

Equality and Diversity Workforce Report 2023/24



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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 –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 2023 to 31st March 2024. This report should be read in conjunction with the Strategic Equality Plan Report for 2023-2024.

What the duty requires on employment information

As a listed body in Wales, the authority must collect and publish on an annual basis a range of data relating to:

- 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

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
- 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

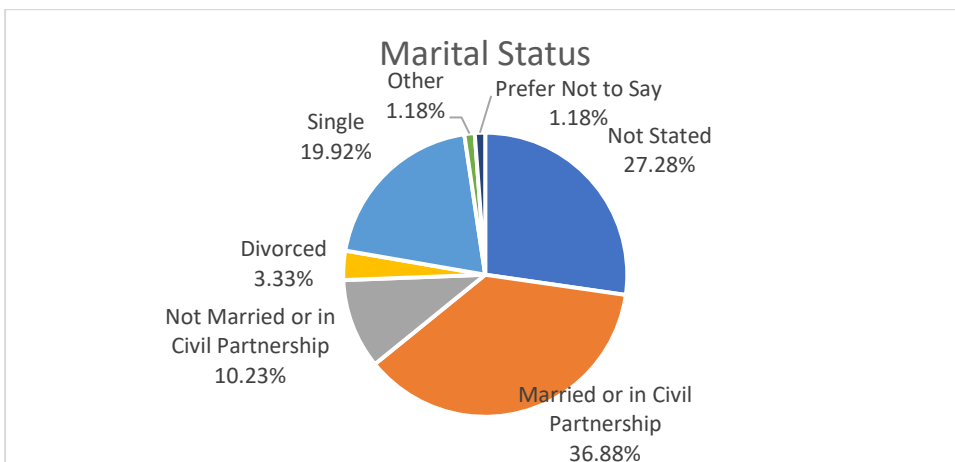
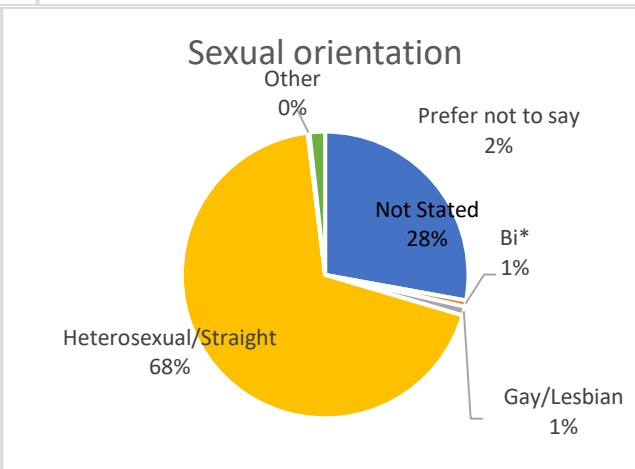
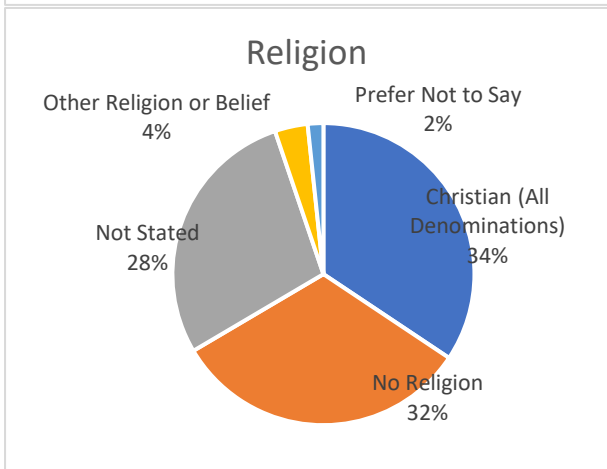
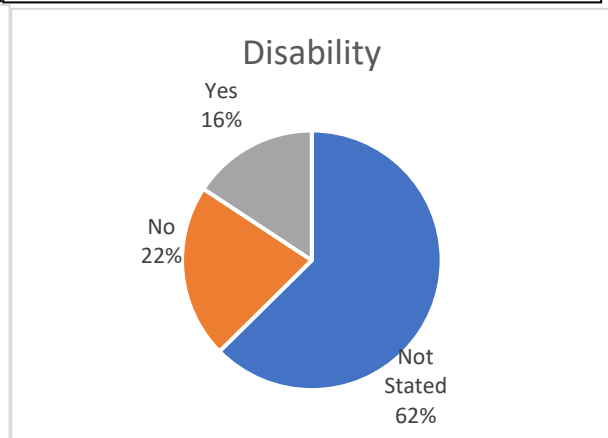
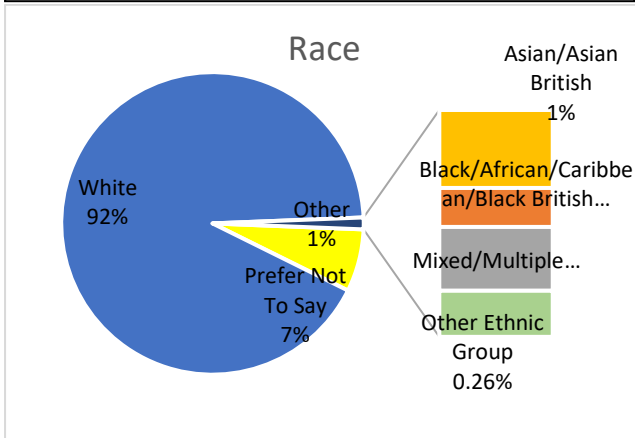
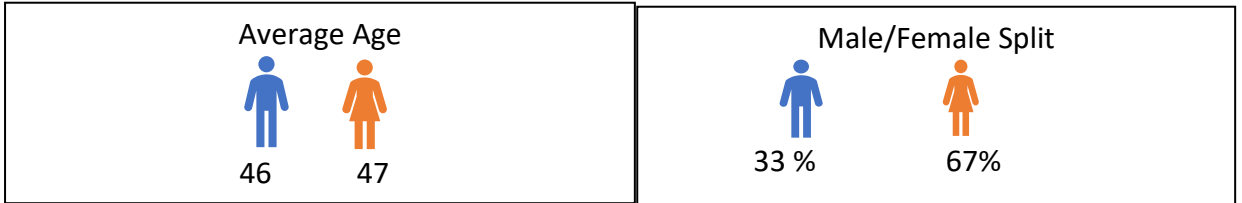
GENERAL STATISTICAL NOTES TO HELP WITH INTERPRETATION

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 2021 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. Low incidence (figures below 5) has been suppressed throughout this report and are denoted by *. Percentages are rounded and totals may not sum due to these factors.
9. 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.
10. 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 and are committed to providing a productive, supportive, and safe environment for all employees.
11. Full datasets support this document and can be requested using contact details supplied at the end of the document.

OVERVIEW OF THE COUNCIL



As of 31st March 2023, the Council employs 5081 employees included in this workforce report.

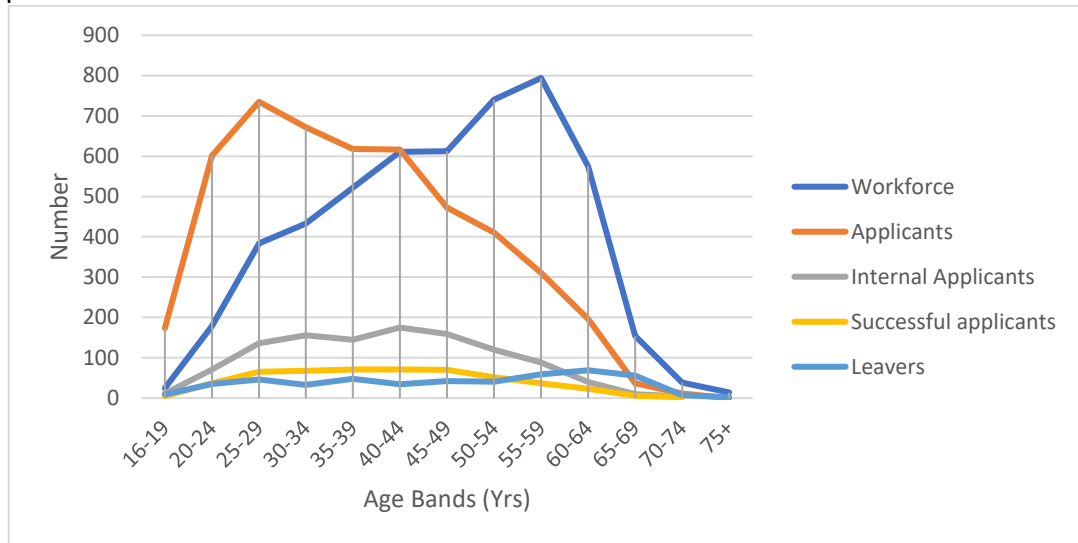


Age

The average age of employees is 47.

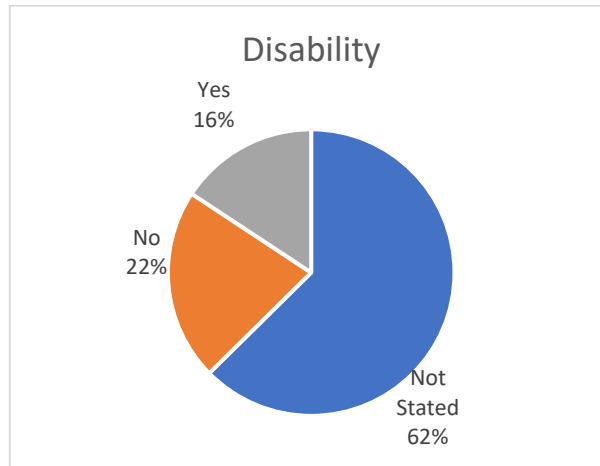


The age profile:

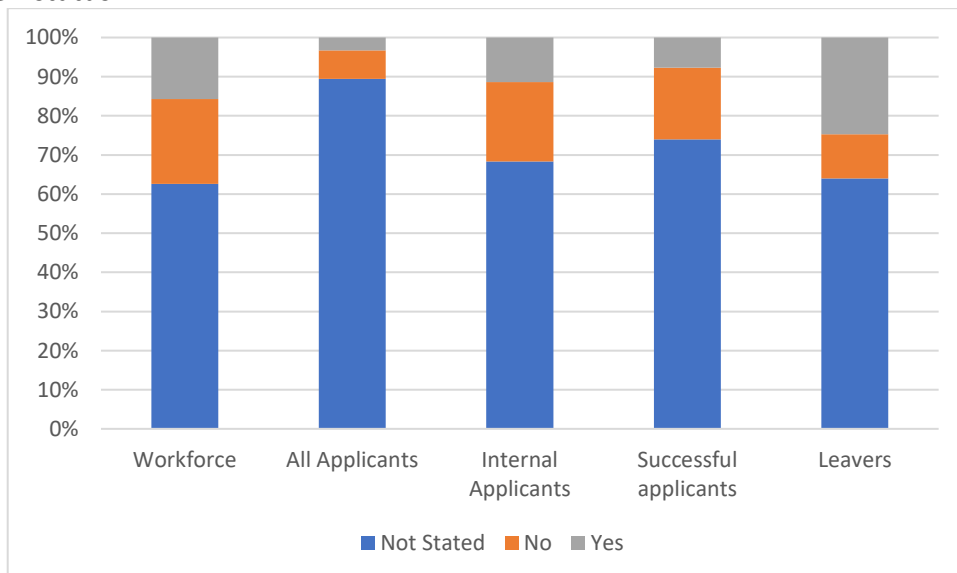


Age Bands (Yrs)	Workforce	All Applicants	Internal Applicants	% Successful internal applicants	Leavers
16-19	25	173	11	45%	9
20-24	179	601	71	52%	35
25-29	384	735	136	48%	46
30-34	433	672	156	44%	33
35-39	522	618	145	49%	48
40-44	611	616	175	41%	34
45-49	612	473	159	44%	42
50-54	740	411	120	43%	41
55-59	794	311	88	42%	59
60-64	575	196	40	58%	69
65-69	154	37	10	60%	56
70-74	38	11	*	50%	7
75+	14				*
	5081	4854	1115	45%	481

Disability



16% of employees have declared that they have a disability. This compares to 23% as reported via 2021 census data for Carmarthenshire. However, a significant proportion of the workforce have not disclosed their status.



Employee Male/Female Split % of males & females who have declared a disability



27%



73%

Leavers

Percentage of Leavers that had declared a disability:

25%

Successful Internal Applicants

Percentage of successful applicants that declared a disability:

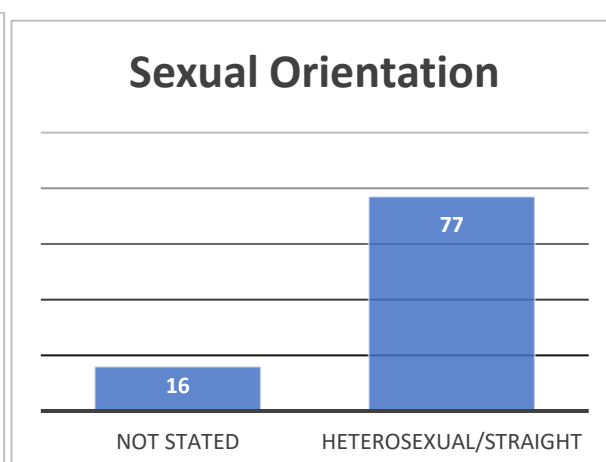
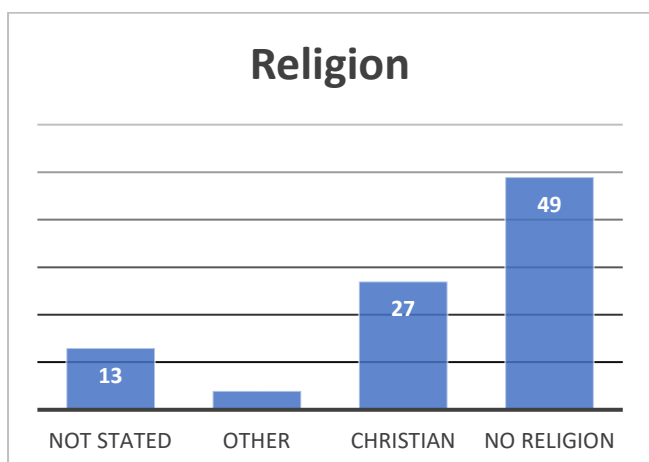
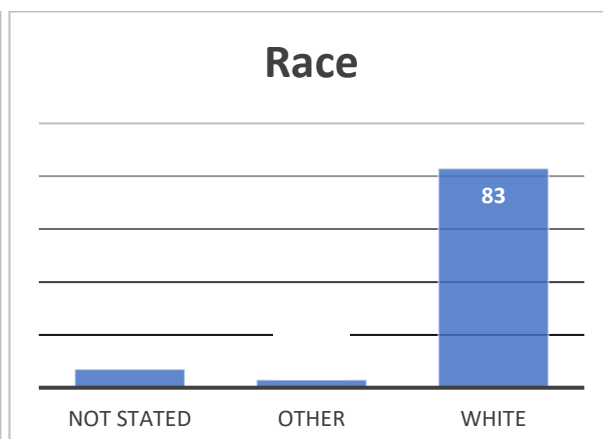
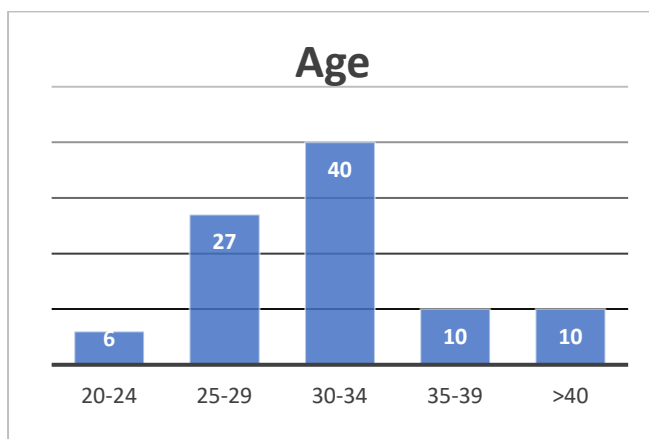
26%

Pregnancy & Maternity

There were 68 employees who commenced maternity leave during the year up to 31st March 2024. This represents 2% of the female headcount.

In addition

- 22 employees have taken paternity leave,
- No employees have taken adoption leave,
- 1 employee has taken shared parental leave.



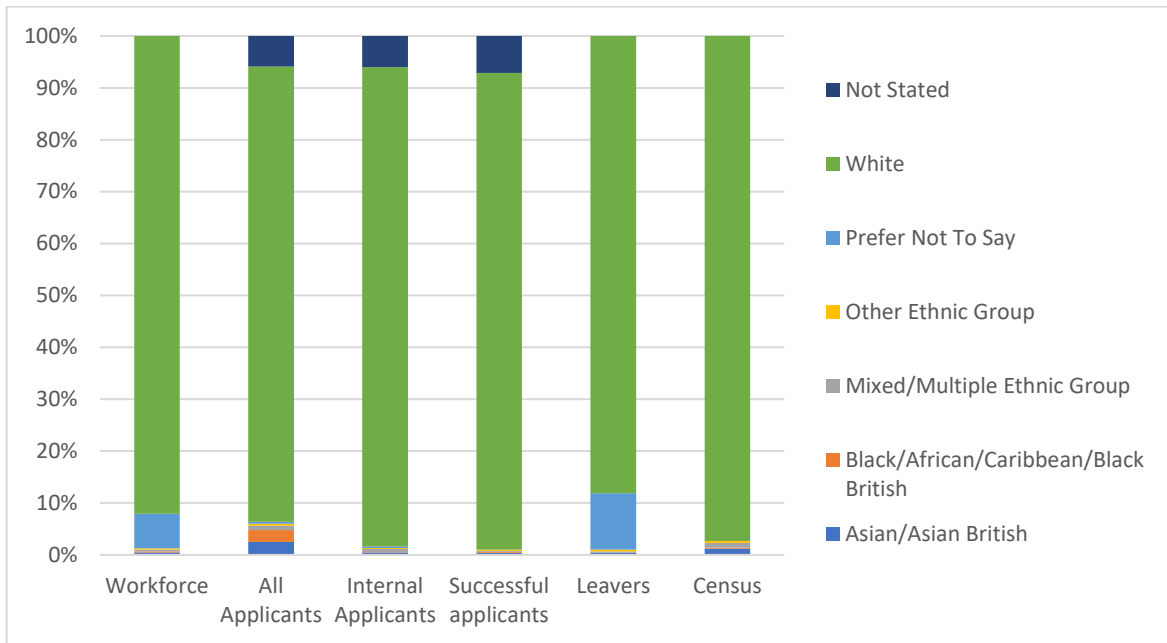
The Authority has identified 68 applicants that have received maternity payments during the reporting period.

The Authority has identified 21 employees that applied to change position that have received maternity payments during the reporting period, with 33.33% of them becoming the successful applicants.

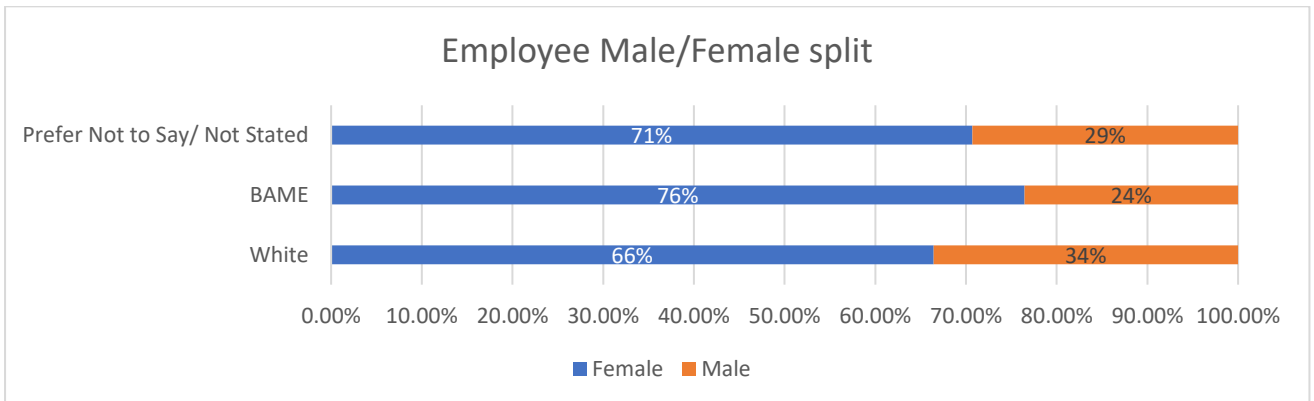
Our records indicate there have been 6 leavers who have either been pregnant and/or taken maternity leave during the reporting period. This represents 1.25% of all leavers.



36 employees who have successfully completed training during the year have also taken maternity leave. This is 1.1% of the total number of employees completing training.

Race



Employees who identify as Black, Asian and Minority ethnic (BAME): 1.26%. This figure has increased over the last 10 years when we reported 0.89% in 2013/14. To set this in the context of the local population, according to the 2021 Census the proportion of BAME residents within the Carmarthenshire equates to 2.7%.

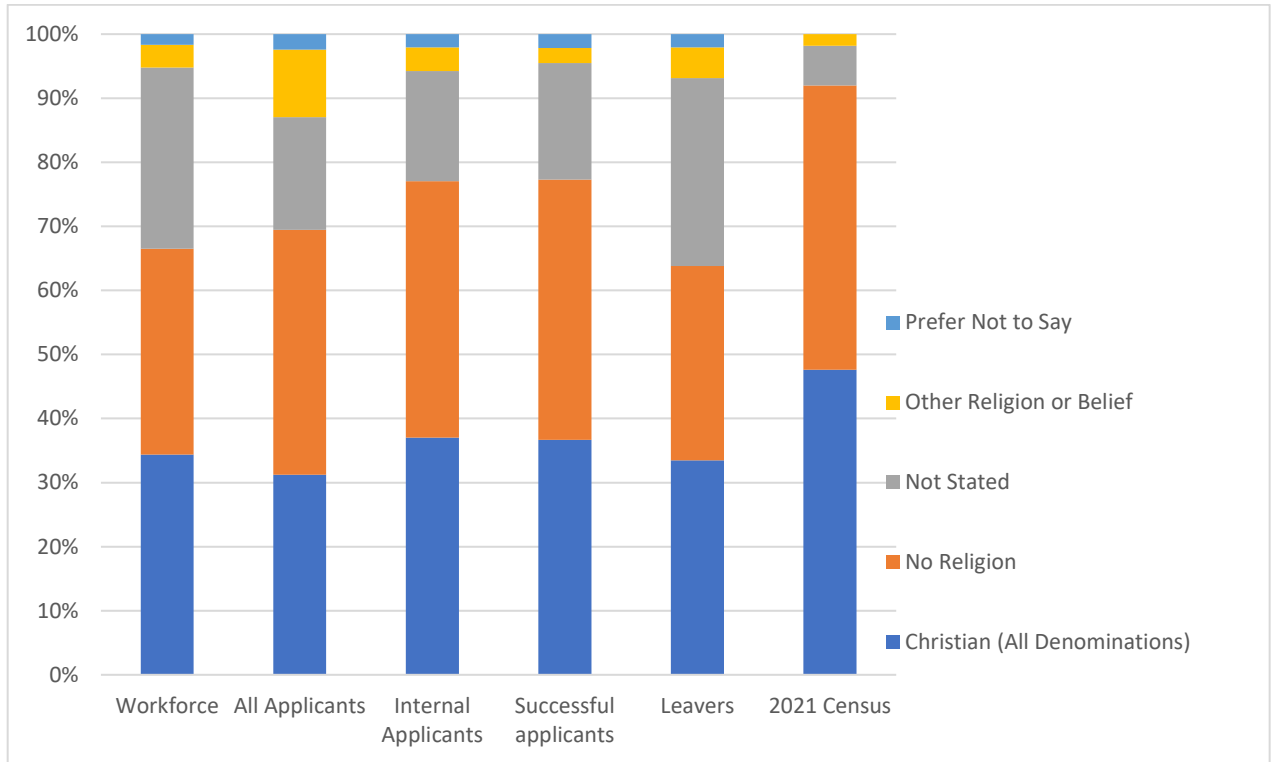


<p>BAME Employee Male/Female Split</p>  24%  76%	<p>Successful Internal Applicants</p> <p>% BAME applicants that were successful in their application to change position:</p> <p>33%</p>
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Compared to the male/female split of the Council workforce (33%:67%) it can be noted that there is a higher proportion of Female employees.

Religion or belief

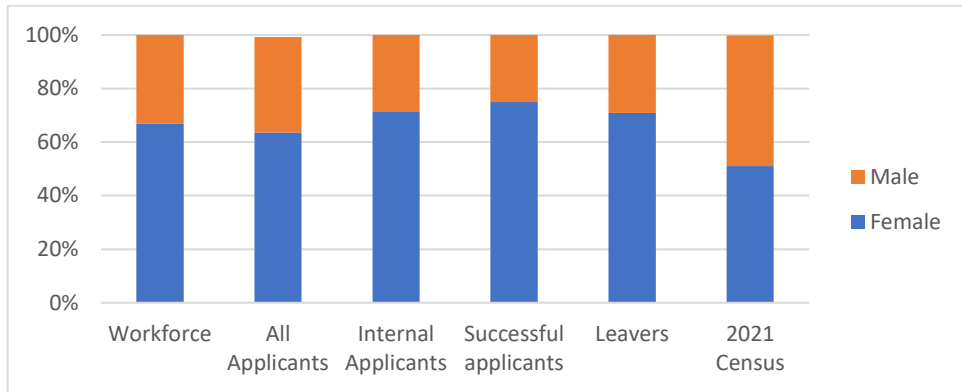
A wide range of beliefs and non-beliefs are represented within our employee profile:



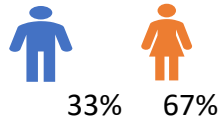
Other religions include: agnostic, aethist, buddist, humanist, jewish,muslim,rastafarian and sikh. Due to the low numbers in each they have been grouped together in the graph above.

The highest proportion of employees declaring their religion is Christian (all denominations) at 34%, 32% declared no religion and 28% did not disclose their religion.

Sex



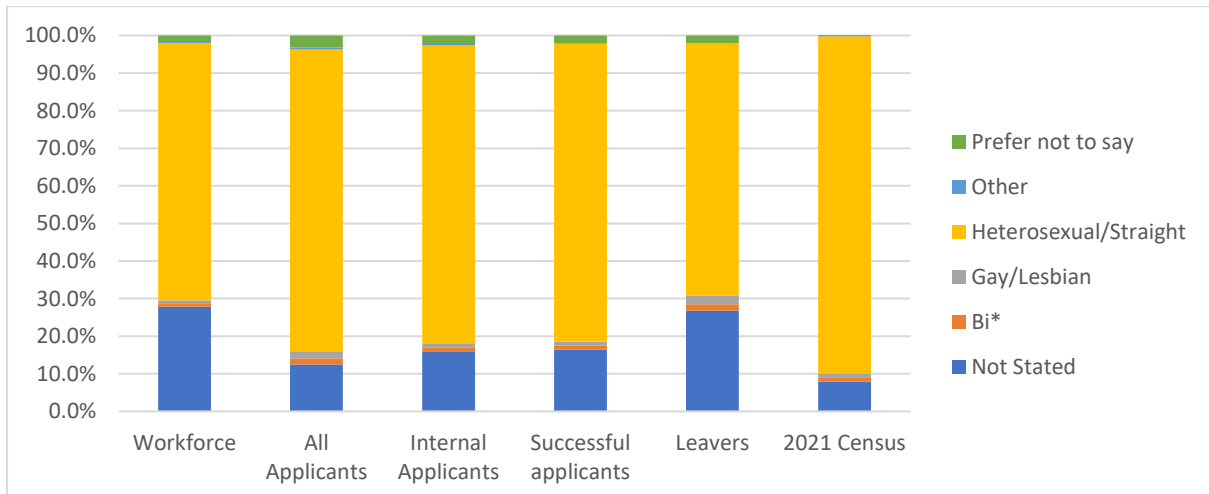
Male/Female Split



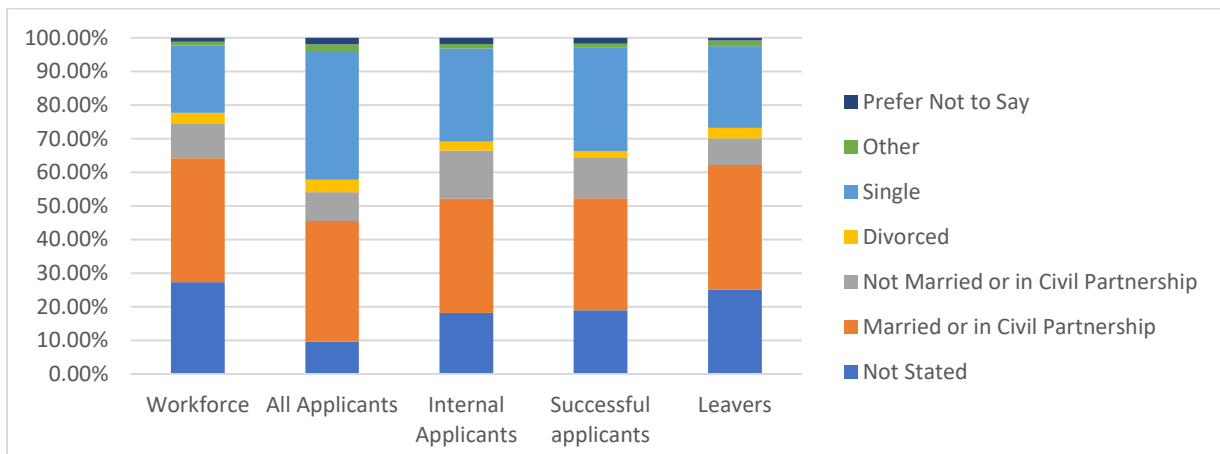
33% 67%

This compares to 2021 census data of 49%:51%.

Sexual orientation



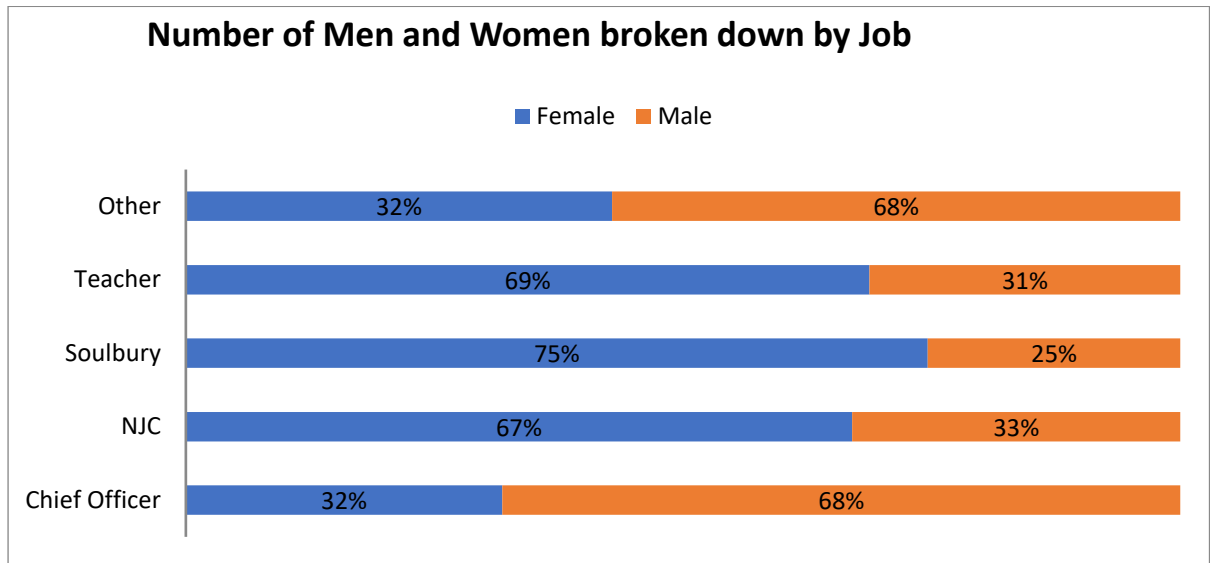
Marital status



An ONS report found that there are increasingly fewer civil partnerships in England and Wales as more same sex couples chose to marry.

Men and Women

Job

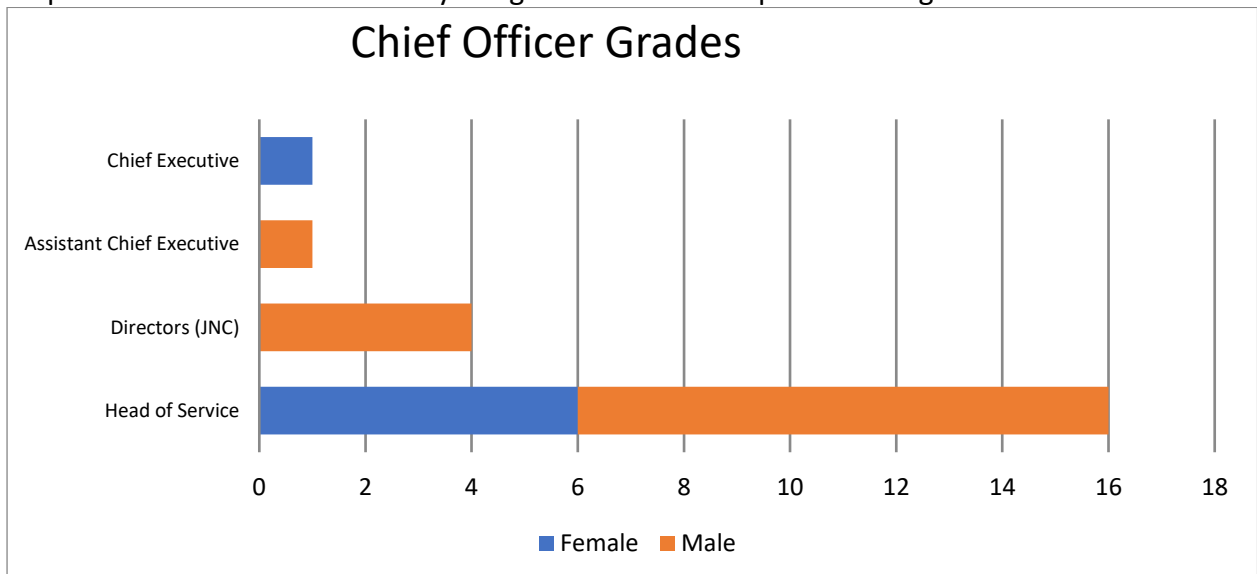


Service Condition	Workforce	
	Female	Male
Chief Officer	7	15
NJC	3,279	1,615
Soulbury	47	16
Teacher	55	25
Other Grades	9	12
Total	3,397	1,683

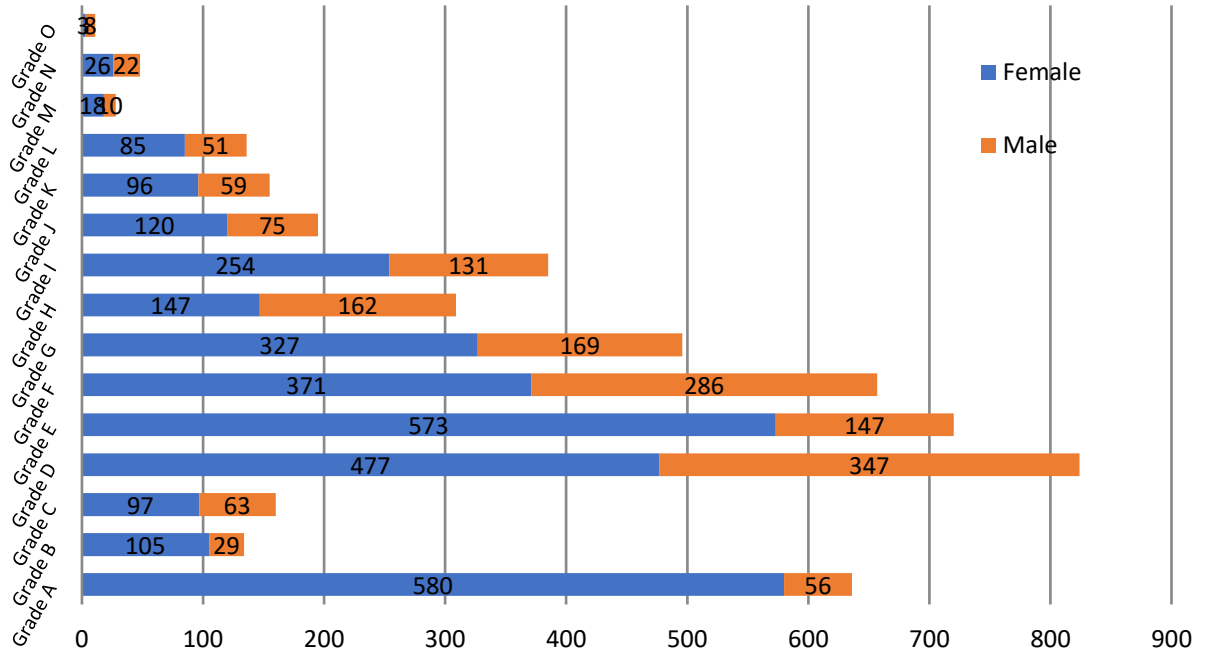
Job category is reported above by service conditions. The data reported shows that the gender split in the largest job categories mirror the overall authority gender split of 67% Female to 33% Male. Other grades are mainly TUPE based grades but include Graduate and Modern Apprentice grades.

Grade

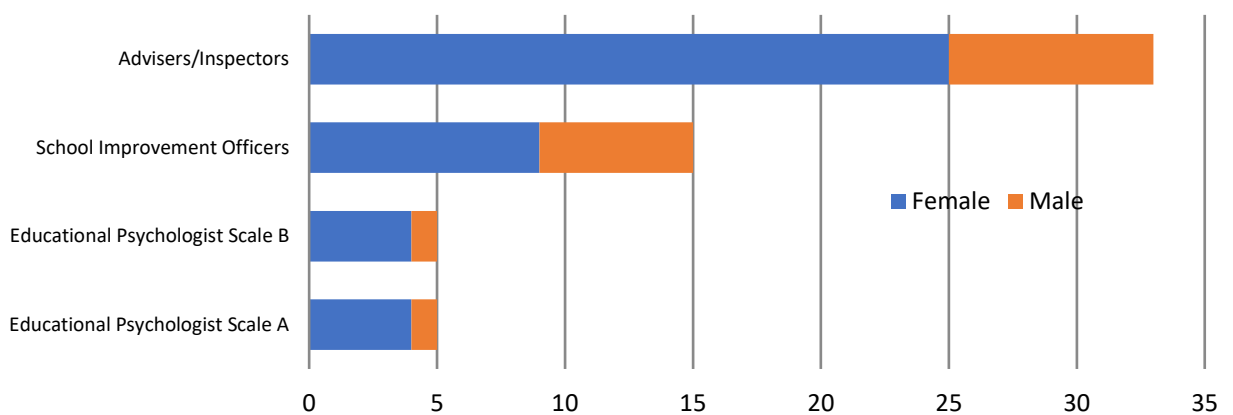
To present the information clearly the grades have been split according to the service conditions.



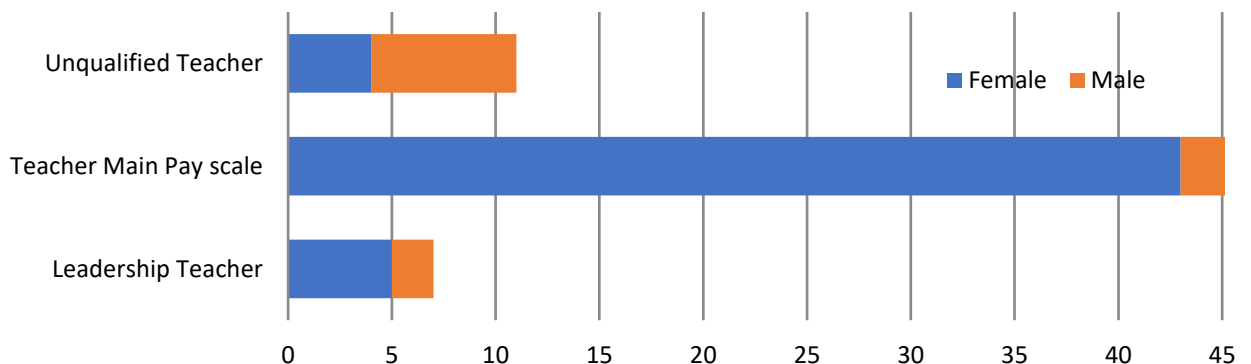
Single Status Grades for NJC Employees

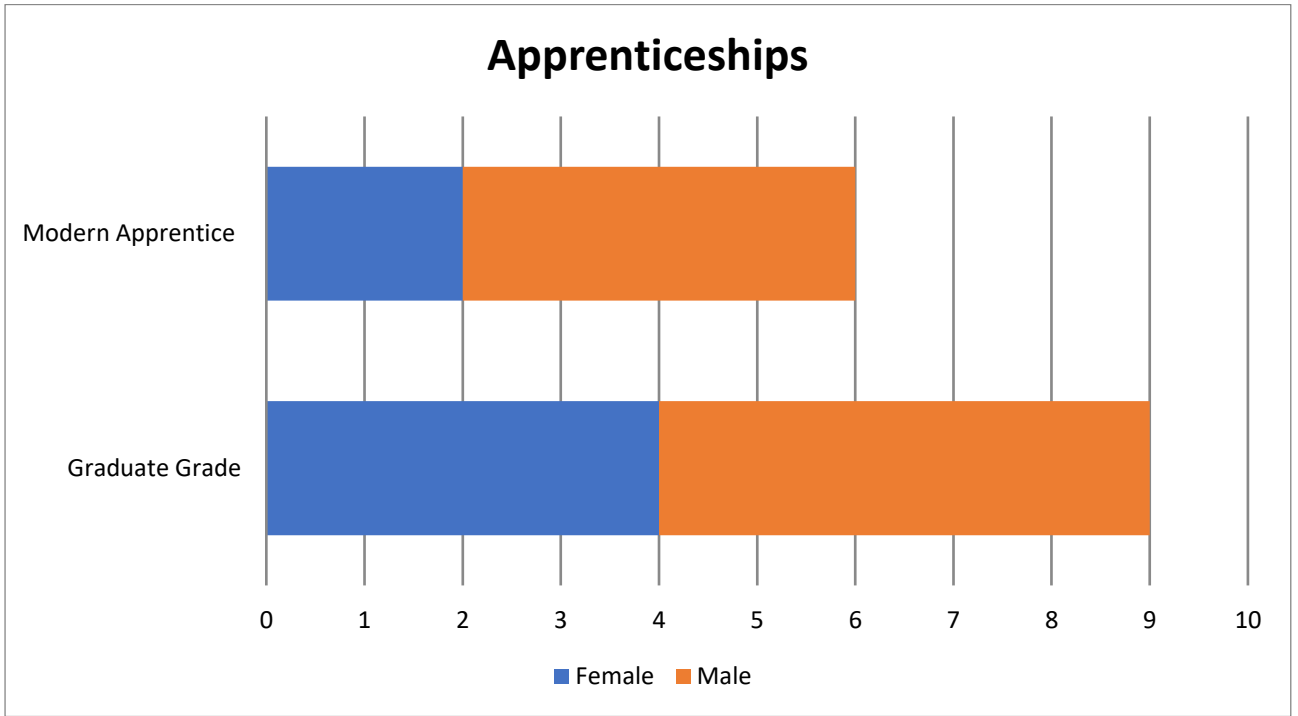


Soulbury Grades



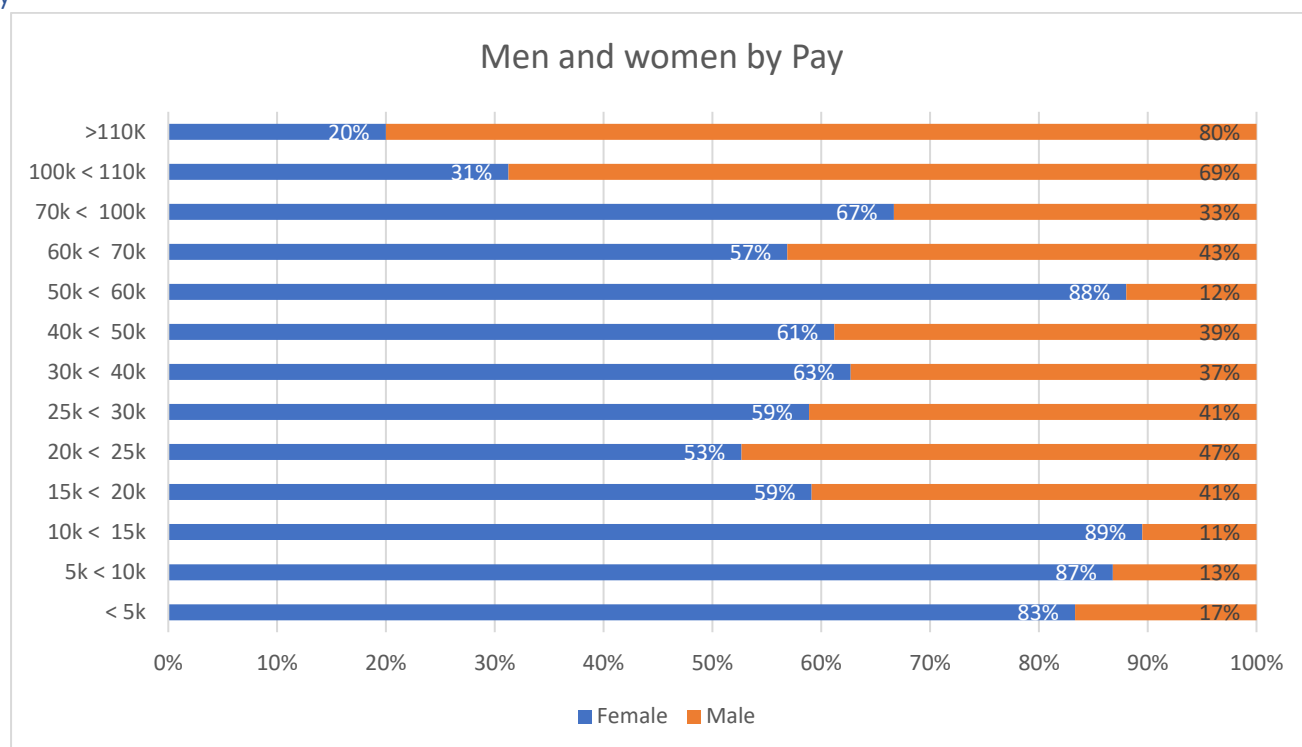
Teaching Grades (Centrally Employed)





Modern Apprentices are employed on agreed apprentice rates aligned to the National Minimum Wage

Pay



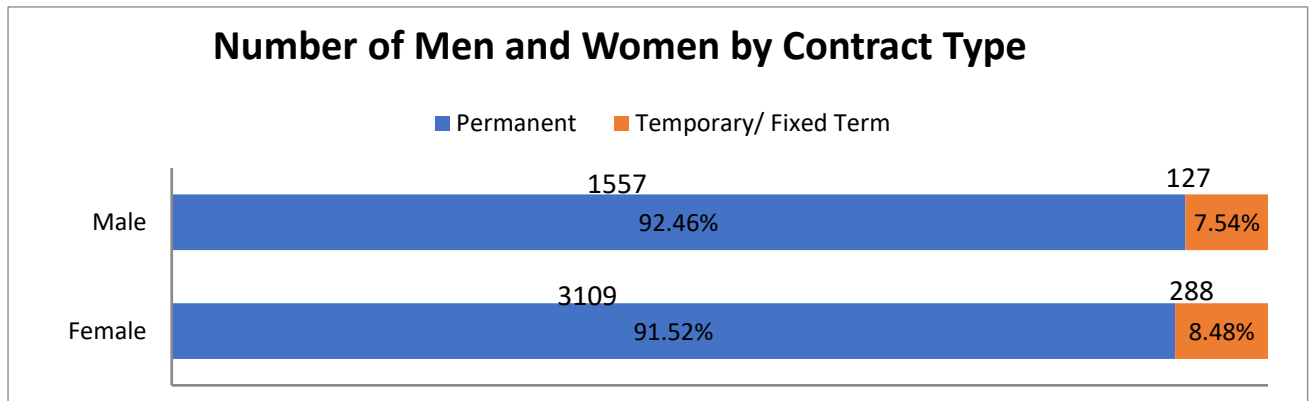
Pay Bands	Number of Employees		
	Female	Male	Total
< 5k	150	30	180
5k < 10k	342	52	394
10k < 15k	426	50	476
15k < 20k	557	385	942
20k < 25k	374	336	710
25k < 30k	627	438	1,065
30k < 40k	380	226	606
40k < 50k	101	64	165
50k < 60k	390	53	443
60k < 70k	33	25	58
70k < 100k	11	10	21
100k < 110k	5	11	16
>110k	1	4	5
Total	3,397	1,684	5,081

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 2023.

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.

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 lower categories is attributed to the higher proportion of part time female employees as shown in the working pattern data.

Contract Type



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.

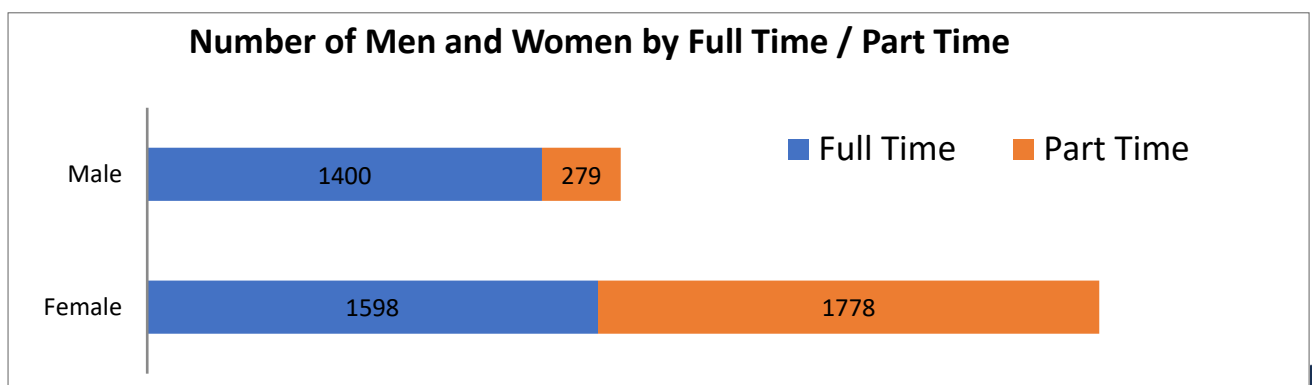
Working Pattern

Working pattern has been categorised as follows:

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

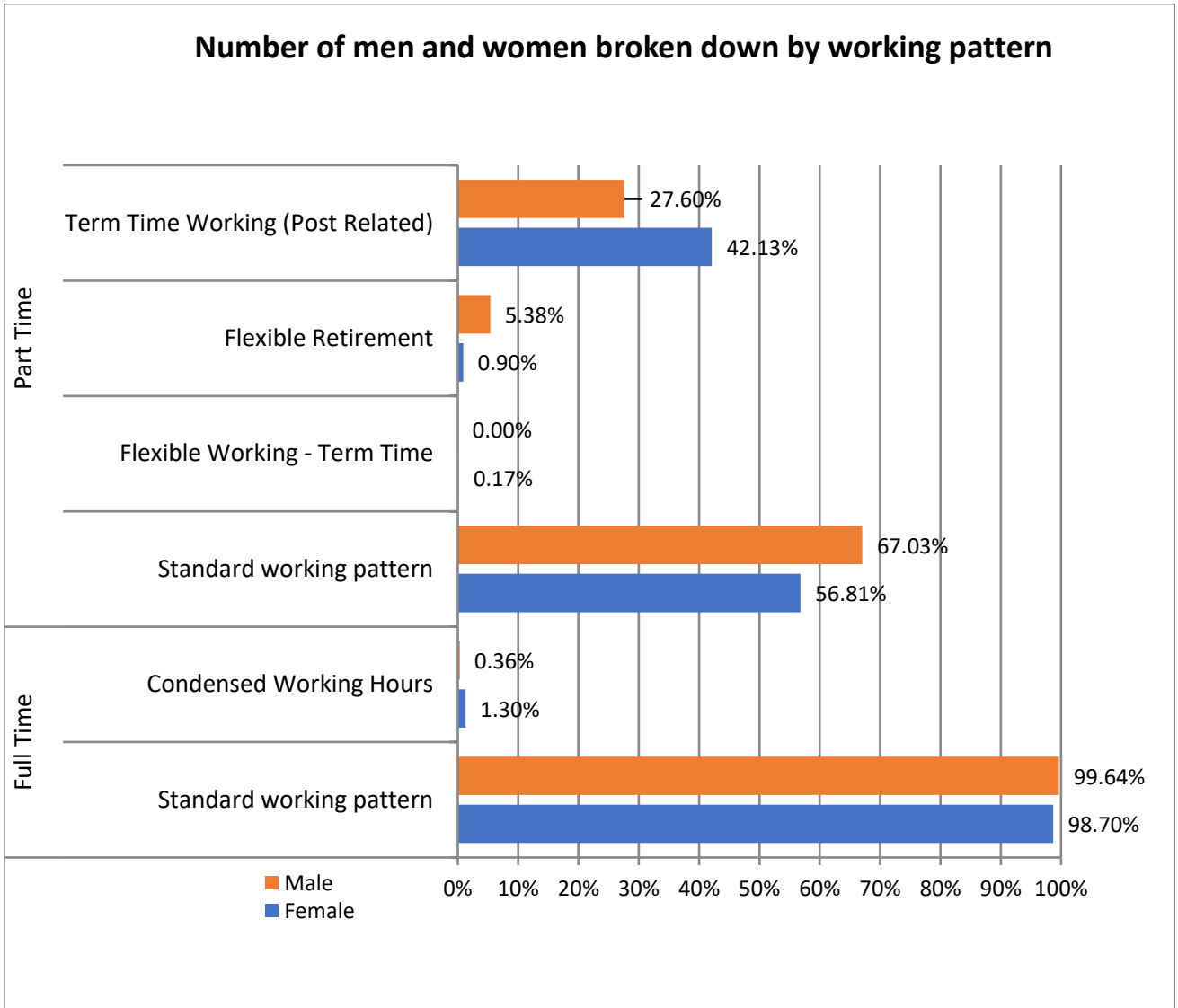
This is sub divided as follows:

- 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.



Working Pattern	%
Total Full time	56.4%
Total part time	43.6%

This compares to 62.7% in Full time employment across Carmarthenshire and 65.3% across Wales (Source: NOMIS Labour market profile)



Learning: Employees who have completed Training.

Employees who have applied for training

Reporting Period 1st April 2023 to 31st March 2024.

Employees who have applied for training and how many were successful in their application.

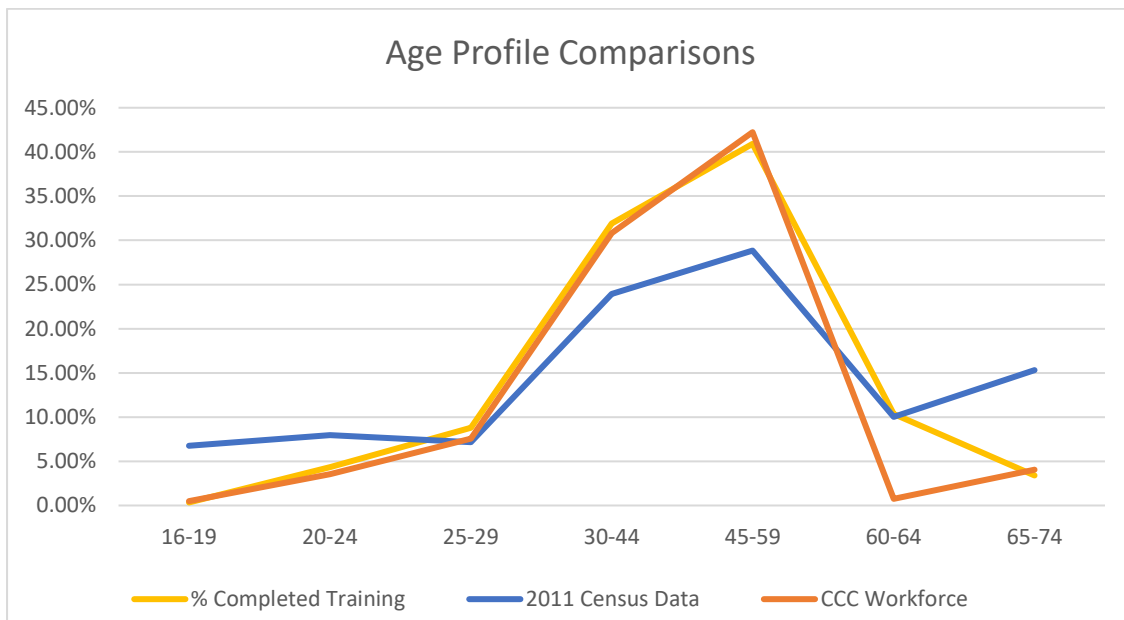
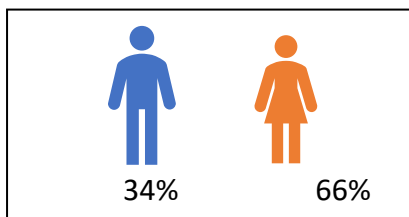
Employees who have completed training

Reporting period 1st April 2023 to 31st March 2024.

The data illustrated for requirements 5 & 6 relates to formal applications received by the Authority's Organisational Development Team.

A new system is being launched during 2024-25 which will replace how staff access learning and development opportunities, including attendance at online and in person events, as well as eLearning programmes. The new system is expected to have been rolled out across the local authority during 2024-25, which will enable the Learning and Development Team to monitor access to training opportunities and the level of engagement for improved data capture.

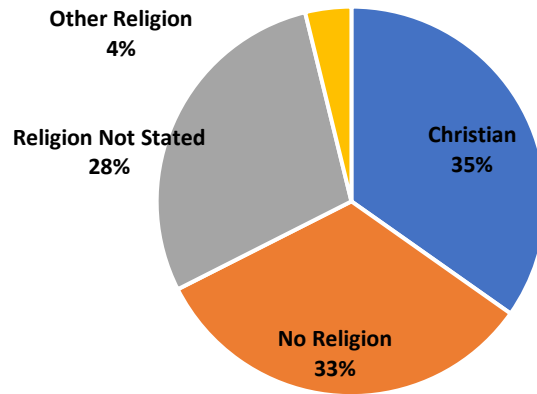
3421 employees have successfully completed training.



91% White Ethnicity

17% Declared a disability.

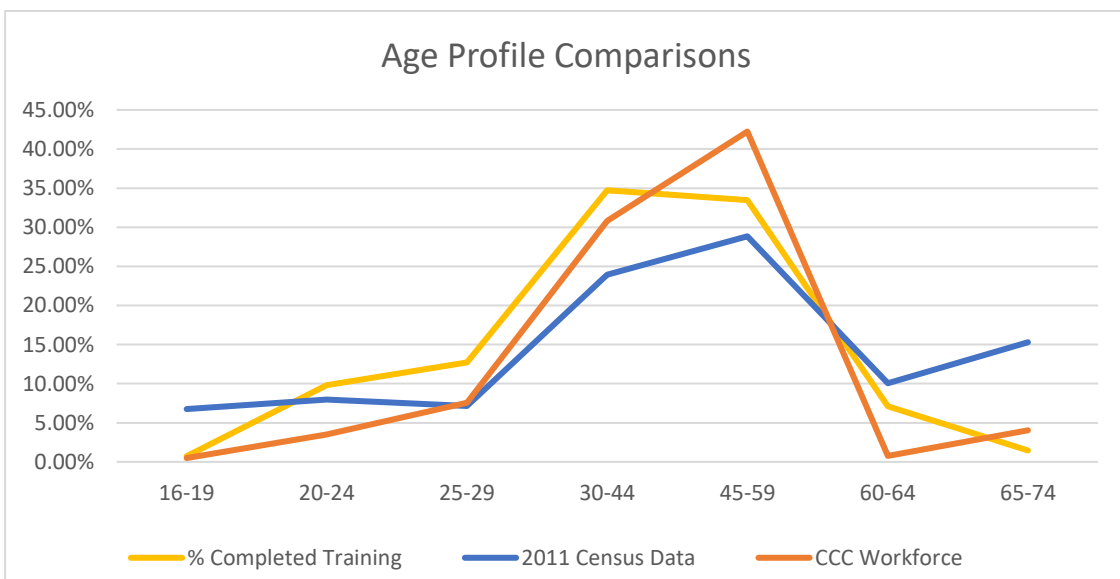
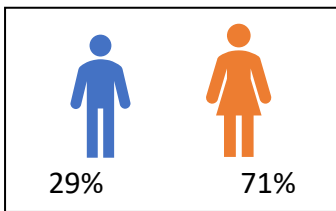
Religion



62% were married or in a civil partnership.	97% of those who disclosed their sexual orientation were heterosexual/straight.
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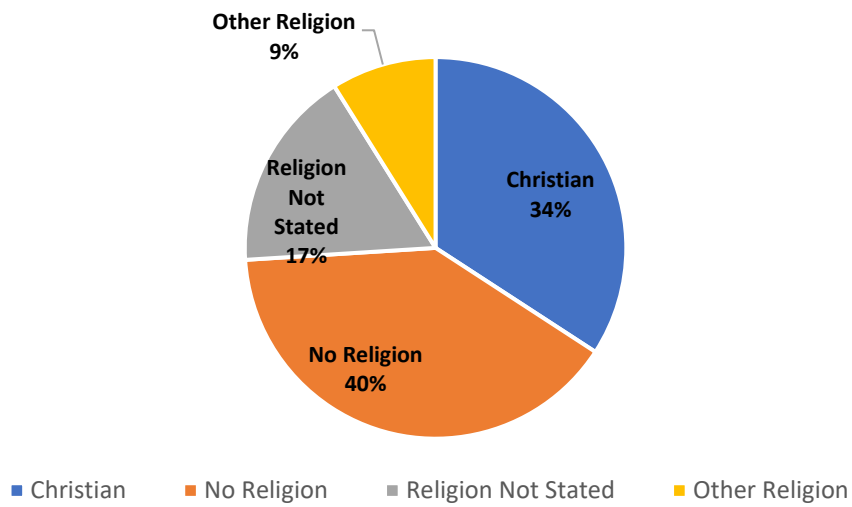
Employees who have completed Welsh language training

550 employees have successfully completed Welsh language training.



93.5% white ethnicity	11% Declared a disability
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Employees who have completed Welsh Language training by Religion or Belief

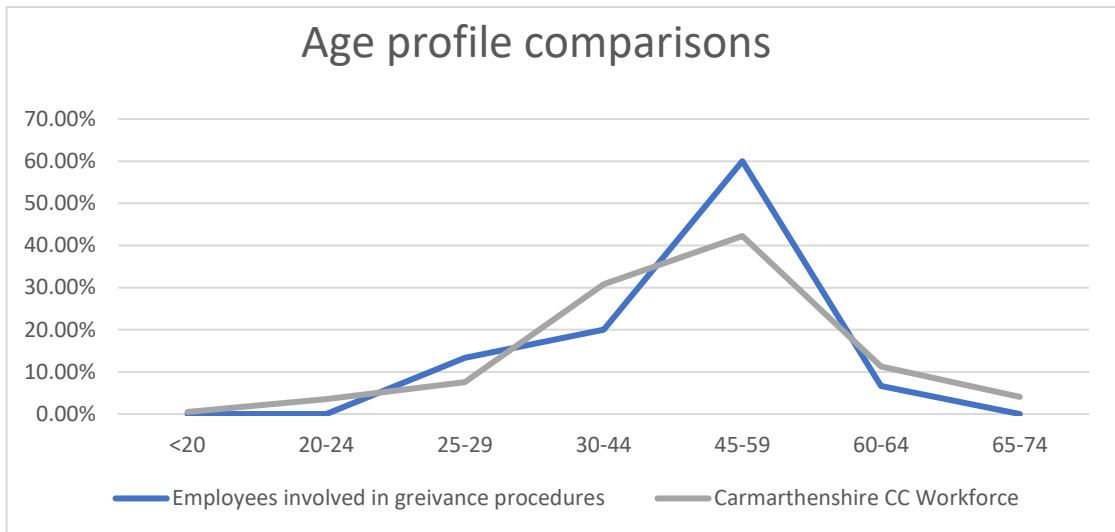
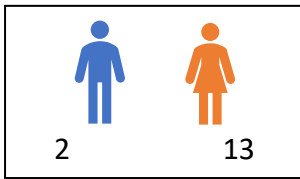


81% of those who disclosed their sexual orientation were heterosexual/straight.

46% were married or in a civil partnership and 34% described themselves as single.

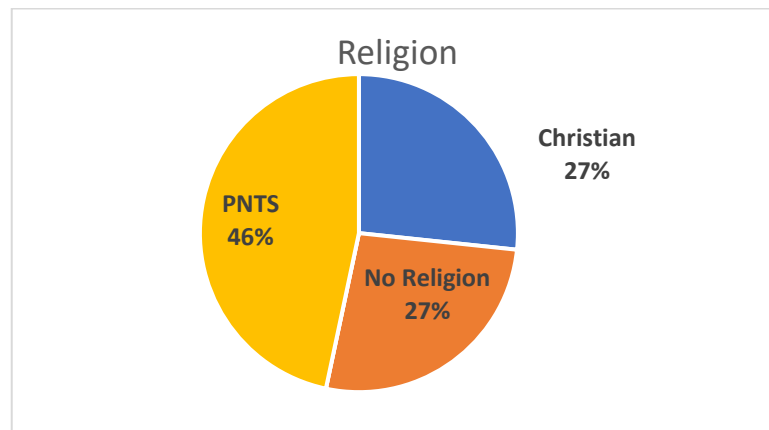
Employees involved in Grievance Procedures

There were 15 cases during 2023/24.



28.6% declared a disability.

100% White ethnicity

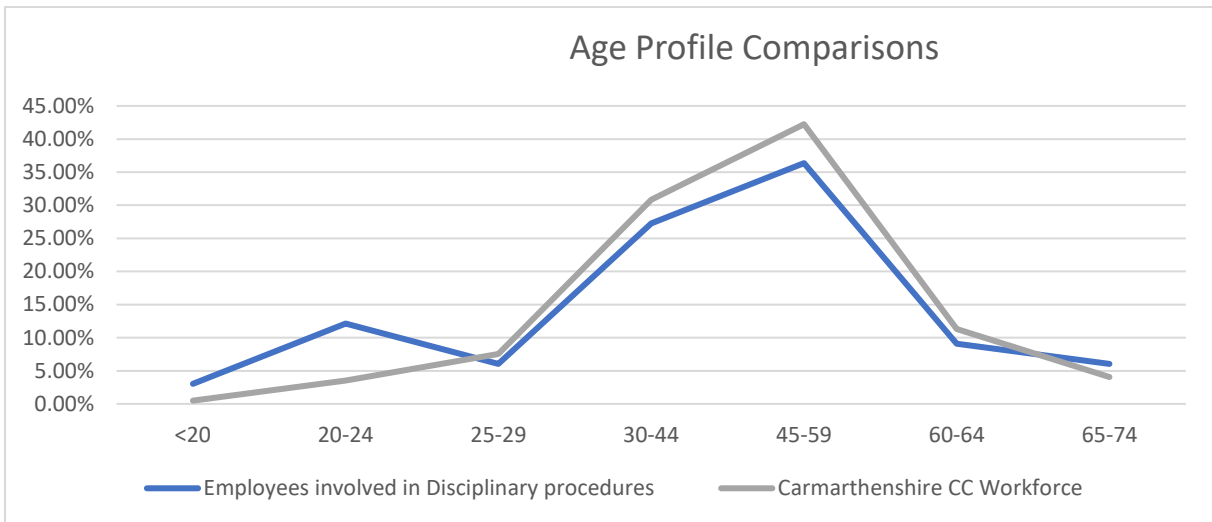
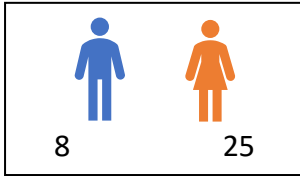


89% of those who disclosed their sexual orientation were heterosexual/straight.

57% were married or in a civil partnership.

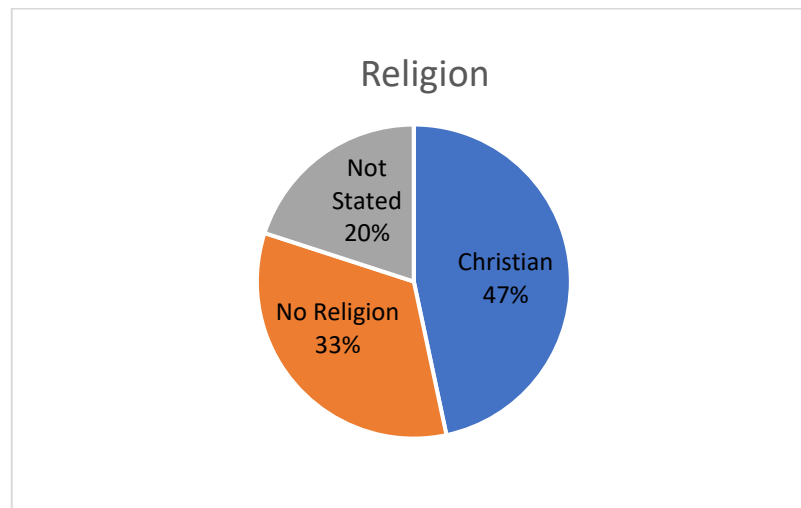
Employees Subject to Disciplinary Procedure.

There were 33 employees subject to formal disciplinary procedures during 2023/2024.



69% declared a disability.

94% White ethnicity



100% of those who disclosed their sexual orientation were heterosexual/straight.

37% were married or in a civil partnership and 44% described themselves as single.

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](#).

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 then 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

Access to Learning and Development Opportunities

Carmarthenshire County Council, as part of a wider consortium of local authority partners across Wales, have implemented a new Learner Experience Platform and Learning Management System [LXP-LMS] called 'Thinqi' ["Think-e"] across the organisation. Through the Council's Transformation Programme, the rollout of our new system in 2024 will enhance access to learning initiatives, ensuring all staff have access to 'Essential Learning' as part of the Council's commitment to its legal duty under the Equality Act 2010 in the workplace, and is promoted in several ways:

- 1. Accessibility.** The LXP-LMS is designed to support accessibility, offering features such as captioned content and adaptive learning technology to meet the needs of staff with different learning styles. As a cloud-based system, staff can access learning on different devices, at home, work, or on a personal device. In addition, the Councils' primary HR system is fully integrated with Thinqi. This allows staff profiles to be synchronised with learner accounts, based on staffing structures within the organisation. In addition, when staff log onto Thinqi while on the network, entry is via Single Sign On to allow seamless access to learning.
- 2. Collaboration.** Consortium partners use the system collaboratively, allowing content to be made available in a shared location on a 'Once for Wales' basis eg Safeguarding. By working together and sharing learning, content extends and promotes equality and diversity beyond our workforce, whilst strengthening partnership capabilities to meet the Public Sector Equality Duty.
- 3. Essential Learning.** All Council staff are awarded the Essential Learning badge on completion of 11 key eLearning modules approved by the Corporate Management Team and contained in the Learning and Development Policy. These include:
 1. Induction
 2. Equality and Diversity
 3. Fraud Awareness
 4. Behavioural Standards in the Workplace
 5. Cyber Awareness in the Workplace
 6. Introduction to Data Protection
 7. Mental Health in the Workplace
 8. Welsh Language Awareness
 9. Safeguarding Group A
 10. Violence Against Women, Domestic Abuse and Sexual Violence [VAWDASV]
 11. Whistleblowing



Improved monitoring of Essential Learning will ensure all staff are aware of their responsibilities as part of the local authority's commitment to its legal duty under the Equality Act 2010, as published within the Council's Strategic Equality Plan 2024-28 and Workforce Strategy 2024-29.

4. Equality and Diversity. Beyond our Essential Learning suite, a wide range of diverse learning content is available to equip staff and Managers with resources to promote equality and diversity within their teams. These include introductory and higher levels of learning, covering topics such Understanding Autism, Effective Communication, Understanding Tourette Syndrome and The Armed Forces Covenant Induction.

In addition, a number of learning and development opportunities have been delivered for specific roles across the Council, as indicated below.

5. Learning Pathways. The new system provides personalised learning paths that cater to individual learning needs. This ensures that all employees of the Council receive training that is relevant and accessible to them eg online or an in-person event. This includes opportunities to support frontline staff use the LXP-LMS and support digital skills development.

6. Welsh Language. Thinqi is a fully bilingual system allowing staff to choose their Welsh or English language preference when learning. This includes the preferred language when receiving information via the system, learning content, and navigation of menus and pages.

Specific learning and development opportunities

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

- **Anti-Racism Training for Members** - 32 Councillors attended the webinar about racism and the various ways in which it can manifest in the workplace and in society. The session focussed on promoting race equality and anti-racism practice through professionalism, allyship and the principles of being an anti-racism leader.
- **Dignity in Care** – 5 staff across Community Services Care Teams attended the event. The course focussed on how dignity can be affected by organisational and workplace culture and the physical environment, together with social care law, guidance and good practice frameworks.
- **Guide for Managers [Trans and Non-Binary]** - 25 staff across Departments completed the eLearning, including HR, Family Services and Operational Services. The course comprised personal testimony and in-depth case studies to provide an essential toolkit for managers in managing and supporting trans and non-binary staff at all levels in the organisation.
- **Delivering LGBT Inclusive Services** – 25 staff across Departments attended the webinar, including HR, Social Work, Learning & Development and Transformation.
- **Hate Crime** – 112 staff across Departments completed the eLearning, including Finance, Recreation and Children Services.
- **Inclusion Essentials** - 70 staff across Departments completed the eLearning, including Leisure Services, Care, Catering, Customer Services, Social Work and Housing Staff. Inclusion Essentials looked at how to identify and respond to discrimination, harassment and victimisation in the workplace.
- **Sexual Orientation** – 40 staff across Departments completed the eLearning, including Specialist Support Workers and Youth Services. The micro-course looked at the issues of sexual orientation in the workplace.
- **Transgender Awareness** – 59 staff across Departments completed the eLearning, including Customer Services and Home Care.

- **Working with Difference and Diversity** – 11 staff Community Services and Children Services Social Work Teams attended the webinar.

One Council - Core Values and Behaviours

The Council has developed 'Our Core Values and Behaviours Framework' to support the organisation, from helping to make the right decisions, to how we treat others and deliver our services.

Based on six core values and 20 behaviours over three levels, the framework is used by individuals, managers and leaders across the organisation to help deliver, shape and lead. One of the six core values – Integrity, represents our Inclusion and Values behaviours in treating people fairly, from showing respect and sensitivity towards differences and language preferences [Welsh or English], to leading and reinforcing an inclusive culture.

The framework is used to support key stages, including attracting and recruiting people who share our values, challenge and resolve unhelpful behaviours and helping the workforce make a difference.



USING WORKFORCE INFORMATION TO MAKE A DIFFERENCE

The purpose of collecting equality monitoring data is to identify trends and any potential disparities which may arise. Where equality data or information highlights an issue of potential concern, further enquiries 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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HOW TO FIND OUT MORE

If you would like to find out more about equality and diversity within the Authority, please visit the equality and diversity pages on our website: [Equality & Diversity \(gov.wales\)](#).

If you are an employee of the Authority, you can also ask your manager or HR Business Partner for further information. Information is also available via our learning platform: [Welcome! - Thingi Sirgar](#)
Alternatively, visit the Equality & Diversity intranet pages using the link below:
[Equality & Diversity](#).