Conwy County Borough Council
Employment Monitoring Report
2013-2014

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 2013-2014 in accordance with our Strategic Equality Plan and Action Plan 2011-2012, 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

* 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. 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. The updated HR/Payroll system is also now able to record transgender information, this information will be available in regards to recruitment processes for the next reporting period.

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.

3. Employees currently working for us

Table 1 - Number of Permanent or Fixed Term Employees as at 31st March 2014

Service	Total	Age Range				Sex		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
		Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female	Male						
Adult Social Care & Community Services	600	11	296	279	14	506	94	29	360	*	*	*	19
Audit & Procurement	16	0	10	6	0	11	5	0	10	*	*	*	*
Chief Executives Office & Direct Reports	37	2	29	6	0	25	12	*	23	*	*	*	*
Children & Families Service	209	4	135	62	8	171	38	6	108	*	*	*	7
Community Development Service	431	28	248	143	12	296	135	19	206	*	*	*	8
Corporate Financial Service	43	1	28	14	0	27	16	*	20	*	*	*	*
Corporate Human Resources	22	2	13	7	0	17	5	*	10	*	*	*	*
Corporate Improvement & Development	12		10	2	0	8	4	0	10	*	*	*	*
Education	2481	89	1580	770	42	2150	331	15	1553	*	*	*	88
Environment Roads & Facilities	620	13	308	259	40	211	409	22	330	*	*	*	*
Information Technology	73	1	57	15	0	20	53	*	37	*	*	*	*
Law & Governance	65	1	35	24	5	48	17	0	36	*	*	*	*
Regulatory & Housing Services	152	3	95	51	3	92	60	*	93	*	*	*	*
Revenues & Benefits Service	98	11	66	20	1	70	28	0	57	*	*	*	8
Theatres & Conference Centre	102	9	57	33	3	52	50	*	57	*	*	*	*
Total	4961	175	2967	1691	128	3704	1257	100	2910	23	24	9	142

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).

Numbers below 5 have been replaced by * to protect anonymity

Table 1a - Number of Permanent or Fixed Term Employees as at 31st March 2014 by religion and belief

Service	Total	Agnostic	Atheist	Buddhist	Christian	Hindu	Jehovah Witness	Jewish	Muslim	No Religion	Other	Not Stated
Adult Social Care & Community Services	600	*	*	*	230	*	*	*	*	94	9	262
Audit & Procurement	16	*	*	*	6	*	*	*	*	0	*	10
Chief Executives Office & Direct Reports	37	*	*	*	9	*	*	*	*	*	*	23
Children & Families Service	209	*	*	*	79	*	*	*	*	34	*	90
Community Development Service	431	*	*	*	83	*	*	*	*	38	*	300
Corporate Financial Service	43	*	*	*	23	*	*	*	*	12	*	*
Corporate Human Resources	22	*	*	*	13	*	*	*	*	7	*	*
Corporate Improvement & Development	12	*	*	*	*	*	*	*	*	*	*	*
Education	2481	*	*	*	86	*	*	*	*	24	9	2361
Environment Roads & Facilities	620	*	*	*	193	*	*	*	*	73	7	345
Information Technology	73	*	*	*	25	*	*	*	*	33	*	10
Law & Governance	65	*	*	*	30	*	*	*	*	13	*	21
Regulatory & Housing Services	152	*	*	*	39	*	*	*	*	11	*	99
Revenues & Benefits Service	98	*	*	*	58	*	*	*	*	17	*	20
Theatres & Conference Centre	102	*	*	*	29	*	*	*	*	19	*	50
Total	**4961**	**15**	**8**	**4**	**907**	**2**	**1**	**1**	**1**	**384**	**37**	**3601**

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 2014 (counted once, even though they may have more than one job).

Numbers below 5 have been replaced by * to protect anonymity

Table 2 – Number of Casual Workers as at 31st March 2014

Service	Total	Age Range				Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
		Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female	Male						
Adult Social Care & Community Services	77	1	39	34	3	60	17	*	40	*	*	0	*
Chief Executives Office & Direct Reports	1	1	0	0	0	0	1	0	0	*	*	0	*
Children & Families Service	82	7	48	23	4	60	22	*	28	*	*	0	*
Community Development Service	418	140	193	75	10	235	183	10	114	*	*	0	*
Corporate Financial Service	1	0	0	0	1	1	0	0	0	*	*	0	*
Education	2037	216	1240	490	91	1700	337	8	1085	*	*	0	*
Environment Roads & Facilities	61	5	31	17	8	45	16	*	31	*	*	0	*
Law & Governance	13	0	3	8	2	8	5	0	9	*	*	0	*
Regulatory & Housing Services	2	0	1	1	0	1	1	0	*	*	*	0	*
Theatres & Conference Centre	94	33	41	17	3	53	41	*	24	*	*	0	*
Total	2786	403	1596	665	122	2163	623	28	1333	3	9	0	2

Note: The number of employees counted in Table 2 is based on the number of casual workers employed by Conwy on 31st March 2014 (counted once, even though they may have more than one job).

Numbers below 5 have been replaced by * to protect anonymity

Table 2a – Number of Casual Workers as at 31st March 2014 by religion and belief

Service	Total	Agnostic	Atheist	Buddhist	Christian	Hindu	Jehovah Witness	No Religion	Other	Not stated
Adult Social Care & Community Services	77	*	*	*	22	*	*	10	*	43
Chief Executives Office & Direct Reports	1	*	*	*	0	*	*	*	0	0
Children & Families Service	82	*	*	*	13	*	*	12	*	55
Community Development Service	418	*	*	*	32	*	*	12	0	367
Corporate Financial Service	1	*	*	*	0	*	*	0	0	*
Education	2037	*	*	*	14	*	*	*	*	2015
Environment Roads & Facilities	61	*	*	*	*	*	*	*	0	56
Law & Governance	13	*	*	*	*	*	*	*	0	7
Regulatory & Housing Services	2	*	*	*	0	*	*	0	0	*
Theatres & Conference Centre	94	*	*	*	*	*	*	11	0	78
Total	2786	1	4	2	95	1	1	53	5	2624

Note: The number of employees counted in Table 2a is based on the number of casual workers employed by Conwy on 31st March 2014 (counted once, even though they may have more than one job).

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The overall workforce profile of the Authority consists of 24% male and 76% female employees. During this period 3% 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, 1.7% of employees have declared a disability, 0.3% have declared their sexual orientation as lesbian, gay or bisexual, 0.4% of employees have stated that they are of black, minority and ethnic origin, 20% have declared a religion and belief or non belief and 0.1% 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 9,185 employees.

Table 3 - Number of posts filled by Contract Type

Sex	Permanent			Fixed Term			Casual			Total
	Full time	Part time	Variable hours	Full time	Part time	Variable hours	Full time	Part time	Variable hours	
Female	1108	1852	88	254	391	11	6	10	3125	**6845**
Male	872	221	19	98	42	5	6	4	1073	**2340**
	1980	**2073**	**107**	**345**	**419**	**16**	**12**	**14**	**4198**	**9185**

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 16,000	Salary 16,001 - 20,000	Salary 20,001 - 24,000	Salary 24,001 - 28,000	Salary 28,001 - 32,000	Salary 32,001 - 36,000	Salary 36,001 - 40,000	Salary 40,001 - 45,000	Salary 45,001 - 50,000	Salary 50,000 +	Total
Female	5275	337	309	153	192	163	270	66	46	34	**6845**
Male	1495	206	121	117	94	84	98	56	29	40	**2340**
	6770	**543**	**430**	**270**	**286**	**247**	**368**	**122**	**75**	**74**	**9185**

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	375	682	90	1076	308	772	7	2602	933	**6845**
Male	72	98	80	702	158	337	11	548	334	**2340**
	447	**780**	**170**	**1778**	**466**	**1109**	**18**	**3150**	**1267**	**9185**

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	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12
Female	2434	721	404	624	474	173	125	149	55	48	7	19
Male	406	438	148	210	166	157	77	50	44	39	9	21
	2840	**1159**	**552**	**834**	**640**	**330**	**202**	**199**	**99**	**87**	**16**	**40**

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	8	78	1154	18	86	19	249	**6845**
Male	11	52	251	10	61	5	185	**2340**
	19	**130**	**1405**	**28**	**147**	**24**	**434**	**9185**

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

56% of full time permanent posts are held by female employees and 44% are held by male employees. 89% of part-time permanent posts are held by female employees and 11% are held by male employees. 73% of fixed term full time posts are held by female employees and 27% are held by male employees. 93% of fixed term part-time posts are held by female employees and 7% are held by male employees. 74% of casual posts are held by female employees and 26% are held by male employees.

Salary Range – Figures greatly unchanged to previous year

77% of female employee and 64% of male employees fall within the salary range up to £16,000. Employees on salaries up to £50,000 follow a trend of approximately 65:35 female to male, which is not far from the actual workforce make up of 76:24 female to male employees. It is only in the £50,000 and over salary range that the split reverses to a 46:54 female to 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

75% of the posts held by female employees fall within education, technical, operational and care, whilst 72% of the posts held by male employees fall within the same categories. In regard to management posts, 53% (90) of these posts are held by female employees and 47% (80) are held by male employees. Of those in senior management posts 39% (7) are held by female employees and 61% (11) are held by male employees. In comparison to the workforce profile of 76:24 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, operational, professional and technical job types.

Grade

31% of all posts held are within Grade G01, of those 86% are held by female employees and 14% are held by male employees. From Grade G02 to Grade G08 there is a trend of approximately 67:33 split of female to males in these posts. Female employees are less represented in Grade G06 and Grades G09 to G12 when compared to the overall workforce ratio of 76:24. The % of females in these posts are: G06=52%, G09 & G10=55%, G11=44% and G12=48% . 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 2013 and 31 March 2014 there were 174 vacancies. It should be noted that 29% of vacancies (50) 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 2013/14

Service	Service Total Position Count
Adult Social Care & Community Services	25
Chief Executive	1
Children & Families Service	25
Community Development Service	29
Corporate Financial Service	3
Corporate Human Resources	4
Corporate Marketing & Communications	1
Education Services	14
Environmental Services	13
Governance Efficiency & Transformation	4
Highways & Infrastructure	5
Information Technology	2
Law & Governance	7
Property Management & Asset Service	7
Regeneration Service	1
Regulatory & Housing Services	6
Revenues & Benefits Service	14
Social Care Complaints & Quality Assurance	1
Theatres & Conference Centre	12
Total	**174**

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	Gay / Lesbian / Bisexual	Religion Stated
Adult Social Care & Community Services	186	38	147	1	36	109	33	0	8	*	19	58	*	48
Chief Executive	4	1	3	0	1	2	1	0	0	0	0	*	*	0
Children & Families Service	174	28	145	1	37	115	20	0	2	5	11	39	*	8
Community Development Service	309	114	192	3	107	149	47	0	6	5	17	72	*	69
Corporate Financial Service	51	23	27	1	13	32	5	0	1	*	*	14	*	48
Corporate Human Resources	76	22	53	1	18	46	8	1	3	*	3	10	*	17
Corporate Marketing & Communications	3	0	3	0	1	2	0	0	0	0	0	*	*	0
Education Services	188	31	155	2	49	120	17	1	1	0	10	48	*	5
Environmental Services	102	92	9	1	8	56	30	0	8	0	0	36	*	46
Governance Efficiency & Transformation	58	14	44	0	18	31	7	0	2	*	5	7	*	8
Highways & Infrastructure	71	54	16	1	8	46	14	0	3	0	*	29	*	9
Information Technology	39	32	6	1	14	19	3	0	3	*	*	10	*	27
Law & Governance	50	17	33	0	26	21	2	0	1	*	*	*	*	15
Property Management & Asset Service	0	0	0	0	0	0	0	0	0	0	0	0	*	0
Regeneration Service	3	0	3	0	3	0	0	0	0	0	0	0	*	0
Regulatory & Housing Services	113	83	29	1	19	65	18	2	9	0	6	43	*	11
Revenues & Benefits Service	134	49	82	3	32	77	20	2	3	*	6	30	*	45
Social Care Complaints & Quality Assurance	3	1	2	0	0	1	2	0	0	0	0	*	*	0
Theatres & Conference Centre	132	63	69	0	55	61	10	0	6	*	*	18	*	57
Total	**1696**	**662**	**1018**	**16**	**445**	**952**	**237**	**6**	**56**	**23**	**87**	**424**	**11**	**413**

Numbers below 5 have been replaced by * to protect anonymity

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	Gay / Lesbian / Bisexual	Religion Stated
Adult Social Care & Community Services	61	8	53	0	6	44	11	0	0	*	*	24	*	21
Chief Executive	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Children & Families Service	71	11	60	0	5	46	19	1	0	*	*	32	*	30
Community Development Service	49	12	37	0	19	26	4	0	0	*	*	15	*	10
Corporate Financial Service	18	7	11	0	3	13	2	0	0	*	*	7	*	15
Corporate Human Resources	15	4	11	0	6	6	3	0	0	*	*	*	*	*
Corporate Marketing & Communications	5	2	3	0	0	5	0	0	0	*	*	*	*	0
Education Services	63	5	58	0	10	46	7	0	0	*	*	28	*	*
Environmental Services	15	13	2	0	0	6	9	0	0	*	*	13	*	12
Governance Efficiency & Transformation	7	0	7	0	4	3	0	0	0	*	*	0	*	*
Highways & Infrastructure	9	7	2	0	0	5	4	0	0	*	*	6	*	*
Information Technology	4	2	2	0	1	3	0	0	0	*	*	0	*	*
Law & Governance	6	2	4	0	2	4	0	0	0	*	*	*	*	*
Property Management & Asset Service	12	1	11	0	0	5	7	0	0	*	*	7	*	0
Regeneration Service	5	4	1	0	3	1	1	0	0	*	*	*	*	0
Regulatory & Housing Services	14	7	7	0	2	9	3	0	0	*	*	5	*	*
Revenues & Benefits Service	34	11	23	0	6	26	2	0	0	*	*	11	*	9
Social Care Complaints & Quality Assurance	3	1	2	0	0	3	0	0	0	*	*	0	*	0
Theatres & Conference Centre	22	11	11	0	14	8	0	0	0	*	*	5	*	9
Total	**413**	**108**	**305**	**0**	**81**	**259**	**72**	**1**	**0**	**4**	**13**	**159**	**3**	**122**

Numbers below 5 have been replaced by * to protect anonymity

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 Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Adult Social Care & Community Services	247	46	200	1	42	153	44	0	8	*	20	82	*	69
Chief Executive	4	1	3	0	1	2	1	0	0	*	0	*	*	0
Children & Families Service	245	39	205	1	42	161	39	1	2	*	14	71	*	38
Community Development Service	358	126	229	3	126	175	51	0	6	*	20	87	*	79
Corporate Financial Service	69	30	38	1	16	45	7	0	1	*	*	21	*	63
Corporate Human Resources	91	26	64	1	24	52	11	1	3	*	*	12	*	19
Corporate Marketing & Communications	8	2	6	0	1	7	0	0	0	*	0	*	*	0
Education Services	251	36	213	2	59	166	24	1	1	*	10	76	*	9
Environmental Services	117	105	11	1	8	62	39	0	8	*	*	49	*	58
Governance Efficiency & Transformation	65	14	51	0	22	34	7	0	2	*	5	7	*	10
Highways & Infrastructure	80	61	18	1	8	51	18	0	3	*	*	35	*	10
Information Technology	43	34	8	1	15	22	3	0	3	*	*	10	*	28
Law & Governance	56	19	37	0	28	25	2	0	1	*	*	5	*	18
Property Management & Asset Service	12	1	11	0	0	5	7	0	0	*	*	7	*	0
Regeneration Service	8	4	4	0	6	1	1	0	0	*	*	*	*	0
Regulatory & Housing Services	127	90	36	1	21	74	21	2	9	*	6	48	*	14
Revenues & Benefits Service	168	60	105	3	38	103	22	2	3	*	6	41	*	54
Social Care Complaints & Quality Assurance	6	2	4	0	0	4	2	0	0	*	0	*	*	0
Theatres & Conference Centre	154	74	80	0	69	69	10	0	6	*	*	23	*	66
Total	**2109**	**770**	**1323**	**16**	**526**	**1211**	**309**	**7**	**56**	**27**	**100**	**583**	**14**	**535**

Numbers below 5 have been replaced by * to protect anonymity

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	Gay / Lesbian / Bisexual	Religion Stated
Adult Social Care & Community Services	33	1	32	0	5	22	6	0	0	*	*	15	*	7
Chief Executive	2	0	2	0	1	0	1	0	0	*	*	*	*	0
Children & Families Service	54	3	51	0	9	38	7	0	0	*	*	19	*	*
Community Development Service	53	17	36	0	18	25	10	0	0	*	*	17	*	13
Corporate Financial Service	5	3	2	0	1	4	0	0	0	*	*	*	*	*
Corporate Human Resources	5	3	2	0	2	3	0	0	0	*	*	*	*	*
Corporate Marketing & Communications	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Education Services	18	5	13	0	5	9	4	0	0	*	*	7	*	0
Environmental Services	43	42	1	0	3	24	16	0	0	*	*	17	*	9
Governance Efficiency & Transformation	5	2	3	0	1	2	2	0	0	*	*	*	*	0
Highways & Infrastructure	15	10	4	1	1	7	7	0	0	*	*	8	*	*
Information Technology	8	7	1	0	3	3	2	0	0	*	*	*	*	*
Law & Governance	16	4	12	0	9	7	0	0	0	*	*	*	*	6
Property Management & Asset Service	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Regeneration Service	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Regulatory & Housing Services	11	4	6	1	0	5	4	1	1	*	*	7	*	5
Revenues & Benefits Service	54	18	35	1	17	27	9	0	1	*	*	10	*	16
Social Care Complaints & Quality Assurance	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Theatres & Conference Centre	37	14	23	0	16	20	1	0	0	*	*	5	*	17
Total	**359**	**133**	**223**	**3**	**91**	**196**	**69**	**1**	**2**	**3**	**18**	**117**	**1**	**87**

Numbers below 5 have been replaced by * to protect anonymity

Table 9b - Internal Applicants Shortlisted for Employment and Promotion

Service	Total Internal 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	Gay / Lesbian / Bisexual	Religion Stated
Adult Social Care & Community Services	13	3	10	0	1	10	2	0	0	*	*	7	*	*
Chief Executive	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Children & Families Service	42	8	34	0	0	27	15	0	0	*	*	22	*	29
Community Development Service	20	2	18	0	8	11	1	0	0	*	*	6	*	5
Corporate Financial Service	7	5	2	0	2	4	1	0	0	*	*	0	*	7
Corporate Human Resources	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Corporate Marketing & Communications	1	0	1	0	0	1	0	0	0	*	*	0	*	0
Education Services	16	2	14	0	0	11	5	0	0	*	*	10	*	*
Environmental Services	7	5	2	0	0	4	3	0	0	*	*	5	*	5
Governance Efficiency & Transformation	1	0	1	0	1	0	0	0	0	*	*	0	*	*
Highways & Infrastructure	5	3	2	0	0	4	1	0	0	*	*	*	*	*
Information Technology	3	2	1	0	0	3	0	0	0	*	*	0	*	0
Law & Governance	2	1	1	0	0	2	0	0	0	*	*	*	*	*
Property Management & Asset Service	9	1	8	0	0	3	6	0	0	*	*	5	*	0
Regeneration Service	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Regulatory & Housing Services	6	4	2	0	0	5	1	0	0	*	*	*	*	*
Revenues & Benefits Service	26	8	18	0	5	19	2	0	0	*	*	9	*	8
Social Care Complaints & Quality Assurance	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Theatres & Conference Centre	15	9	6	0	9	6	0	0	0	*	*	*	*	6
Total	**173**	**53**	**120**	**0**	**26**	**110**	**37**	**0**	**0**	**1**	**8**	**76**	**2**	**70**

Numbers below 5 have been replaced by * to protect anonymity

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	Gay / Lesbian / Bisexual	Religion Stated
Adult Social Care & Community Services	46	4	42	0	6	32	8	0	0	*	*	22	*	11
Chief Executive	2	0	2	0	1	0	1	0	0	*	*	*	*	0
Children & Families Service	96	11	85	0	9	65	22	0	0	*	*	41	*	30
Community Development Service	73	19	54	0	26	36	11	0	0	*	*	23	*	18
Corporate Financial Service	12	8	4	0	3	8	1	0	0	*	*	*	*	10
Corporate Human Resources	5	3	2	0	2	3	0	0	0	*	*	*	*	*
Corporate Marketing & Communications	1	0	1	0	0	1	0	0	0	*	*	0	*	0
Education Services	34	7	27	0	5	20	9	0	0	*	*	17	*	*
Environmental Services	50	47	3	0	3	28	19	0	0	*	*	22	*	14
Governance Efficiency & Transformation	6	2	4	0	2	2	2	0	0	*	*	*	*	*
Highways & Infrastructure	20	13	6	1	1	11	8	0	0	*	*	12	*	5
Information Technology	11	9	2	0	3	6	2	0	0	*	*	*	*	*
Law & Governance	18	5	13	0	9	9	0	0	0	*	*	*	*	8
Property Management & Asset Service	9	1	8	0	0	3	6	0	0	*	*	5	*	0
Regeneration Service	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Regulatory & Housing Services	17	8	8	1	0	10	5	1	1	*	*	11	*	6
Revenues & Benefits Service	80	26	53	1	22	46	11	0	1	*	*	19	*	24
Social Care Complaints & Quality Assurance	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Theatres & Conference Centre	52	23	29	0	25	26	1	0	0	*	*	8	*	23
Total	**532**	**186**	**343**	**3**	**117**	**306**	**106**	**1**	**2**	**4**	**26**	**193**	**3**	**157**

Numbers below 5 have been replaced by * to protect anonymity

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	Gay / Lesbian / Bisexual	Religion Stated
Adult Social Care & Community Services	25	1	24	0	5	15	5	0	0	*	*	11	0	6
Chief Executive	0	0	0	0	0	0	0	0	0	*	*	0	0	0
Children & Families Service	18	0	18	0	6	9	3	0	0	*	*	5	0	0
Community Development Service	27	10	17	0	10	10	7	0	0	*	*	12	0	6
Corporate Financial Service	1	1	0	0	0	1	0	0	0	*	*	0	0	0
Corporate Human Resources	4	2	2	0	2	2	0	0	0	*	*	*	0	*
Corporate Marketing & Communications	0	0	0	0	0	0	0	0	0	*	*	0	0	0
Education Services	5	2	3	0	0	4	1	0	0	*	*	*	0	0
Environmental Services	33	33	0	0	3	18	12	0	0	*	*	12	0	6
Governance Efficiency & Transformation	2	1	1	0	1	0	1	0	0	*	*	*	0	0
Highways & Infrastructure	3	2	1	0	0	2	1	0	0	*	*	*	0	0
Information Technology	1	1	0	0	1	0	0	0	0	*	*	0	0	*
Law & Governance	6	0	6	0	1	5	0	0	0	*	*	0	0	*
Property Management & Asset Service	0	0	0	0	0	0	0	0	0	*	*	0	0	0
Regeneration Service	0	0	0	0	0	0	0	0	0	*	*	0	0	0
Regulatory & Housing Services	2	0	2	0	0	2	0	0	0	*	*	*	0	*
Revenues & Benefits Service	9	2	7	0	6	2	1	0	0	*	*	*	0	*
Social Care Complaints & Quality Assurance	0	0	0	0	0	0	0	0	0	*	*	0	0	0
Theatres & Conference Centre	17	5	12	0	9	7	1	0	0	*	*	*	0	11
Total	**153**	**60**	**93**	**0**	**44**	**77**	**32**	**0**	**0**	**1**	**6**	**51**	**0**	**36**

Numbers below 5 have been replaced by * to protect anonymity

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	Gay / Lesbian / Bisexual	Religion Stated
Adult Social Care & Community Services	9	3	6	0	1	7	1	0	0	*	*	5	*	*
Chief Executive	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Children & Families Service	28	6	22	0	0	17	11	0	0	*	*	17	*	22
Community Development Service	9	1	8	0	2	6	1	0	0	*	*	*	*	*
Corporate Financial Service	2	1	1	0	1	1	0	0	0	*	*	0	*	*
Corporate Human Resources	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Corporate Marketing & Communications	1	0	1	0	0	1	0	0	0	*	*	0	*	0
Education Services	8	0	8	0	0	7	1	0	0	*	*	6	*	*
Environmental Services	4	3	1	0	0	2	2	0	0	*	*	*	*	*
Governance Efficiency & Transformation	1	0	1	0	1	0	0	0	0	*	*	0	*	*
Highways & Infrastructure	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Information Technology	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Law & Governance	2	1	1	0	0	2	0	0	0	*	*	*	*	*
Property Management & Asset Service	9	1	8	0	0	3	6	0	0	*	*	5	*	0
Regeneration Service	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Regulatory & Housing Services	2	0	2	0	0	2	0	0	0	*	*	0	*	0
Revenues & Benefits Service	11	3	8	0	3	8	0	0	0	*	*	*	*	*
Social Care Complaints & Quality Assurance	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Theatres & Conference Centre	7	5	2	0	4	3	0	0	0	*	*	*	*	5
Total	**93**	**24**	**69**	**0**	**12**	**59**	**22**	**0**	**0**	**1**	**5**	**47**	**2**	**43**

Numbers below 5 have been replaced by * to protect anonymity

Table 10c – Total Applicants Appointed

Service	Total 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	Gay / Lesbian / Bisexual	Religion Stated
Adult Social Care & Community Services	34	4	30	0	6	22	6	0	0	*	*	16	*	9
Chief Executive	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Children & Families Service	46	6	40	0	6	26	14	0	0	*	*	22	*	22
Community Development Service	36	11	25	0	12	16	8	0	0	*	*	15	*	9
Corporate Financial Service	3	2	1	0	1	2	0	0	0	*	*	0	*	*
Corporate Human Resources	4	2	2	0	2	2	0	0	0	*	*	*	*	*
Corporate Marketing & Communications	1	0	1	0	0	1	0	0	0	*	*	0	*	0
Education Services	13	2	11	0	0	11	2	0	0	*	*	9	*	*
Environmental Services	37	36	1	0	3	20	14	0	0	*	*	15	*	8
Governance Efficiency & Transformation	3	1	2	0	2	0	1	0	0	*	*	*	*	*
Highways & Infrastructure	3	2	1	0	0	2	1	0	0	*	*	*	*	0
Information Technology	1	1	0	0	1	0	0	0	0	*	*	0	*	*
Law & Governance	8	1	7	0	1	7	0	0	0	*	*	*	*	*
Property Management & Asset Service	9	1	8	0	0	3	6	0	0	*	*	5	*	0
Regeneration Service	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Regulatory & Housing Services	4	0	4	0	0	4	0	0	0	*	*	*	*	*
Revenues & Benefits Service	20	5	15	0	9	10	1	0	0	*	*	6	*	*
Social Care Complaints & Quality Assurance	0	0	0	0	0	0	0	0	0	*	*	0	*	0
Theatres & Conference Centre	24	10	14	0	13	10	1	0	0	*	*	*	*	16
Total	**246**	**84**	**162**	**0**	**56**	**136**	**54**	**0**	**0**	**2**	**11**	**98**	**2**	**79**

Numbers below 5 have been replaced by * to protect anonymity

Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2009-2014

		Applicants			Shortlisted			Appointments		
		No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
2013-2014	BME	27	100%	1.28%	4	14.81%	0.75%	2	7.41%	0.81%
	Disabled	87	100%	4.13%	24	27.59%	4.51%	11	12.64%	4.47%
	Overall Total	2109			532			246		
2012-2013	BME	33	100%	1.90%	13	39.30%	2.10%	3	9.00%	1.80%
	Disabled	66	100%	3.90%	23	34.80%	3.80%	3	4.50%	1.80%
	Overall Total	1678			599			165		
2011-2012	BME	71	100%	2.10%	16	22.50%	1.80%	4	5.60%	2.30%
	Disabled	151	100%	4.50%	36	23.80%	4.10%	3	2.00%	1.70%
	Overall Total	3363			877			172		
2010-2011	BME	81	100%	2.60%	11	13.60%	1.20%	3	3.70%	1.90%
	Disabled	117	100%	3.80%	37	31.60%	3.90%	4	3.40%	2.60%
	Overall Total	3062			938			155		
2009-2010	BME	107	100%	2.50%	13	12.10%	1.10%	2	1.90%	1.00%
	Disabled	122	100%	2.90%	49	40.20%	4.00%	5	4.10%	2.60%
	Overall Total	4244			1210			195		

The above table shows that there has been a decline in the number of applicants who stated they had a disability or who were from a Black Minority Ethnic background. Whilst there has been a decline in the overall number of applicants, in percentage terms, the number of disabled applicants compared to overall applicants has risen to over 4%. However, the number of Black Minority Ethnic applicants as a % of all applicants has declined each year since 2010.

4.1   Recruitment Analysis

Type of Applicant

There were 2,109 applications for the 174 vacancies, an average of 12 applications per vacancy. Chart 1 shows a considerable difference between the number of internal and external job applicants. It shows that internal applicants were 2.5 times more likely to be successful (promoted) than external applicants. This is much lower than previous years (where internal candidate were 4 times more likely to be successful) which is likely to be linked to the Service Modernisation Programmes.

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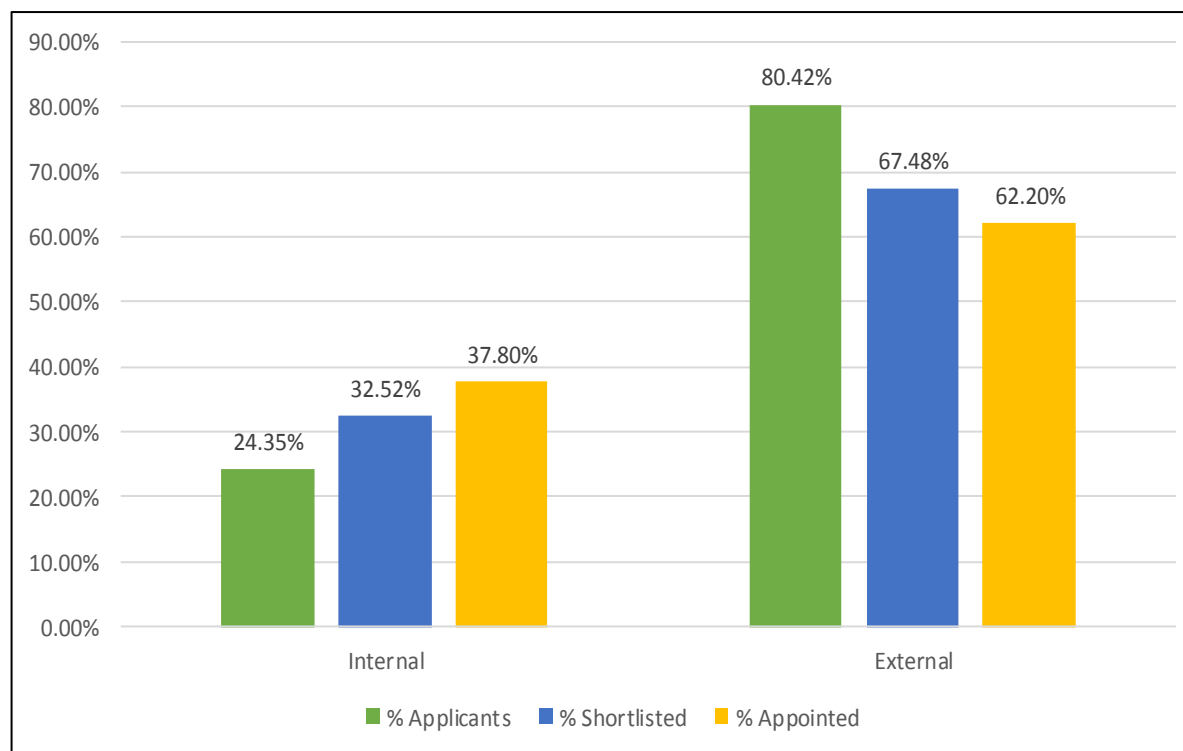
Sex

Overall, 37% of job applicants were male and 63% 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.

This trend varies considerably depending on the type of job. During this period jobs within Environment, Highways, Regulatory Services and IT received 70% to 80% male applications. At the same time Social Services and HR received between 70% and 85% 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:
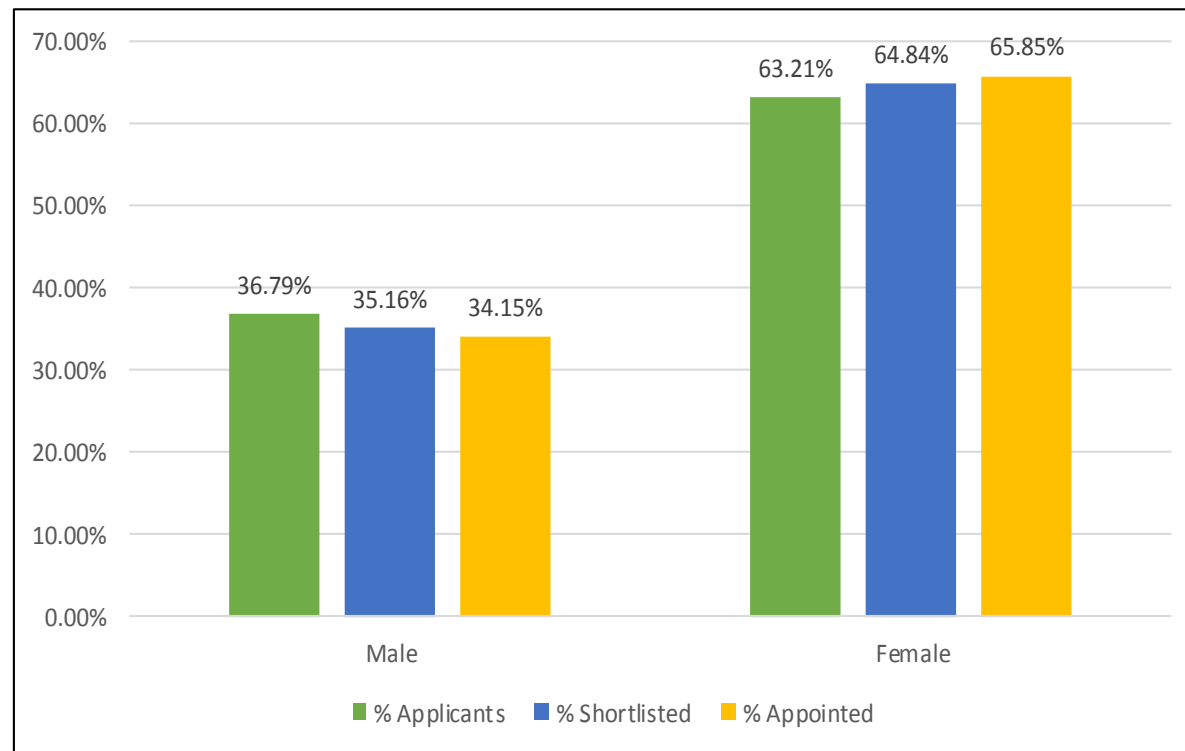
Overall there was a slightly higher chance of a female applicant being successful than a male applicant, but this was a smaller gap than in previous years.

Age

When broken down by age, most applicants, both internal and external fall, into the 25 to 49 age band. Applicants between 50 and 64 were slightly more likely to be successful than the other age groups. This was down to a number of appointments in Environment Services and Children & Family Services.

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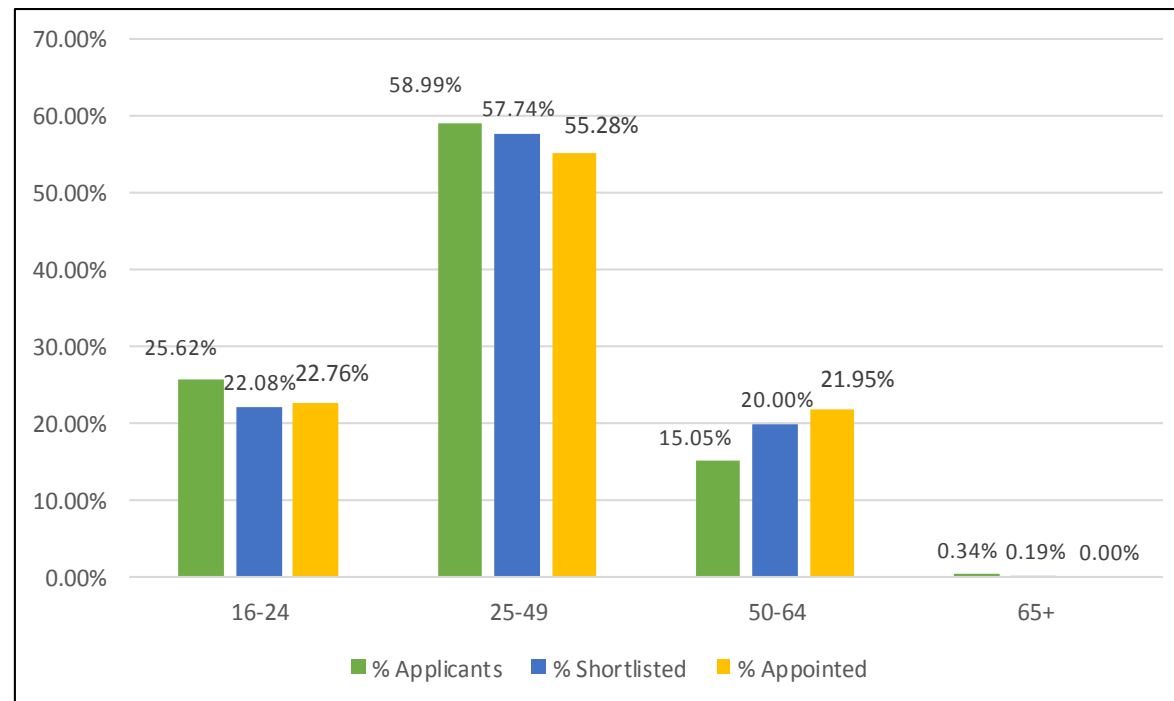
Ethnicity

There were 27 applications from candidates of an ethnic minority background, which was 1.3% of the total applications made. This is lower than the percentage of ethnic minority people who live in Conwy County as stated in the 2011 Census (2.3%) and lower than previous years. Ethnic minority applicants were less likely to be shortlisted but just as likely to be appointed as other applicants.

Ethnic Minority Applicants

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Ethnic minority	27	1.3%	4	0.8%	2	0.8%
Non Ethnic minority	2082	98.7%	528	99.2%	162	99.2%
Total	2,109		532		246	

Disability

The following table shows that 4.7% of applicants regarded themselves as Disabled, a slight increase on the previous year from 4%. Education Services, Community Development Service and Social Services attracted a high number of disabled applicants.

**Applicants who regard themselves as Disabled**

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Disabled	100	4.7%	26	4.9%	11	4.5%
Not Disabled	2,009	95.3%	506	95.1%	235	95.5%
Total Applicants	2,109		532		246	

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.

Married/Civil Partnership - Lesbian, Gay & Bisexual - Religion & Belief - Transgender
Insufficient data to be analysed.

Summary

Chart 4 – Number of Applications Compared with the Number Shortlisted and Appointed by protected characteristic
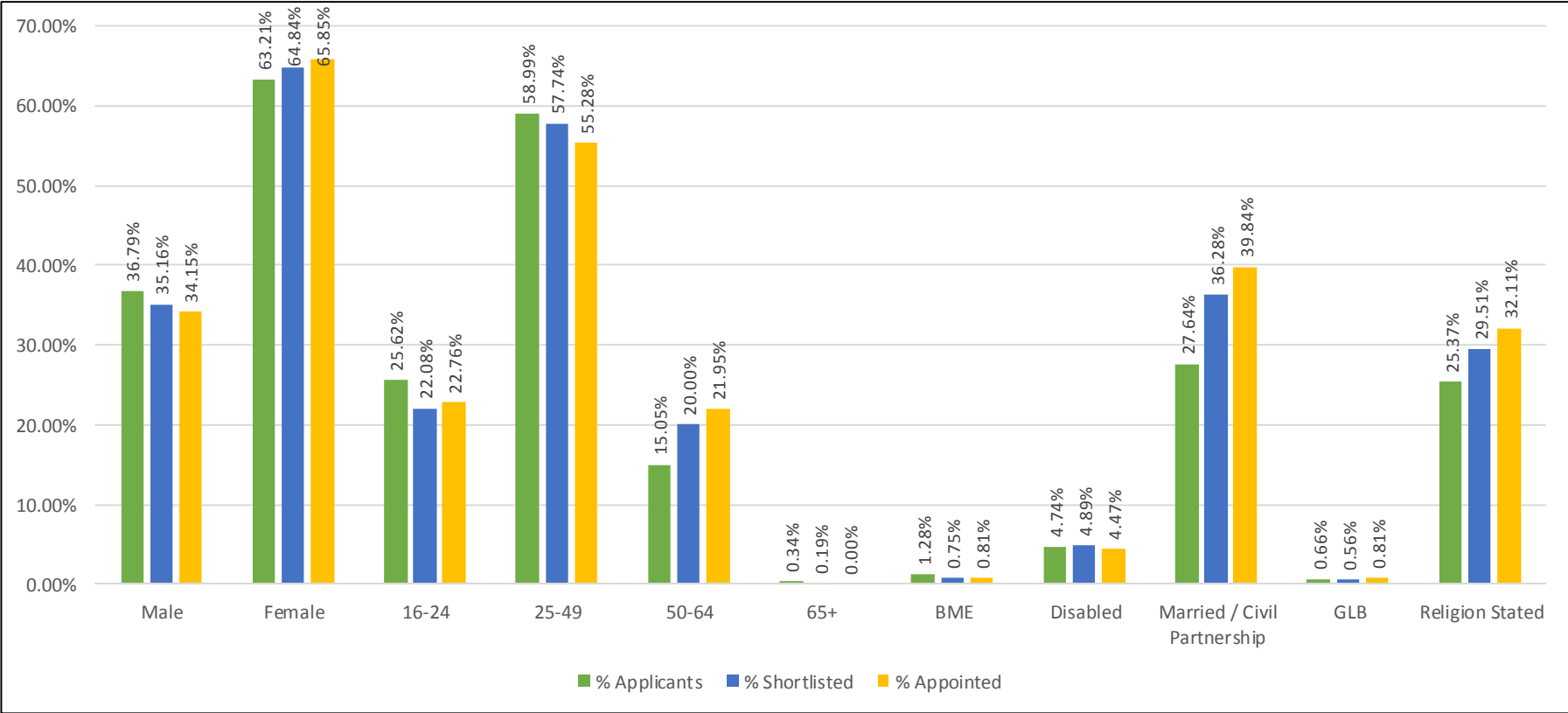
Summary of job applicant by protected characteristic

	Applied	Shortlisted	Number expected to be shortlisted*	Analysis of shortlisting	Appointed	Number expected to be appointed*	Analysis of appointments
Male	770	186	167 - 222	As expected	84	71 - 109	As expected
Female	1323	343	298 - 370	As expected	162	130 - 178	As expected
Ethnic Minority	27	4	2 - 12	As expected	2	0 - 6	As expected
Disabled	100	26	15 - 35	As expected	11	5 - 19	As expected
Age 16-24	526	117	110 - 155	As expected	56	46 - 76	As expected
Age 25-49	1211	306	271 - 340	As expected	136	118 - 164	As expected
Age 50-64	309	106	61 - 95	High	54	24 - 48	High
Age 65+	7	1	1 - 4	As expected	0	1 - 3	As expected
Married	583	193	123 - 171	High	98	52 - 84	High
Religion	535	157	112 - 158	As expected	79	47 - 77	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 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 2013-2014.

Table 13a - Training Applications by Service for Conwy County Borough Council – 2013/14

Service	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	1551	27	768	727	29	1386	165	19	61	1014	*	0
Audit & Procurement	12	0	8	4	0	9	3	0	0	9	0	0
Chief Executive Office & Direct Reports	10	0	10	0	0	10	0	0	0	10	0	0
Children & Families Service	776	19	494	244	19	600	176	10	41	356	*	0
Community Development Service	342	64	196	81	1	216	126	*	14	141	*	0
Corporate Financial Service	8	0	7	1	0	5	3	0	0	*	0	0
Corporate Human Resources	21	8	13	0	0	13	8	0	*	*	0	0
Corporate Improvement & Development	7	0	7	0	0	4	3	0	0	7	0	0
Corporate Marketing & Communications	7	1	6	0	0	5	2	0	0	*	0	0
Education	448	39	280	126	3	361	87	*	7	274	*	0
Environment, Roads & Facilities	445	28	202	191	24	112	333	*	17	249	*	0
Governance Efficiency & Transformation	151	24	74	52	1	112	39	0	10	62	0	0
Information Technology	49	1	33	15	0	17	32	0	*	23	0	0
Law & Governance	79	1	55	19	4	50	29	0	*	44	0	0
Regulatory & Housing Services	166	17	107	42	0	108	58	*	*	92	*	0
Revenues & Benefits Service	50	14	28	8	0	38	12	0	0	29	0	0
Social Care Complaints & Quality Assurance	51	0	32	19	0	38	13	0	*	38	0	0
Theatres & Conference Centre	82	15	50	17	0	32	50	0	0	34	0	0
Total	**4255**	**258**	**2370**	**1546**	**81**	**3116**	**1139**	**36**	**166**	**2393**	**21**	**0**

Numbers below 5 have been replaced by * to protect anonymity

Table 13b - Training Applications by religion and belief

Service	Total Training Applications	Agnostic	Atheist	Buddhist	Christian	Hindu	Jewish	Muslim	No Religion	Not Stated	Other
Adult Social Care & Community Services	1551	7	*	*	628	*	*	*	270	604	23
Audit & Procurement	12	*	*	*	*	*	*	*	0	10	0
Chief Executive Office & Direct Reports	10	*	*	*	*	*	*	*	*	9	0
Children & Families Service	776	8	*	*	273	*	*	*	176	306	7
Community Development Service	342	10	*	*	99	*	*	*	37	186	*
Corporate Financial Service	8	*	*	*	*	*	*	*	*	*	0
Corporate Human Resources	21	*	*	*	11	*	*	*	*	*	0
Corporate Improvement & Development	7	*	*	*	*	*	*	*	*	*	0
Corporate Marketing & Communications	7	*	*	*	*	*	*	*	*	*	0
Education	448	*	*	*	69	*	*	*	12	364	*
Environment, Roads & Facilities	445	6	*	*	164	*	*	*	63	205	6
Governance Efficiency & Transformation	151	*	*	*	70	*	*	*	14	67	0
Information Technology	49	*	*	*	17	*	*	*	20	11	*
Law & Governance	79	*	*	*	29	*	*	*	17	31	*
Regulatory & Housing Services	166	*	*	*	34	*	*	*	*	123	*
Revenues & Benefits Service	50	*	*	*	24	*	*	*	*	18	0
Social Care Complaints & Quality Assurance	51	*	*	*	32	*	*	*	10	9	0
Theatres & Conference Centre	82	*	*	*	11	*	*	*	22	46	0
Total	**4255**	**32**	**12**	**12**	**1468**	**2**	**8**	**5**	**671**	**1996**	**49**

Numbers below 5 have been replaced by * to protect anonymity

Table 14a - Training Completed by Service for Conwy County Borough Council – 2013/14

Service	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	1551	27	768	727	29	1386	165	19	61	1014	*	0
Audit & Procurement	12	0	8	4	0	9	3	0	0	9	*	0
Chief Executive Office & Direct Reports	10	0	10	0	0	10	0	0	0	10	*	0
Children & Families Service	776	19	494	244	19	600	176	10	41	356	*	0
Community Development Service	342	64	196	81	1	216	126	*	14	141	*	0
Corporate Financial Service	8	0	7	1	0	5	3	0	0	*	*	0
Corporate Human Resources	21	8	13	0	0	13	8	0	*	*	*	0
Corporate Improvement & Development	7	0	7	0	0	4	3	0	0	*	*	0
Corporate Marketing & Communications	7	1	6	0	0	5	2	0	0	*	*	0
Education	448	39	280	126	3	361	87	*	7	274	*	0
Environment, Roads & Facilities	444	28	201	191	24	112	332	*	17	249	*	0
Governance Efficiency & Transformation	151	24	74	52	1	112	39	0	10	62	*	0
Information Technology	48	1	33	14	0	16	32	0	*	23	*	0
Law & Governance	79	1	55	19	4	50	29	0	*	44	*	0
Regulatory & Housing Services	166	17	107	42	0	108	58	*	5	92	*	0
Revenues & Benefits Service	49	14	27	8	0	38	11	0	0	29	*	0
Social Care Complaints & Quality Assurance	51	0	32	19	0	38	13	0	*	38	*	0
Theatres & Conference Centre	82	15	50	17	0	32	50	0	0	34	*	0
Total	**4252**	**258**	**2368**	**1545**	**81**	**3115**	**1137**	**36**	**166**	**2393**	**21**	**0**

Numbers below 5 have been replaced by * to protect anonymity

Table 14b – Training Completed by religion and belief

Service	Total Training Events	Agnostic	Atheist	Buddhist	Christian	Hindu	Jewish	Muslim	No Religion	Not Stated	Other
Adult Social Care & Community Services	1551	*	*	*	628	*	*	*	270	604	23
Audit & Procurement	12	*	*	*	*	*	*	*	0	10	0
Chief Executive Office & Direct Reports	10	*	*	*	0	*	*	*	0	9	0
Children & Families Service	776	*	*	*	273	*	*	*	176	306	*
Community Development Service	342	*	*	*	99	*	*	*	37	186	*
Corporate Financial Service	8	*	*	*	*	*	*	*	*	*	0
Corporate Human Resources	21	*	*	*	11	*	*	*	7	*	0
Corporate Improvement & Development	7	*	*	*	0	*	*	*	6	*	0
Corporate Marketing & Communications	7	*	*	*	*	*	*	*	*	*	0
Education	448	*	*	*	69	*	*	*	12	364	*
Environment, Roads & Facilities	444	*	*	*	163	*	*	*	63	205	*
Governance Efficiency & Transformation	151	*	*	*	70	*	*	*	14	67	0
Information Technology	48	*	*	*	17	*	*	*	19	11	*
Law & Governance	79	*	*	*	29	*	*	*	17	31	*
Regulatory & Housing Services	166	*	*	*	34	*	*	*	*	123	*
Revenues & Benefits Service	49	*	*	*	23	*	*	*	7	18	0
Social Care Complaints & Quality Assurance	51	*	*	*	32	*	*	*	10	9	0
Theatres & Conference Centre	82	*	*	*	11	*	*	*	22	46	0
Total	**4252**	**32**	**12**	**12**	**1466**	**2**	**8**	**5**	**670**	**1996**	**49**

Numbers below 5 have been replaced by * to protect anonymity

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

Engaging Diversity Module Completed from 1 April 2013 to 31 March 2014

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	493	2001

Table 16 - Analysis of completed Training Events – 2013/14

	No. of Completed Training Events	% of Completed Training Events	% of Staff Currently Employees	Analysis
Male	1137	26.7%	25.3%	As expected
Female	3115	73.3%	74.7%	As expected
Black Minority Ethnic	36	0.9%	0.5%	As expected
Disabled	166	3.9%	2.0%	As expected
16 - 24	258	6.1%	3.5%	High
25 - 49	2368	56.0%	59.8%	As expected
50 - 64	1545	36.3%	34.1%	As expected
65+	81	1.9%	2.6%	As expected
Married / Civil Partnership	2393	56.3%	58.7%	As expected
Gay / Lesbian / Bisexual	21	0.5%	0.5%	As expected
Religion / Belief	1586	37.3%	19.7%	High
Transgender	0	0.0%	0.0%	As expected

The statistics evidence that employees aged 16 – 24 years old 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. Completed training events for those aged 25 – 49 are slightly lower than the workforce profile. 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; 64% Christian, 30% no religion, 1.4% agnostic, 0.8% Hindu, 0.5% Buddhist, 0.3% Jewish and 0.2% Muslim and 2% 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 2013/14

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	Religion & Belief	Transgender
Sickness Absence	95	38	57	0	56	38	1	1	6	48	0	0	0
Grievance / Bullying	9	2	7	0	7	2	0	0	0	3	0	0	0
Disciplinary / Capability	78	53	25	3	34	34	7	1	7	36	0	0	0
Total	**182**	**93**	**89**	**3**	**97**	**74**	**8**	**2**	**13**	**87**	**0**	**0**	**0**

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, but this reflects the profile of this group within the workforce.

The grievance / bullying count is in line with the male:female workforce profile of 24:76 ratio. A higher proportion of male employees were involved in disciplinary / capability processes than expected in relation to the workforce profile, which is a similar trend to the previous reporting period. The break down of sickness absence cases is slightly more in line with the 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 employees and those declaring a religion and belief or a non belief.

7. Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2013/14

	Total	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Dismissal	13	0	6	7	0	5	8	0	1	6	0	0
Dismissal - Ill health	17	0	6	9	2	11	6	0	1	12	0	0
End of temporary contract	92	26	40	22	4	49	43	2	2	30	3	0
Redundancy - Compulsory	24	0	14	9	1	18	6	0	0	13	0	0
Involuntary	**146**	**26**	**66**	**47**	**7**	**83**	**63**	**2**	**4**	**61**	**3**	**0**
Death in Service	5	0	2	3	0	4	1	0	1	3	0	0
Deceased	1	0	0	1	0		1	1	0	0	0	0
Other	**6**	**0**	**2**	**4**	**0**	**4**	**2**	**1**	**1**	**3**	**0**	**0**
Non-starter although set up	1	0	1	0	0	1	0	0	0	0	0	0
Redundancy - Voluntary	21	0	4	15	2	13	8	1	0	15	0	0
Relief not worked for 18 months	7	3	3	1	0	4	3	0	0	1	0	0
Resignation	93	15	51	23	4	66	27	0	1	41	0	0
Resignation - Gone to another Authority	37	5	25	7	0	22	15	0	1	12	2	0
Resignation - Ill health	9	1	2	4	2	7	2	0	0	6	0	0
Resignation - Left for another job	122	24	77	20	1	68	54	1	0	44	3	0
Resignation - Left the area	6	2	2	2	0	4	2	0	0	1	0	0
Resignation - Returned to education	12	5	7	0	0	8	4	0	0	1	0	0
Retirement - Age	41	0	0	23	18	28	13	0	1	34	0	0
Retirement - Early voluntary	17	0	1	16	0	11	6	0	0	13	0	0
Retirement - Ill health	6	0	0	5	1	3	3	0	0	4	0	0
Transfer	1	0	0	1	0		1	0	0	0	1	0
Voluntary	**373**	**55**	**173**	**117**	**28**	**235**	**138**	**2**	**3**	**172**	**6**	**1**
Total	**525**	**81**	**241**	**168**	**35**	**322**	**203**	**5**	**8**	**236**	**9**	**1**

Table 18b – Leavers by religion and belief during 2013/2014

	Total	Christian	No Religion	Other	Not Stated
Dismissal	13	0	6	7	0
Dismissal - Ill health	17	0	6	9	2
End of temporary contract	92	26	40	22	4
Redundancy - Compulsory	24	0	14	9	1
Involuntary	**146**	**26**	**66**	**47**	**7**
Death in Service	5	0	2	3	0
Deceased	1	0		1	0
Other	**6**	**0**	**2**	**4**	**0**
Non-starter although set up	1	0	1	0	0
Redundancy - Voluntary	21	0	4	15	2
Relief not worked for 18 months	7	3	3	1	0
Resignation	93	15	51	23	4
Resignation - Gone to another Authority	37	5	25	7	0
Resignation - Ill health	9	1	2	4	2
Resignation - Left for another job	122	24	77	20	1
Resignation - Left the area	6	2	2	2	0
Resignation - Returned to education	12	5	7	0	0
Retirement - Age	41	0	0	23	18
Retirement - Early voluntary	17	0	1	16	0
Retirement - Ill health	6	0	0	5	1
Transfer	1	0	0	1	0
Voluntary	**373**	**55**	**173**	**117**	**28**
Total	**525**	**81**	**241**	**168**	**35**

The leaders' information contained within this report has been obtained from the HR/payroll system for the period 1st April 2013 and the 31st March 2014. 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 525 leavers, 373 (71%) who left voluntary and 146 (28%) who left involuntary. Of those who left involuntary, 63% were staff whose temporary contract had come to an end. 24 (16%) of employees left due to compulsory redundancy and 30 employees were dismissed in this period of which 17 were dismissed on ill health grounds.

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 levers
Male	37.0%	43.2%	38.7%	25.3%	High	High
Female	63.0%	56.8%	61.3%	74.7%	Low	Low
Ethnic minority	0.5%	1.4%	1.0%	0.5%	As expected	As expected
Disabled	0.8%	2.7%	1.5%	2.0%	As expected	As expected
16-24	14.7%	17.8%	15.4%	3.5%	High	High
25-49	46.4%	45.2%	45.9%	59.8%	Low	Low
50-64	31.4%	32.2%	32.0%	34.1%	As expected	As expected
65+	7.5%	4.8%	6.7%	2.6%	High	As expected
Married/Civil Partnership	46.1%	41.8%	45.0%	58.7%	As expected	As expected
Gay, Lesbian, Bisexual	1.6%	2.1%	1.7%	0.5%	As expected	As expected

Ethnicity
The number of employees of an ethnic minority origin, who left the Authority in this period is slightly higher than last year, two employees left whose temporary contract came to an end the other reason cited include voluntary redundancy and retirement.

Disability
This year eight employees declaring a disability left the Authority, which is the same figure as last year. Reasons for leaving included end of temporary contract, resignation, retirement and dismissal including ill health grounds.

Sex
There is a higher number of female then male employees leaving the organisation but when compared with the workforce profile of 76:24, it can be seen that proportionally men are over represented in these leaver figures. The main reason for male employees to leave involuntary is cited as the end of a temporary contract.

Age
Employees aged between 16 and 24 make up a disproportionately high number of involuntary leavers which again is due to the ending of temporary contracts. The proportion of voluntary leavers aged 65 and over is high as expected due to retirement. The proportion of over 65 involuntary leavers is in line with the workforce profile.

Marriage/Civil Partnership
Of those employees that left the Authority 45% 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
The number of employees who have declared they are lesbian, gay or bisexual, who left the Authority in this period appears slightly high compared to the overall workforce profile. The main reason cited for leaving is voluntary transfer and upon investigation this figure includes the transfer of an employee from one service to another as well as the transfer of an employee outside of the Authority.

Religion and Belief
Of those who left during this period 93% declared information in regards to having a religion or belief or no religious belief. Of those who left involuntary 28% (146) Christian was the sole religion recorded. Of those who left voluntarily a range of religions were cited and the main reasons for leaving were cited as resignation and retirement.

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