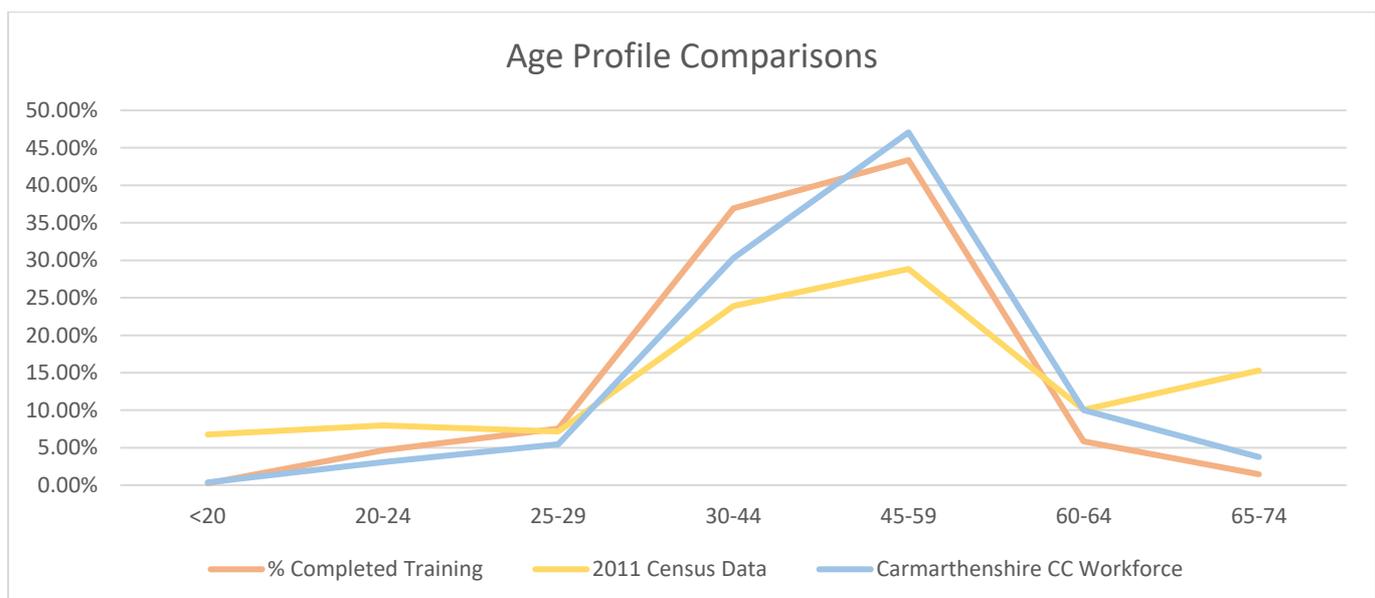
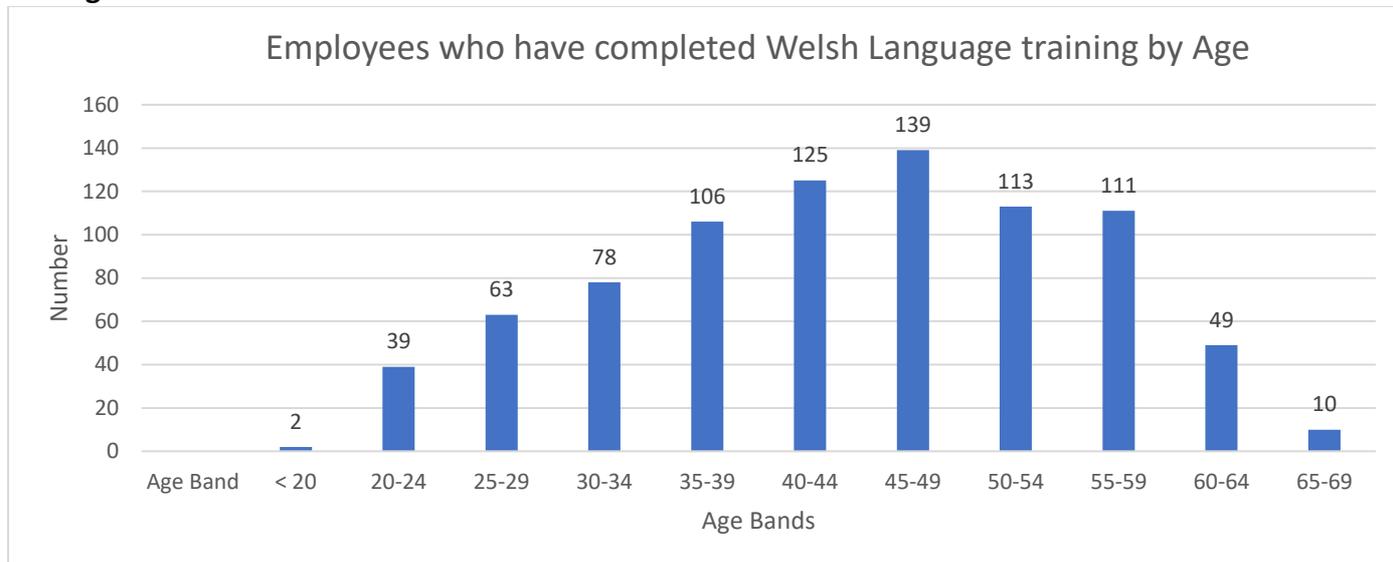
10. Employees who have completed Welsh language training

Reporting period 1st April 2019 to 31st March 2020.

In 2016/17 it was agreed to fund a Learning and Development Advisor (Welsh Language) post from Risk Management funding for a two-year period in order to develop a Learning & Development Programme that meets the needs of the Organisation under the Welsh Language Standard.

This post was designed to support recruitment of new staff as well as developing the current workforce. This reporting period, the attendance figures have increased from 300 in the period 17/18 to 860 in the reporting period 18/19. The figures now include the figures for Welsh Language Awareness module completions.

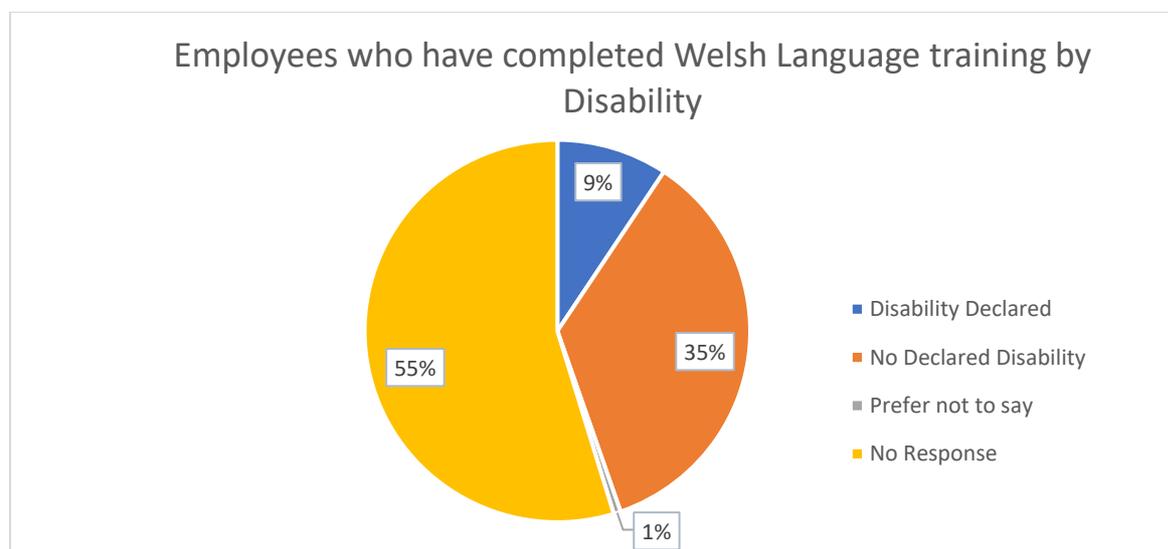
a) **Age**



Employees who have completed Welsh Language Training: Age

Age Band	Number	%
Under 20 years	Data suppressed due to low incidence rates.	
20-24 years	39	4.66%
25-29 years	63	7.53%
30-34 years	78	9.32%
35-39 years	106	12.66%
40-44 years	125	14.93%
45-49 years	139	16.61%
50-54 years	113	13.50%
55-59 years	111	13.26%
60-64 years	49	5.85%
65-69 years	10	1.19%
70+ years	Data suppressed due to low incidence rates.	

b) Disability



Employees who have completed Welsh Language training: Disability

Declaration	Number of Employees	%	% of those declaring
Disability Declared	78	9.32%	20.86%
No Declared Disability	296	35.36%	79.14%
Prefer not to say	5	0.60%	1.34%
No Response	458	54.72%	
Total	837	100.00%	100.00%

c) Gender Identity

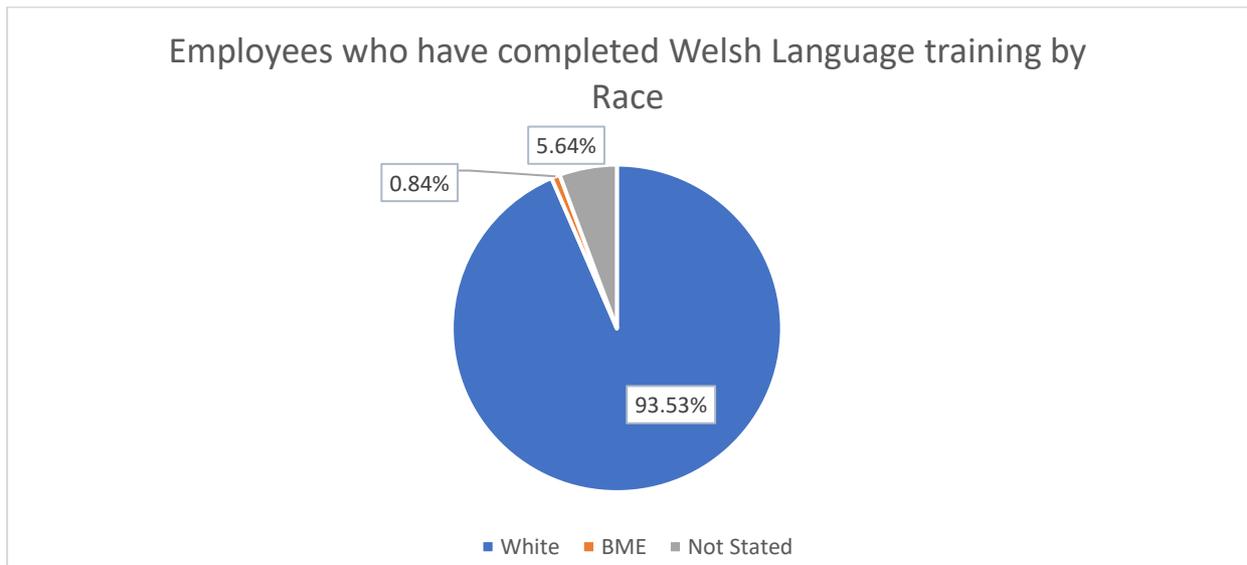
We monitor the reporting of gender identity and staff do continue to declare themselves as transgender, but the figure is too low for meaningful analysis and disclosure could result in the illegal identification of individuals. We are determined to ensure we positively address

any transgender issues in the workplace. We work in partnership with several organisations such as Stonewall and are committed to providing a productive, supportive, and safe environment for all employees.

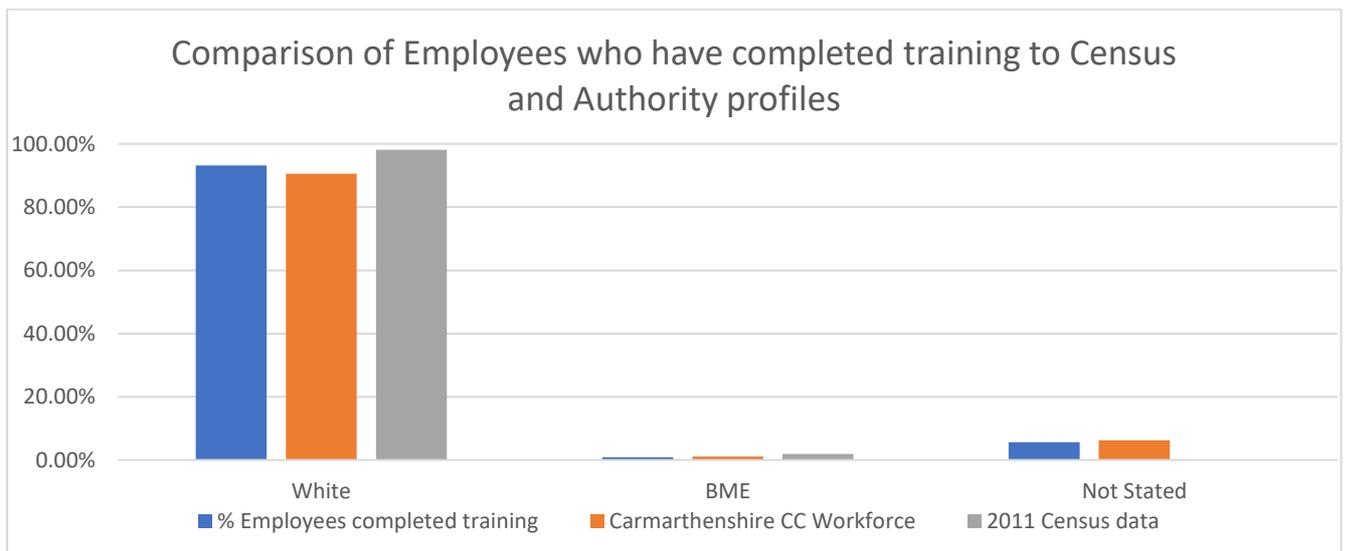
Pregnancy and Maternity

Our records indicate that 8 employees (0.96% of total Welsh Language training Attendees) have either been pregnant and/or taken maternity leave during the reporting period.

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



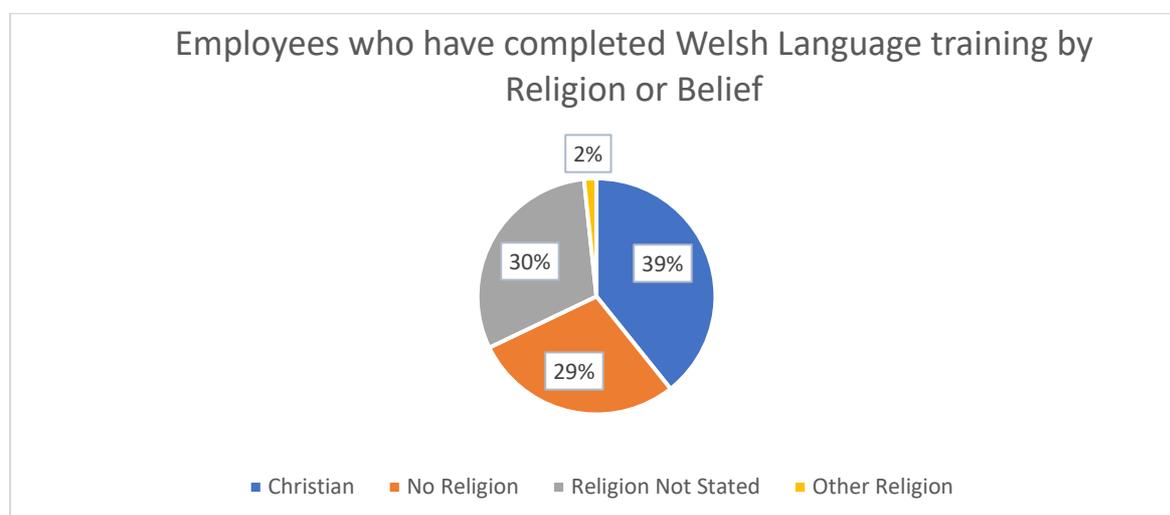
Categories included under “BME” in the graphs are Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each individual category.



Employees who have completed Welsh Language training: Race

Ethnic Group	Number of Employees	% Employees completed training	Carmarthenshire CC Workforce	2011 Census data
White	780	93.19%	90.51%	98.12%
Other	Data suppressed due to low incidence rates.			
BME	7	0.84%	1.12%	1.88%
Not Stated	47	5.62%	6.28%	0.00%
Total	837	100.00%	100.00%	100.00%

f. Religion or belief – including lack of belief

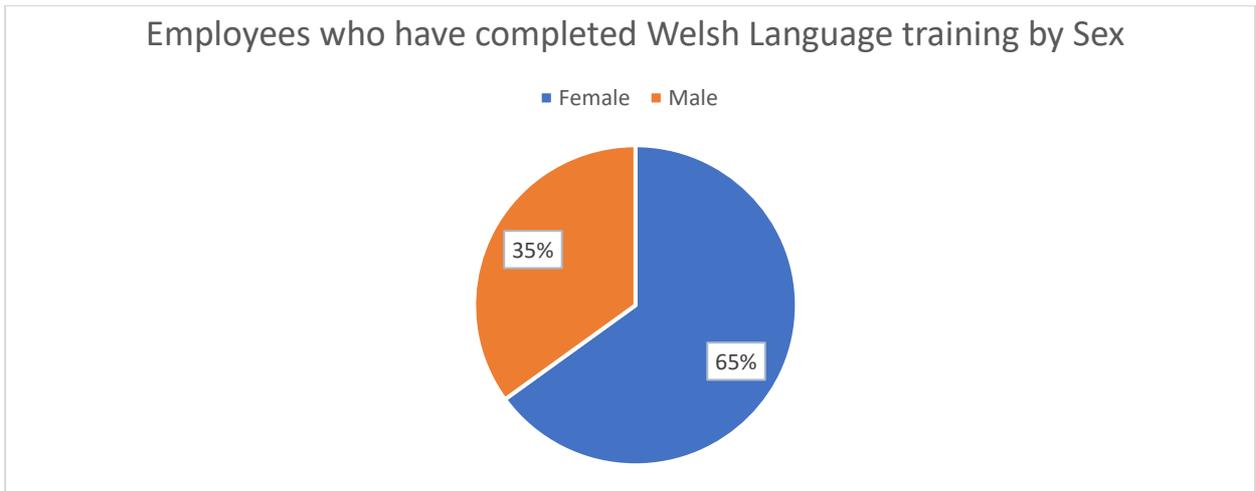


The categories included under “Other” in the graphs are Buddhist, Jewish, preferred not to say, and Other. These have been amalgamated due to the low number reported in each.

Employees who have completed Welsh Language training by Religion or Belief

Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	329	39.31%	34.19%
No Religion	239	28.55%	24.83%
Religion Not Stated	255	30.47%	39.30%
Other Religion	14	1.67%	1.68%
Total	837	100.00%	100.00%

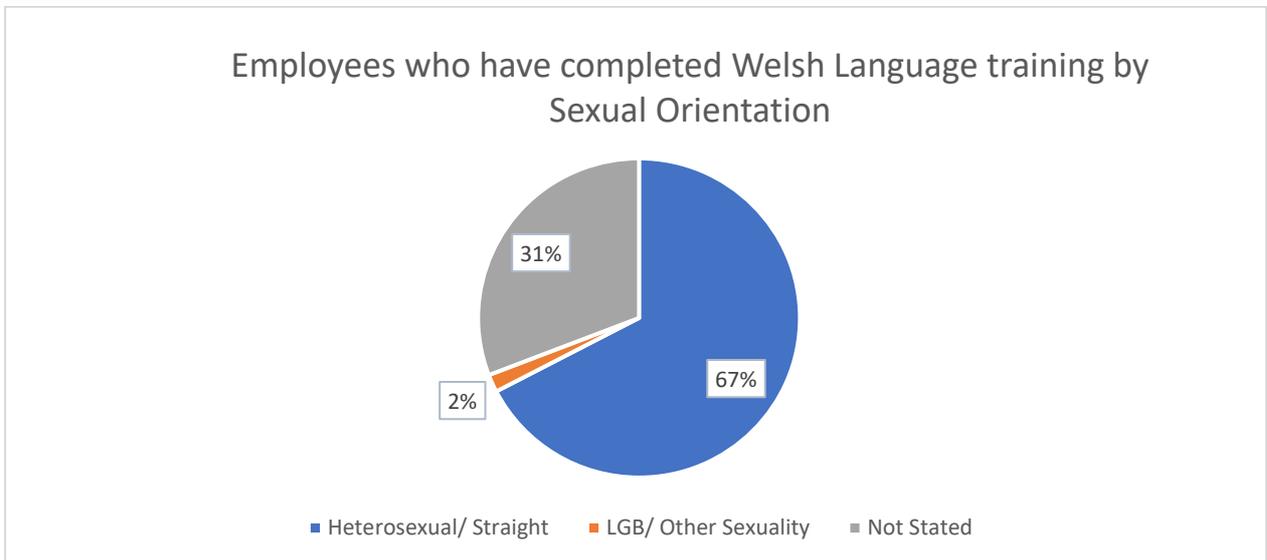
g. Sex



Employees who have completed Welsh Language training by Sex

Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	544	64.99%	67.81%	51.00%
Male	293	35.01%	32.19%	49.00%
Total	837	100.00%	100.00%	100.00%

h. Sexual Orientation

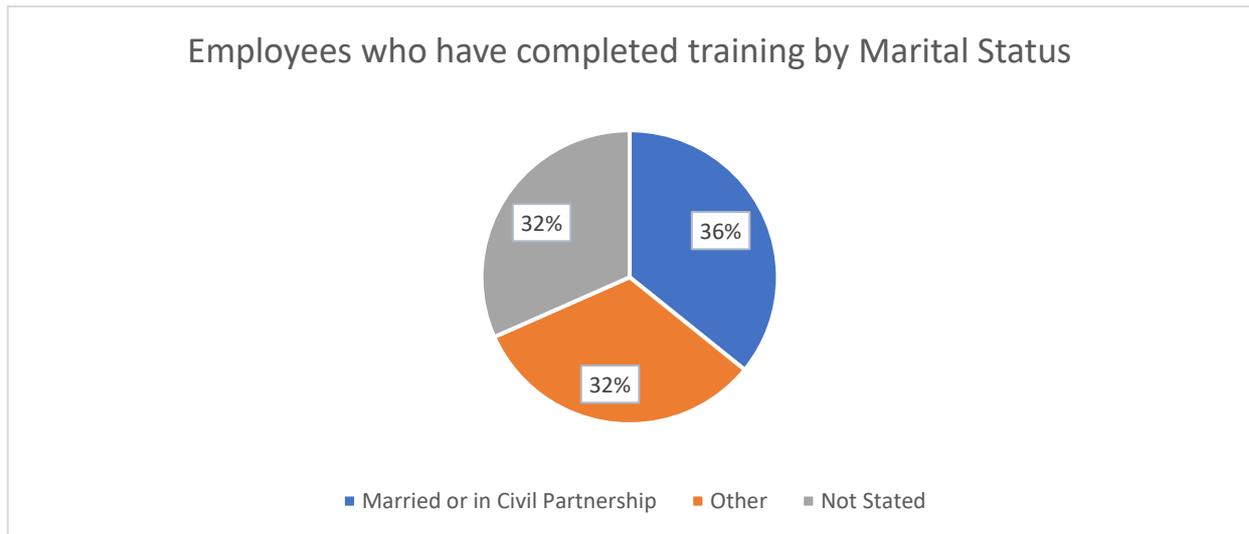


The categories included under “LGB” in the graph are: Gay man, Bisexual, Gay woman/Lesbian, Other and Prefer not to say. These have been amalgamated due to the low number reported in each.

Employees who have completed Welsh Language training by Sexual Orientation

Orientation	Number	%	% of those declaring
Heterosexual/ Straight	564	67.38%	97.41%
LGB/ Other Sexuality	15	1.79%	2.59%
Not Stated	258	30.82%	
Total	837	100.00%	100.00%

i. Marital Status



Employees who have completed Welsh Language training by Marital Status

Status	Number of Employees	%	% of those declaring
Married or in Civil Partnership	300	35.84%	59.32%
Other	272	32.50%	40.68%
Not Stated	265	31.66%	
Total	837	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 undertakes annual equal pay audit. A pay objective will be developed based on the findings of the [Equal Pay Audit for 2019-2020](#).

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 2019 and 2020, a total of 1,241 employees completed Engaging Diversity, Welsh Language, or both, representing an 8% increase on the previous year. The data can be split departmentally as follows:

Department	Number of Employees Completed
Chief Executives	267
Communities	440
Corporate Services	123
Education & Children	205
Environment	206
Total	1241

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 further redeveloped during 2017/18 after consultation with Stonewall and continues to be delivered. 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 monthly due to high demand. In response to questions frequently asked around health and disability, these issues are covered in more detail.

Senior leaders continue to be 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.

For 2019/20, the “Acceptable Behaviour in the Workplace” programme continues to be rolled out across the organisation. This also include Equality and Diversity elements and is being delivered on a ‘team by team’ basis. Parts of the programme have been delivered as elements of departmental conferences and departmental Leadership & Management Development Programmes.

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

- Several sessions were held for elected members involved in recruitment and selection, as 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 around unconscious bias.
- Autism training for elected members scheduled for March 2020 was unfortunately postponed due to the COVID pandemic.
- Members of staff were encouraged to attend the “Springboard” programme, a developmental workshop aimed at women in leadership
- Several sessions on Managing Change Successfully were held for staff. This programme supports managers to consider the different needs and experiences of staff in designing and implementing change and includes a section around unconscious bias.
- A series of ‘bite-sized’ Leadership & Management Development programmes have been delivered across the organisation. These are short sessions delivered at the beginning or end of the day, making them more accessible to staff with different needs.

- The Customer Care course has been updated to include reference to meeting the needs of transgender customers and this was rolled-out to all Business Support staff in the Communities department during 2019/20
- Housing Officers attended a workshop on “Meeting the needs of Gypsies & Travellers”, following successful implementation in 2018/19. 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.
- A session delivered by The Equality & Human Rights Commission on “Signposting People to Accessing Support to Tackle Discrimination in Wales” was accessed by staff.
- A Transgender awareness course for Social Care staff was provided in 2019/2020
- An extensive range of mental health courses are provided for Social Care staff including Mental Health Awareness, Autism Awareness, Personality Disorders, Self-Harm, Dementia

A Digital Transformation Work Programme has enabled the Organisational Development Team and ICT Services to implement changes to the application process for Learning & Development opportunities at Carmarthenshire County Council in May 2020, enabling us to report on training applications made via an online application request.

The improved process has digitalised the processing of applications, from initial request to Manager approval, or reasons for being declined. The application processing stages allows the Organisational Development Team to monitor the flow of information, allowing the organisation to monitor any impact on any of the protected characteristics. This includes those applications for training that have been declined. Reporting for this will be available in the next reporting period: 2020/21.

A learning management system is also under development as part of the Digital Transformation Work Programme, in order to expand access to learning and development opportunities for staff. This will ensure that an enhanced range of accessible learning formats and methods are available to all staff.

One of the key objectives of the Authority’s Learning and Development Policy is to ensure fair access to Learning & Development and this is monitored as outlined earlier in this report. The Policy has been re-drafted [to be referred to as Organisational Learning Policy] and is in its final stages of consultation before being fully implemented in 2021/22 (delayed because of the COVID pandemic).

Additionally, all training application requests ask candidates to specify any special requirements, so that 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 was not specified.

Examples of Alternative Formats:

- Course materials are provided in a larger font when 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 r information highlights an issue of potential concern, further enquiries are undertaken, and decisions are taken on addressing the concerns to make positive progress and improvements.

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

HOW TO FIND OUT MORE

Within the Council

If you would like to find out more about equality and diversity within the Authority, please ask your manager or HR Advisor for further information. Alternatively, visit our Learning Curve and the Equality & Diversity Site Zones using the link below:

<http://intranet/our-people/working-for-us/equality-diversity/>

External sources:

Age Cymru

Ground Floor,
Mariners House,
Trident Court,
East Moors Rd,
Cardiff CF24 5TD

Tel: 029 2043 1555

Web: <http://www.ageuk.org.uk/cymru/>

Disability Wales

Brydon House Block B,
Caerphilly Business Park,
Caerphilly CF83 3GW

Tel: 029 20887325

Email: Info@disabilitywales.org

Equality and Human Rights Commission

Block 1, Spur D
Government Buildings,
St Agnes Rd,
Gabalfa,
Cardiff CF14 4YJ

Tel: 029 20447710

Email: wales@equalityhumanrights.com Web: <http://www.equalityhumanrights.com/>

Stonewall Cymru

Transport House
1 Cathedral Road
Cardiff CF11 9SB

Tel: 029 2023 7744

Email: cymru@stonewallcymru.org.uk Web: www.stonewallcymru.org.uk

Welsh Local Government Association (WLGA)

Local Government House
Drake Walk, Cardiff
CF10 4LG

Tel: 02920 468 600

Web: www.wlga.gov.uk

References

Carmarthenshire County Council Equal Pay Audit - [Equal Pay Audit for 2019-2020](#)

[Family Resources Survey 2018/19](#)

[ONS Disability and employment, UK](#)

[ONS Outcomes for disabled people in the UK](#)

[The Employment of Disabled People 2019](#)

[ONS Sexual Orientation, UK](#)