Conwy County Borough Council
Employment Monitoring Report
2016-2017

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 2016-17 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/en/Council/Strategies-Plans-and-Policies/Equality-and-diversity/Strategic-Equality-Plan-2016-2020.aspx

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

- Employees currently working for us on 31st March 2017
- *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 in December 2015, making the provision of this data mandatory, and we have already seen an improvement in the data captured. During the period of this report, the Education Service have also started utilising web-recruitment, which means that all jobs within Conwy County Borough Council are now advertised through the web-recruitment system which will help improve Equality Monitoring data capture.

A manual exercise is normally undertaken to record applications turned down for training. 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.   A self-service system will also be rolled out to all staff during the next 12 months which will enable staff to update their own personal details by accessing the self-service system online. An article will be published in Team Brief explaining the importance of providing Equality Monitoring information and it is hoped that this will help to improve data capture.

Due to the small number of employees of an ethnic minority origin, this report shows the data aggregated into the category: Black Minority Ethnic (BME) origin. This avoids the possibility of individuals being identified from the data, but disaggregated data continues to be collected.   Within each table, any figures less than five have been replace 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 31st March 2017

Service	Total	Age Range						Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
		Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male						
Audit & Procurement	14	*	*	6	5	*	*	11	*	*	9	*	*	*	*
Chief Executives Office	8	*	*	*	*	*	*	6	*	*	6	*	*	*	*
Children Family & Safeguarding	181	*	37	55	53	33	*	145	36	9	78	*	5	*	8
Community Development Service	304	21	79	60	75	60	9	194	110	10	139	5	*	*	10
Corporate Financial Service	39	*	*	16	11	6	*	25	14	*	17	*	*	*	*
Corporate Human Resources	20	*	*	9	*	5	*	15	5	*	10	*	*	*	*
Corporate Improvement & Development	12	*	*	5	*	*	*	9	*	*	10	*	*	*	*
Corporate Marketing & Communications	16	*	*	5	6	*	*	14	*	*	11	*	*	*	*
Education	2021	75	368	538	648	359	33	1712	309	10	1224	*	8	*	104
Environment Roads & Facilities	509	13	65	81	191	140	19	151	358	14	253	*	9	*	*
Estates & Asset Management	9	*	*	*	*	*	*	*	7	*	6	*	*	*	*
Information Technology	81	5	13	24	32	7	*	20	61	*	35	*	*	*	*
Integrated Adults & Community Services	565	19	90	95	198	145	18	490	75	21	321	5	15	*	18
Law & Governance	62	*	17	15	12	11	*	50	12	*	39	*	*	*	*
Regulatory & Housing Services	128	7	21	33	41	22	*	82	46	*	72	*	*	*	6
Revenues & Benefits Service	85	*	24	23	27	8	*	64	21	*	45	*	*	*	*
Theatres & Conference Centre	109	12	28	21	22	25	*	57	52	*	55	*	*	*	*
CCBC Total	**4163**	**164**	**756**	**992**	**1332**	**829**	**90**	**3047**	**1116**	**74**	**2330**	**23**	**50**	**9**	**162**

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 2017 (counted once, even though they may have more than one permanent or fixed term job).

Numbers below 5 have been replaced by * to protect anonymity

Table 1a - Number of Permanent or Fixed Term Employees as at 31st March 2017 by religion and belief

Service	Total	Agnostic	Atheist	Buddist	Christian	Confucianism	Hindu	Jehovah Witness	Jewish	Muslim	No Religion	Not Specified	Other
Audit & Procurement	8	*	*	*	6	*	*	*	*	*	*	*	*
Chief Executives Office	5	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	123	*	*	*	61	*	*	*	*	*	39	13	*
Community Development Service	136	5	*	*	71	*	*	*	*	*	44	10	*
Corporate Financial Service	34	*	*	*	20	*	*	*	*	*	10	*	*
Corporate Human Resources	20	*	*	*	13	*	*	*	*	*	6	*	*
Corporate Improvement & Development	11	*	*	*	5	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	11	*	*	*	7	*	*	*	*	*	*	*	*
Education	120	*	*	*	77	*	*	*	*	*	26	9	7
Environment Roads & Facilities	308	*	5	*	184	*	*	*	*	*	84	27	6
Estates & Asset Management	6	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	75	*	4	*	27	*	*	*	*	*	35	6	*
Integrated Adults & Community Services	391	*	6	*	239	*	*	*	*	*	105	29	8
Law & Governance	42	*	*	*	27	*	*	*	*	*	11	*	*
Regulatory & Housing Services	71	*	*	*	38	*	*	*	*	*	21	9	*
Revenues & Benefits Service	72	*	*	*	45	*	*	*	*	*	16	6	*
Theatres & Conference Centre	80	*	*	*	41	*	*	*	*	*	30	*	*
CCBC Total	1513	18	24	4	866	1	1	1	1	1	438	126	32

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 2017 (counted once, even though they may have more than one permanent or fixed term job).

Numbers below 5 have been replaced by * to protect anonymity

Table 2 – Number of Casual Workers as at 31st March 2017

Service	Total	Age Range						Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
		Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male						
Children Family & Safeguarding	96	*	23	26	21	18	5	73	23	*	26	*	*	*	*
Community Development Service	737	272	240	72	93	45	15	372	365	*	75	*	*	*	*
Corporate Financial Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	9	*	*	*	*	*	*	5	*	*	*	*	*	*	*
Education	2124	272	428	498	536	324	66	1806	318	7	854	*	*	*	38
Environment Roads & Facilities	52	*	6	10	14	13	7	33	19	*	24	*	*	*	*
Integrated Adults & Community Services	64	*	16	7	17	17	5	50	14	*	28	*	*	*	*
Law & Governance	37	*	*	*	13	5	16	18	19	*	23	*	*	*	*
Regulatory & Housing Services	4	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	180	54	45	20	23	25	13	119	61	*	29	*	*	*	*
CCBC Total	**3305**	**612**	**763**	**636**	**718**	**447**	**129**	**2478**	**827**	**17**	**1061**	**7**	**13**	**0**	**43**

Note: The number of employees counted in Table 2 is based on the number of casual workers employed by Conwy on 31st March 2017 (counted once, even though they may have more than one casual job).

Table 2a – Number of Casual Workers as at 31st March 2017 by religion and belief

Note: The number of employees counted in Table 2a is based on the number of casual workers employed by Conwy on 31st March 2017 (counted once, even though they may have more than one casual job).

Service	Total	Agnostic	Atheist	Buddist	Christian	Confucianism	No Religion	Not Specified	Other
Children Family & Safeguarding	39	*	*	*	18	*	12	6	*
Community Development Service	90	4	6	*	51	*	22	5	*
Corporate Financial Service	0	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	3	*	*	*	*	*	*	*	*
Education	50	*	*	*	27	*	15	*	*
Environment Roads & Facilities	16	*	*	*	12	*	*	*	*
Integrated Adults & Community Services	34	*	*	*	20	*	7	*	*
Law & Governance	15	*	*	*	9	*	*	*	*
Regulatory & Housing Services	2	*	*	*	*	*	*	*	*
Theatres & Conference Centre	48	*	*	*	13	*	26	6	*
CCBC Total	297	11	12	1	152	1	89	24	7

Numbers below 5 have been replaced by * to protect anonymity

The overall workforce profile of the Authority consists of 26% male and 74% female employees. This figure includes permanent, fixed term and casual employees. The overall male workforce has increased by 1% during the last year. The male Casual workforce has increased by 3% during the last year. The age profile for the whole workforce is 10% aged 16-24, 20% aged 25-34, 22% aged 35-44, 27% aged 45-54, 17% aged 55-64 and 3% aged 65+. Since the last Employment Monitoring Report, the age categories have been changed and are now split into blocks of 10 years, as it was felt the range 25-49 in particular, was too large. This will enable us to have a clearer understanding of the age breakdown of our employees.

During this period 2.7% of the workforce took maternity leave. The system does not currently allow us to record employees who are pregnant, however with a recent system upgrade it will be possible to record the date employees inform managers of their pregnancy and record their MATB1 date. This will improve our recording and allow us to report on pregnant employees, as well as those who have taken maternity leave within the period.

We hold the following data for staff in Conwy: 100% sex, 100% age, 99.40% marital/civil partnership, 48.4% race, 42.5% disability, 35.5% religion/belief, 35.6% lesbian, gay or bisexual and 26.1% transgender. These figures do

not show how many people are identified with that protected group, but how many people have provided information to say that they are or are not from each group.

45% have declared that they are either married or in a civil partnership and 1.2% have declared a disability. Currently, 0.4% have declared their sexual orientation as lesbian, gay or bisexual, 0.8% of employees have stated that they are of black, minority and ethnic origin, 24% have declared a religion/belief or non-belief and 0.1% of employees have stated that they are transgender. Figures for these protected characteristics remain very low, however work is being undertaken to improve the equality data held. With the introduction of the Web Recruitment in December 2015, as well as the introduction of a self-service system which will be rolled out to all staff in the next 12 months, it is hoped that these figures will improve further. The updated online self-service system will enable staff to update their own personal details via the internet.

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 2. 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 7,887 employees, but this is the number of posts filled.

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Table 3 - Number of posts filled by Contract Type

Sex	Permanent		Fixed Term			Total
	Full time	Part time	Full time	Part time	Variable hours	
Female	1071	1773	217	359	2467	**5887**
Male	789	242	100	48	821	**2000**
	1860	**2015**	**317**	**407**	**3288**	**7887**

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	4292	367	277	171	184	167	290	44	49	46	**5887**
Male	1135	278	112	113	83	61	108	45	24	41	**2000**
Total	**5427**	**645**	**389**	**284**	**267**	**228**	**398**	**89**	**73**	**87**	**7887**

These figures are based on the number of positions filled within Conwy and include pro rata salaries for all part time employees, including education employees such as teachers and others. 60% (3288) of those employees who are paid up to £16,000 are casual employees whose pay is dormant if they are not working, of which 75% (2467) are female and 25% (821) male. The gender breakdown within this salary range broadly reflects that of the workforce gender profile at 79% female and 21% male.

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	381	1129	1050	84	43	1684	305	8	1203	**5887**
Male	93	139	249	73	42	765	139	8	492	**2000**
	474	**1268**	**1299**	**157**	**85**	**2449**	**444**	**16**	**1695**	**7887**

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	2008	700	366	601	425	176	112	170	46	36	5	20
Male	342	388	166	189	164	139	72	47	35	40	5	12
	2350	**1088**	**532**	**790**	**589**	**315**	**184**	**217**	**81**	**76**	**10**	**32**

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	8	75	963	12	22	6	136	**5887**
Male	8	53	190	6	20	14	110	**2000**
	16	**128**	**1153**	**18**	**42**	**20**	**246**	**7887**

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-school based employees such as Education Advisory Inspectors and Psychologists.

Contract Type – Figures greatly unchanged to previous year

As at 31st March 2017, there are 7887 posts filled within Conwy (permanent, fixed term and casual staff), of which 75% are occupied by female employees and 25% are occupied by male employees. Of the 7887 posts, 3875 (49.13%) are permanent, 724 (9.18%) are fixed term and 3288 (41.69%) are casual.

Of all permanent posts 73% are held by female employees and 27% are held by male employees. 58% of full time permanent posts are held by female employees and 42% are held by male employees, and 88% of part-time permanent posts are held by female employees and 12% are held by male employees. These are the same figures as last year. Of all fixed term posts 80% are held by female employees and 20% held by male

employees. 68% of fixed term full time posts are held by female employees and 32% are held by male employees. 88% of fixed term part-time posts are held by female employees and 12% are held by male employees. 75% of casual posts are held by female workers and 25% are held by male workers.   88% of all part time posts (permanent and fixed term) are held by female employees, compared to 12% male employees.

Salary Range – Figures greatly unchanged to previous year

There are a total of 7887 posts within Conwy, 54% (4292 posts) of which are occupied by female employees within the salary range up to £16,000. Almost three quarters of the female workforce (73%) and over half (57%) of the male workforce fall within the salary range up to £16,000.

The female to male split in the different salary ranges is as follows:
Up to £16,000 is 79% female and 21% male
£16,001 to £20,000 is 57% female and 43% male
£20,001 to £24,000 is 71% female and 29% male
£24,001 to £28,000 is 60% female and 40% male
£28,001 to £32,000 is 69% female and 31% male
£32,001 to £36,000 is 73% female and 27% male
£36,001 to £40,000 is 73% female and 27% male
£40,001 to £45,000 is 49% female and 51% male
£45,001 to £50,000 is 67% female and 33% male
£50,000+ is 53% female and 47% male.

The split of female to male employees in the £50,000 and over salary range hasn't changed since the last Employment Monitoring report. 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.

Within the salary ranges of up to £16,000, £20,001 to £24,000, £32,001 to £36,000 and £36,000 to £40,000 there is an approximate trend which can be compared to the workforce profile of 74:26 female to male employees.

However, when compared to the workforce profile, females are less represented in the salary ranges £16,001 to £20,000, £24,001 to £28,000, £28,001 to £32,000, £40,001 to £45,000, £45,001 to £50,000 and £50,000+.

Job Type

86% of the posts held by female employees fall within Education, Technical, Operational and Care, whilst 82% of the posts held by male employees fall within the same categories. With regards to management posts, 54% (84) of these posts are held by female employees and 46% (73) are held by male employees. Of those in senior management posts 50% (8) are held by female employees and 50% (8) are held by male employees. In comparison to the workforce profile of 76:24 female to male employees, male employees remain 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

30% 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, and G05 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 74:26. The percentage of females in these grades are: G02 = 64%, G06= 56%, G07 = 61%, G09 = 57%, G10 = 47%, G11 = 50% and G12=63%.

In comparison to the workforce profile of 74% female and 26% 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 52% female, 48% male split, although this may be more representative of the groups they work with. Females remain under-represented in Senior Management at 50% compared with 50% males and are under-represented in the Modern Apprentice group with a split of 30% female to 70% male. 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 are inputted onto the HR/Payroll system during the recruitment stage. This now also includes applications for school based employees such as teachers, teaching assistants and supply posts, which is a new development of the system this year. 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.

Since web recruitment was introduced in December 2015, personal details of applicants are not shared with recruiting managers until after shortlisting, to ensure that the shortlisting process is free from discrimination and that shortlisting is based on the details provided in the application form.   There has been a trend in the past few years of more applications from BME and Disabled applicants being received by Community Development Service, Environment, Roads & Facilities, Children's & Families Service, Integrated Adults and Community Service and Theatres & Conferences. In comparison to last year's figures, Integrated Adults and Community Service, Environment, Roads & Facilities, Community Development Service and Children's & Families Service all shortlisted a higher percentage of Disabled candidates than last year and Environment, Roads & Facilities, Theatres & Conferences and Community Development Service all shortlisted a higher percentage of BME applicants. This is a positive improvement in the recruitment of BME and Disabled applicants in these services.

Between 1st April 2016 and 31st March 2017 there were 513 positions advertised. It should be noted that there were not 513 vacant posts, this figure represents all job adverts that have been published during the year, including where a post has been re-advertised and also where more than one person has been recruited into a post. The figure is higher than last year as all Education vacancies are now recruited through the web recruitment system. Education vacancies have not previously been counted through the iTrent system. All Casual posts within Community Development Service are also now recruited through this system, which has also contributed to the increase in positions advertised during the period.   All promotions are made against an identified vacancy that has been advertised and the normal recruitment process followed.

Table 7 - Internal and External Vacancies in 2016/17

Service	Position Advertised Count
Chief Executives Office	2
Children Family & Safeguarding	44
Community Development Service	62
Corporate Financial Service	4
Corporate Human Resources	7
Corporate Improvement & Development	2
Corporate Marketing & Communications	6
Education Services	42
Environment Roads & Facilities	111
Estates & Asset Management	1
Information Technology	19
Integrated Adults & Community Services	135
Law & Governance	19
Regulatory & Housing Services	**16**
Revenues & Benefits Service	9
Theatres & Conference Centre	34
CCBC Total	**513**

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

Service	Total External Applicants	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	174	51	123	*	35	58	36	32	12	*	*	*	8	54	10	102
Community Development Service	375	177	198	*	137	87	61	64	23	*	*	7	20	76	10	190
Corporate Financial Service	26	10	16	*	13	9	*	*	*	*	*	*	*	*	*	15
Corporate Human Resources	22	6	16	*	6	6	6	*	*	*	*	*	*	7	*	8
Corporate Improvement & Development	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	39	15	24	*	20	8	8	*	*	*	*	*	*	10	*	21
Chief Executives Office	12	*	9	*	*	6	*	*	*	*	*	*	*	*	*	8
Education Services	164	37	127	*	43	43	40	26	12	*	*	*	7	50	*	99
Environment Roads & Facilities	481	395	86	*	71	130	101	116	60	*	*	*	11	179	8	264
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	95	80	15	*	29	29	26	9	*	*	*	*	5	28	*	51
Integrated Adults & Community Services	483	142	340	*	95	174	79	86	44	5	*	11	36	142	15	267
Law & Governance	93	23	70	*	31	24	17	10	8	*	*	*	9	29	*	45
Regulatory & Housing Services	112	43	69	*	16	49	24	18	5	*	*	*	*	45	*	60
Revenues & Benefits Service	118	40	78	*	22	45	14	27	8	*	*	*	5	29	*	60
Theatres & Conference Centre	204	112	92	*	58	83	20	31	12	*	*	*	14	37	*	121
Total	**2406**	**1139**	**1266**	**1**	**580**	**753**	**437**	**429**	**190**	**15**	**2**	**31**	**125**	**694**	**58**	**1316**

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 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	62	13	49	*	*	25	15	15	*	*	*	*	*	28	*	38
Community Development Service	45	16	29	*	19	11	6	6	*	*	*	*	*	14	*	27
Corporate Financial Service	9	*	6	*	*	*	*	*	*	*	*	*	*	*	*	5
Corporate Human Resources	9	*	8	*	5	*	*	*	*	*	*	*	*	*	*	6
Corporate Improvement & Development	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	10	*	7	*	*	*	*	*	*	*	*	*	*	*	*	8
Chief Executives Office	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	50	8	42	*	*	14	21	11	*	*	*	*	*	21	*	30
Environment Roads & Facilities	101	78	23	*	13	20	24	33	11	*	*	*	*	44	*	64
Estates & Asset Management	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	29	23	6	*	7	8	9	5	*	*	*	*	*	10	*	16
Integrated Adults & Community Services	162	32	130	*	23	61	22	37	18	*	*	*	15	58	8	100
Law & Governance	30	6	24	*	5	11	5	*	*	*	*	*	*	17	*	20
Regulatory & Housing Services	21	8	13	*	*	12	*	*	*	*	*	*	*	10	*	5
Revenues & Benefits Service	11	*	9	*	*	5	*	*	*	*	*	*	*	*	*	6
Theatres & Conference Centre	45	19	26	*	15	16	7	5	*	*	*	*	*	8	*	21
Total	**590**	**214**	**376**	**0**	**101**	**192**	**123**	**125**	**45**	**4**	**0**	**4**	**21**	**225**	**19**	**350**

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 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	236	64	172	*	39	83	51	47	14	*	*	*	8	82	11	140
Community Development Service	420	193	227	*	156	98	67	70	26	*	*	7	21	90	13	217
Corporate Financial Service	35	13	22	*	16	10	*	*	*	*	*	*	*	7	*	20
Corporate Human Resources	31	7	24	*	11	8	8	*	*	*	*	*	*	9	*	14
Corporate Improvement & Development	9	*	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	49	18	31	*	22	12	12	*	*	*	*	*	*	13	*	29
Chief Executives Office	14	*	10	*	*	7	*	*	*	*	*	*	*	*	*	10
Education Services	214	45	169	*	45	57	61	37	14	*	*	*	8	71	*	129
Environment Roads & Facilities	582	473	109	*	84	150	125	149	71	*	*	*	12	223	9	328
Estates & Asset Management	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	124	103	21	*	36	37	35	14	*	*	*	*	5	38	*	67
Integrated Adults & Community Services	645	174	470	*	118	235	101	123	62	6	*	13	51	200	23	367
Law & Governance	123	29	94	*	36	35	22	14	11	5	*	*	9	46	*	65
Regulatory & Housing Services	133	51	82	*	18	61	27	21	6	*	*	*	5	55	6	65
Revenues & Benefits Service	129	42	87	*	23	50	14	31	9	*	*	*	5	33	*	66
Theatres & Conference Centre	249	131	118	*	73	99	27	36	14	*	*	*	16	45	5	142
Total	**2996**	**1353**	**1642**	**1**	**681**	**945**	**560**	**554**	**235**	**19**	**2**	**35**	**146**	**919**	**77**	**1666**

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 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	77	18	59	*	10	26	19	12	9	*	*	*	5	25	6	48
Community Development Service	160	68	92	*	48	34	30	29	16	*	*	*	9	41	5	77
Corporate Financial Service	11	*	8	*	5	*	*	*	*	*	*	*	*	*	*	6
Corporate Human Resources	7	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	19	8	11	*	9	*	5	*	*	*	*	*	*	*	5	*	12
Chief Executives Office	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	41	7	34	*	9	13	7	9	*	*	*	*	*	12	*	24
Environment Roads & Facilities	164	131	33	*	17	36	43	45	21	*	*	*	6	73	*	90
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	17	15	*	*	*	5	6	*	*	*	*	*	*	6	*	9
Integrated Adults & Community Services	142	38	104	*	20	39	28	31	23	*	*	*	14	47	*	92
Law & Governance	49	9	40	*	16	10	9	7	7	*	*	*	*	21	*	21
Regulatory & Housing Services	34	17	17	*	5	14	7	6	*	*	*	*	*	15	*	19
Revenues & Benefits Service	33	9	24	*	8	8	6	9	*	*	*	*	*	7	*	18
Theatres & Conference Centre	80	42	38	*	27	33	*	9	7	*	*	*	5	15	*	48
Total	**836**	**367**	**469**	**0**	**180**	**229**	**168**	**161**	**91**	**5**	**2**	**9**	**48**	**272**	**18**	**467**

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 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	46	10	36	*	*	18	13	9	*	*	*	*	*	22	*	26
Community Development Service	26	9	17	*	8	8	*	*	*	*	*	*	*	11	*	14
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	6	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	9	*	6	*	*	*	*	*	*	*	*	*	*	*	*	7
Chief Executives Office	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	24	5	19	*	*	6	11	6	*	*	*	*	*	12	*	12
Environment Roads & Facilities	77	61	16	*	8	14	16	30	9	*	*	*	*	38	*	49
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	16	13	*	*	*	*	7	*	*	*	*	*	*	7	*	9
Integrated Adults & Community Services	86	17	69	*	5	36	15	21	9	*	*	*	10	34	*	58
Law & Governance	22	*	18	*	*	8	*	*	*	*	*	*	*	12	*	13
Regulatory & Housing Services	12	5	7	*	*	6	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	6	*	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	28	15	13	*	11	12	*	*	*	*	*	*	*	*	*	11
Total	**364**	**144**	**220**	**0**	**49**	**119**	**81**	**83**	**29**	**3**	**0**	**1**	**14**	**152**	**10**	**216**

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 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	123	28	95	*	13	44	32	21	11	*	*	*	5	47	7	74
Community Development Service	186	77	109	*	56	42	34	33	18	*	*	*	10	52	8	91
Corporate Financial Service	16	*	12	*	6	*	*	*	*	*	*	*	*	5	*	10
Corporate Human Resources	13	*	12	*	5	*	4	*	*	*	*	*	*	*	*	6
Corporate Improvement & Development	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	28	11	17	*	11	8	8	*	*	*	*	*	*	7	*	19
Chief Executives Office	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	65	12	53	*	9	19	18	15	*	*	*	*	*	24	*	36
Environment Roads & Facilities	241	192	49	*	25	50	59	75	30	*	*	*	6	111	*	139
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	33	28	5	*	5	9	13	6	*	*	*	*	*	13	*	18
Integrated Adults & Community Services	228	55	173	*	25	75	43	52	32	*	*	*	24	81	7	150
Law & Governance	71	13	58	*	20	18	13	9	9	*	*	*	*	33	*	34
Regulatory & Housing Services	46	22	24	*	7	20	8	8	*	*	*	*	*	19	*	23
Revenues & Benefits Service	39	10	29	*	9	10	6	12	*	*	*	*	*	9	*	22
Theatres & Conference Centre	108	57	51	*	38	45	6	11	8	*	*	*	7	19	*	59
Total	**1200**	**511**	**689**	**0**	**229**	**348**	**249**	**244**	**120**	**8**	**2**	**10**	**62**	**424**	**28**	**683**

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 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Community Development Service	13	*	9	*	*	*	5	*	*	*	*	*	*	6	*	8
Corporate Financial Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	9	*	9	*	*	5	*	*	*	*	*	*	*	*	*	5
Environment Roads & Facilities	14	11	*	*	*	*	*	5	*	*	*	*	*	*	*	5
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	11	*	10	*	*	*	*	*	*	*	*	*	*	*	*	5
Law & Governance	10	*	9	*	*	*	*	*	*	*	*	*	*	5	*	*
Regulatory & Housing Services	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	78	23	55	0	15	26	19	13	5	0	0	2	3	24	2	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 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	29	9	20	*	*	8	9	8	*	*	*	*	*	12	*	15
Community Development Service	20	10	10	*	8	5	*	*	*	*	*	*	*	7	*	12
Corporate Financial Service	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	17	5	12	*	*	5	5	6	*	*	*	*	*	7	*	7
Environment Roads & Facilities	64	50	14	*	9	14	11	23	7	*	*	*	*	26	*	37
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	12	11	*	*	*	*	*	*	*	*	*	*	*	*	*	7
Integrated Adults & Community Services	64	13	51	*	7	28	7	13	8	*	*	*	6	25	*	40
Law & Governance	14	*	11	*	*	*	*	*	*	*	*	*	*	10	*	6
Regulatory & Housing Services	9	*	5	*	*	5	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	0	9	9	*	5	9	*	*	*	*	*	*	*	*	*	8
Total	**263**	**116**	**147**	**0**	**44**	**86**	**49**	**58**	**23**	**3**	**0**	**0**	**7**	**101**	**7**	**146**

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 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	34	11	23	*	*	10	12	8	*	*	*	*	*	13	*	17
Community Development Service	33	14	19	*	10	7	8	6	*	*	*	*	*	13	*	20
Corporate Financial Service	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	26	5	21	*	*	10	8	6	*	*	*	*	*	9	*	12
Environment Roads & Facilities	78	61	17	*	11	18	13	28	8	*	*	*	*	29	*	42
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	13	11	*	*	5	*	*	*	*	*	*	*	*	*	*	7
Integrated Adults & Community Services	75	14	61	*	10	29	9	15	11	*	*	*	7	29	*	45
Law & Governance	24	*	20	*	7	7	6	*	*	*	*	*	*	15	*	10
Regulatory & Housing Services	14	6	8	*	*	9	*	*	*	*	*	*	*	5	*	6
Revenues & Benefits Service	6	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	0	10	11	*	5	11	*	*	*	*	*	*	*	*	*	9
Total	**341**	**139**	**202**	**0**	**59**	**112**	**68**	**71**	**28**	**3**	**0**	**2**	**10**	**125**	**9**	**182**

Numbers below 5 have been replaced by * to protect anonymity

Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2009-2017

		Applicants			Shortlisted			Appointments		
		No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
2016-2017	BME	35	100%	1.17%	10	28.57%	0.83%	2	5.71%	0.63%
	Disabled	146	100%	4.87%	62	42.47%	5.17%	10	6.85%	3.13%
	Overall Total	2996			1200			341		
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. We can however see an increase in applicants from a BME background this year with 1.7% of the total of all applications from applicants from a BME background, compared to last year's figure of 0.97%, although when compared to the total of all appointments made, appointments from BME candidates have dropped slightly to 0.63% of the total of all appointments made.

The table shows that during the year 2016-17, there has been a decrease in the number of applicants who have declared a disability with 146 of applicants declaring a disability. This however, equates to 4.87% of the total applicants and interestingly, although the number of applicants declaring a disability has declined, compared to the overall total number of applications received, 4.87% is an increase when compared to last year's figure.

4.1   Recruitment Analysis

Type of Applicant

There were 2996 applications for the 513 positions which were advertised, an average of 5.8 applications per vacancy. Chart 1 shows a considerable difference between the number of internal and external job applicants and appointments made. It shows that 42% of all internal applicants were successful in appointment. This compares to 3% of external applicants.

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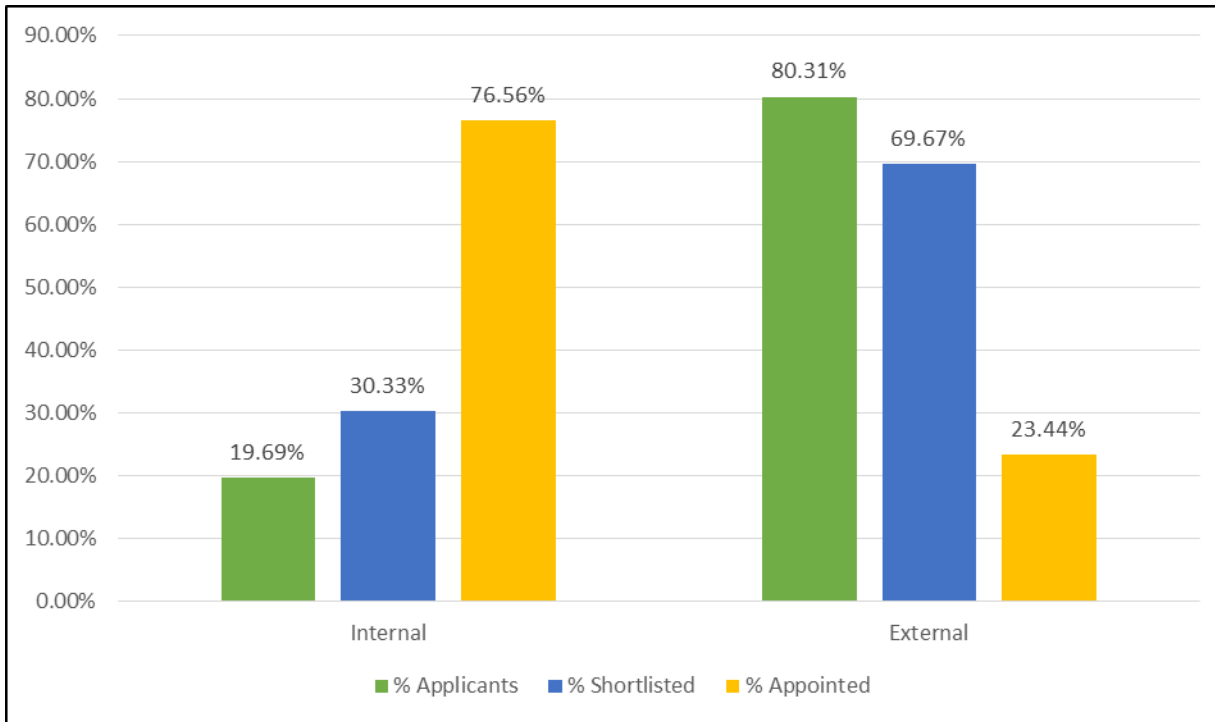

Sex

Overall, 45.1% of all job applicants were male and 54.8% female (0.1% did not state their sex), 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 36% of internal applications male and 64% female. External applications were more evenly split with 47.3% of applications male, 52.6% of applications female and 0.1% 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, Children, Family & Safeguarding, Corporate Financial Service, Corporate Marketing & Communications,

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Chief Executive Office, Education, Integrated Adults & Community Service, Law & Governance, Regulatory & Housing and Revenues & Benefits received 60% to 80% female applications. In comparison, Environment, Roads & Facilities, Information Technology and Estates & Asset Management received 60% to 80% male applications. Community Development Service and Corporate Improvement & Development Service received approximately 50:50 applications from male and female applicants. When compared to the current workforce profile of 26% male and 74% female, females are under-represented in applications for vacancies in Community Development Service, Corporate Improvement & Development Service, Environment, Roads & Facilities, Estates & Asset Management, Information Technology and Theatres & Conferences. 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:
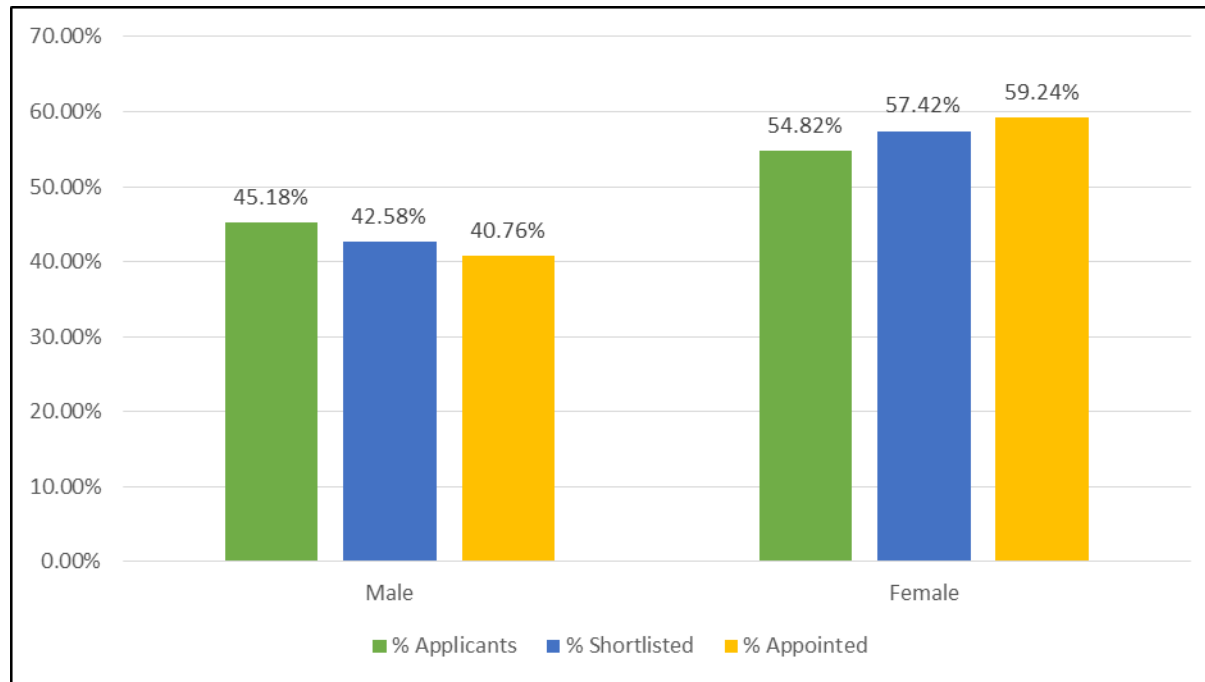

Overall there was a slightly higher chance of a female applicant being successful than a male applicant. These figures are greatly unchanged from last year's figures.

Age

For this year's report, the age categories have been changed to enable a more thorough analysis of the age breakdown and are now broken down into blocks of ten years. When broken down by age, a third of all applicants (31.5%), both internal and external, fall into the 25-34 age range. This was mirrored in the appointments in which 32.8% of all appointments fall into this age range.

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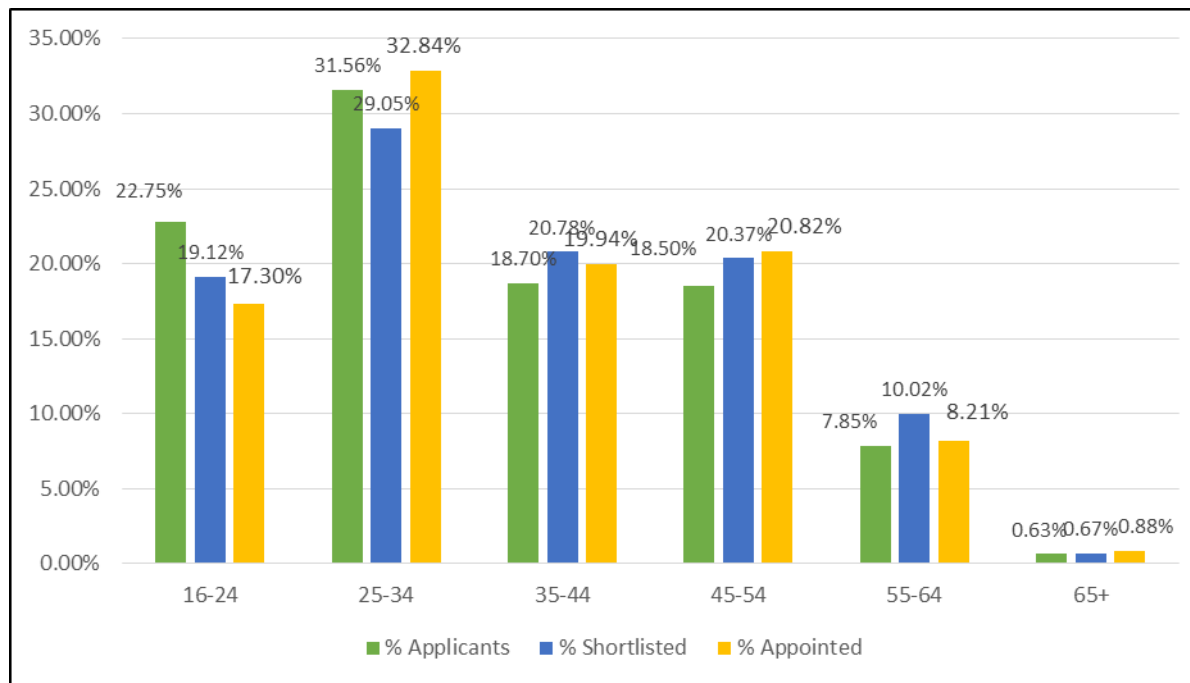
Ethnicity

There were 35 applications from candidates of an ethnic minority background, which formed 1.17% of the total applications received. This figure has increased since the previous report. It still remains low in comparison to the percentage of ethnic minority people who live in Conwy County as stated in the 2011 Census (2.3%), however it is encouraging to see that the number of applications received from BME applicants has increased.

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Ethnic minority	35	1.17%	10	0.83%	2	0.63%
Non Ethnic minority	2961	98.83%	1190	99.17%	318	99.37%
Total	2996		1200		320	

Disability

The following table shows that 4.87% of applicants regarded themselves as Disabled, a slight increase on the previous year at 4.79%. The percentage of applicants who regard themselves as disabled has steadily increased over the recent years, which is encouraging and positive. Community Development Service, Environment Roads & Facilities and Integrated Adults & Community Services continue to attract a high number of disabled applicants, along with Theatres & Conferences. 7% of all applicants who declared a disability were successful and appointed into posts which overall meant that disabled people made up 3.13% of all appointments.

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Disabled	146	4.87%	62	5.17%	10	3.13%
Not Disabled	2850	95.13%	1138	94.83%	310	96.87%
Total Applicants	2996		1200		320	

Disabled applicants are just as likely as other applicants to be shortlisted, reflecting the Authority's Disability Confident Employer status (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 decreased slightly.

Applicants who regard themselves as Lesbian, Gay & Bisexual

The table below shows that 4.57% of applicants regarded themselves as Lesbian, Gay or Bisexual. Of all those applicants who were shortlisted, 2.33% were Lesbian, Gay or Bisexual and 2.8% of all those appointed were Lesbian, Gay or Bisexual. It is difficult to compare against last year's data, as the data was insufficient to be analysed last year.
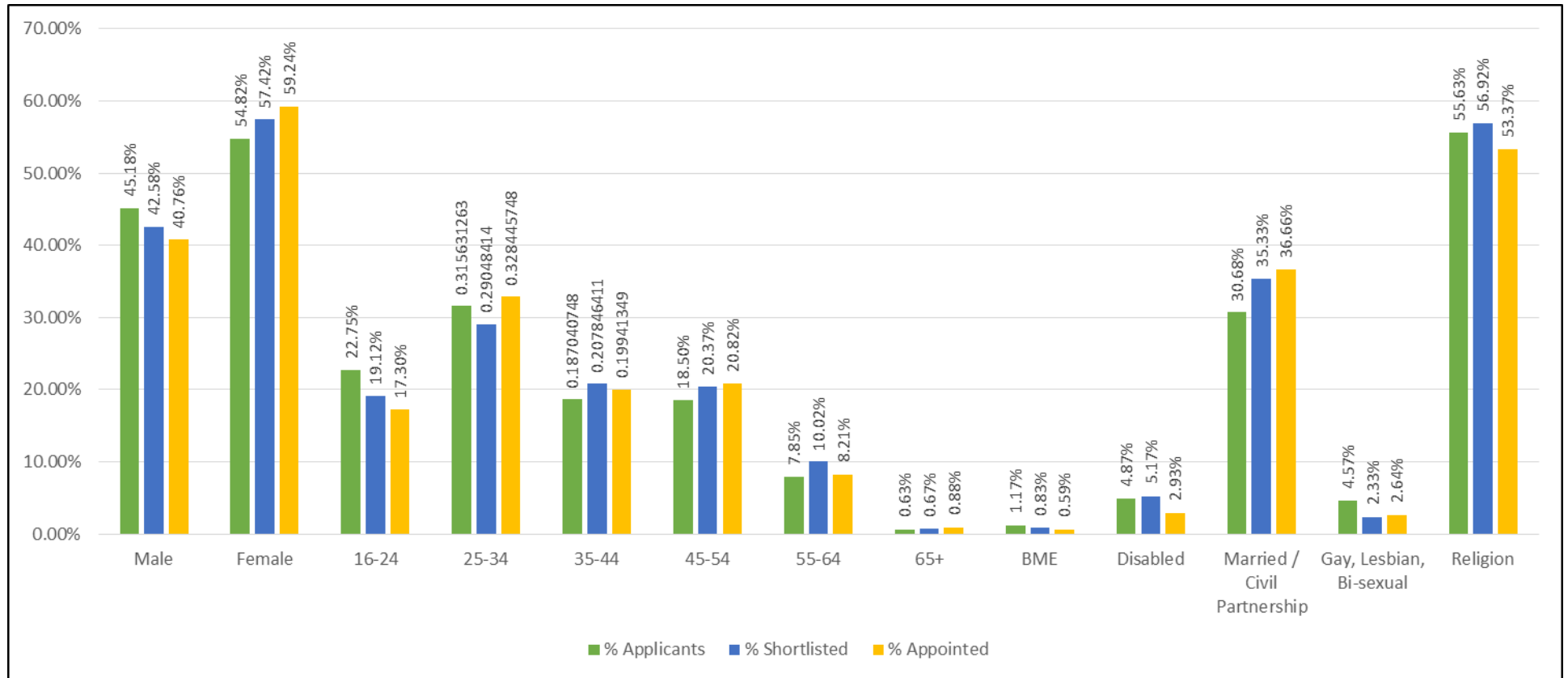
	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Lesbian, Gay, Bisexual	137	4.57%	28	2.33%	9	2.8%
Not Lesbian, Gay, Bisexual	2859	95.43%	1172	97.67%	311	97.2%
Total Applicants	2996		1200		320	

Married/Civil Partnership - 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	1353	511	139	37.8%	10.3%	496 - 588	130 - 178	As expected	As expected
Female	1642	689	202	42.0%	12.3%	607 - 708	160 - 214	As expected	As expected
Ethnic minority	35	10	2	28.6%	5.7%	7 - 21	0 - 8	As expected	As expected
Disabled	146	62	10	42.5%	6.8%	43 - 73	9 - 25	As expected	As expected
16-24	681	229	59	33.6%	8.7%	240 - 305	61 - 95	Low	As expected
25-34	945	348	112	36.8%	11.9%	340 - 417	88 - 128	As expected	As expected
35-44	560	249	68	44.5%	12.1%	195 - 254	48 - 80	As expected	As expected
45-54	554	244	71	44.0%	12.8%	193 - 251	47 - 79	As expected	As expected
55-64	235	120	28	51.1%	11.9%	75 - 113	17 - 37	High	As expected
65+	19	8	3	42.1%	15.8%	2 - 13	0 - 5	As expected	As expected
Married/Civil Partnership	919	424	125	46.1%	13.6%	330 - 406	85 - 125	High	High
Religion	1666	683	182	41.0%	10.9%	617 - 718	163 - 217	As expected	As expected
Gay / Lesbian	77	28	9	36.4%	11.7%	20 - 42	3 - 15	As expected	As expected
All Applicants	**2996**	**1200**	**341**	**40.1%**	**11.4%**				

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. This self-service system will be rolled out to all staff over the next 12 months which should improve the records in which we hold for staff.

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 as staff may have an informal discussion with their line manager and it could be turned down at that stage, which is not recorded. Similarly where mandatory training is booked for staff, this can sometimes be arranged 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 2016-2017.

Table 13a - Training Applications by Service for Conwy County Borough Council – 2016/7

Service	Total Training Applications	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Audit & Procurement	5	*	*	*	*	*	*	5	*	*	*	5	*	*
Chief Executive Office	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	813	*	210	218	216	160	9	659	154	35	46	323	6	*
Community Development Service	247	26	49	52	71	48	*	158	89	*	8	98	*	*
Corporate Financial Service	7	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	46	*	8	22	5	8	*	38	8	*	*	24	*	*
Corporate Improvement & Development	10	*	*	6	*	*	*	6	*	*	*	9	*	*
Corporate Marketing & Communications	22	*	7	5	6	*	*	18	*	*	*	10	*	*
Education	350	6	56	97	141	48	*	304	46	*	*	210	*	*
Environment Roads & Facilities	417	22	86	73	170	61	*	136	280	*	*	214	*	6
Estates & Asset Management	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	92	10	25	17	35	5	*	18	74	*	*	36	*	*
Integrated Adults & Community Services	1924	44	359	363	660	443	55	1670	254	38	85	1059	19	10
Law & Governance	32	*	7	*	8	12	*	31	*	*	*	19	*	*
Regulatory & Housing Services	126	7	8	44	43	20	*	79	47	*	*	81	*	*
Revenues & Benefits Service	102	*	35	25	31	10	*	78	24	*	*	48	*	*
Theatres & Conference Centre	113	21	44	15	20	12	*	66	47	*	*	44	8	6
Total	**4315**	**149**	**897**	**948**	**1413**	**831**	**76**	**3274**	**1040**	**80**	**153**	**2186**	**40**	**22**

Numbers below 5 have been replaced by * to protect anonymity

Table 13b - Training Applications by religion and belief

Service	Total Training Applications	Agnostic	Atheist	Buddist	Christian	Hindu	Muslim	No Religion	Not Stated	Other
Audit & Procurement	5	*	*	*	*	*	*	*	*	*
Chief Executive Office	4	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	813	12	18	5	271	*	*	152	341	14
Community Development Service	247	*	12	*	88	*	*	30	110	*
Corporate Financial Service	7	*	*	*	*	*	*	*	*	*
Corporate Human Resources	46	*	*	*	32	*	*	12	*	*
Corporate Improvement & Development	10	*	*	*	5	*	*	*	*	*
Corporate Marketing & Communications	22	*	*	*	9	*	*	5	8	*
Education	350	5	*	*	52	*	*	21	263	6
Environment Roads & Facilities	417	6	5	*	161	*	*	99	141	*
Estates & Asset Management	5	*	*	*	*	*	*	*	*	*
Information Technology	92	5	*	*	31	*	*	33	17	*
Integrated Adults & Community Services	1924	33	26	*	741	*	*	463	615	43
Law & Governance	32	*	*	*	11	*	*	8	12	*
Regulatory & Housing Services	126	*	10	*	36	*	*	11	68	*
Revenues & Benefits Service	102	*	*	*	54	*	*	17	23	*
Theatres & Conference Centre	113	*	*	*	44	*	*	42	23	*
Total	4315	67	83	10	1546	1	3	898	1633	72

Numbers below 5 have been replaced by * to protect anonymity

Table 14a - Training Completed by Service for Conwy County Borough Council – 2016/17

Service	Total Training Applications	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Audit & Procurement	5	*	*	*	*	*	*	5	*	*	*	5	*	*
Chief Executive Office	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	813	*	210	218	216	160	9	659	154	35	46	323	6	*
Community Development Service	247	26	49	52	71	48	*	158	89	*	8	98	*	*
Corporate Financial Service	7	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	46	*	8	22	5	8	*	38	8	*	*	24	*	*
Corporate Improvement & Development	10	*	*	6	*	*	*	6	*	*	*	9	*	*
Corporate Marketing & Communications	22	*	7	5	6	*	*	18	*	*	*	10	*	*
Education	350	6	56	97	141	48	*	304	46	*	*	210	*	*
Environment Roads & Facilities	415	22	86	73	170	60	*	136	279	*	*	214	*	6
Estates & Asset Management	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	92	10	25	17	35	5	*	18	74	*	*	36	*	*
Integrated Adults & Community Services	1924	44	359	363	660	443	55	1670	254	38	85	1059	19	10
Law & Governance	32	*	7	*	8	12	*	31	*	*	*	19	*	*
Regulatory & Housing Services	126	7	8	44	43	20	*	79	47	*	*	81	*	*
Revenues & Benefits Service	102	*	35	25	31	10	*	78	24	*	*	48	*	*
Theatres & Conference Centre	113	21	44	15	20	12	*	66	47	*	*	44	8	6
Total	**4313**	**149**	**897**	**948**	**1413**	**830**	**76**	**3274**	**1039**	**80**	**153**	**2186**	**40**	**22**

Numbers below 5 have been replaced by * to protect anonymity

Table 14b – Training Completed by religion and belief

Service	Total Training Applications	Agnostic	Atheist	Buddist	Christian	Hindu	Muslim	No Religion	Not Stated	Other
Audit & Procurement	5	*	*	*	*	*	*	*	*	*
Chief Executive Office	4	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	813	12	18	5	271	*	*	152	341	14
Community Development Service	247	*	12	*	88	*	*	30	110	*
Corporate Financial Service	7	*	*	*	*	*	*	*	*	*
Corporate Human Resources	46	*	*	*	32	*	*	12	*	*
Corporate Improvement & Development	10	*	*	*	5	*	*	*	*	*
Corporate Marketing & Communications	22	*	*	*	9	*	*	5	8	*
Education	350	5	*	*	52	*	*	21	263	6
Environment Roads & Facilities	415	6	5	*	161	*	*	99	141	*
Estates & Asset Management	5	*	*	*	*	*	*	*	*	*
Information Technology	92	5	*	*	31	*	*	33	17	*
Integrated Adults & Community Services	1924	33	26	*	741	*	*	463	615	43
Law & Governance	32	*	*	*	11	*	*	8	12	*
Regulatory & Housing Services	126	*	10	*	36	*	*	11	68	*
Revenues & Benefits Service	102	*	*	*	54	*	*	17	23	*
Theatres & Conference Centre	113	*	*	*	44	*	*	42	23	*
Total	**4313**	**67**	**83**	**10**	**1546**	**1**	**3**	**898**	**1633**	**72**

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 1st April 2016 to 31st March 2017

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	139	2515

Table 16 - Analysis of completed Training Events – 2016/17

	No. of Completed Training Events	% of Completed Training Events	% of Staff Currently Employed	Analysis
Male	1039	24.09%	26.02%	As expected
Female	3274	75.91%	73.98%	As expected
Black Minority Ethnic	80	1.85%	0.84%	High
Disabled	153	3.55%	1.22%	High
16 - 24	149	3.45%	10.39%	Low
25 - 34	897	20.80%	20.34%	As expected
35 - 44	948	21.98%	21.80%	As expected
45 - 54	1413	32.76%	27.45%	High
55 - 64	830	19.24%	17.09%	As expected
65+	76	1.76%	2.93%	As expected
Married / Civil Partnership	2186	50.68%	45.41%	High
Gay / Lesbian / Bisexual	40	0.93%	0.40%	As expected
Religion / Belief	2680	62.14%	24.24%	High
Transgender	22	0.51%	0.12%	As expected

The statistics evidence that employees aged 16-24 years old appear less likely to receive training than other protected characteristics and age bands. Men are just as likely as women to receive training, as are employees who

have declared to be Gay, Lesbian, Bisexual or Transgender, and employees from the age groups 25-34, 35-44, 55-64 and 65+.   Employees who have declared a disability, employees from an ethnic minority background and employees aged 45-54 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; 35.8% Christian, 21% no religion, 1.5% Agnostic, 1.92% Atheist, 0.2% Buddhist, 0.02% Hindu, 0.06% Muslim and 1.7% other. 37.8% of employees who have completed training had not declared any religion, belief or non-belief.

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 2016/17

Cases	Total	Male	Female	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Religion & Belief	Transgender
Sickness Absence	179	67	112	6	38	34	53	43	5	*	15	85	*	105	*
Grievance / Bullying	7	*	*	*	*	*	*	5	*	*	*	*	*	5	*
Disciplinary / Capability	28	9	19	*	*	7	11	7	*	*	*	14	*	20	*
Total	214	79	135	7	40	41	66	55	5	1	16	102	5	130	0

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. 2.4% of the workforce were involved in sickness absence cases, of which 8.3% were disabled employees, compared to a workforce profile of 1.2%. Whilst 2.9% of employees were involved in all cases, 7.4% of those cases involved disabled employees.

1.5% of BME employees were involved in all cases compared to 2.9% of all employees. This is higher than the workforce profile for BME employees of 0.8%, although is 0.8% lower than last year's figure.

Overall there are a higher number of cases involving employees within the 45-54 age group, in particular in regard to sickness absence and disciplinary/capability cases. This is broadly comparable to the age profile of the workforce with 27% of the total workforce falling into this age group. With regard to grievance/bullying cases, there are a higher number of cases in the 55-64 age group. In all cases, there are a higher number involving female employees, however this is representative of the workforce profile of 24:76 male to female ratio.

All 7 grievance/bullying cases were attributed grievance cases unrelated to bullying. The breakdown of grievance/bullying cases shows 57% of cases being female and 43% being male, showing a higher number of males submitted grievances when compared to the workforce profile of 74:26 female to male employees.

With regard to sickness absence, 63% of cases were female and 37% 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 increase in the number of sickness cases since last year, which is due to the fact that managing Sickness Absence is a key priority for all services as we reported one of the poorest attendance figures in Wales. There has also been an improvement in managers ensuring all improvement notices are recorded on the iTrent system.

With regard to disciplinary/capability cases, in comparison to the last Employment Monitoring Report, the number of disciplinary/capability cases has declined for both males and females, but more markedly for males with the figures showing 19 less male cases than the last report.

7.   Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2016/2017

	Total	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Dismissal	13	*	*	*	5	*	*	7	6	*	*	6	*	*
Dismissal - Ill health	18	*	*	*	5	5	5	12	6	*	*	7	*	*
End of temporary contract	42	13	13	*	9	*	*	28	14	*	*	12	*	*
Redundancy - Compulsory	12	*	*	*	*	8	*	7	5	*	*	8	*	*
TUPE	0	*	*	*	*	*	*	*	*	*	*	*	*	*
Involuntary	**85**	**14**	**16**	**9**	**20**	**17**	**9**	**54**	**31**	**0**	**3**	**33**	**0**	**1**
Death in Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Other	**5**	**0**	**0**	**0**	**1**	**3**	**1**	**4**	**1**	**0**	**0**	**4**	**0**	**0**
By Mutual Agreement	0	*	*	*	*	*	*	*	*	*	*	*	*	*
Efficiency of the Service	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	26	*	*	*	*	14	*	18	8	*	*	23	*	*
Relief not worked for 18 months	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation	172	19	40	43	39	24	7	131	41	*	*	90	*	*
Resignation - Gone to another Authority	27	*	12	8	*	*	*	16	11	*	*	12	*	*
Resignation - Ill health	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation - Left for another job	118	11	35	30	18	21	*	82	36	*	*	56	*	*
Resignation - Left the area	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation - Not returned after maternity leave	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Retirement - Age	43	*	*	*	*	12	31	22	21	*	*	29	*	*
Retirement - Early voluntary	29	*	*	*	*	26	*	25	*	*	*	21	*	*
Retirement - Ill health	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Voluntary	**435**	**35**	**92**	**89**	**68**	**102**	**49**	**309**	**126**	**3**	**9**	**240**	**6**	**2**
Total	**525**	**49**	**108**	**98**	**89**	**122**	**59**	**367**	**158**	**3**	**12**	**277**	**6**	**3**

Numbers below 5 have been replaced by * to protect anonymity

Table 18b – Leavers by religion and belief during 2016/2017

	Total	Agnostic	Atheist	Buddist	Christian	No Religion	Not Specified	Other	Not Stated
Dismissal	13	*	*	*	*	*	*	*	6
Dismissal - Ill health	18	*	*	*	*	*	*	*	12
End of temporary contract	42	*	*	*	5	7	*	*	25
Redundancy - Compulsory	12	*	*	*	7	*	*	*	5
TUPE	0	*	*	*	*	*	*	*	*
Involuntary	**85**	**2**	**0**	**0**	**19**	**12**	**4**	**0**	**48**
Death in Service	5	*	*	*	*	*	*	*	*
Other	**5**	**0**	**0**	**0**	**1**	**1**	**0**	**0**	**3**
By Mutual Agreement	0	*	*	*	*	*	*	*	*
Efficiency of the Service	1	*	*	*	*	*	*	*	*
Redundancy - Voluntary	26	*	*	*	6	*	*	*	15
Relief not worked for 18 months	2	*	*	*	*	*	*	*	*
Resignation	172	*	*	*	17	8	*	*	142
Resignation - Gone to another Authority	27	*	*	*	7	*	*	*	18
Resignation - Ill health	4	*	*	*	*	*	*	*	*
Resignation - Left for another job	118	*	*	*	36	21	*	*	52
Resignation - Left the area	2	*	*	*	*	*	*	*	*
Resignation - Not returned after maternity leave	1	*	*	*	*	*	*	*	*
Resignation - Returned to education	5	*	*	*	*	*	*	*	*
Retirement - Age	43	*	*	*	11	*	*	*	27
Retirement - Early voluntary	29	*	*	*	*	*	*	*	23
Retirement - Ill health	5	*	*	*	*	*	*	*	*
Voluntary	**435**	**5**	**5**	**1**	**86**	**43**	**7**	**1**	**287**
Total	**525**	**7**	**5**	**1**	**106**	**56**	**11**	**1**	**338**

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 1st April 2016 and the 31st March 2017. 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, 435 (83%) who left voluntary, 85 (16%) who left involuntary and 5 (1%) were deaths in service. Of those who left involuntary, 42 (49.4%) were staff whose temporary contract had come to an end, 12 (14.1%) of employees left due to compulsory redundancy and 31 (36.5%) employees were dismissed in this period of which 18 (58%) 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	28.97%	36.47%	30.10%	26.84%	As expected	High
Female	71.03%	63.53%	69.90%	73.16%	As expected	Low
Ethnic minority	0.69%	0.00%	0.57%	0.58%	As expected	As expected
Disabled	2.07%	3.53%	2.10%	1.59%	As expected	As expected
16 - 24	8.05%	16.47%	9.33%	7.86%	As expected	High
25 - 34	21.15%	18.82%	20.57%	18.13%	As expected	As expected
35 - 44	20.46%	10.59%	18.67%	22.52%	As expected	Low
45 - 54	15.63%	23.53%	16.95%	29.02%	Low	As expected
55 - 64	23.45%	20.00%	23.24%	18.90%	As expected	As expected
65+	11.26%	10.59%	11.24%	3.57%	High	High
Married/Civil Partnership	55.17%	38.82%	52.76%	53.40%	As expected	Low
Gay, Lesbian, Bisexual	1.38%	0.00%	1.14%	0.48%	As expected	Low

Ethnicity

The number of employees of an ethnic minority origin, who left the Authority in this period is the same as last year, with the reasons cited as voluntary.

Disability

A total of 12 employees left the Authority during this period who have declared a disability; 3 of which were involuntary and 9 voluntary.

Sex

This year as in previous years, there was a higher number of female employees leaving the organisation compared to male employees. When the figures are compared to the workforce profile of 74% female to 26% male, males are over represented in the leavers figures with males accounting for 30% of the total leavers figure.

Age

This year, 9.3% of leavers were from the 16-24 age group, 20.6% from the 25-34 age group, 18.75 from the 35-44 age group, 17% from the 45-54 age group, 23.2% from the 55-64 age group and 11.2% from the 65+ age group. Employees aged between 55-64 make up a disproportionately high number of leavers, when compared to the overall workforce profile of this age group at 17%. As expected, employees aged 65+ also make up a disproportionately high number of leavers due to retirement.

Marriage/Civil Partnership

Of those employees that left the Authority 53% declared that they were married or in a civil partnership. This is a higher figure than last year which could be due to our improved records which we hold for staff.   The majority of these employees left voluntarily with reasons cited such as voluntary redundancy, resignation and retirement.

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 regarding having a religion or belief or no religious belief, which is higher than last year. Of all leavers, 20% were Christian and 10.6% reported no religion, however 64.4% had not stated any religion. End of temporary contracts and voluntary resignation were the main reasons for leaving the Authority.

Transgender
0.5% of employees who left during this period declared they are transgender. Of these, 67% left voluntary and 33% left involuntary.

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 within employment policies