

Conwy County Borough Council

Employment Monitoring Report

2012-2013

1. Introduction

Conwy County Borough Council is committed to promoting equality. To enable us to do this, we recognise that we must monitor outcomes in employment to ensure that we do not discriminate unwittingly through the application of our policies. This report sets out the outcomes for 2012-2013 in accordance with our Strategic Equality Plan and Action Plan, which can be found on our website at:

[Strategic Equality Plan 2012 - 2015 - Conwy County Borough Council](#)

To meet our Specific Duties under Equality Legislation we must monitor the protected characteristics of:

- employees currently working for us
- *men and women broken down by; job, grade, pay, contract type, working patterns
- applicants for employment
- employees that have applied to change position within the authority
- employees who applied for training and how many succeeded in their training applications
- employees who completed the training
- employees who are involved in grievance procedures either as the complainant or as a person against whom a complaint was made
- employees who are the subject to disciplinary action
- employees who end their employment with us

Note: *This information is required in regard to men and women only

2. Employment Monitoring Data

Over the years we have tried to improve our position regarding equality data capture and reporting for our workforce. We collect Monitoring Data for the following areas:

- Age
- Sex
- Gender Reassignment
- Ethnic Origin
- Nationality
- Disability
- Sexual Orientation
- Religion or Belief or non Belief
- Pregnancy and Maternity
- Marital or Civil Partnership Status
- Level of Welsh Language Ability
- Carer Responsibility

Steps have been taken to collect additional Equality Monitoring Data for sexual orientation, religion and belief and gender reassignment for existing employees. Implementation of our new application form was delayed due to an administrative error which has affected our ability to improve on data capture on applicants this year. This has now been rectified and will show in next years figures. This report contains the data, where disclosed on each of the protected characteristics.

A manual exercise has been undertaken to record applications for training during this period. A workflow package was put into place to record this information on the updated HR/Payroll system, however, this information will not be available until the next report is produced. The updated HR/Payroll system is also now able to record transgender information.

Due to the small number of employees of an ethnic minority origin, this report shows the employment workforce data aggregated in the category: Black Minority Ethnic origin. This is in place to avoid the possibility of individuals being identified from the data. However, disaggregated Black Minority Ethnic data is collected from employees.

Note: Within each table any figures less than five have been rounded down to zero to protect the identity of individuals. Totals remain unchanged.

3. Employees currently working for us

Table 1 - Number of Permanent or Fixed Term Employees as at 31st March 2013

Service	Age Range				Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & maternity	
	Total	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female							Male
Adult Social Care & Community Services	472	7	239	216	10	399	73	18	281	0	10	0	10
Audit & Procurement	17	0	11	6	0	11	6	0	10	0	0	0	0
Children & Families Service	215	0	146	60	5	171	44	7	107	0	5	0	10
Civil Contingencies Unit	4	0	0	0	0	0	0	0	0	0	0	0	2
Community Development Service	424	39	239	138	8	290	134	16	193	0	0	0	12
Corporate Financial Service	41	0	27	14	0	27	14	0	19	0	0	0	3
Corporate Human Resources	21	0	11	7	0	16	5	0	12	0	0	0	0
Corporate Improvement & Development	11	0	10	0	0	7	0	0	9	0	0	0	0
Corporate Marketing & Communications	10	0	9	0	0	9	0	0	6	0	0	0	0
Corporate Services	8	0	5	0	0	5	0	0	6	0	0	0	0
Education	2515	105	1586	784	40	2171	344	17	1595	0	7	0	85
Environmental Services	283	7	153	116	7	36	247	10	143	0	0	0	0
Governance Efficiency & Transformation	60	0	33	24	0	48	12	0	28	0	0	0	2
Highways & Infrastructure	244	9	116	105	14	112	132	8	126	0	0	0	3
Information Technology	80	0	64	14	0	21	59	5	40	0	0	0	3
Law & Governance	66	0	30	27	5	48	18	0	37	0	0	0	0
Property Management & Asset Service	104	0	45	44	12	54	50	0	62	0	0	0	2
Regulatory Service & Housing	158	0	101	51	0	92	66	0	103	0	0	0	4
Revenues & Benefits Service	91	5	66	18	0	65	26	0	54	0	0	0	0
Social Care Complaints & Quality Assurance	26	0	15	11	0	17	9	0	15	0	0	0	0
Theatres & Conference Centre	105	10	60	33	0	53	52	0	58	0		0	0
Total	4955	205	2969	1673	108	3655	1300	100	2907	22	35	7	139

Note: The number of employees counted in Table 1 is based on the number of permanent or fixed term people employed by Conwy on 31st March 2013 (counted once, even though they may have more than one job).

Table 1a - Number of Permanent or Fixed Term Employees as at 31st March 2013 by religion and belief

Service	Grand Total	Agnostic	Buddhist	Christian	Hindu	Jehovah Witness	Jewish	Muslim	No Religion	Other	Not Stated
Adult Social Care & Community Services	472	0	0	158	0	0	0	0	69	9	230
Audit & Procurement	17	0	0	6	0	0	0	0	0	0	11
Children & Families Service	215	0	0	88	0	0	0	0	34	6	82
Civil Contingencies Unit	4	0	0	0	0	0	0	0	0	0	0
Community Development Service	424	0	0	79	0	0	0	0	45	0	295
Corporate Financial Service	41	0	0	22	0	0	0	0	13	0	0
Corporate Human Resources	21	0	0	10	0	0	0	0	6	0	5
Corporate Improvement & Development	11	0	0	0	0	0	0	0	7	0	0
Corporate Marketing & Communications	10	0	0	0	0	0	0	0	0	0	5
Corporate Services	8	0	0	0	0	0	0	0	0	0	7
Education	2515	0	0	92	0	0	0	0	19	8	2396
Environmental Services	283	0	0	81	0	0	0	0	36	5	161
Governance Efficiency & Transformation	60	0	0	24	0	0	0	0	7	0	29
Highways & Infrastructure	244	0	0	91	0	0	0	0	32	0	117
Information Technology	80	0	0	29	0	0	0	0	35	0	9
Law & Governance	66	0	0	32	0	0	0	0	14	0	19
Property Management & Asset Service	104	0	0	26	0	0	0	0	8		70
Regulatory Service & Housing	158	0	0	39	0	0	0	0	10	0	107
Revenues & Benefits Service	91	0	0	60	0	0	0	0	18	0	10
Social Care Complaints & Quality Assurance	26	0	0	14	0	0	0	0	6		6
Theatres & Conference Centre	105			31	0	0	0	0	17	0	54
Total	4955	16	3	888	4	1	1	1	377	41	3623

Note: The number of employees counted in Table 1a is based on the number of permanent or fixed term people employed by Conwy on 31st March 2013 (counted once, even though they may have more than one job).

Table 2 – Number of Casual Employees as at 31st March 2013

Service	Age Range				Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity	
	Total	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female							Male
Adult Social Care & Community Services	140	0	64	70	0	120	20	7	82	0	0	0	3
Children & Families Service	59	0	37	17	0	42	17	0	22	0	0	0	0
Community Development Service	432	156	203	65	8	240	192	6	112	0	0	0	10
Corporate Financial Service	1	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Marketing & Communications	1	0	0	0	0	0	0	0	0	0	0	0	0
Education	1970	225	1188	468	89	1652	318	7	1047	0	5	0	42
Environmental Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Governance Efficiency & Transformation	1	0	0	0	0	0	0	0	0	0	0	0	0
Highways & Infrastructure	38	0	19	13	6	29	9	0	25	0	0	0	0
Law & Governance	18	0	0	9	5	9	9	0	12	0	0	0	0
Property Management & Asset Service	48	6	22	15	5	33	15	0	20	0	0	0	0
Regulatory Service & Housing	2	0	0	0	0	0	0	0	0	0	0	0	0
Theatres & Conference Centres	92	32	39	16	5	54	38	0	24	0	0	0	0
Total	2803	426	1577	674	126	2182	621	23	1348	2	8	0	56

Note: The number of employees counted in Table 2 is based on the number of casual employees employed by Conwy on 31st March 2013 (counted once, even though they may have more than one job).

Table 2a – Number of Casual Employees as at 31st March 2013 by religion and belief

Service	Grand Total	Agnostic	Buddhist	Christian	Hindu	Jehovah Witness	No Religion	Other	Not Stated
Adult Social Care & Community Services	140	0	0	37	0	0	23	0	74
Children & Families Service	59	0	0	12	0	0	7	0	38
Community Development Service	432	0	0	29	0	0	15	0	386
Corporate Financial Service	1	0	0	0	0	0	0	0	0
Corporate Marketing & Communications	1	0	0	0	0	0	0	0	0
Education	1970	0	0	11	0	0	5	0	1951
Environmental Services	1	0	0	0	0	0	0	0	0
Governance Efficiency & Transformation	1	0	0	0	0	0	0	0	0
Highways & Infrastructure	38	0	0	0	0	0	0	0	38
Law & Governance	18	0	0	5	0	0	0	0	12
Property Management & Asset Service	48	0	0	0	0	0	0	0	44
Regulatory Service & Housing	2	0	0	0	0	0	0	0	0
Theatres & Conference Centres	92	0	0	5	0	0	10	0	77
Total	2803	2	2	102	2	1	63	6	2625

Note: The number of employees counted in Table 2a is based on the number of casual employees employed by Conwy on 31st March 2013 (counted once, even though they may have more than one job).

The overall workforce profile of the Authority consists of 25% male and 75% female employees. Age 16 – 24 years 8%, age 25-49 years 55%, age 50-64 years 30%, age 65 and over 3%. 54% of employees have declared that they are married or in a civil partnership. During this period 2.5% of employees took maternity leave. Work is being undertaken to improve the quality and amount of data held in regard to ethnicity, disability, sexual orientation, religion and belief and transgender. Currently, 1.5% of employees have declared a disability, 0.3% have declared their sexual orientation as lesbian, gay or bisexual, 0.6% of employees have stated that they are of black, minority and ethnic origin, 20% have declared a religion and belief or non belief and 0.09% of employees have stated that they are transgender.

The numbers provided in Tables 3 - 6 below are based on the number of positions filled within Conwy, by the people shown in Table 1 and 1a. We have a large number of employees who hold multiple posts, often part-time and often in different job types and different services, hence the reason for the differences in total figures shown. The type of contract, salary range, job type and grade is recorded against the positions filled on the HR/Payroll System. Conwy County Borough Council does not employ 9, 275 employees.

Table 3 - Number of posts filled by Contract Type

Sex	Permanent			Casual			Fixed Term			Total
	Full time	Part time	Variable hours	Full time	Part time	Variable hours	Full time	Part time	Variable hours	
Female	975	1602	34	0	10	2671	506	587	355	6744
Male	898	186	13	0	6	1072	227	57	69	2531
	1873	1788	47	7	16	3743	733	644	424	9275

These figures are based on the number of positions filled within Conwy and include education employees such as teachers and others.

Table 4 - Number of posts filled by Salary Range

Sex	Salary Up To 16000	Salary 16001 - 20000	Salary 20001 - 24000	Salary 24001 - 28000	Salary 28001 - 32000	Salary 32001 - 36000	Salary 36001 - 40000	Salary 40001 - 45000	Salary 45001 - 50000	Salary 50000 +	Total
Female	5080	341	326	160	182	176	287	68	80	44	6744
Male	1600	215	114	121	106	87	136	42	47	63	2531
	6680	556	440	281	288	263	423	110	127	107	9275

These figures are based on the number of positions filled within Conwy, including full time equivalent salary for part-time employees and education employees such as teachers and others.

Table 5 - Number of posts filled by Job Type

Sex	Admin & Clerical	Care & Support	Management	Operational	Professional	Technical	Senior Management	Education	Not Stated	Total
Female	208	564	57	696	222	693	7	1243	3054	6744
Male	33	63	64	274	144	288	12	311	1342	2531
	241	627	121	970	366	981	19	1,554	4,396	9275

These figures are based on the number of positions filled within Conwy and include education employees such as teachers and others. The management category comprises people whose main role is management. However, the professional category will include some people who also manage employees.

Table 6 - Number of posts filled by Grade

Sex	Craft	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12
Female	0	2352	733	408	617	490	159	125	143	51	46	11	20
Male	14	411	464	162	201	178	147	83	62	44	39	11	16
	14	2763	1197	570	818	668	306	208	205	95	85	22	36

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	7	80	1144	19	85	10	341	6841
Male	12	54	246	11	57	0	220	2434
	19	134	1390	30	142	12	561	9275

These figures are based on the number of positions filled within Conwy and include education employees such as teachers and others. The education column in this table includes non schools based employees such as Education Advisory Inspectors and Psychologists.

Contract Type – Figures greatly unchanged to previous year

52% of full time permanent posts are held by female employees and 48% are held by male employees. 89% of part-time permanent posts are held by female employees and 11% are held by male employees. 69% of fixed term full time posts are held by female employees and 31% are held by male employees. 91% of fixed term part-time posts are held by female employees and 9% are held by male employees. 72% of casual posts are held by female employees and 28% are held by male employees.

Salary Range – Figures greatly unchanged to previous year

75% of posts are filled by female employees and 63% of posts filled by male employees fall within the salary range up to £16,000. Within this salary range 76% of posts are filled by female employees and 24% are filled by male employees. The trend of position filled by female and male employees falling within each salary range from above £16,000 follow a trend of approximately 60:40 which is not far from the actual workforce make up of 75:25 female to male employees. It is only in the £50,000 and over salary range that the split reverses to a split of 41% of posts filled by female employees and 59% of posts filled by male employees. Posts that fall within the salary range £50,000 and above include; Chief Executive, Directors, Heads of Service, Head Teachers, Deputy Headteachers and Education Advisor/Inspectors.

Job Type

47% of the posts held by female employees fall within education, technical, operational and care and whilst 37% of the posts held by male employees fall within the same categories. In regard to management posts, 0.9% (57) of these posts are held by female employees and 2.5% (64) are held by male employees. Of those in senior management posts 37% (7) are held by female employees and 63% (12) are held by male employees. In comparison to the workforce profile of 75:25 female to male employees, male employees are under represented in administration and clerical, care and support and education, where as, female employees are under represented in management and professional job types.

Grade

30% of posts held are within Grade G01, of those 85% are held by female employees and 15% are held by male employees. From Grade 2 to Grade 8 there is a trend of approximately 70:30 split of female to males who hold these posts. In Grade 6 and from Grade 9 to Grade 12 the number of positions filled by female employees are less representational of the workforce female to male employee ratio of 75:25. Male employees are under represented in the categories of teaching and modern apprentice, however, female employees are under represented in the categories of senior management, head/deputy head teacher, education advisory and youth work.

4. Recruitment and Promotion

All job applications (except school based employees such as teachers, teaching assistants and supply posts) are inputted onto the HR/Payroll system during the recruitment stage. Equality monitoring information is inputted into a separate section of the system which is only accessible to Human Resources. Between 1 April 2012 and 31 March 2013 there were 170 vacancies. It should be noted that 26.5% of vacancies (45) were in the area of Social Care, which will influence the analysis of this data. All promotions are made against an identified vacancy that has been advertised and the normal recruitment process followed. The updated HR/Payroll system will include school based employees.

Table 7 - Internal and External Vacancies in 2012/13

Service	Service Total Position Count
Adult Social Care & Community Services	22
Chief Executive	1
Children & Families Service	22
Civil Contingencies Unit	1
Community Development Service	24
Corporate Human Resources	1
Corporate Improvement & Development	1
Corporate Services	2
Education Services	11
Environmental Services	35
Governance Efficiency & Transformation	5
Highways & Infrastructure	10
Information Technology	2
Law & Governance	4
Legal And Democratic Services	1
Property Management & Asset Service	2
Provider Unit	1
Regulatory Service & Housing	9
Revenues & Benefits Service	8
Theatres & Conference Centre	8
Total	170

Table 8a - External Applicants for Employment and/or Promotion

Service	Total External Applicants	Male	Female	Sex not stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age not stated	Black Minority Ethnic	Disabled	Married/Civil Partnership	Religion stated
Adult Social Care & Community Services	184	94	86	0	29	104	39	5	7	7	7	57	5
Chief Executive	0	0	0	0	0	0	0	0	0	0	0	0	0
Children & Families Service	196	39	154	0	16	139	37	0	0	13	10	76	0
Children & Families Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Civil Contingencies Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Community Development Service	163	67	92	0	59	82	16	0	6	0	8	21	0
Corporate Human Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Improvement & Development	0	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Education Services	135	27	107	0	24	91	20	0	0	6	10	38	0
Environmental Services	177	151	22	0	11	112	50	0	0	0	0	63	18
Governance Efficiency & Transformation	59	37	18	0	8	22	26	0	0	0	0	22	18
Highways & Infrastructure	128	93	35	0	24	82	19	0	0	0	5	24	0
Information Technology	15	14	0	0	0	12	0	0	0	0	0	7	0
Law & Governance	28	5	22	0	0	19	5	0	0	0	0	9	0
Legal And Democratic Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Property Management & Asset Service	20	12	8	0	10	8	0	0	0	0	0	0	0
Provider Unit	0	0	0	0	0	0	0	0	0	0	0	0	0
Regulatory Service & Housing	46	11	35	0	16	25	0	0	0	0	0	12	0
Revenues & Benefits Service	63	21	41	0	13	42	7	0	0	0	0	19	0
Theatres & Conference Centre	172	71	99	0	76	73	16	0	7	0	9	28	0
Total	1389	642	723	24	289	814	242	6	38	32	54	382	41

Table 8b - Internal Applicants for Employment and/or Promotion

Service	Total Internal Applicants	Male	Female	Sex not stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age not stated	Black Minority Ethnic	Disabled	Married/Civil Partnership	Religion stated
Adult Social Care & Community Services	38	6	32	0	8	24	6	0	0	0	0	15	0
Chief Executive	3	0	0	0	0	0	0	0	0	0	0	0	0
Children & Families Service	59	7	52	0	8	46	5	0	0	0	0	17	0
Civil Contingencies Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Community Development Service	36	8	28	0	11	24	0	0	0	0	0	5	0
Corporate Human Resources	5	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Improvement & Development	2	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Education Services	33	0	29	0	6	24	0	0	0	0	0	8	0
Environmental Services	18	11	7	0	0	11	5	0	0	0	0	11	0
Governance Efficiency & Transformation	6	0	0	0	0	0	0	0	0	0	0	0	0
Highways & Infrastructure	8	0	7	0	0	7	0	0	0	0	0	5	0
Information Technology	4	0	0	0	0	0	1	0	0	0	0	0	0
Law & Governance	7	0	0	0	0	0	0	0	0	0	0	0	0
Legal And Democratic Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Management & Asset Service	1	0	0	0	0	0	0	0	0	0	0	0	0
Provider Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Regulatory Service & Housing	21	10	11	0	0	15	5	0	0	0	0	14	0
Revenues & Benefits Service	20	6	14	0	6	14	0	0	0	0	0	0	0
Theatres & Conference Centre	25	6	19	0	0	19	0	0	0	0	0	5	0
Total	289	73	216	0	54	200	35	0	0	1	12	98	4

Table 8c - Total Applicants for Employment and/or Promotion

Service	Total Applicants	Male	Female	Sex not stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age not known	Black Minority Ethnic	Disabled	Married/Civil Partnership	Religion stated
Adult Social Care & Community Services	222	100	118	0	37	128	45	5	7	8	8	72	5
Chief Executive	3	0	0	0	0	0	0	0	0	0	0	0	0
Children & Families Service	255	46	206	0	24	185	42	0	0	13	13	93	0
Civil Contingencies Unit	2	0	0	0	0	0	0	0	0	0	0	0	0
Community Development Service	199	75	120	0	70	106	17	0	6	0	8	26	0
Corporate Human Resources	5	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Improvement & Development	2	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services	2	0	0	0	0	0	0	0	0	0	0	0	0
Education Services	168	31	136	0	30	115	23	0	0	6	12	46	0
Environmental Services	195	162	29	0	13	123	55	0	0	0	6	74	20
Governance Efficiency & Transformation	65	41	20	0	10	23	29	0	0	0	0	26	20
Highways & Infrastructure	136	94	42	0	24	89	20	0	0	0	5	29	0
Information Technology	19	16	0	0	0	14	0	0	0	0	0	9	0
Law & Governance	35	8	26	0	5	21	8	0	0	0	0	13	0
Legal And Democratic Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Property Management & Asset Service	21	12	9	0	10	9	0	0	0	0	0	0	0
Provider Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Regulatory Service & Housing	67	21	46	0	17	40	8	0	0	0	0	26	0
Revenues & Benefits Service	83	27	55	0	19	56	7	0	0	0	0	23	0
Theatres & Conference Centre	197	77	118	0	80	92	18	0	7	0	10	33	0
Total	1678	715	939	24	343	1014	277	6	38	33	66	480	45

Table 9a - External Applicants Shortlisted for Employment and Promotion

Service	Total External Shortlisted	Male	Female	Sex not stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age not stated	Black Minority Ethnic	Disabled	Married/Civil Partnership	Religion stated
Adult Social Care & Community Services	18	5	13	0	0	14	0	0	0	0	0	5	0
Chief Executive	0	0	0	0	0	0	0	0	0	0	0	0	0
Children & Families Service	96	17	78	0	0	69	21	0	0	7	6	44	0
Children & Families Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Civil Contingencies Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Community Development Service	48	17	29	0	21	21	5	0	0	0	0	8	0
Corporate Human Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Improvement & Development	0	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Education Services	20	0	17	0	0	13	0	0	0	0	0	8	0
Environmental Services	50	41	7	0	0	27	16	0	0	0	0	16	0
Governance Efficiency & Transformation	16	10	5	0	0	5	9	0	0	0	0	7	6
Highways & Infrastructure	30	18	12	0	11	16	0	0	0	0	0	0	0
Information Technology	6	5	0	0	0	5	0	0	0	0	0	0	0
Law & Governance	11	0	9	0	0	9	0	0	0	0	0	0	0
Legal And Democratic Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Property Management & Asset Service	13	6	7	0	8	0	0	0	0	0	0	0	0
Provider Unit	0	0	0	0	0	0	0	0	0	0	0	0	0
Regulatory Service & Housing	31	0	29	0	14	14	0	0	0	0	0	6	0
Revenues & Benefits Service	24	6	17	0	6	15	0	0	0	0	0	7	0
Theatres & Conference Centre	57	26	31	0	26	23	5	0	0	0	0	7	0
Total	423	157	258	8	104	238	71	1	9	12	16	120	11

Table 9b - Internal Applicants Shortlisted for Employment and Promotion

Service	Total External Shortlisted	Male	Female	Sex not stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age not stated	Black Minority Ethnic	Disabled	Married/Civil Partnership	Religion stated
Adult Social Care & Community Services	24	0	21	0	0	15	5	0	0	0	0	12	0
Chief Executive	0	0	0	0	0	0	0	0	0	0	0	0	0
Children & Families Service	44	6	38	0	7	33	0	0	0	0	0	12	0
Civil Contingencies Unit	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Development Service	22	0	18	0	8	13	0	0	0	0	0	0	0
Corporate Human Resources	4	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Improvement & Development	1	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Education Services	20	0	17	0	0	14	0	0	0	0	0	0	0
Environmental Services	7	7	0	0	0	6	0	0	0	0	0	0	0
Governance Efficiency & Transformation	3	0	0	0	0	0	0	0	0	0	0	0	0
Highways & Infrastructure	5	0	0	0	0	0	0	0	0	0	0	0	0
Information Technology	3	0	0	0	0	0	0	0	0	0	0	0	0
Law & Governance	5	0	0	0	0	0	0	0	0	0	0	0	0
Legal And Democratic Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Management & Asset Service	1	0	0	0	0	0	0	0	0	0	0	0	0
Provider Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Regulatory Service & Housing	12	6	6	0	0	8	0	0	0	0	0	10	0
Revenues & Benefits Service	15	0	12	0	5	10	0	0	0	0	0	0	0
Theatres & Conference Centre	8	0	5	0	0	7	0	0	0	0	0	0	0
Total	176	43	133	0	34	120	22	0	0	1	7	59	3

Table 9c - Total Applicants Shortlisted for Employment and Promotion

Service	Total Applicants Shortlisted	Male	Female	Sex not stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age not stated	Black Minority Ethnic	Disabled	Married/Civil Partnership	Religion stated
Adult Social Care & Community Services	42	8	34	0	7	29	6	0	0	0	0	17	0
Chief Executive	0	0	0	0	0	0	0	0	0	0	0	0	0
Children & Families Service	139	23	115	0	11	101	25	0	0	7	8	56	0
Children & Families Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Civil Contingencies Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Community Development Service	70	21	47	0	29	34	6	0	0	0	0	12	0
Corporate Human Resources	4	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Improvement & Development	1	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services	2	0	0	0	0	0	0	0	0	0	0	0	0
Education Services	40	6	34	0	8	27	5	0	0	0	0	10	0
Environmental Services	57	48	7	0	0	33	17	0	0	0	0	18	6
Governance Efficiency & Transformation	19	11	7	0	0	6	9	0	0	0	0	8	7
Highways & Infrastructure	35	19	16	0	11	20	0	0	0	0	0	7	0
Information Technology	9	6	0	0	0	7	0	0	0	0	0	0	0
Law & Governance	16	4	11	0	0	10	0	0	0	0	0	7	0
Legal And Democratic Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Property Management & Asset Service	14	6	8	0	8	5	0	0	0	0	0	0	0
Provider Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Regulatory Service & Housing	43	8	35	0	14	22	6	0	0	0	0	16	0
Revenues & Benefits Service	39	9	29	0	11	25	0	0	0	0	0	9	0
Theatres & Conference Centre	65	29	36	0	26	30	6	0	0	0	0	10	0
Total	599	200	391	8	138	358	93	1	9	13	23	179	14

Table 10a – External Applicants Appointed

Service	Total External Appointed	Male	Female	Sex not stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age not stated	Black Minority Ethnic	Disabled	Married/Civil Partnership	Religion stated
Adult Social Care & Community Services	10	0	6	0	0	9	0	0	0	0	0	0	0
Chief Executive	0	0	0	0	0	0	0	0	0	0	0	0	0
Children & Families Service	8	0	7	0	0	7	0	0	0	0	0	5	0
Civil Contingencies Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Community Development Service	10	5	5	0	0	5	0	0	0	0	0	0	0
Corporate Human Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Improvement & Development	0	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Education Services	5	0	5	0	0	0	0	0	0	0	0	0	0
Environmental Services	30	28	0	0	0	16	11	0	0	0	0	10	0
Governance Efficiency & Transformation	4	0	0	0	0	0	0	0	0	0	0	0	0
Highways & Infrastructure	8	6	0	0	0	7	0	0	0	0	0	0	0
Information Technology	1	0	0	0	0	0	0	0	0	0	0	0	0
Law & Governance	2	0	0	0	0	0	0	0	0	0	0	0	0
Legal And Democratic Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Property Management & Asset Service	1	0	0	0	0	0	0	0	0	0	0	0	0
Provider Unit	0	0	0	0	0	0	0	0	0	0	0	0	0
Regulatory Service & Housing	4	0	0	0	0	0	0	0	0	0	0	0	0
Revenues & Benefits Service	3	0	0	0	0	0	0	0	0	0	0	0	0
Theatres & Conference Centre	4	0	0	0	0	0	0	0	0	0	0	0	0
Total	93	51	42	0	14	60	19	0	0	2	1	36	2

Table 10b – Internal Applicants Appointed

Service	Total Internal Appointed	Male	Female	Sex not stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age not stated	Black Minority Ethnic	Disabled	Married/Civil Partnership	Religion stated
Adult Social Care & Community Services	10	0	8	0	0	6	0	0	0	0	0	5	0
Chief Executive	0	0	0	0	0	0	0	0	0	0	0	0	0
Children & Families Service	13	0	9	0	0	10	0	0	0	0	0	0	0
Civil Contingencies Unit	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Development Service	15	0	12	0	6	9	0	0	0	0	0	0	0
Corporate Human Resources	1	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Improvement & Development	1	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Education Services	5	0	5	0	0	0	0	0	0	0	0	0	0
Environmental Services	4	0	0	0	0	0	0	0	0	0	0	0	0
Governance Efficiency & Transformation	1	0	0	0	0	0	0	0	0	0	0	0	0
Highways & Infrastructure	2	0	0	0	0	0	0	0	0	0	0	0	0
Information Technology	1	0	0	0	0	0	0	0	0	0	0	0	0
Law & Governance	2	0	0	0	0	0	0	0	0	0	0	0	0
Legal And Democratic Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Management & Asset Service	1	0	0	0	0	0	0	0	0	0	0	0	0
Provider Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Regulatory Service & Housing	5	0	0	0	0	0	0	0	0	0	0	0	0
Revenues & Benefits Service	5	0	0	0	0	0	0	0	0	0	0	0	0
Theatres & Conference Centre	4	0	0	0	0	0	0	0	0	0	0	0	0
Total	72	21	51	0	15	48	9	0	0	1	2	25	1

Table 10c – Total Applicants Appointed

Service	Total Applicants Appointed	Male	Female	Sex not stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age not stated	Black Minority Ethnic	Disabled	Married/Civil Partnership	Religion stated
Adult Social Care & Community Services	20	6	14	0	0	15	0	0	0	0	0	9	0
Chief Executive	0	0	0	0	0	0	0	0	0	0	0	0	0
Children & Families Service	21	5	16	0	0	17	0	0	0	0	0	9	0
Civil Contingencies Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Community Development Service	25	8	17	0	10	14	0	0	0	0	0	7	0
Corporate Human Resources	1	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Improvement & Development	1	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Services	2	0	0	0	0	0	0	0	0	0	0	0	0
Education Services	10	0	10	0	0	6	0	0	0	0	0	0	0
Environmental Services	34	32	0	0	0	19	12	0	0	0	0	12	0
Governance Efficiency & Transformation	5	0	0	0	0	0	0	0	0	0	0	0	0
Highways & Infrastructure	10	6	0	0	0	9	0	0	0	0	0	0	0
Information Technology	2	0	0	0	0	0	0	0	0	0	0	0	0
Law & Governance	4	0	0	0	0	0	0	0	0	0	0	0	0
Legal And Democratic Services	1	0	0	0	0	0	0	0	0	0	0	0	0
Property Management & Asset Service	2	0	0	0	0	0	0	0	0	0	0	0	0
Provider Unit	1	0	0	0	0	0	0	0	0	0	0	0	0
Regulatory Service & Housing	9	0	7	0	0	7	0	0	0	0	0	5	0
Revenues & Benefits Service	8	0	5	0	0	5	0	0	0	0	0	0	0
Theatres & Conference Centre	8	0	0	0	0	5	0	0	0	0	0	5	0
Total	165	72	93	0	29	108	28	0	0	3	3	61	3

Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2008-2013

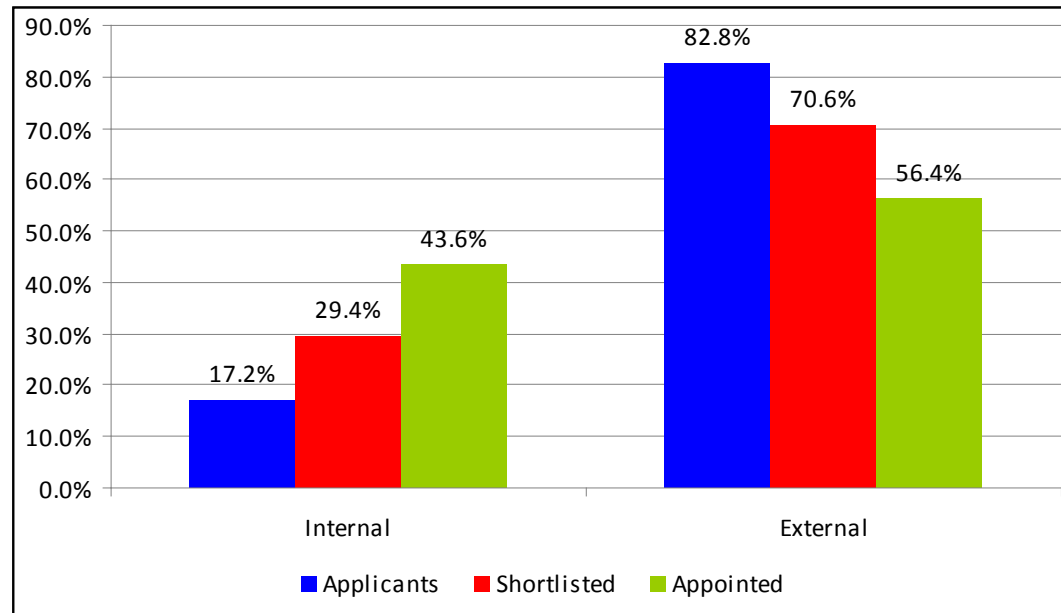
		Applicants			Shortlisted			Appointments		
		No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
2012-2013	BME	33	100%	2.0%	13	39.4%	2.2%	3	9.1%	1.8%
	Disabled	66	100%	4.0%	23	34.8%	3.9%	3	4.5%	1.8%
	Overall Total	1640	100%		599	36.0%		165	10.1%	
2011-2012	BME	71	100%	2.1%	16	22.5%	1.8%	4	5.6%	2.3%
	Disabled	151	100%	4.5%	36	23.8%	4.1%	3	2.0%	1.7%
	Overall Total	3363	100%		877	26.1%		172	5.1%	
2010-2011	BME	81	100%	2.6%	11	13.6%	1.2%	3	3.7%	1.9%
	Disabled	117	100%	3.8%	37	31.6%	3.9%	4	3.4%	2.6%
	Overall Total	3062	100%		938	30.6%		155	5.1%	
2009-2010	BME	107	100%	2.5%	13	12.1%	1.1%	2	1.9%	1.0%
	Disabled	122	100%	2.9%	49	40.2%	4.0%	5	4.1%	2.6%
	Overall Total	4244	100%		1210	28.5%		195	4.6%	
2008-2009	BME	80	100%	2.7%	19	23.8%	2.5%	0	0.0%	0.0%
	Disabled	86	100%	2.9%	23	26.7%	3.1%	0	0.0%	0.0%
	Overall Total	2940	100%		748	25.4%		105	3.6%	

4.1 Recruitment Analysis

Type of Applicant

There were 1,678 applications for the 170 vacancies, an average of 10 applications per vacancy. Chart 1 shows a considerable difference between the number of internal and external job applicants. It also shows that internal applicants were four times more likely to be successful (promoted) than external applicants.

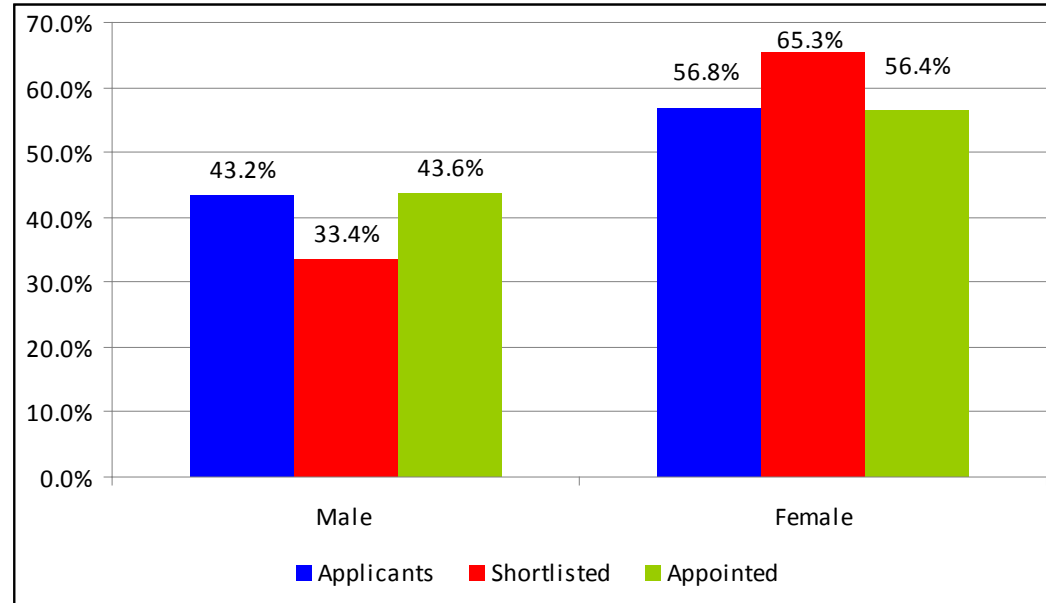
Chart 1 - Number of Applications compared with the Number Shortlisted and the Number Appointed by Applicant Category:



Sex

Overall, 43% of job applicants were male and 56% female, however these percentages vary between internal and external candidates. Internal applicants are less likely to be male than external applicants, reflecting the profile of current employees. During this period 25% of internal applicants were male and 75% female. This trend also varies considerably depending on the type of job. During this period jobs within Environment and Highways and IT received 70% to 85% male applications. During this period Children and Family Services, Education and Law and Governance received between 70% and 80% female applications. The applicants that did not disclose their sex have not been counted in these statistics.

Chart 2 - Number of Applications Compared with the Number Shortlisted and Appointed by Sex:

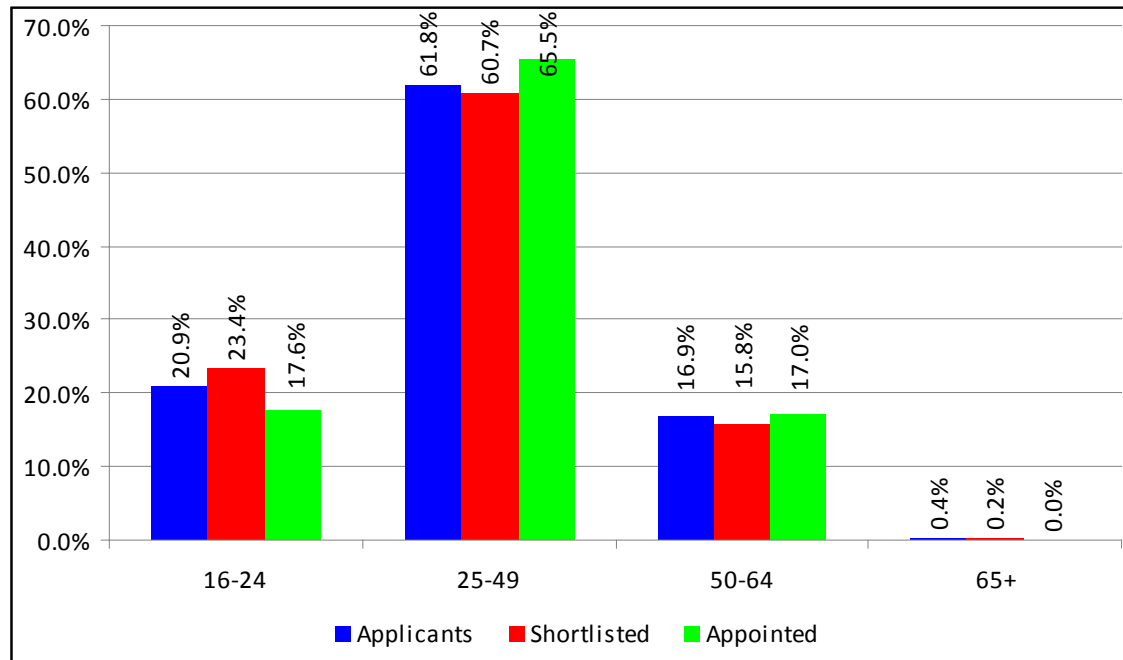


Overall there was a slightly higher chance of a female applicant being successful than a male applicant, but this was a smaller gap than in previous years (9.9% of males were successful and 10.1% of females). This gap had closed considerably in Social Services where 8.2% of males were successful and 9.3% females. In previous years women were found to be 5 times more likely to be successful than men.

Age

When broken down by age, most applicants, both internal and external fall into the 25 to 49 age band. Applicants between the ages of 16 and 24 were however slightly less likely to be shortlisted or appointed than the average, however the gap is much smaller than previous years. Applicants over the age of 50 and over the age of 65 were just as likely to be employed as anyone else.

Chart 3 - Number of Applications Compared with the Number Shortlisted and Appointed by Age



Ethnicity

There were 33 applications from candidates of an ethnic minority background, which was 2% of the total applications made. This is slightly lower than the percentage of ethnic minority people who live in Conwy County as stated in the 2011 Census, of 2.3%. This figure is also slightly lower than previous years with 2011-2012 at 2.1%, 2011-2010 2.6%, 2009-2010 at 2.5%. Social Services and Education received a majority of the ethnic minority applications .

Ethnic Minority Applicants

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Ethnic minority	33	2	13	2.2	3	1.8
Non Ethnic minority	1645	98	586	97.8	162	98.2
Total	1678		599		165	

Ethnic minority applicants were just as likely to be shortlisted and appointed as other applicants, an improvement on previous years where they were found to be less likely to be successful.

Disability

The following table shows that 4% of applicants regarded themselves as Disabled, a slight decrease on the previous year from 4.5%. Education Services and Community Development Service and Children, Social Services and Theatres attracted a high number of disabled applicants.

Applicants who regard themselves as Disabled

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Disabled	66	4	23	3.9	3	1.8
Not Disabled	1612	96	576	96.1	162	98.2
Total Applicants	1678		599		165	

Disabled applicants are just as likely as other applicants to be shortlisted, reflecting the Authority's Two Tick Scheme (applicants declaring a Disability and who meet the essential criteria for the job vacancy are guaranteed an interview). The number of applicants shortlisted is about right for the number that have applied and the numbers of applicants appointed is about right for the number that have been shortlisted in 2012-2013.

Married/Civil Partnership

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Married/Civil Partnership	480	28.6	179	30.3	61	37
Not Married/Civil Partnership	1198	71.4	420	69.7	104	63
Total	1678		599		165	

Applicants who are married or in a civil partnership are just as likely to be shortlisted or appointed as those who are not.

Lesbian, Gay and Bisexual

Insufficient data to be analysed.

Religion and Belief

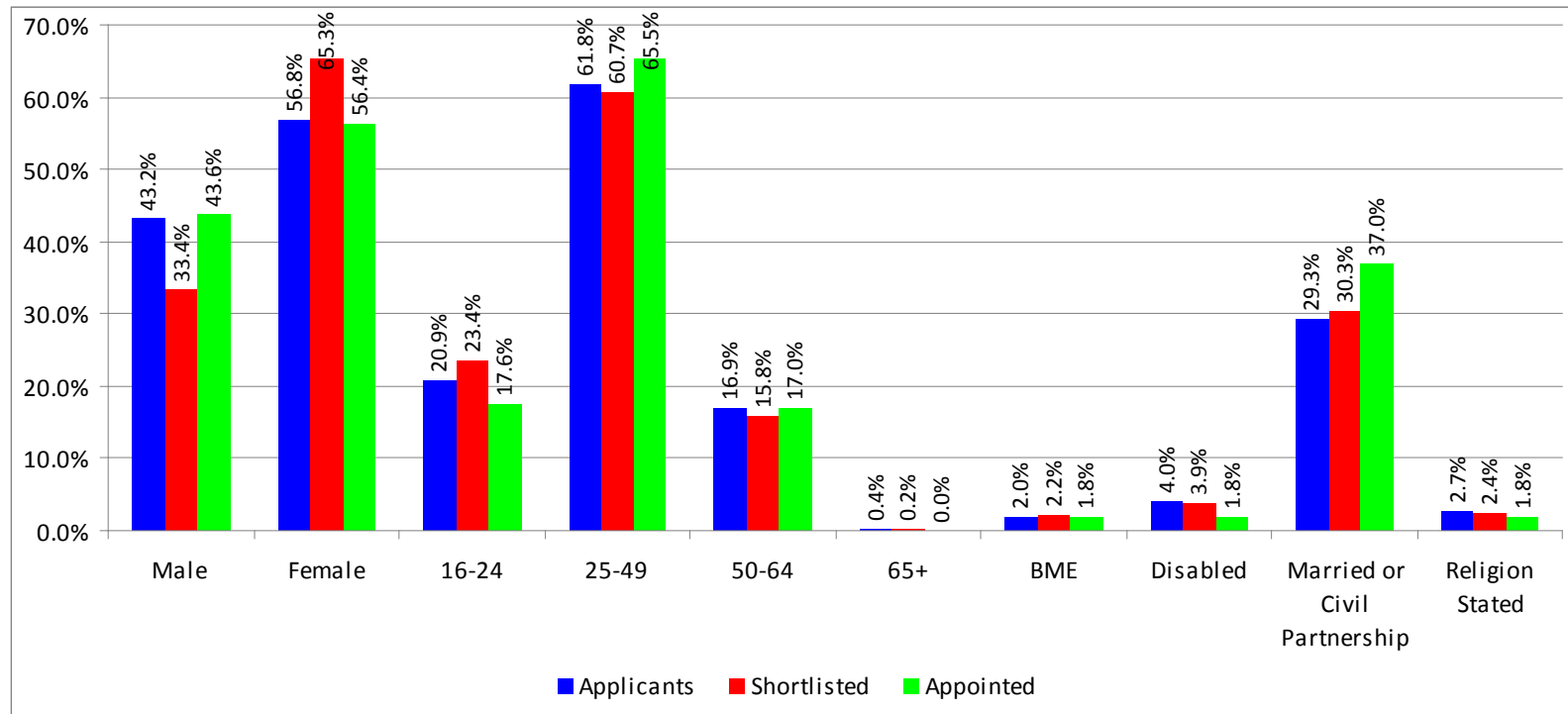
Insufficient data to be analysed.

Transgender

Insufficient data to be analysed.

Summary

Chart 4 – Number of Applications Compared with the Number Shortlisted and Appointed for by protected characteristic



Summary of job applicants by protected characteristic

	Applied	Shortlisted	Number expected to be shortlisted*	Analysis of shortlisting	Appointed	Number expected to be appointed*	Analysis of appointments
Male	715	200	224 - 287	Low	72	54 - 86	As expected
Female	939	391	299 - 371	High	93	73 - 111	As expected
Ethnic Minority	33	13	5 - 19	As expected	3	0 - 7	As expected
Disabled	66	23	14 - 33	As expected	3	1 - 11	As expected
Age 16-24	343	138	101 - 144	As expected	29	23 - 45	As expected
Age 25-49	1014	358	325 - 399	As expected	108	80 - 120	As expected
Age 50-64	277	93	79 - 118	As expected	28	17 - 37	As expected
Age 65+	6	1	0 - 5	As expected	0	0 - 3	As expected
Marriage and Civil Partnership	480	179	146-197	As expected	61	35-61	As expected
Religion stated	45	14	8-24	As expected	3	0-8	As expected

* This is the number that statistically would be expected to be shortlisted or appointed, all other things being equal.

5. Training Applications and Training Received

Corporate training courses, as set out in our Learning and Development Plan, are automatically booked and recorded on our HR/Payroll system. Where services arrange separate ad hoc training for their employees, each service has a Training Link Officer whose responsibility it is to record that training on the HR/Payroll system. Therefore the training records held on our HR/Payroll system should reflect all training that has been undertaken across the Council. However it is possible that these records could be under-reported if not all training undertaken has been captured on the HR/Payroll system.

A manual process has been used within services to record applications for training that have not been approved. A workflow package has been put into place during this period to record on the HR/Payroll system applications for training in addition to training actually undertaken. This information will not be available until the next report is produced. This improvement to the HR/Payroll system will improve data capture as well as record the different stages in the training request process. We have also moved to a self-service system and this will enable staff to ensure their own training records are accurate.

Table 13 below shows the actual training undertaken with turned down training applications added to it, to show the overall picture of training requests. This assumes that all courses undertaken were requested formally, although we know in practice this is often not the case, particularly where mandatory training is booked for staff without a training request form. Therefore we are not confident that the data in this table is very meaningful in identifying whether there has been any discrimination at the training request stage.

Table 14 below shows the actual training undertaken during the period 2012-2013.

Table 13a - Training Applications by Service for Conwy County Borough Council – 2012/13

	Total Training Applications	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65 +	Female	Male	Black Minority Ethnic	Disabled	Married/Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Adult Social Care & Community Services	2304	59	1198	997	50	2017	287	44	87	1429	0	0
Audit & Procurement	1	0	0	0	0	0	0	0	0	0	0	0
Chief Executive	7	0	0	0	0	6	0	0	0	0	15	0
Children & Families Service	841	18	561	237	24	629	212	17	21	355	8	0
Community Development Service	381	67	223	88	0	238	143	0	12	110	0	0
Corporate Financial Service	17	0	15	0	0	12	5	0	0	0	0	0
Corporate Human Resources	12	0	6	0	0	10	0	0	0	0	0	0
Corporate Improvement & Development	14	0	13	0	0	9	5	0	0	0	0	0
Corporate Marketing & Communications	2	0	0	0	0	0	0	0	0	0	0	0
Education	385	25	250	109	0	300	85	0	0	243	0	0
Environmental Services	231	5	134	84	8	29	202	0	9	123	0	0
Governance Efficiency & Transformation	128	6	63	59	0	106	22	0	16	18	0	0
Highways & Infrastructure	223	16	114	88	5	55	168	0	6	92	0	0
Information Technology	36	0	26	10	0	12	24	0	0	18	0	0
Law & Governance	53	0	34	16	0	37	16	0	0	24	0	0
Property Management & Asset Service	54	6	25	17	6	28	26	0	0	22	0	0
Provider Unit	15	0	9	6	0	10	5	0	0	15	5	0
Regulatory Service & Housing	57	5	35	15	0	40	17	0	0	30	0	0
Revenues & Benefits Service	66	0	48	14	0	49	17	0	0	34	0	0
Social Care Complaints & Quality Assurance	113	0	72	41	0	98	15	0	6	62	0	0
Theatres & Conference Centre	66	13	37	16	0	28	38	0	0	38	0	0
Total	5016	230	2868	1805	104	3725	1291	69	163	2627	40	32

Table 13b - Training Applications by religion and belief

Service	Grand Total	Agnostic	Buddhist	Christian	Hindu	Jewish	Muslim	No Religion	Not Stated	Other
Adult Social Care & Community Services	858	0	0	308	16	0	0	199	310	25
Audit & Procurement	1	0	0	0	0	0	0	0	0	0
Children & Families Service	889	18	11	385	0	0	0	145	310	20
Community Development Service	326	0	0	62	0	0	0	32	224	5
Corporate Financial Service	6	0	0	5	0	0	0	0	0	0
Corporate Human Resources	10	0	0	5	0	0	0	0	0	0
Corporate Improvement & Development	8	0	0	0	0	0	0	0	0	0
Corporate Marketing & Communications	2	0	0	0	0	0	0	0	0	0
Corporate Services	4	0	0	0	0	0	0	0	0	0
Education	395	0	0	60	0	0	0	16	316	0
Environmental Services	228	0	0	91	0	0	0	45	91	0
Governance Efficiency & Transformation	48	0	0	23	0	0	0	15	10	0
Highways & Infrastructure	216	0	0	87	0	0	0	38	89	0
Information Technology	32	0	0	13	0	0	0	11	0	0
Law & Governance	52	0	0	20	0	0	0	14	18	0
Property Management & Asset Service	48	0	0	28	0	0	0	5	15	0
Provider Unit	1583	7	0	574	0	7	2	205	774	14
Regulatory Services & Housing	58	0	0	8	0	0	0	0	47	0
Revenues & Benefits Service	66	0	0	51	0	0	0	5	9	0
Social Care Complaints & Quality Assurance	117	0	0	42	0	0	0	40	35	0
Theatres & Conference Centre	67	0	0	21	0	0	0	13	32	0
Total	5016	32	11	1787	17	7	2	793	2296	71

Table 14a - Training Completed by Service for Conwy County Borough Council – 2012/13

	Total Training Events	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65 +	Female	Male	Black Minority Ethnic	Disabled	Married/Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Adult Social Care & Community Services	2294	59	1194	991	50	2008	286	44	87	1424	0	0
Audit & Procurement	1	0	0	0	0	0	0	0	0	0	0	0
Chief Executive	7	0	0	0	0	6	0	0	0	0	15	0
Children & Families Service	834	17	559	234	24	626	208	17	21	355	8	0
Community Development Service	381	67	223	88	0	238	143	0	12	108	0	0
Corporate Financial Service	17	0	15	0	0	12	5	0	0	0	0	0
Corporate Human Resources	12	0	6	0	0	10	0	0	0	0	0	0
Corporate Improvement & Development	14	0	13	0	0	9	5	0	0	0	0	0
Corporate Marketing & Communications	2	0	0	0	0	0	0	0	0	0	0	0
Education	385	25	250	109	0	300	85	0	0	243	0	0
Environmental Services	231	5	134	84	8	29	202	0	9	123	0	0
Governance Efficiency & Transformation	128	6	63	59	0	106	22	0	16	18	0	0
Highways & Infrastructure	211	15	103	88	5	52	159	0	6	88	0	0
Information Technology	35	0	25	10	0	12	23	0	0	18	0	0
Law & Governance	53	0	34	16	0	37	16	0	0	24	0	0
Property Management & Asset Service	54	6	25	17	6	28	26	0	0	22	0	0
Provider Unit	15	0	9	6	0	10	5	0	0	15	5	0
Regulatory Service & Housing	57	5	35	15	0	40	17	0	0	30	0	0
Revenues & Benefits Service	65	0	47	14	0	49	16	0	0	34	0	0
Social Care Complaints & Quality Assurance	113	0	72	41	0	98	15	0	6	62	0	0
Theatres & Conference Centre	66	13	37	16	0	28	38	0	0	38	0	0
Total	4985	228	2856	1797	104	3710	1275	69	163	2616	40	32

Table 14b – Training Completed by religion and belief

Service	Grand Total	Agnostic	Buddist	Christian	Hindu	Jewish	Muslim	No Religion	Not Stated	Other
Adult Social Care & Community Services	848	0	0	305	16	0	0	196	306	25
Audit & Procurement	1	0	0	0	0	0	0	0	0	0
Children & Families Service	882	18	11	379	0	0	0	145	309	20
Community Development Service	326	0	0	62	0	0	0	32	224	5
Corporate Financial Service	6	0	0	5	0	0	0	0	0	0
Corporate Human Resources	10	0	0	5	0	0	0	0	0	0
Corporate Improvement & Development	8	0	0	0	0	0	0	0	0	0
Corporate Marketing & Communications	2	0	0	0	0	0	0	0	0	0
Corporate Services	4	0	0	0	0	0	0	0	0	0
Education	395	0	0	60	0	0	0	16	316	0
Environmental Services	228	0	0	91	0	0	0	45	91	0
Governance Efficiency & Transformation	48	0	0	23	0	0	0	15	10	0
Highways & Infrastructure	204	0	0	83	0	0	0	37	82	0
Information Technology	31	0	0	13	0	0	0	11	0	0
Law & Governance	52	0	0	20	0	0	0	14	18	0
Property Management & Asset Service	48	0	0	28	0	0	0	5	15	0
Provider Unit	1583	7	0	574	0	7	0	205	774	14
Regulatory Services & Housing	58	0	0	8	0	0	0	0	47	0
Revenues & Benefits Service	65	0	0	50	0	0	0	5	9	0
Social Care Complaints & Quality Assurance	117	0	0	42	0	0	0	40	35	0
Theatres & Conference Centre	67	0	0	21	0	0	0	13	32	0
Total	4985	32	11	1773	16	7	2	789	2284	71

Table 15 - E-Learning Equality Training - Modules undertaken by employees

Engaging Diversity Module Completed from 1 April 2012 to 31 March 2013

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	923	923

Table 16 - Analysis of completed Training Events – 2012/13

	No. of Completed Training Events	% of Completed Training Events	% of Staff Currently Employed	Analysis
Male	1275	25.5%	26.2%	As expected
Female	3710	74.4%	73.8%	As expected
Black Minority Ethnic	69	1.4%	0.7%	High
Disabled	163	3.2%	2.0%	High
16 - 24	228	4.6%	4.1%	As expected
25 - 49	2856	57.2%	59.9%	As expected
50 - 64	1797	36.0%	33.8%	As expected
65+	104	2.0%	2.2%	As expected
Marriage/Civil Partnership	2616	52.4%	58.7%	As expected
Lesbian, Gay, Bisexual	40	0.8%	0.4%	As expected
Religion and Belief	2701	54.1%	26.9%	See commentary
Transgender	32	0.6%	0.09%	As expected

The statistics evidence that employees of BME origin and those declaring a disability appear to be slightly more likely to receive training than other protected characteristics and age bands. Men are just as likely as women to receive training. Many in-house courses are now part of the Corporate Learning and Development Plan for Conwy and attendance at these courses are recorded. Training events do take place in many different formats across the Authority and more records of ad-hoc training are being recorded on the HR/Payroll system.

Employees that have accessed training and have declared information in regard to religion and belief are as follows; 65% Christian, 29% no religion, 1.2% agnostic, 0.5% Hindu, 0.4% Buddhist, 0.25% Jewish and 0.07% Muslim and 2.62% other. These figures are as expected when compared to the religion and belief workforce profile of employees in table 1a and 2b. There is insufficient information to undertake any meaningful data analysis from the data obtained on the number of training applications which were turned down.

6. Grievances / Disciplinary Action and other Cases

Note: Any figures less than five have been rounded down to zero to protect the identity of individuals. Totals remain unchanged.

Table 17 – All Grievance / Disciplinary Cases in 2012/13

Cases	Total	Male	Female	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65 +	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender	Religion & Belief
Sickness Absence	117	39	78	0	69	43	0	5	12	65	0	0	0
Grievance / Bullying	9	5	0	0	5	0	0	0	0	8	0	0	0
Disciplinary / Capability	35	11	24	0	14	16	0	0	0	0	0	0	0
Totals	161	55	106	2	88	63	8	7	15	75	1	1	3

Note: Information under Grievance and Bullying cases includes complainants. Information under Disciplinary / Capability includes staff against whom a complaint was made.

It is difficult to provide meaningful analysis of the above data due to the relatively small number of cases involved. There are a larger number of cases involving employees within the 25 – 49 age range, however, this does reflect the higher profile of this group within the workforce. The male grievance / bullying count is slightly higher than the male:female workforce profile of 25:75 ratio. The disciplinary / capability count and the break down of sickness absence cases is also higher than the male:female workforce profile ratio. . The number of employees declaring a disability and involved in sickness absence stages is high compared to the proportion of disabled employees in the workforce. The numbers are too small to comment in regard to ethnic origin, lesbian, gay and bisexual employees, transgender and those declaring a religion and belief or a non belief.

7. Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2012/13

	Total	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married/Civil Partnership	Gay, Lesbian, Bisexual	Trans-gender
Dismissal	14	0	8	5	0	7	7	0	0	5	0	0
Dismissal - Ill health	8	0	0	6	0	6	0	0	0	5	0	0
End of temporary contract	81	28	25	20	8	25	56	0	0	26	0	0
Redundancy - Compulsory	21	0	5	12	0	15	6	0	0	16	0	0
TUPE	13	0	8	5	0	7	6	0	0	7	0	0
Involuntary	137	29	48	48	12	60	77	0	2	59	0	0
Death in Service	5	0	0	0	0	0	0	0	0	0	0	0
Deceased	2	0	0	0	0	0	0	0	0	0	0	0
Other	7	0	0	2	3	5	2	0	0	2	0	0
Redundancy - Voluntary	6	0	0	0	0	5	0	0	0	0	0	0
Relief not worked for 18 months	9	6	0	0	0	7	0	0	0	0	0	0
Resignation	206	27	118	36	25	149	57	0	0	99	0	0
Resignation - Gone to another Authority	11	0	10	0	0	8	0	0	0	0	0	0
Resignation - Ill health	5	0	0	0	0	0	0	0	0	0	0	0
Resignation - Left for another job	70	17	42	10	0	50	20	0	0	16	0	0
Resignation - Left the area	4	0	0	0	0	0	0	0	0	0	0	0
Resignation - Not returned after maternity leave	3	0	0	0	0	0	0	0	0	0	0	0
Resignation - Returned to education	11	0	7	0	0	8	0	0	0	0	0	0
Retirement - Age	63	0	0	37	25	44	19	0	0	56	0	0
Retirement - Early voluntary	17	0	0	15	0	13	0	0	0	13	0	0
Retirement - Ill health	7	0	1	5	0	0	0	0	0	6	0	0
Transfer	3		3	0	0	0	0	0	0	0	0	0
Voluntary	415	56	194	108	57	299	116	1	6	205	0	0
Total	559	86	243	158	72	364	195	1	8	266	0	0

Table 18b – Leavers by religion and belief during 2012/2013

Leaver Category	Reasons	Christian	No Religion	Other	Not stated	Total
Involuntary	Dismissal	0	0	0	14	14
	Dismissal - Ill health	0	0	0	8	8
	End of temporary contract	0	0	0	80	81
	Redundancy - Compulsory	0	0	0	21	21
	TUPE	0	0	0	13	13
Involuntary Total		1	0	0	136	137
Other	Death in Service	0	0	0	5	5
	Deceased	0	0	0	0	0
Other Total		0	0	0	7	7
Voluntary	Redundancy - Voluntary	0	0	0	6	6
	Relief not worked for 18 months	0	0	0	9	9
	Resignation	0	0	0	205	206
	Resignation - Gone to another Authority	0	0	0	11	11
	Resignation - Ill health	0	0	0	5	5
	Resignation - Left for another job	0	0	0	67	70
	Resignation - Left the area	0	0	0	4	4
	Resignation - Not returned after maternity leave	0	0	0	0	0
	Resignation - Returned to education	0	0	0	11	11
	Retirement - Age	0	0	0	63	63
	Retirement - Early voluntary	0	0	0	17	17
	Retirement - Ill health	0	0	0	7	7
	Transfer	0	0	0	0	0
Voluntary Total		2	1	1	411	415
Total		3	1	1	554	559

The leavers' information contained within this report has been obtained from the HR/payroll system for the period 1st April 2011 and the 31st March 2012. Where an employee holds two or more jobs within the Authority, their record will be duplicated within this data which may skew some of the statistics.

Between these dates there were 569 leavers, 415 (74%) who left voluntary and 137 (25%) who left involuntary. Of those who left involuntary, 63% were staff whose temporary contract had come to an end. 21 (4%) of employees left due to compulsory redundancy and 5 employees were dismissed in this period which is the same number as the previous year.

Table 19 – Percentage of leavers by protected characteristic

Equality Group	% of Voluntary Leavers	% of Involuntary Leavers	% All leavers	% of staff who work for us	Analysis of Voluntary leavers	Analysis of Involuntary leavers
Male	28.0%	56.2%	34.9%	26.2%	As expected	High
Female	72.0%	43.8%	65.1%	73.8%	As expected	Low
Ethnic minority	0.2%	0.0%	0.2%	0.7%	As expected	As expected
Disabled	1.4%	1.5%	1.4%	2.0%	As expected	As expected
16-24	13.5%	21.2%	15.4%	4.1%	High	High
25-49	46.7%	35.0%	43.5%	59.9%	Low	Low
50-64	26.0%	35.0%	28.3%	33.8%	Low	Low
65+	13.7%	8.8%	12.9%	2.2%	High	High
Married/Civil Partnership	49.4%	43.1%	47.6%	58.7%	Low	Low

Ethnicity

Only one of the leavers were of an ethnic minority origin, who voluntarily transferred.

Disability

This year eight employees declaring a disability left the Authority, which is a slightly higher figure than the previous year. Reasons for leaving included end of temporary contract, resignation and retirement.

Gender

There is a higher number of female than male employees leaving the organisation (65%:35%) which is further inline with the workforce profile of 75:25 than in previous reports. Men were more likely to leave involuntarily than women, due to the end of temporary contracts.

Age

Employees aged between 16 and 24 make up a disproportionately high number of involuntary leavers (10%), which is due to the ending of temporary contracts and resignation including resignation for another job and to return to education. The high number of voluntary leavers aged 65 and over is mostly due to employees choosing to resign or retire.

Marriage/Civil Partnership

Of those employee that left the Authority 47.5% declare that they were married or in a civil partnership, the majority of these employees resigned, retired or the temporary contract came to an end.

Lesbian, Gay, Bisexual

No data declared in regard to leavers for this period.

Religion and Belief

Insufficient data to undertake meaningful analysis.

Transgender

No data declared in regard to leavers for this period.

8. The Way Forward

The information contained in this report will be used to:

- Identify if there are any differences between groups
- Investigate the reasons behind any anomalies
- Address any unfairness, disadvantage or possible discrimination