

# Conwy County Borough Council

## Employment Monitoring Report

2015-2016

### 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 2015-2016 in accordance with our Strategic Equality Plan and Action Plan 2016-2020, which can be found on our website at: <http://www.conwy.gov.uk/doc.asp?cat=12263&doc=37754>

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

- Employees currently working for us on 31<sup>st</sup> March 2016
- \*Men and women broken down by; job, grade, pay, contract type, working patterns
- Applicants for employment over the last year
- Employees that have applied internally to change position within the authority – tracking successful and unsuccessful applicants
- 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 procedures
- Employees leaving and reasons for leaving

\* 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 each year to improve upon the Equality Monitoring Data we hold for existing employees. This report contains the data, where disclosed, on each of the protected characteristics. Web-recruitment was introduced part way through the period, making the provision of this data mandatory, and we have already seen an improvement in the data captured.

A manual exercise has been undertaken to record applications for training during this period. A workflow package will be installed on the HR/Payroll system in the coming 12 months, which will help improve the quality of data in this area. The 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 replaced with an \* 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 31<sup>st</sup> March 2016**

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						
Audit & Procurement	16	*	11	5	*	12	*	*	10	*	*	*	*
Chief Executives Office	7	*	*	*	*	5	*	*	6	*	*	*	*
Children Family & Safeguarding	207	*	130	73	*	169	38	11	96	*	7	*	14
Community Development Service	317	20	185	101	11	212	105	11	148	*	*	*	6
Corporate Financial Service	39	*	27	11	*	26	13	*	19	*	*	*	*
Corporate Human Resources	24	*	15	6	*	19	5	*	11	*	*	*	*
Corporate Improvement & Development	13	*	11	*	*	10	*	*	10	*	*	*	*
Corporate Marketing & Communications	15	*	10	*	*	14	*	*	9	*	*	*	*
Education	2048	76	1269	666	37	1735	313	10	1261	*	5	*	98
Environment Roads & Facilities	513	9	233	241	30	154	359	17	268	*	*	*	*
Estates & Asset Management	10	*	8	*	*	*	7	*	6	*	*	*	*
Information Technology	73	*	53	19	*	20	53	*	34	*	*	*	*
Integrated Adults & Community Services	568	18	278	254	18	494	74	18	334	5	8	*	18
Law & Governance	61	*	32	23	5	45	16	*	35	*	*	*	*
Regulatory & Housing Services	136	8	80	41	7	86	50	*	78	*	*	*	5
Revenues & Benefits Service	83	*	59	19	*	62	21	*	48	*	*	*	*
Theatres & Conference Centre	109	15	57	36	*	58	51	*	56	*	*	*	*
<b>CCBC Total</b>	<b>4239</b>	<b>159</b>	<b>2462</b>	<b>1506</b>	<b>112</b>	<b>3124</b>	<b>1115</b>	<b>76</b>	<b>2429</b>	<b>21</b>	<b>27</b>	<b>10</b>	<b>155</b>

Note: The number of employees counted in Table 1 is based on the number of permanent or fixed term people employed by Conwy on 31<sup>st</sup> March 2016 (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 31<sup>st</sup> March 2016 by religion and belief**

Service	Total	Agnostic	Atheist	Buddist	Christian	Confucianism	Hindu	Jehovah Witness	Muslim	No Religion	Not Specified	Other
Audit & Procurement	16	*	*	*	7	*	*	*	*	*	9	*
Chief Executives Office	7	*	*	*	*	*	*	*	*	*	5	*
Children Family & Safeguarding	207	*	*	*	73	*	*	*	*	37	87	*
Community Development Service	317	*	*	*	66	*	*	*	*	42	199	*
Corporate Financial Service	39	*	*	*	22	*	*	*	*	10	6	*
Corporate Human Resources	24	*	*	*	16	*	*	*	*	7	*	*
Corporate Improvement & Development	13	*	*	*	6	*	*	*	*	*	*	*
Corporate Marketing & Communications	15	*	*	*	6	*	*	*	*	*	6	*
Education	2048	*	*	*	65	*	*	*	*	20	1957	5
Environment Roads & Facilities	513	*	*	*	179	*	*	*	*	72	252	6
Estates & Asset Management	10	*	*	*	*	*	*	*	*	*	*	*
Information Technology	73	*	*	*	25	*	*	*	*	35	9	*
Integrated Adults & Community Services	568	*	*	*	231	*	*	*	*	104	218	7
Law & Governance	61	*	*	*	29	*	*	*	*	12	19	*
Regulatory & Housing Services	136	*	*	*	40	*	*	*	*	17	76	*
Revenues & Benefits Service	83	*	*	*	47	*	*	*	*	16	16	*
Theatres & Conference Centre	109	*	*	*	33	*	*	*	*	26	47	*
<b>CCBC Total</b>	<b>4239</b>	<b>13</b>	<b>19</b>	<b>4</b>	<b>850</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>407</b>	<b>2913</b>	<b>29</b>

Note: The number of employees counted in Table 1a is based on the number of permanent or fixed term people employed by Conwy on 31<sup>st</sup> March 2016 (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 31<sup>st</sup> March 2016**

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						
Children Family & Safeguarding	70	*	35	26	5	51	19	*	28	*	*	*	*
Community Development Service	295	109	129	47	10	150	145	*	73	*	*	*	*
Corporate Financial Service	1		*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	5	*	*	*	*	*	*	*	*	*	*	*	*
Education	1376	155	789	386	46	1170	206	8	754	*	*	*	40
Environment Roads & Facilities	42	*	16	18	7	30	12	*	21	*	*	*	*
Integrated Adults & Community Services	47	*	22	23	*	39	8	*	22	*	*	*	*
Law & Governance	9	*	*	*	*	6	*	*	5	*	*	*	*
Regulatory & Housing Services	4	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	91	30	35	18	8	55	36	*	28	*	*	*	6
<b>CCBC Total</b>	<b>1940</b>	<b>305</b>	<b>1030</b>	<b>523</b>	<b>82</b>	<b>1506</b>	<b>434</b>	<b>17</b>	<b>933</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>51</b>

Note: The number of employees counted in Table 2 is based on the number of casual workers employed by Conwy on 31<sup>st</sup> March 2016 (counted once, even though they may have more than one job).

**Table 2a – Number of Casual Workers as at 31<sup>st</sup> March 2016 by religion and belief**

Service	Total	Agnostic	Atheist	Buddist	Christian	Confucianism	No Religion	Not Specified	Other
Children Family & Safeguarding	70	*	*	*	17	*	8	42	*
Community Development Service	295	*	*	*	40	*	17	234	*
Corporate Financial Service	1	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	5	*	*	*	*	*	*	*	*
Education	1376	*		*	20	*	8	1344	*
Environment Roads & Facilities	42	*	*	*	6	*	*	35	*
Integrated Adults & Community Services	47	*	*	*	16	*	6	24	*
Law & Governance	9	*	*	*	*	*	*	6	*
Regulatory & Housing Services	4	*	*	*	*	*	*	*	*
Theatres & Conference Centre	91	*	*	*	7	*	22	58	*
<b>CCBC Total</b>	<b>1940</b>	<b>1</b>	<b>9</b>	<b>1</b>	<b>112</b>	<b>1</b>	<b>63</b>	<b>1749</b>	<b>4</b>

Note: The number of employees counted in Table 2a is based on the number of casual workers employed by Conwy on 31<sup>st</sup> March 2016 (counted once, even though they may have more than one job).

Numbers below 5 have been replaced by \* to protect anonymity

The overall workforce profile of the Authority consists of 25% male and 75% female employees. This figure includes permanent, fixed term and casual employees. The male workforce has decreased by 1% during the last year. The age profile for the workforce is 7.51% aged 16-24, 56.51% aged 25-49, 32.84% aged 50-64 and 3.14% aged 65+. These figures are very similar to the figures from the previous year. During this period 3.33% of employees took maternity leave. 54.4% of employees have declared that they are either married or in a civil partnership and 1.5% of employees have declared a disability. 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, 0.4% have declared their sexual orientation as lesbian, gay or bisexual, 0.5% of employees have stated that they are of black, minority and ethnic origin, 25% have declared a religion and belief or non belief and 0.2% 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 7,518 employees, but this is the number of posts filled.

**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	1090	1713	59	236	400	9	5	12	2081	<b>5605</b>
Male	796	230	8	84	54	4	2	1	734	<b>1913</b>
	<b>1886</b>	<b>1943</b>	<b>67</b>	<b>320</b>	<b>454</b>	<b>13</b>	<b>7</b>	<b>13</b>	<b>2815</b>	<b>7518</b>

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	4029	338	285	192	175	145	302	55	37	47	<b>5605</b>
Male	1053	277	105	114	87	59	111	44	21	42	<b>1913</b>
<b>Total</b>	<b>5082</b>	<b>615</b>	<b>390</b>	<b>306</b>	<b>262</b>	<b>204</b>	<b>413</b>	<b>99</b>	<b>58</b>	<b>89</b>	<b>7518</b>

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	Education	Management	Not Stated	Operational	Professional	Senior Management	Technical	Total
Female	425	1287	1012	88	162	1182	311	7	1131	<b>5605</b>
Male	98	154	235	68	126	609	150	9	464	<b>1913</b>
	<b>523</b>	<b>1441</b>	<b>1247</b>	<b>156</b>	<b>288</b>	<b>1791</b>	<b>461</b>	<b>16</b>	<b>1595</b>	<b>7518</b>

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	1837	677	377	538	420	163	115	170	48	38	4	23
Male	330	380	145	162	162	138	73	50	34	40	5	15
	<b>2167</b>	<b>1057</b>	<b>522</b>	<b>700</b>	<b>582</b>	<b>301</b>	<b>188</b>	<b>220</b>	<b>82</b>	<b>78</b>	<b>9</b>	<b>38</b>

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	7	73	926	13	29	18	129	<b>5605</b>
Male	9	51	178	6	31	6	98	<b>1913</b>
	<b>16</b>	<b>124</b>	<b>1104</b>	<b>19</b>	<b>60</b>	<b>24</b>	<b>227</b>	<b>7518</b>

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

**Contract Type – Figures greatly unchanged to previous year**

58% of full time permanent posts are held by female employees and 42% are held by male employees. 88% of part-time permanent posts are held by female employees and 12% are held by male employees. 74% of fixed term full time posts are held by female employees and 26% are held by male employees. 88% of fixed term part-time posts are held by female employees and 12% 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**

72% of the female workforce and 55% of the male workforce fall within the salary range up to £16,000.

Employees on salaries up to £50,000 follow a trend of approximately 75:25 female to male, which is identical to the actual workforce make up of 75:25 female to male employees. The split of female to male employees in the £50,000 and over salary range hasn't changed much since the last Employment Monitoring Report and is now 53:47 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 Head Teachers and Education Advisor/Inspectors.

## **Job Type**

82% of the posts held by female employees fall within Education, Technical, Operational and Care, whilst 76% of the posts held by male employees fall within the same categories. With regards to management posts, 56% (88) of these posts are held by female employees and 44% (68) are held by male employees. Of those in senior management posts 44% (7) are held by female employees and 56% (9) 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, whereas, female employees are under represented in Management, Operational and Professional job types when compared to the overall workforce profile.

## **Grade**

29% of all posts held are within Grade G01, of those 85% are held by female employees and 15% are held by male employees. Within Grades G03, G04, G05 and G08 there is a trend of approximately 70:30 split of female to males in these posts. Female employees are less represented in Grade G02, G06, G07 and Grades G09 to G12 when compared to the overall workforce ratio of 75:25. The percentage of females in these grades are: G02 = 64%, G06=54%, G09 58%, G10 = 49%, G11 44% and G12=61%.

In comparison to the workforce profile of 75% female and 25% male, females are under-represented in the category of Deputy/Head Teachers with 59% being female and 41% being male. They are also under-represented within Youth Work with a 48% female, 52% male split, although this may be more representative of the groups they work with. Females remain under-represented in Senior Management at 48% compared with 56% males. Modern apprentices follow the workforce profile with a 75% female, 25% male split. Males are under-represented in the Teaching category which comprises of 84% females and 16% males. Within Education Advisory, the male/female split aligns a little closer to the workforce profile, however the split is somewhat closer to the workforce profile than some of the other categories where the under-representation is more obvious.

## 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. The new web recruitment system allows applicants to apply for posts online. Their details, including the mandatory Equality information that they must supply when applying for any roles within the Council are automatically fed into the HR/Payroll system. The Equality monitoring information is only accessible to Human Resources staff as it is regarded as sensitive data.

Between 1<sup>st</sup> April 2015 and 31<sup>st</sup> March 2016 there were 205 vacancies. It should be noted that 34% of vacancies (69) were in the area of Social Care and 26% of vacancies (54) were in the area of Environment, Roads and Facilities (ERF). This may influence the analysis of this data, as Social Care attract more female applicants and ERF more males. 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 2015/16**

Service	Position Advertised Count
Audit & Procurement	1
Children Family & Safeguarding	15
Community Development Service	19
Corporate Human Resources	3
Corporate Marketing & Communications	2
Education Services	2
Environment Roads & Facilities	41
Information Technology	9
Integrated Adults & Community Services	54
Law & Governance	8
Regulatory & Housing Services	11
Revenues & Benefits Service	1
Theatres & Conference Centre	39
<b>Total</b>	<b>205</b>

**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
Audit & Procurement	15	*	11	*	*	10	*	*	*	*	*	8	*	8
Children Family & Safeguarding	197	37	153	7	24	130	32	8	11	*	*	75	*	91
Community Development Service	371	145	214	12	137	175	44	*	13	6	20	72	15	160
Corporate Financial Service	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	29	9	20	*	10	18	*	*	*	*	*	6	*	15
Corporate Improvement & Development	9	*	5	*	*	8	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	26	*	21	*	7	12	*	*	5	*	*	7	*	14
Corporate Services	21	16	5	*	*	12	9	*	*	*	*	17	*	19
Education Services	164	40	107	17	19	119	19	*	7	*	6	58	*	84
Environment Roads & Facilities	628	497	118	13	90	387	129	*	21	5	26	221	7	329
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	106	90	16	*	28	71	*	*	*	5	8	32	*	53
Integrated Adults & Community Services	830	195	612	23	132	457	177	*	63	*	57	258	35	426
Law & Governance	50	9	40	*	13	28	9	*	*	*	*	6	*	12
Regulatory & Housing Services	64	29	32	*	26	22	11	*	5	*	*	15	*	30
Revenues & Benefits Service	94	25	69	*	12	49	24	*	9	*	7	31	*	42
Theatres & Conference Centre	146	60	80	6	58	64	22	*	*	*	7	28	6	60
<b>Total</b>	<b>2756</b>	<b>1163</b>	<b>1508</b>	<b>85</b>	<b>556</b>	<b>1568</b>	<b>488</b>	<b>4</b>	<b>140</b>	<b>30</b>	<b>145</b>	<b>840</b>	<b>77</b>	<b>1352</b>

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
Audit & Procurement	5	*	*	*	*	5	*	*	*	*	*	5	*	*
Children Family & Safeguarding	76	11	65	*	*	62	13	*	*	*	*	34	*	29
Community Development Service	67	20	47	*	22	34	11	*	*	*	5	25	*	25
Corporate Financial Service	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	10	*	8	*	*	*	*	*	*	*	*	*	*	7
Corporate Improvement & Development	5	*	5	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	7	*	7	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	42	5	37	*	*	31	10	*	*	*	*	27	*	25
Environment Roads & Facilities	130	96	34	*	*	88	37	*	*	*	*	65	*	62
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	15	10	5	*	*	12	*	*	*	*	*	7	*	8
Integrated Adults & Community Services	194	27	167	*	24	144	25	*	*	*	*	73	5	97
Law & Governance	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	13	6	7	*	6	7	*	*	*	*	*	*	*	8
Revenues & Benefits Service	31	5	26	*	*	28	*	*	*	*	*	16	*	16
Theatres & Conference Centre	38	15	23	*	14	19	5	*	*	*	*	8	*	12
<b>Total</b>	<b>645</b>	<b>202</b>	<b>443</b>	<b>0</b>	<b>82</b>	<b>446</b>	<b>115</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>18</b>	<b>280</b>	<b>9</b>	<b>308</b>

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
Audit & Procurement	20	*	14	*	*	15	*	*	*	*	*	13	*	11
Children Family & Safeguarding	273	48	218	7	25	192	45	*	11	*	*	109	6	120
Community Development Service	438	165	261	12	159	209	55	*	13	6	25	97	15	185
Corporate Financial Service	7	*	7	*	*	6	*	*	*	*	*	*	*	7
Corporate Human Resources	39	11	28	*	14	22	*	*	*	*	*	10	*	22
Corporate Improvement & Development	14	*	10	*	*	11	*	*	*	*	*	7	*	7
Corporate Marketing & Communications	33	*	28	*	10	15	*	*	5	*	*	9	*	17
Corporate Services	24	19	5	*	*	12	12	*	*	*	*	20	*	22
Education Services	206	45	144	17	20	150	29	*	7	*	8	85	*	109
Environment Roads & Facilities	758	593	152	13	94	475	166	*	21	5	30	286	8	391
Estates & Asset Management	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	121	100	21	*	30	83	5	*	*	5	8	39	*	61
Integrated Adults & Community Services	1024	222	779	23	156	601	202	*	63	6	60	331	40	523
Law & Governance	54	9	44	*	13	30	11	*	*	*	*	10	*	15
Regulatory & Housing Services	77	35	39	*	32	29	11	*	5	*	*	18	*	38
Revenues & Benefits Service	125	30	95	*	13	77	26	*	9	*	9	47	*	58
Theatres & Conference Centre	184	75	103	6	72	83	27	*	*	*	8	36	7	72
<b>Total</b>	<b>3401</b>	<b>1365</b>	<b>1951</b>	<b>85</b>	<b>638</b>	<b>2014</b>	<b>603</b>	<b>6</b>	<b>140</b>	<b>33</b>	<b>163</b>	<b>1120</b>	<b>86</b>	<b>1660</b>

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
Audit & Procurement	7	*	5	*	*	5	*	*	*	*	*	*	*	*
Children Family & Safeguarding	51	11	39	*	7	27	15	*	*	*	*	20	*	27
Community Development Service	84	35	44	5	37	37	8	*	*	*	*	17	*	38
Corporate Financial Service	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	11	*	8	*	*	8	*	*	*	*	*	*	*	7
Corporate Improvement & Development	0	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	7	*	6	*	*	6	*	*	8	*	*	*	*	*
Corporate Services	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	40	6	32	*	*	28	8	*	*	*	*	15	*	26
Environment Roads & Facilities	180	145	31	*	26	102	44	*	8	*	7	78	*	86
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	27	22	5	*	*	22	*	*	*	*	*	8	*	9
Integrated Adults & Community Services	165	29	134	*	20	109	30	*	6	*	11	54	*	79
Law & Governance	20	*	15	*	8	11	*	*	*	*	*	*	*	*
Regulatory & Housing Services	21	10	11	*	12	7	*	*	*	*	*	*	*	10
Revenues & Benefits Service	30	9	21	*	*	16	10	*	*	*	*	13	*	17
Theatres & Conference Centre	77	34	39	*	35	34	7	*	*	*	*	13	*	28
<b>Total</b>	<b>729</b>	<b>311</b>	<b>397</b>	<b>21</b>	<b>158</b>	<b>420</b>	<b>128</b>	<b>0</b>	<b>23</b>	<b>7</b>	<b>32</b>	<b>239</b>	<b>15</b>	<b>346</b>

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
Audit & Procurement	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	35	6	29	*	*	30	*	*	*	*	*	14	*	14
Community Development Service	39	12	27	*	14	20	5	*	*	*	*	14	*	14
Corporate Financial Service	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	6	*	6	*	*	*	*	*	*	*	*	*	*	5
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	6	*	6	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	19	*	16	*	*	13	6	*	*	*	*	12	*	11
Environment Roads & Facilities	98	73	25	*	*	66	27	*	*	*	*	48	*	49
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	10	7	*	*	*	8	*	*	*	*	*	5	*	*
Integrated Adults & Community Services	93	14	79	*	7	72	14	*	*	*	*	38	*	42
Law & Governance	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	11	5	6	*	5	6	*	*	*	*	*	*	*	7
Revenues & Benefits Service	22	*	18	*	*	20	*	*	*	*	*	10	*	11
Theatres & Conference Centre	30	13	17	*	12	16	*	*	*	*	*	*	*	9
<b>Total</b>	<b>382</b>	<b>139</b>	<b>243</b>	<b>0</b>	<b>50</b>	<b>266</b>	<b>65</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>13</b>	<b>160</b>	<b>8</b>	<b>177</b>

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
Audit & Procurement	10	*	7	*	*	8	*	*	*	*	*	6	*	*
Children Family & Safeguarding	86	17	68	*	8	57	19	*	*	*	*	34	*	41
Community Development Service	123	47	71	5	51	57	13	*	*	*	*	31	*	52
Corporate Financial Service	7	*	7	*	*	6	*	*	*	*	*	*	*	7
Corporate Human Resources	17	*	14	*	6	10	*	*	*	*	*	5	*	12
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	13	*	12	*	*	9	*	*	*	*	*	5	*	6
Corporate Services	6	*	*	*	*	*	*	*	*	*	*	*	*	5
Education Services	59	9	48	*	*	41	14	*	*	*	*	27	*	37
Environment Roads & Facilities	278	218	56	*	30	168	71	*	8	*	11	126	*	135
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	37	29	8	*	5	30	*	*	*	*	*	13	*	13
Integrated Adults & Community Services	258	43	213	*	27	181	44	*	6	*	13	92	8	121
Law & Governance	23	*	18	*	8	13	*	*	*	*	*	6	*	6
Regulatory & Housing Services	32	15	17	*	17	13	*	*	*	*	*	6	*	17
Revenues & Benefits Service	52	13	39	*	*	36	11	*	*	*	6	23	*	28
Theatres & Conference Centre	107	47	56	*	47	50	9	*	*	*	*	17	*	37
<b>Total</b>	<b>1111</b>	<b>450</b>	<b>640</b>	<b>21</b>	<b>208</b>	<b>686</b>	<b>193</b>	<b>1</b>	<b>23</b>	<b>10</b>	<b>45</b>	<b>399</b>	<b>23</b>	<b>523</b>

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
Audit & Procurement	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Community Development Service	8	*	6	*	*	5	*	*	*	*	*	*	*	5
Corporate Financial Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	0	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Environment Roads & Facilities	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	7	*	6	*	*	*	*	*	*	*	*	*	*	*
Law & Governance	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	3	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Total</b>	<b>43</b>	<b>16</b>	<b>27</b>	<b>0</b>	<b>10</b>	<b>27</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>13</b>	<b>0</b>	<b>21</b>

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
Audit & Procurement	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	22	*	19	*	*	18	*	*	*	*	*	6	*	9
Community Development Service	26	10	16	*	10	13	*	*	*	*	*	9	*	10
Corporate Financial Service	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	8	*	7	*	*	5	*	*	*	*	*	*	*	6
Environment Roads & Facilities	70	53	17	*	*	48	19	*	*	*	*	34	*	37
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	8	6	*	*	*	6	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	65	11	54	*	6	49	10	*	*	*	*	27	*	25
Law & Governance	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	10	*	6	*	5	5	*	*	*	*	*	*	*	6
Revenues & Benefits Service	10	*	9	*	*	9	*	*	*	*	*	*	*	6
Theatres & Conference Centre	23	10	13	*	10	12	*	*	*	*	*	*	*	7
<b>Total</b>	<b>259</b>	<b>99</b>	<b>160</b>	<b>0</b>	<b>38</b>	<b>177</b>	<b>43</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>99</b>	<b>6</b>	<b>121</b>

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
Audit & Procurement	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	25	5	20	*	*	20	*	*	*	*	*	6	*	10
Community Development Service	34	12	22	*	12	18	*	*	*	*	*	11	*	15
Corporate Financial Service	5	*	5	*	*	*	*	*	*	*	*	*	*	5
Corporate Human Resources	6	*	6	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	9	*	8	*	*	6	*	*	*	*	*	*	*	7
Environment Roads & Facilities	73	54	19	*	*	49	21	*	*	*	*	35	*	38
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	11	8	*	*	*	8	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	72	12	60	*	7	53	12	*	*	*	*	31	*	29
Law & Governance	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	16	7	9	*	8	8	*	*	*	*	*	*	*	8
Revenues & Benefits Service	12	*	10	*	*	10	*	*	*	*	*	5	*	7
Theatres & Conference Centre	26	13	13	*	11	14	*	*	*	*	*	*	*	8
<b>Total</b>	<b>302</b>	<b>115</b>	<b>187</b>	<b>0</b>	<b>48</b>	<b>204</b>	<b>48</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>12</b>	<b>112</b>	<b>6</b>	<b>142</b>

Numbers below 5 have been replaced by \* to protect anonymity

**Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2009-2015**

	Applicants			Shortlisted			Appointments		
	No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
2015-2016 BME	33	100%	0.97%	10	30.30%	0.90%	2	6.06%	0.66%
Disabled	163	100%	4.79%	45	27.61%	4.05%	12	7.36%	3.97%
Overall Total	3401			1111			302		
2014-2015 BME	47	100%	2.09%	14	29.79%	1.98%	0	0.00%	0.00%
Disabled	123	100%	5.46%	30	24.39%	4.25%	5	4.07%	1.98%
Overall Total	2252			706			253		
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		
2008-2009 BME	80	100%	2.70%	19	23.80%	2.50%	0	0.00%	0.00%
Disabled	86	100%	2.90%	23	26.70%	3.10%	0	0.00%	0.00%
Overall Total	2940			748			105		
2007-2008 BME	128	100%	3.30%	35	27.30%	2.70%	10	7.80%	2.70%
Disabled	96	100%	2.50%	43	44.80%	3.40%	4	4.20%	1.10%
Overall Total	3826			1280			372		
2006-2007 BME	79	100%	2.00%	14	17.70%	1.20%	5	6.30%	1.40%
Disabled	70	100%	1.80%	31	44.30%	2.70%	4	5.70%	1.10%
Overall Total	3921			1165			350		

The table above shows a declining trend since 2009-10 in the number of applicants who have declared that they are from a BME background. 0.97% of the total applications received were from applicants from a BME background. Since the last report, a small increase can be seen in the number of appointments made to applicants from a BME background with 0.66% of the total number of appointments being from a BME background.

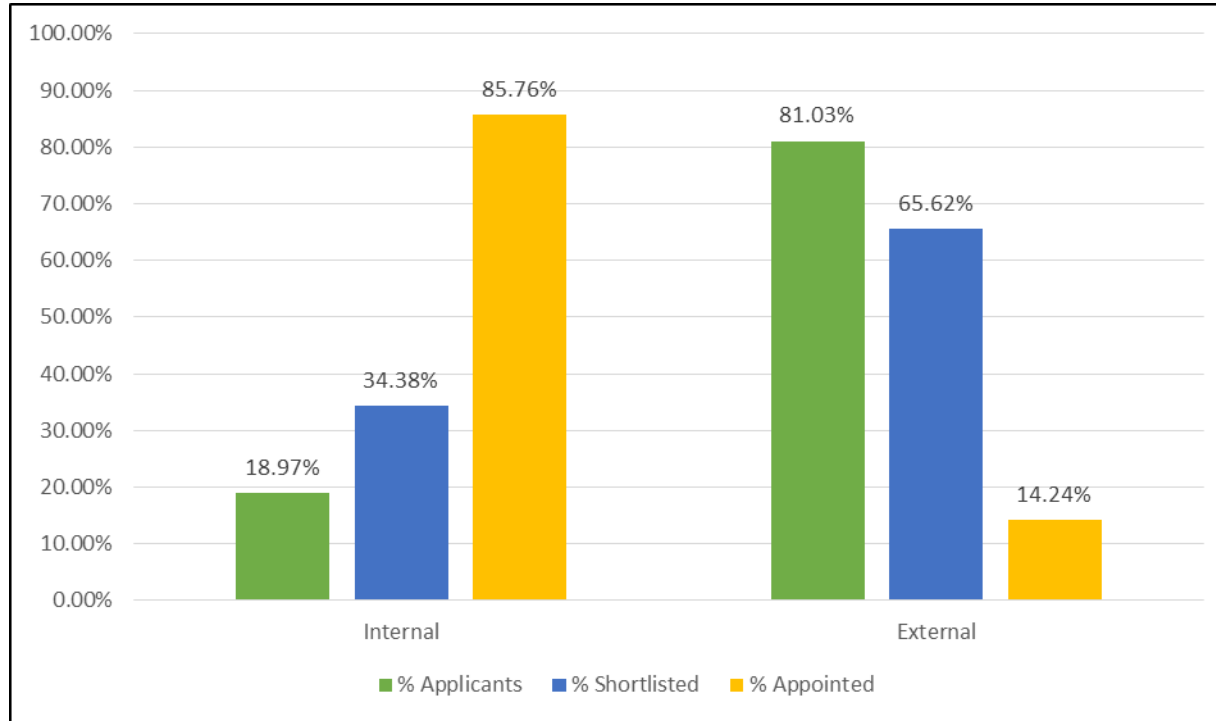
The table shows that during the year 2015-16, an increase can be seen in the number of applicants who have declared a disability with 163 of applicants declaring a disability. This equates to 4.79% of the total applicants and interestingly, although the number of applicants declaring a disability has risen, compared to the overall total number of applications received, 4.79% is almost one percent lower than last year, but this is largely due to a 40% increase in applications during the period.

## **4.1 Recruitment Analysis**

### **Type of Applicant**

There were 3401 applications for the 205 vacancies, an average of 16.5 applications per vacancy. Chart 1 shows a considerable difference between the number of internal and external job applicants. It shows that 40% of all internal applicants were successful in appointment. This compares to 1.6% of external applicants.

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

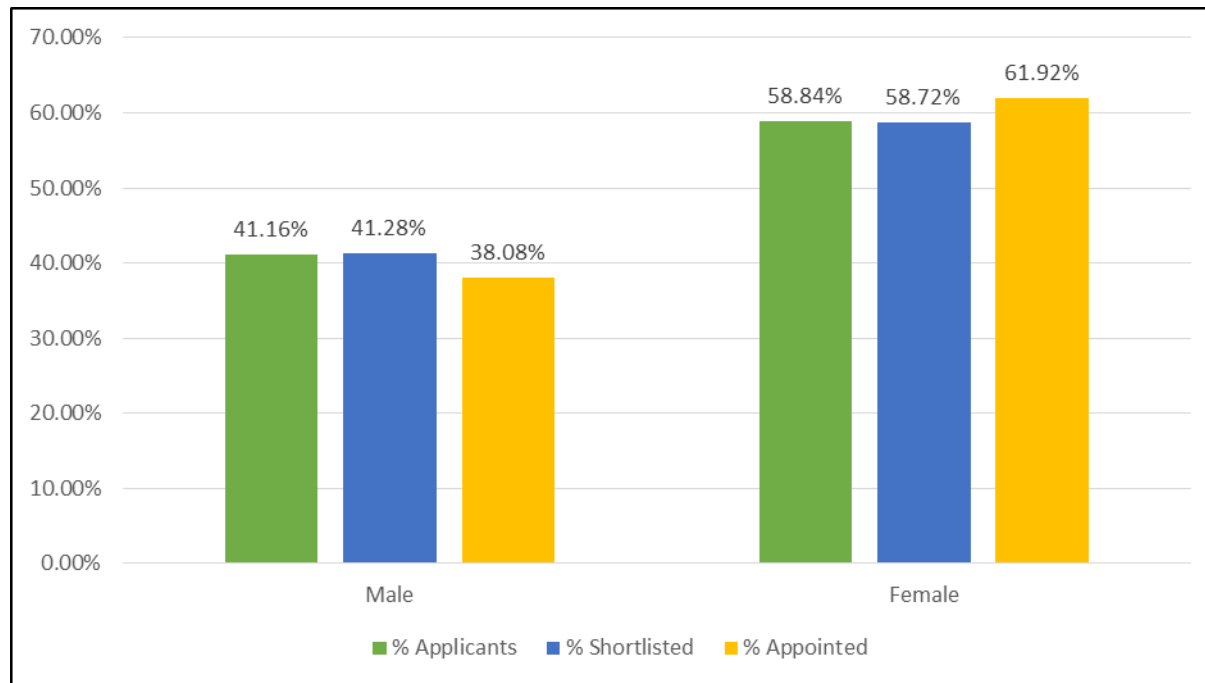


## Sex

Overall, 40% of all job applicants were male and 57% female, however these percentages vary between internal and external candidates. Internal applicants are less likely to be male than female applicants, reflecting the profile of current employees. There has however been an increase in internal male applications since the last report with 31% of internal applications male and 69% female. External applications were more evenly split with 42% of applications male and 55% of applications female and 3% from applications where the applicant's sex was not stated.

Dependant on the job type and the service area, these trends vary considerably. By analysing the total applications received, Community Development Service, Social Services, Education, Corporate HR and Law & Governance received 60% to 80% female applications. In comparison, ERF, IT and Regulatory & Housing Services received 60% to 80% male applications. The applicants who didn't disclose their sex have not been counted in these statistics.

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

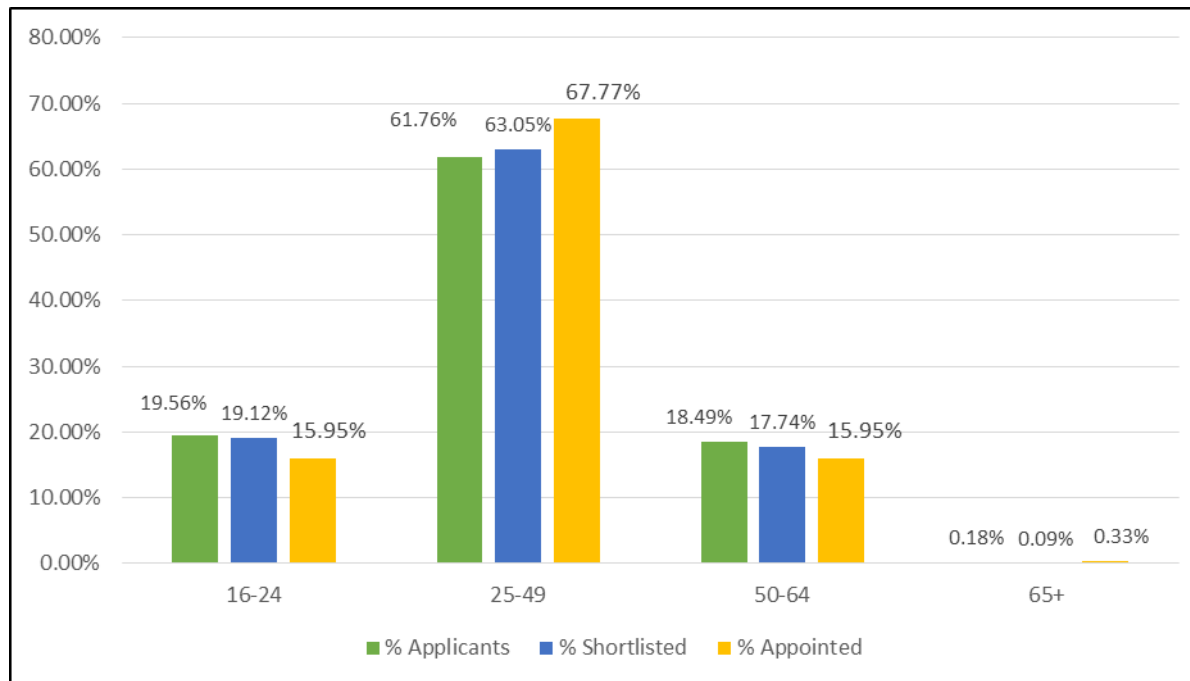


Overall there was a slightly higher chance of a female applicant being successful than a male applicant. These figures are greatly unchanged from last year's figures.

## Age

When broken down by age, most applicants, both internal and external, fall into the 25-49 age range. This was mirrored in the appointments in which 68% of all appointments fall into the 25-49 age range.

**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 formed 0.97% of the total applications made. This figure has decreased since the previous report and remains low in comparison to the percentage of ethnic minority people who live in Conwy County as stated in the 2011 Census (2.3%).



## Ethnic Minority Applicants

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Ethnic minority	33	0.97%	10	0.90%	2	0.66%
Non Ethnic minority	3368	99.03%	1101	99.10%	300	99.34%
Total	3401		1111		302	

## Disability

The following table shows that 4.79% of applicants regarded themselves as Disabled, a slight increase on the previous year at 4.7%. The percentage of applicants who regard themselves as disabled has steadily increased over the recent years. Community Development Service, Environment Roads & Facilities and Integrated Adults & Community Services continue to attract a high number of disabled applicants. 7% of all applicants who declared a disability were successful and appointed into posts which overall meant that disabled people made up 3.97% of all appointments.

### Applicants who regard themselves as Disabled

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Disabled	163	4.79%	45	4.05%	12	3.97%
Not Disabled	3238	95.21%	1066	95.95%	290	96.03%
Total Applicants	3401		1111		302	

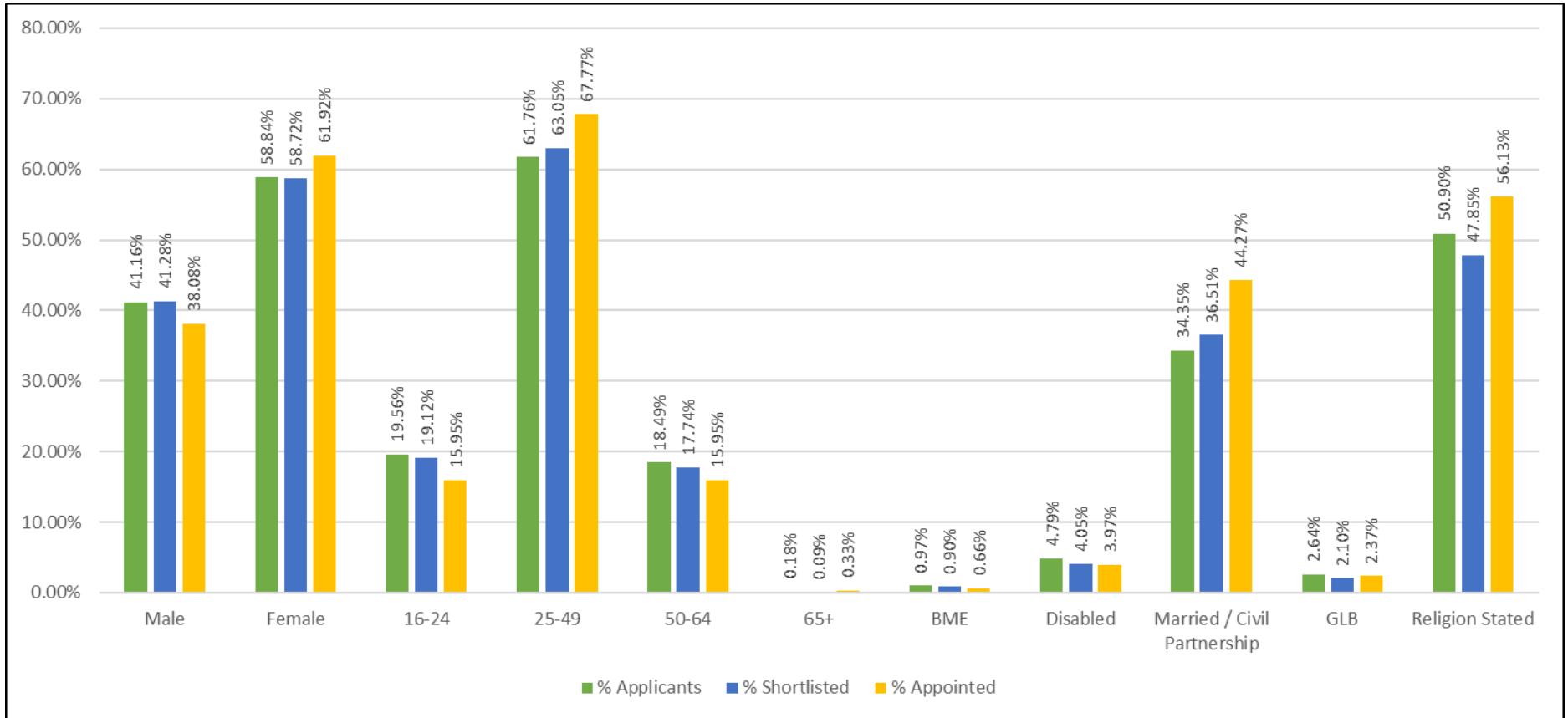
Disabled applicants are just as likely as other applicants to be shortlisted, reflecting the Authority's Disability Confident Scheme (applicants declaring a Disability and who meet the essential criteria for the job vacancy are guaranteed an interview). In comparison to last year, the percentage of disabled appointments has increased.

### 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

Equality Group	Applied	Shortlisted	Appointed	% Shortlisted	% Appointed	Number expected to be shortlisted	Number expected to be Appointed	Analysis of Shortlisting	Analysis of Appointments
Male	1365	450	115	33.0%	8.4%	382-462	103-147	As expected	As expected
Female	1951	640	187	32.8%	9.6%	555-651	153-205	As expected	As expected
Ethnic minority	33	10	2	30.3%	6.1%	4-16	0-6	As expected	As expected
Disabled	163	45	12	27.6%	7.4%	36-64	7-23	As expected	As expected
16-24	638	208	48	32.6%	7.5%	170-225	44-74	As expected	As expected
25-49	2014	686	204	34.1%	10.1%	573-671	158-212	High	As expected
50-64	603	193	48	32.0%	8.0%	160-213	40-70	As expected	As expected
65+	6	1	1	16.7%	16.7%	-1-5	0-2	As expected	As expected
Married/Civil Partnership	1120	399	112	35.6%	10.0%	310-383	83-123	High	As expected
Religion	1660	523	142	31.5%	8.6%	469-557	128-176	As expected	As expected
Gay, Lesbian, Bisexual	86	23	6	26.7%	7.0%	16-37	2-14	As expected	As expected
All Applicants	3401	1111	302	32.67%	8.8%				

## 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 for training will be implemented within the next 12 months which will put all training applications through the HR/Payroll system to improve on the current data collection. This improvement will enable us to improve data capture as well as record the different stages in the training process. We have also introduced a self-service system which will enable staff to ensure their own training records are accurate.

**Table 13a and 13b** 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 complete and therefore 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 2015-2016.

**Table 13a - Training Applications by Service for Conwy County Borough Council – 2015/16**

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
Audit & Procurement	19	*	17	*	*	17	*	*	*	14	*	*
Chief Executive Office	4	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	937	14	586	316	21	744	193	20	42	457	*	*
Community Development Service	370	38	232	91	9	244	126	*	14	154	8	*
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	61	13	35	13	*	58	*	*	*	25	*	*
Corporate Improvement & Development	20	*	17	*	*	18	*	*	*	16	*	*
Corporate Marketing & Communications	30	6	17	7	*	28	*	*	*	14	*	*
Education	470	26	304	132	8	353	117	*	10	253	*	*
Environment Roads & Facilities	402	8	256	128	10	106	296	*	12	198	5	9
Estates & Asset Management	3	*	*	*	*	*	*	*	*	*	*	*
Information Technology	30	*	17	12	*	11	19	*	*	17	*	*
Integrated Adults & Community Services	1512	59	848	582	23	1287	225	12	43	840	23	*
Law & Governance	51	5	16	26	*	38	13	*	*	31	*	*
Regulatory & Housing Services	144	17	94	31	*	87	57	*	6	78	*	*
Revenues & Benefits Service	111	*	80	27	*	84	27	*	*	70	*	*
Theatres & Conference Centre	101	22	49	24	6	50	51	*	7	31	*	*
<b>Total</b>	<b>4270</b>	<b>215</b>	<b>2575</b>	<b>1397</b>	<b>83</b>	<b>3133</b>	<b>1137</b>	<b>37</b>	<b>140</b>	<b>2204</b>	<b>49</b>	<b>17</b>

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	Muslim	Not Stated	No Religion	Other
Audit & Procurement	19	*	*	*	8	*	*	11	*	*
Chief Executive Office	4	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	937	12	14	11	313	*	*	356	206	25
Community Development Service	370	*	*	*	105	*	*	203	55	*
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*
Corporate Human Resources	61	*	*	*	46	*	*	*	15	*
Corporate Improvement & Development	20	*	*	*	14	*	*	*	*	*
Corporate Marketing & Communications	30	*	*	*	15	*	*	9	*	*
Education	470	*	*	*	32	*	*	403	29	*
Environment Roads & Facilities	401	*	6	*	172	*	*	127	92	*
Estates & Asset Management	3	*	*	*	*	*	*	*	*	*
Information Technology	30	*	*	*	11	*	*	9	9	*
Integrated Adults & Community Services	1512	6	17	*	566	*	*	520	367	34
Law & Governance	51	*	*	*	35	*	*	11	*	*
Regulatory & Housing Services	144	*	5	*	44	*	*	78	17	*
Revenues & Benefits Service	111	*	*	*	69	*	*	19	20	*
Theatres & Conference Centre	101	*	*	*	30	*	*	26	43	*
<b>Total</b>	<b>4269</b>	<b>23</b>	<b>53</b>	<b>13</b>	<b>1461</b>	<b>1</b>	<b>1</b>	<b>1785</b>	<b>864</b>	<b>68</b>

Numbers below 5 have been replaced by \* to protect anonymity

**Table 14a - Training Completed by Service for Conwy County Borough Council – 2015/16**

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
Audit & Procurement	19	*	17	*	*	17	*	*	*	14	*	*
Chief Executive Office	4	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	937	14	586	316	21	744	193	20	42	457	*	*
Community Development Service	370	38	232	91	9	244	126	*	14	154	8	*
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	61	13	35	13	*	58	*	*	*	25	*	*
Corporate Improvement & Development	20	*	17	*	*	18	*	*	*	16	*	*
Corporate Marketing & Communications	30	6	17	7	*	28	*	*	*	14	*	*
Education	470	26	304	132	8	353	117	*	10	253	*	*
Environment Roads & Facilities	401	8	255	128	10	106	295	*	12	198	5	9
Estates & Asset Management	3	*	*	*	*	*	*	*	*	*	*	*
Information Technology	30	*	17	12	*	11	19	*	*	17	*	*
Integrated Adults & Community Services	1512	59	848	582	23	1287	225	12	43	840	23	*
Law & Governance	51	5	16	26	*	38	13	*	*	31	*	*
Regulatory & Housing Services	144	17	94	31	*	87	57	*	6	78	*	*
Revenues & Benefits Service	111	*	80	27	*	84	27	*	*	70	*	*
Theatres & Conference Centre	101	22	49	24	6	50	51	*	7	31	*	*
<b>Total</b>	<b>4269</b>	<b>215</b>	<b>2574</b>	<b>1397</b>	<b>83</b>	<b>3133</b>	<b>1136</b>	<b>37</b>	<b>140</b>	<b>2204</b>	<b>49</b>	<b>17</b>

Numbers below 5 have been replaced by \* to protect anonymity

**Table 14b – Training Completed by religion and belief**

Service	Total Training Applications	Agnostic	Atheist	Buddhist	Christian	Hindu	Muslim	Not Stated	No Religion	Other
Audit & Procurement	19	*	*	*	8	*	*	11	*	*
Chief Executive Office	4	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	937	12	14	11	313	*	*	356	206	25
Community Development Service	370	*	*	*	105	*	*	203	55	*
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*
Corporate Human Resources	61	*	*	*	46	*	*	*	15	*
Corporate Improvement & Development	20	*	*	*	14	*	*	*	*	*
Corporate Marketing & Communications	30	*	*	*	15	*	*	9	*	*
Education	470	*	*	*	32	*	*	403	29	*
Environment Roads & Facilities	401	*	6	*	172	*	*	127	92	*
Estates & Asset Management	3	*	*	*	*	*	*	*	*	*
Information Technology	30	*	*	*	11	*	*	9	9	*
Integrated Adults & Community Services	1512	6	17	*	566	*	*	520	367	34
Law & Governance	51	*	*	*	35	*	*	11	*	*
Regulatory & Housing Services	144	*	5	*	44	*	*	78	17	*
Revenues & Benefits Service	111	*	*	*	69	*	*	19	20	*
Theatres & Conference Centre	101	*	*	*	30	*	*	26	43	*
<b>Total</b>	<b>4269</b>	<b>23</b>	<b>53</b>	<b>13</b>	<b>1461</b>	<b>1</b>	<b>1</b>	<b>1785</b>	<b>864</b>	<b>68</b>

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<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	192	2376

## Table 16 - Analysis of completed Training Events – 2015/16

	No. of Completed Training Events	% of Completed Training Events	% of Staff Currently Employed	Analysis
Male	1136	24.5%	25.4%	As expected
Female	3133	67.7%	74.6%	As expected
Black Minority Ethnic	37	0.8%	0.5%	As expected
Disabled	140	3.0%	1.5%	High
16 - 24	215	4.6%	9.9%	Low
25 - 49	2574	55.6%	55.3%	As expected
50 - 64	1397	30.2%	31.8%	As expected
65+	83	1.8%	2.9%	As expected
Married / Civil Partnership	2204	47.6%	51.3%	As expected
Gay / Lesbian / Bisexual	49	1.1%	0.5%	As expected
Religion / Belief	2484	53.7%	22.3%	Low
Transgender	0	0.0%	0.0%	As expected

The statistics evidence that employees aged 16-24 years old and employees who have declared their religion or belief appear less likely to receive training than other protected characteristics and age bands, although data held on religion and belief is less comprehensive. Men are just as likely as women to receive training, as are employees

from an ethnic minority background. Employees who have declared a disability appear more likely to receive training than other protected characteristics. Employees who have accessed training and have declared information in regard to religion and belief are as follows; 34% Christian, 20% no religion, 1% Agnostic, 1% Atheist, 0.3% Buddhist, 0.02% Hindu, 0.02% Muslim and 2% other. 42% of employees who have completed training had not declared any religion, belief or non-belief.

Many in-house courses are part of the Corporate Learning and Development Plan for Conwy and attendance at these courses is recorded on the HR/Payroll system. Ad-hoc training events are also recorded on the HR/Payroll system to ensure employees training records are accurate and up to date. There is however 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 are shown as \* to protect the identity of individuals. Totals remain unchanged.

**Table 17 – All Grievance / Disciplinary Cases in 2015/16**

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	127	57	70	*	79	42	*	*	8	56	*	56	*
Grievance / Bullying	19	6	13	*	8	11	*	*	*	12	*	5	*
Disciplinary / Capability	63	28	35	*	33	29	*	*	*	31	*	25	*
<b>Total</b>	<b>209</b>	<b>91</b>	<b>118</b>	<b>4</b>	<b>120</b>	<b>82</b>	<b>3</b>	<b>5</b>	<b>14</b>	<b>99</b>	<b>0</b>	<b>86</b>	<b>0</b>

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

There are a relatively higher number of sickness absence cases involving disabled people. 3% of the workforce were involved in sickness absence cases, of which 6% were disabled employees, compared to a workforce profile of 1.8%. Whilst 4.9% of employees were involved in all cases, 6.7% of those cases involved disabled employees.

2.3% of BME employees were involved in all cases compared to 4.9% of all employees but this is higher than the workforce profile for BME employees of 0.6%.

There are a higher number of cases involving employees within the 25-49 age range, in both sickness absence and disciplinary/capability cases, although the age range is bigger for this group than the other groups. With regard to grievance/bullying cases, there are a higher number of cases within the 50-64 age group. In all cases, there are a higher number involving female employees, however this is representative of the workforce profile of 25:75 male to female ratio.

The breakdown of grievance/bullying cases is reflective of the workforce profile with 68% of cases being female and 32% being male. Of the 19 grievance/bullying cases, 15 were grievance cases unrelated to bullying with a further 4 cases which were dealt with through the Grievances Policy but were related to bullying allegations. Grievance cases were submitted by mostly female employees (80%) and bullying cases were made up of a 50:50 split of male:female.

With regard to sickness absence, 55% of cases were female and 45% cases male. When compared to the workforce profile, these figures show that a higher proportion of male employees are involved in sickness absence cases. There has been a significant decrease in the number of sickness cases since last year.

With regard to disciplinary/capability cases, in comparison to the last Employment Monitoring Report, the number of disciplinary/capability cases has risen for both males and females, but more markedly for females with the figures showing 13 more females cases than the last report. This is the first year for some time that the number of female cases has outnumbered male cases, and is more in line with the workforce profile.

## 7. Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2015/16

	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	16	*	10	5	*	7	9	*	*	6	*	*
Dismissal - Ill health	11	*	*	7	*	10	*	*	*	9	*	*
End of temporary contract	77	22	32	16	7	41	36	*	*	23	*	*
Redundancy - Compulsory	32	*	12	16	*	21	11	*	*	20	*	*
TUPE	1	*	*	*	*	*	*	*	*	*	*	*
<b>Involuntary</b>	<b>137</b>	<b>23</b>	<b>57</b>	<b>45</b>	<b>12</b>	<b>80</b>	<b>57</b>	<b>3</b>	<b>5</b>	<b>58</b>	<b>1</b>	<b>0</b>
Death in Service	9	*	*	6	*	*	5	*	*	6	*	*
<b>Other</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>
By Mutual Agreement	6	*	*	*	*	*	*	*	*	*	*	*
Non-starter although set up	2	*	*	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	31	*	6	23	*	25	6	*	*	22	*	*
Relief not worked for 18 months	15	*	6	*	*	13	*	*	*	*	*	*
Resignation	170	30	91	43	6	132	38	*	*	73	*	*
Resignation - Gone to another Authority	15	*	13	*	*	10	5	*	*	6	*	*
Resignation - Ill health	7	*	*	5	*	6	*	*	*	5	*	*
Resignation - Left for another job	107	14	71	21	*	62	45	*	5	49	*	*
Resignation - Left the area	2	*	*	*	*	*	*	*	*	*	*	*
Resignation - Not returned after maternity leave	1	*	*	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	7	*	5	*	*	5	*	*	*	*	*	*
Retirement - Age	34	*	*	14	20	18	16	*	*	27	*	*
Retirement - Early voluntary	27	*	*	25	*	19	8	*	*	21	*	*
Retirement - Ill health	4	*	*	*	*	*	*	*	*	*	*	*
<b>Voluntary</b>	<b>428</b>	<b>52</b>	<b>206</b>	<b>136</b>	<b>34</b>	<b>300</b>	<b>128</b>	<b>0</b>	<b>11</b>	<b>219</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>574</b>	<b>75</b>	<b>263</b>	<b>187</b>	<b>49</b>	<b>384</b>	<b>190</b>	<b>3</b>	<b>16</b>	<b>283</b>	<b>1</b>	<b>0</b>

Numbers below 5 have been replaced by \* to protect anonymity

**Table 18b – Leavers by religion and belief during 2015/2016**

	Total	Agnostic	Atheist	Christian	Hindu	No Religion	Not Specified	Other	Not Stated
Dismissal	16	*	*	*	*	*	*	*	10
Dismissal - Ill health	11	*	*	*	*	*	*	*	9
End of temporary contract	77	*	*	6	*	5	*	*	62
Redundancy - Compulsory	32	*	*	10	*	*	*	*	14
TUPE	1	*	*	*	*	*	*	*	*
<b>Involuntary</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>1</b>	<b>10</b>	<b>8</b>	<b>2</b>	<b>96</b>

Death in Service	9	*	*	*	*	*	*	*	*
<b>Other</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>4</b>

By Mutual Agreement	6	*	*	*	*	*	*	*	*
Non-starter although set up	2	*	*	*	*	*	*	*	*
Redundancy - Voluntary	31	*	*	9	*	*	*	*	20
Relief not worked for 18 months	15	*	*	*	*	*	*	*	13
Resignation	170	*	*	7	*	5	*	*	155
Resignation - Gone to another Authority	15	*	*	*	*	*	*	*	11
Resignation - Ill health	7	*	*	*	*	*	*	*	5
Resignation - Left for another job	107	*	*	25	*	15	6	*	58
Resignation - Left the area	2	*	*	*	*	*	*	*	*
Resignation - Not returned after maternity leave	1	*	*	*	*	*	*	*	*
Resignation - Returned to education	7	*	*	*	*	*	*	*	7
Retirement - Age	34	*	*	10	*	5	*	*	18
Retirement - Early voluntary	27	*	*	*	*	*	*	*	19
Retirement - Ill health	4	*	*	*	*	*	*	*	*
<b>Voluntary</b>	<b>428</b>	<b>1</b>	<b>3</b>	<b>60</b>	<b>0</b>	<b>35</b>	<b>15</b>	<b>1</b>	<b>313</b>

<b>Total</b>	<b>574</b>	<b>1</b>	<b>3</b>	<b>83</b>	<b>1</b>	<b>46</b>	<b>24</b>	<b>3</b>	<b>413</b>
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Numbers below 5 have been replaced by \* to protect anonymity

The leavers' information contained within this report has been obtained from the HR/payroll system for the period 1<sup>st</sup> April 2015 and the 31<sup>st</sup> March 2016. 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 574 leavers, 428 (75%) who left voluntary, 137 (24%) who left involuntary and 9 (1%) were death in service. Of those who left involuntary, 77 (56%) were staff whose temporary contract had come to an end, 32 (23%) of employees left due to compulsory redundancy and 27 (20%) employees were dismissed in this period of which 11 (40%) 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 leavers
Male	29.91%	41.61%	33.10%	25.4%	As expected	High
Female	70.09%	58.39%	66.90%	74.6%	As expected	Low
Ethnic minority	0.00%	2.19%	0.17%	0.5%	As expected	As expected
Disabled	2.57%	3.65%	1.05%	1.5%	As expected	As expected
16-24	12.15%	16.79%	13.07%	7.51%	As expected	High
25-49	48.13%	41.61%	45.82%	56.51%	Low	Low
50-64	31.78%	32.85%	32.58%	32.84%	As expected	As expected
65+	7.94%	8.76%	8.54%	3.14%	High	High
Married/Civil Partnership	51.17%	42.34%	51.39%	54.4%	As expected	Low
Gay, Lesbian, Bisexual	0.00%	0.73%	0.87%	0.4%	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, rising from 1 to 3 people, with the reasons cited as involuntary.

## **Disability**

A total of 16 employees left the Authority during this period who have declared a disability; 5 of which were involuntary and 11 voluntary.

## **Sex**

This year as in previous years, there was a higher number of female employees leaving the organization compared to male employees. When the figures are compared to the workforce profile of 75% female to 25% male, males are over represented in the leavers figures with males accounting for 33% of the total leavers figure.

## **Age**

As last year, employees aged between 16-24 years of age make up a disproportionately high number of voluntary and involuntary leavers, with the main reason being temporary contracts ending and voluntary resignation. As expected, employees aged 65+ also make up a disproportionately high number of voluntary leavers due to retirement. Employees ages 50-64 make up 32% of total leavers, this is however proportionate to the workforce profile.

## **Marriage/Civil Partnership**

Of those employees that left the Authority 49% declare that they were married or in a civil partnership. This is the same figure as last year. The majority of these employees resigned, retired, compulsory redundancy, voluntary redundancy 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 as expected in relation to the overall workforce profile. The main reason cited for leaving the organisation is voluntary resignation.



### **Religion and Belief**

Of those who left during this period 28% declared information in regards to having a religion or belief or no religious belief, which is higher than last year. Of all leavers, 14% were Christian, 8% reported no religion, however 72% had not stated any religion. End of temporary contracts and voluntary resignation were the main reasons for leaving the Authority.

### **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