

Conwy County Borough Council

Employment Monitoring Report

2018-19

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 2018-19 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 31 March 2019
- *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
- Race (Ethnic Origin / Nationality)
- Disability
- Sexual Orientation
- Religion or Belief or non-Belief
- Pregnancy and Maternity
- Marital or Civil Partnership Status
- Welsh Language Ability (not covered by this report)
- Carer Responsibility (not covered by this report)

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 2015, making the provision of this data mandatory, and we have already seen a steady improvement in the data captured since then. During the period of this report, the Education Service have also embedded this system into their recruitment processes, which means that all jobs within Conwy County Borough Council are now advertised through the web-recruitment system which will help improve data capture. A self-service system has also been rolled out to staff which enables staff to update their own personal details. Further work to increase the data captured is planned for 2020.

A workflow package on the HR/Payroll system to record applications turned down for training has now been implemented and table 13a and 13b include this data.

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 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 March 2019

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	13	*	*	6	6	*	*	10	*	*	9	*	*	*	*
Chief Executives Office	6	*	*	*	*	*	*	*	*	*	5	*	*	*	*
Children Family & Safeguarding	177	*	36	39	59	40	*	143	34	11	76	*	7	*	11
Community Development Service	271	17	58	55	64	66	11	181	90	9	137	7	*	*	10
Corporate Financial Service	46	*	*	15	18	7	*	33	13	*	22	*	*	*	*
Corporate Human Resources	31	*	*	8	11	8	*	24	7	*	16	*	*	*	*
Corporate Improvement & Development	11	*	*	5	*	*	*	8	*	*	9	*	*	*	*
Corporate Marketing & Communications	13	*	*	*	5	*	*	12	*	*	8	*	*	*	*
Education	1954	56	350	506	645	355	42	1651	303	9	1186	*	11	*	115
Environment Roads & Facilities	511	17	63	86	176	149	20	144	367	13	255	5	9	*	6
Estates & Asset Management	9	*	*	*	5	*	*	*	7	*	6	*	*	*	*
Information Technology	71	*	8	20	31	8	*	18	53	*	31	*	*	*	*
Integrated Adults & Community Services	598	17	92	121	165	178	25	500	98	25	323	10	20	*	26
Law & Governance	73	5	16	18	14	14	6	59	14	*	45	*	*	*	9
Regulatory & Housing Services	132	*	21	33	50	22	*	81	51	*	71	5	*	*	*
Revenues & Benefits Service	74	*	14	31	20	6	*	55	19	*	40	*	*	*	*
Theatres & Conference Centre	108	10	26	27	21	22	*	52	56	*	53	*	*	*	*
CCBC Total	4098	133	697	975	1296	882	115	2977	1121	81	2292	37	61	7	193

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 March 2019 (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 31 March 2019 by religion and belief

Service	Total	Agnostic	Atheist	Buddhist	Christian	Confucianism	Hindu	Jehovah Witness	Muslim	No Religion	Not Specified	Other
Audit & Procurement	13	*	*	*	6	*	*	*	*	*	7	*
Chief Executives Office	6	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	177	*	6	*	66	*	*	*	*	53	45	*
Community Development Service	271	7	5	*	78	*	*	*	*	47	129	*
Corporate Financial Service	46	*	*	*	25	*	*	*	*	11	8	*
Corporate Human Resources	31	*	*	*	18	*	*	*	*	8	5	*
Corporate Improvement & Development	11	*	*	*	5	*	*	*	*	*	*	*
Corporate Marketing & Communications	13	*	*	*	7	*	*	*	*	*	*	*
Education	1954	8	5	*	127	*	*	*	*	54	1752	6
Environment Roads & Facilities	511	5	11	*	196	*	*	*	*	102	189	6
Estates & Asset Management	9	*	*	*	*	*	*	*	*	*	*	*
Information Technology	71	*	*	*	27	*	*	*	*	29	7	*
Integrated Adults & Community Services	598	6	10	*	245	*	*	*	*	129	195	12
Law & Governance	73	*	*	*	32	*	*	*	*	12	28	*
Regulatory & Housing Services	132	*	*	*	45	*	*	*	*	30	53	*
Revenues & Benefits Service	74	*	*	*	36	*	*	*	*	19	14	*
Theatres & Conference Centre	108	*	*	*	42	*	*	*	*	27	31	*
CCBC Total	4098	34	47	4	959	1	1	3	3	533	2474	39

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 March 2019 (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 31 March 2019

		Age Range						Gender							
Service	Total	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
Children Family & Safeguarding	78	*	14	22	20	18	*	63	15	*	29	*	*	*	*
Community Development Service	253	97	60	31	31	25	9	127	126	*	60	*	*	*	*
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	14	*	7	*	*	*	*	8	6	*	*	*	*	*	*
Education	1463	134	308	332	376	257	56	1223	240	*	778	*	6	*	36
Environment Roads & Facilities	38	*	5	6	14	*	7	27	11	*	22	*	*	*	*
Integrated Adults & Community Services	57	*	11	12	15	11	5	42	15	*	24	*	*	*	*
Law & Governance	12	*	*	*	*	*	7	8	*	*	9	*	*	*	*
Regulatory & Housing Services	9	7	*	*	*	*	*	*	5	*	*	*	*	*	*
Theatres & Conference Centre	134	32	38	19	20	16	9	82	52	*	44	*	6	*	*
CCBC Total	2064	282	447	422	484	334	95	1587	477	17	971	18	20	1	43

Note: The number of employees counted in Table 2 is based on the number of casual workers employed by Conwy on 31 March 2019 (counted once, even though they may have more than one casual job).

Table 2a – Number of Casual Workers as at 31 March 2019 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 31 March 2019 (counted once, even though they may have more than one casual job).

Service	Total	Agnostic	Atheist	Christian	Confucianism	Jehovah Witness	Muslim	No Religion	Not Specified	Other
Children Family & Safeguarding	78	*	*	23	*	*	*	20	30	*
Community Development Service	253	*	11	68	*	*	*	44	122	*
Corporate Financial Service	5	*	*	0	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	0	*	*	*	*	*	*
Corporate Marketing & Communications	14	*	*	5	*	*	*	*	*	*
Education	1463	7	7	91	*	*	*	59	1293	*
Environment Roads & Facilities	38	*	*	11	*	*	*	7	18	*
Integrated Adults & Community Services	57	*	*	16	*	*	*	15	24	*
Law & Governance	12	*	*	*	*	*	*	*	6	*
Regulatory & Housing Services	9	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	134	*	8	33	*	*	*	46	43	*
CCBC Total	2064	16	33	253	1	2	1	202	1546	10

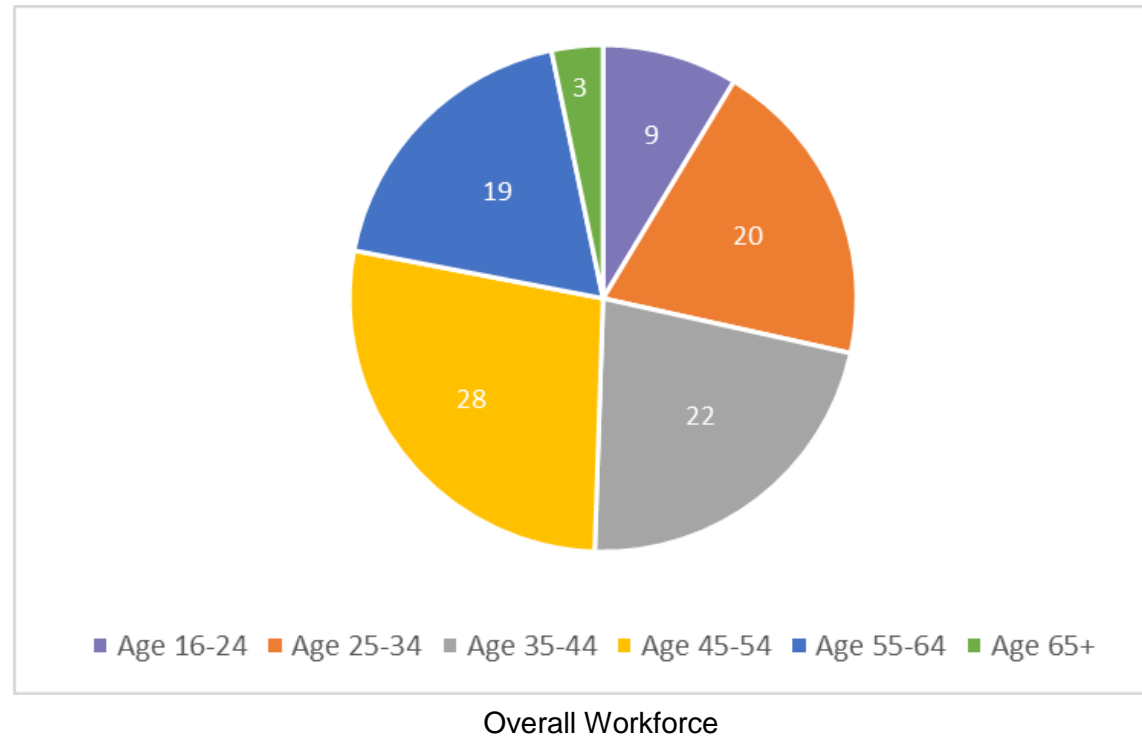
Numbers below 5 have been replaced by * to protect anonymity

Overall Workforce Profile

The overall workforce profile for Conwy County Borough Council (including all permanent, fixed term and casual workers) consists of 26% males and 74% females. There is a similar ratio for permanent and fixed term staff (27:73) and the casual workers ratio is 23:77.



% Age Profile of the Overall Workforce



During this period 3.8% (236) of the workforce took maternity leave, the majority of whom were employed in Education. Following last year's Employment Monitoring Report action, we now collect information about pregnancy from the MATB1 form whilst the employee is still in work rather than waiting until they are on maternity leave and this is now reported on the HR/Payroll system.

At the end of this reporting period, we held the following data by protected characteristic for staff in Conwy:

Protected Characteristic	Equality Data Held	All employees (declared)	Fixed Term/ Permanent (declared)	Casual (declared)
Sex	100%			
Male		24%	27%	23%
Female		76%	73%	77%
Age	100%			
16-24		7%	3%	14%
25-34		18%	17%	22%
35-44		23%	24%	20%
45-54		29%	32%	23%
55-64		20%	21%	16%
65+		3%	3%	5%
Disability	47%			
Disabled staff		1.6%	2%	0.8%
Race	51.7%			
Black Minority Ethnic staff		1.3%	1.5%	1%
Marital/civil partnership status	99.5%			
Staff Married or in a Civil Partnership		53%	56%	47%
Religion/Belief	41.3%			
Agnostic		0.8%	0.8%	0.8%
Atheist		1.3%	1.1%	1.6%
Christian		20%	23.4%	12%
No Religion		12%	13%	9.8%
Other		1%	1.2%	0.7%
Sexual Orientation	41.2%			
Lesbian/Gay/Bisexual staff		0.9%	0.9%	0.9%
Gender Reassignment	35%			
Transgender staff		0.1%	0.2%	0.04%
Pregnancy / Maternity				
Pregnant or on Maternity Leave		3.8%	4.7%	2%

We have improved data collection in recent years and work continues in this area. However, this is dependent on individuals wishing to disclose their identity, which is particularly sensitive around disability, sexual orientation and gender reassignment declarations. Staff are offered the opportunity to state 'prefer not to say' and we review this data to consider whether these responses are significant.

3.1 Gender breakdown by Contract / Salary / Job Type / Grade

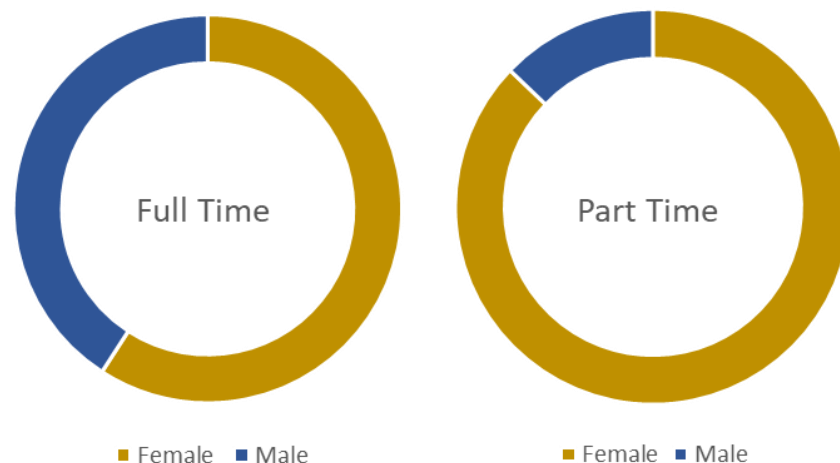
The numbers provided in Tables 3 - 6 below are based on the number of positions or posts filled within Conwy, by the people shown in Tables 1 and 2. We have a large number of employees who hold multiple posts, often part-time and often in different job types and different services. Therefore Conwy County Borough Council does not actually employ 7496 employees as shown in the tables below but this is the total number of posts filled by permanent, fixed term and casual staff. As at 31.3.19 we employed 4098 permanent and fixed term people in 4505 posts and 2064 casual people in 2991 posts.

Contract Type

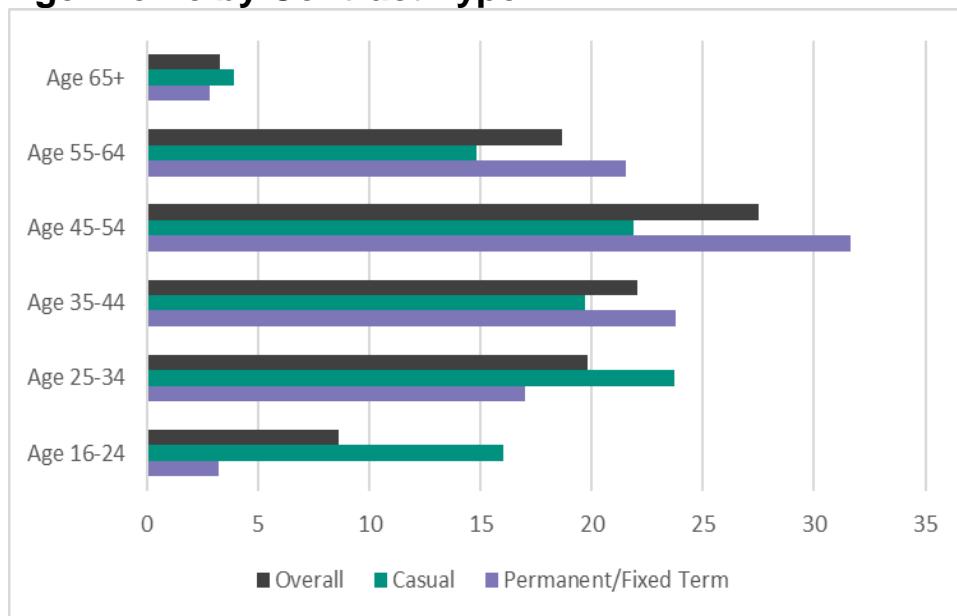
There are 41% males and 59% females in full time roles (permanent and fixed term) compared to 13% males and 87% females in part time roles (permanent and fixed term).

Table 3 - Number of posts filled by Contract Type

Sex	Permanent		Fixed Term		Variable hours	Total
	Full time	Part time	Full time	Part time		
Female	1068 (57%)	1703 (87%)	208 (75%)	343 (89%)	2224 (74%)	5546
Male	812 (43%)	260 (13%)	69 (25%)	42 (11%)	767 (26%)	1950
	1880	1963	277	385	2991	7496



Age Profile by Contract Type



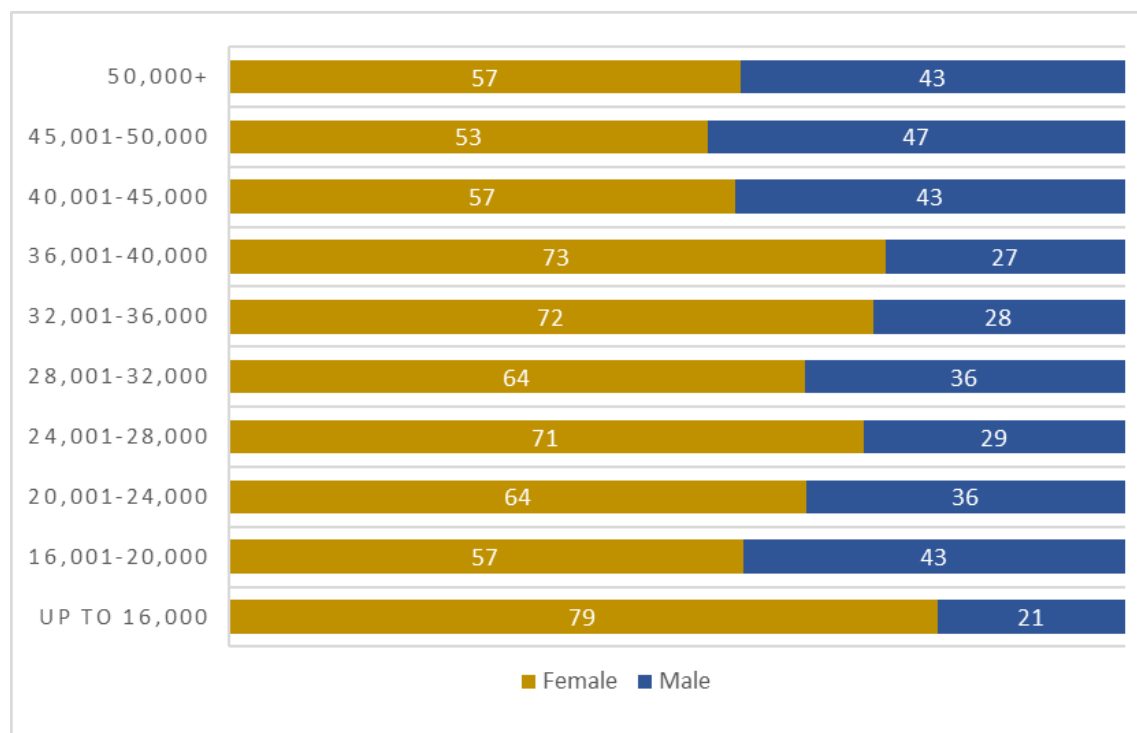
Age Profile by Contract Type

A larger share of the permanent and fixed term workforce fall within the 35-44 (24%), 45-54 (32%) and 55-64 (22%) age groups compared to the overall workforce. The age profile of casual staff shifts significantly towards the 16-24 (16%) and 25-34 (24%) age groups.

Salary Range

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	3887 (79%)	341 (57%)	345 (64%)	114 (71%)	271 (64%)	143 (72%)	298 (73%)	56 (57%)	23 (53%)	68 (57%)	5546 (74%)
Male	1030 (21%)	253 (43%)	190 (36%)	47 (29%)	151 (36%)	56 (28%)	109 (27%)	43 (43%)	20 (47%)	51 (43%)	1950 (26%)
Total	4917	594	535	161	422	199	407	99	43	119	7496



At 31.3.2019 there were 7496 posts filled within Conwy, 52% (3887 posts) of which are occupied by female employees within the salary range up to £16,000. Almost three quarters of the female workforce (70%) and over half (53%) of the male workforce fall within the salary range up to £16,000. There has been a slight increase in the proportion of females in the £50,000 and over salary range to 57% this year compared to 53% last year. 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

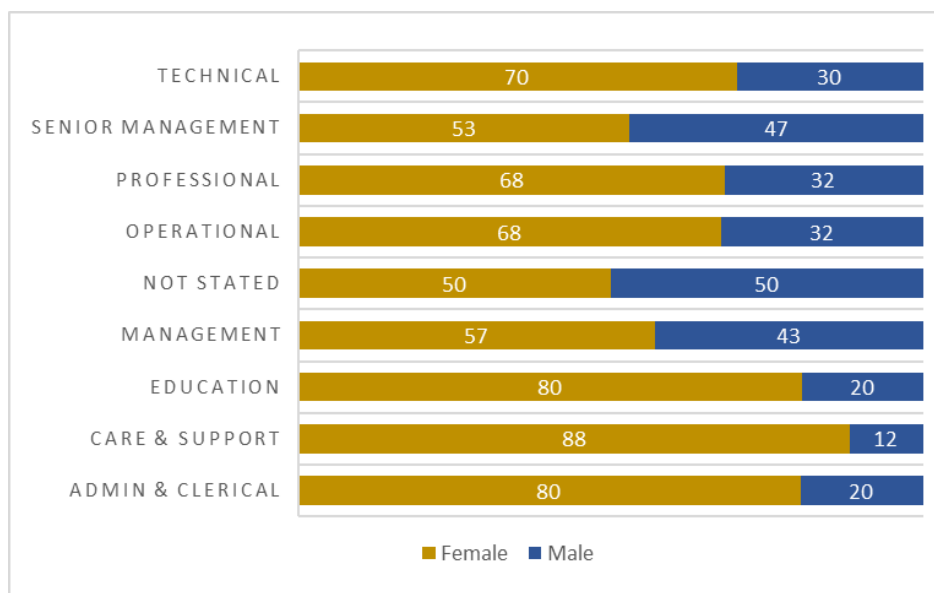
Table 5 - Number of posts filled by Job Type

Sex	Admin & Clerical	Care & Support	Education	Management	Not Stated	Operational	Professional	Senior Management	Technical	Total
Female	338 (80%)	1031 (88%)	989 (80%)	85 (57%)	6 (50%)	1525 (68%)	320 (68%)	9 (53%)	1243 (70%)	5546 (74%)
Male	83 (20%)	138 (12%)	240 (20%)	64 (43%)	6 (50%)	732 (32%)	149 (32%)	8 (47%)	530 (30%)	1950 (26%)
	421	1169	1229	149	12	2257	469	17	1773	7496

Note: 'Management' and 'Professional' will include people who manage employees.

86% (4788) of the posts held by female employees are in Education, Technical, Operational and Care, compared to 84% of the posts held by male employees in the same categories. 57% (85) of management posts are held by female employees and 43% (64) are held by male employees and 53% (9) of senior management posts are held by females and 47% (8) by males. In comparison to the overall workforce profile of 74:26 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, Senior Management, Operational and Professional job types.

Male/Female by Job Type



Grade

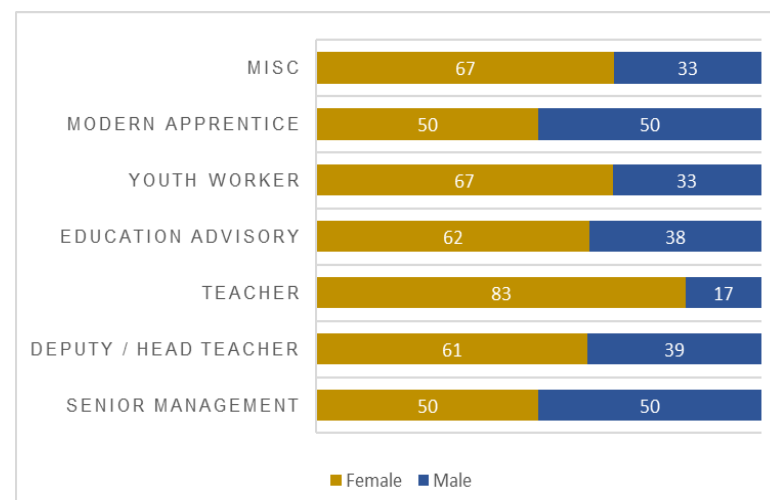
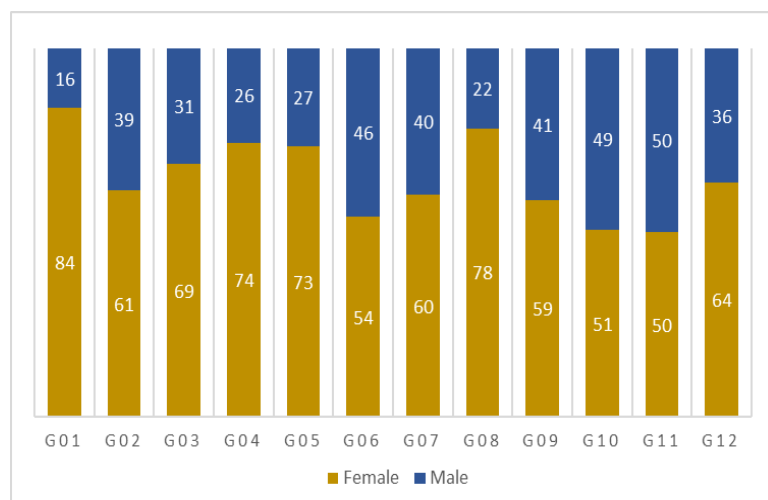
Table 6 - Number of posts filled by Grade

Sex	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12
Female	1827 (84%)	659 (61%)	306 (69%)	590 (74%)	458 (73%)	182 (54%)	100 (60%)	177 (78%)	47 (59%)	42 (51%)	5 (50%)	21 (64%)
Male	352 (16%)	413 (39%)	140 (31%)	203 (26%)	166 (27%)	153 (46%)	66 (40%)	49 (22%)	33 (41%)	41 (49%)	5 (50%)	12 (36%)
	2179	1072	446	793	624	335	166	226	80	83	10	33

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	8 (50%)	80 (61%)	902 (83%)	8 (62%)	18 (67%)	6 (50%)	110 (67%)	5546 (74%)
Male	8 (50%)	51 (39%)	184 (17%)	5 (38%)	9 (33%)	6 (50%)	54 (33%)	1950 (26%)
	16	131	1086	13	27	12	164	7496

“Education Advisory” includes non-school based employees such Education Inspectors and Psychologists.

29% of all posts are within Grade G01, of which 84% are held by female employees and 16% by males. Within Grades G04, G05 and G08 the split of males to females approximately mirrors the workforce profile of 74:26. Female employees are less represented in Grades G02, G06, G07, G09, G10, G11 and as Deputy/Head Teachers (61%), Senior Management (50%), Youth Work (67%) and Modern Apprentices (50%). Males are under-represented in the Teaching (17%).



4. Recruitment and Promotion

All job applications are inputted onto the HR/Payroll system during the recruitment stage including school based employees (teachers, teaching assistants and supply posts). The 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.

Personal details of applicants are not shared with recruiting managers until after shortlisting to ensure that the shortlisting process is free from discrimination and bias and that shortlisting is based on the details provided in the application form about the job. Between 1st April 2018 and 31st March 2019 there were 470 positions advertised. This includes posts that have been re-advertised and also where there are multiple vacancies for one job advert.

The number of vacancies is approximately 30% lower than last year. There were 470 vacancies advertised in 2018/19 compared to 572 in 2017-18, 516 in 2016-17. In the period 2018-19 there were 196 re-adverts.

All promotions are made against an identified vacancy that has been advertised and the normal recruitment process followed, differentiating between internal and external vacancies.

Table 7 - Internal and External Vacancies in 2018/19

Service	Position Advertised Count
Audit & Procurement	1
Chief Executives Office	1
Children Family & Safeguarding	54
Community Development Service	45
Corporate Financial Service	1
Corporate Human Resources	12
Corporate Improvement & Development	1
Corporate Marketing & Communications	2
Education Services	96
Environment Roads & Facilities	74
Estates & Asset Management	0
Information Technology	3
Integrated Adults & Community Services	109
Law & Governance	14
Regulatory & Housing Services	19
Revenues & Benefits Service	7
Theatres & Conference Centre	31
CCBC Total	470

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	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	194	33	161	*	21	63	46	45	19	*	*	*	6	55	7	122
Community Development Service	281	108	173	*	77	65	64	41	29	5	*	5	23	88	5	162
Corporate Financial Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	27	9	18	*	*	6	*	9	*	*	*	*	*	15	*	15
Corporate Improvement & Development	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	7	0	7	*	*	*	*	*	*	*	*	*	*	*	*	5
Education Services	477	86	391	*	85	163	134	66	28	*	*	7	13	171	6	269
Environment Roads & Facilities	485	394	91	*	69	149	104	97	61	5	*	11	9	163	23	266
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	20	18	*	*	6	6	*	5	*	*	*	*	*	6	*	13
Integrated Adults & Community Services	599	150	449	*	98	197	118	123	60	*	*	13	35	180	14	375
Law & Governance	51	10	41	*	10	13	9	8	8	*	*	*	*	17	*	27
Regulatory & Housing Services	107	35	71	*	9	30	39	17	10	*	*	*	6	39	*	77
Revenues & Benefits Service	23	6	17	*	8	6	*	*	*	*	*	*	*	*	*	10
Theatres & Conference Centre	118	53	65	*	41	45	19	6	*	*	*	*	7	30	5	65
Total	2398	904	1493	1	430	750	547	422	226	23	0	43	104	771	64	1413

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	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	93	12	81	*	6	35	22	17	12	*	*	*	*	36	*	56
Community Development Service	85	28	57	*	22	25	19	11	7	*	*	*	7	27	*	45
Corporate Financial Service	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	15	*	11	*	*	*	*	5	*	*	*	*	*	5	*	11
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	192	29	163	*	21	63	45	47	16	*	*	*	*	85	*	122
Environment Roads & Facilities	124	92	32	*	10	34	37	31	10	*	*	*	*	48	*	66
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	142	29	113	*	5	50	39	32	16	*	*	*	*	58	5	87
Law & Governance	21	*	17	*	*	*	5	6	*	*	*	*	*	12	*	13
Regulatory & Housing Services	33	13	20	*	*	8	16	5	*	*	*	*	*	13	*	16
Revenues & Benefits Service	12	*	9	*	*	*	*	*	*	*	*	*	*	*	*	7
Theatres & Conference Centre	39	14	25	*	14	13	*	6	*	*	*	*	*	11	*	17
Total	770	234	536	0	91	239	197	164	74	5	0	7	23	305	18	449

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	6	*	5	*	*	*	*	*	*	*	*	*	*	*	*	5
Children Family & Safeguarding	287	45	242	*	27	98	68	62	31	*	*	7	8	91	10	178
Community Development Service	366	136	230	*	99	90	83	52	36	6	*	5	30	115	8	207
Corporate Financial Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	42	13	29	*	6	9	7	14	5	*	*	*	*	20	*	26
Corporate Improvement & Development	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	8	*	8	*	*	5	*	*	*	*	*	*	*	*	*	5
Education Services	669	115	554	*	106	226	179	113	44	*	*	8	17	256	8	391
Environment Roads & Facilities	609	486	123	*	79	183	141	128	71	7	*	13	10	211	26	332
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	26	22	*	*	8	7	5	6	*	*	*	*	*	9	*	17
Integrated Adults & Community Services	741	179	562	*	103	247	157	155	76	*	*	13	37	238	19	462
Law & Governance	72	14	58	*	12	16	14	14	12	*	*	*	*	29	*	40
Regulatory & Housing Services	140	48	91	*	10	38	55	22	13	*	*	*	6	52	*	93
Revenues & Benefits Service	35	9	26	*	11	9	7	*	5	*	*	*	*	7	*	17
Theatres & Conference Centre	157	67	90	*	55	58	23	12	6	*	*	*	9	41	5	82
Total	3168	1138	2029	1	521	989	744	586	300	28	0	50	127	1076	82	1862

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	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	77	12	65	*	*	23	22	23	5	*	*	*	*	22	*	52
Community Development Service	166	55	111	*	52	36	34	18	22	*	*	*	13	54	*	98
Corporate Financial Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	13	*	10	*	*	*	*	6	*	*	*	*	*	6	*	7
Corporate Improvement & Development	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	107	18	89	*	21	31	29	20	6	*	*	*	*	36	*	55
Environment Roads & Facilities	214	160	54	*	25	57	55	48	27	*	*	*	*	82	10	120
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	9	7	*	*	*	*	*	*	*	*	*	*	*	5	*	6
Integrated Adults & Community Services	252	63	189	*	33	79	55	59	24	*	*	*	18	83	5	167
Law & Governance	19	7	12	*	*	6	*	*	*	*	*	*	*	6	*	8
Regulatory & Housing Services	43	15	27	*	*	12	12	9	6	*	*	*	*	15	*	31
Revenues & Benefits Service	17	5	12	*	5	*	*	*	*	*	*	*	*	*	*	6
Theatres & Conference Centre	70	29	41	*	24	29	12	*	*	*	*	*	5	15	*	37
Total	992	374	617	1	175	283	229	196	98	11	0	13	46	329	22	591

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	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	57	7	50	*	*	20	18	8	6	*	*	*	*	16	*	32
Community Development Service	69	18	51	*	19	22	15	8	*	*	*	*	7	24	*	36
Corporate Financial Service	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	10	*	8	*	*	*	*	*	*	*	*	*	*	*	*	7
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	87	15	72	*	6	32	23	17	9	*	*	*	*	39	*	42
Environment Roads & Facilities	100	73	27	*	10	26	31	23	8	*	*	*	*	37	*	51
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	103	18	85	*	*	32	36	22	11	*	*	*	*	42	*	64
Law & Governance	12	*	9	*	*	*	*	*	*	*	*	*	*	7	*	8
Regulatory & Housing Services	22	11	11	*	*	5	11	*	*	*	*	*	*	6	*	11
Revenues & Benefits Service	12	*	9	*	*	*	*	*	*	*	*	*	*	*	*	7
Theatres & Conference Centre	33	10	23	*	10	12	*	5	*	*	*	*	*	10	*	16
Total	519	166	353	0	63	160	149	96	46	5	0	4	17	195	16	283

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	6	*	5	*	*	*	*	*	*	*	*	*	*	*	*	5
Children Family & Safeguarding	134	19	115	*	8	43	40	31	11	*	*	*	*	38	6	84
Community Development Service	235	73	162	*	71	58	49	26	26	5	*	*	20	78	*	134
Corporate Financial Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	23	5	18	*	*	6	5	8	*	*	*	*	*	10	*	14
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	194	33	161	*	27	63	52	37	15	*	*	*	*	75	*	97
Environment Roads & Facilities	314	233	81	*	35	83	86	71	35	*	*	*	*	119	13	171
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	15	11	*	*	*	*	*	5	*	*	*	*	*	8	*	10
Integrated Adults & Community Services	355	81	274	*	35	111	91	81	35	*	*	*	20	125	9	231
Law & Governance	31	10	21	*	5	9	*	6	5	*	*	*	*	13	*	16
Regulatory & Housing Services	65	26	38	*	*	17	23	13	7	*	*	*	*	21	*	42
Revenues & Benefits Service	29	8	21	*	8	7	6	*	5	*	*	*	*	7	*	13
Theatres & Conference Centre	103	39	64	*	34	41	16	8	*	*	*	*	6	25	*	53
Total	1511	540	970	1	238	443	378	292	144	16	0	17	63	524	38	874

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	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Community Development Service	7	*	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Financial Service	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	8	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Environment Roads & Facilities	12	8	*	*	*	5	*	*	*	*	*	*	*	7	*	8
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	16	*	12	*	*	*	6	*	*	*	*	*	*	5	*	8
Law & Governance	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	65	25	40	0	10	19	13	15	6	2	0	0	4	26	2	35

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	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	35	5	30	*	*	15	9	*	*	*	*	*	*	12	*	18
Community Development Service	46	14	32	*	15	16	8	*	*	*	*	*	5	14	*	25
Corporate Financial Service	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	7	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	53	12	41	*	*	21	17	7	*	*	*	*	*	25	*	19
Environment Roads & Facilities	79	58	21	*	10	22	24	14	8	*	*	*	*	29	*	39
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	59	13	46	*	*	18	22	11	6	*	*	*	*	25	*	37
Law & Governance	9	*	7	*	*	*	*	*	*	*	*	*	*	5	*	6
Regulatory & Housing Services	12	5	7	*	*	*	5	*	*	*	*	*	*	*	*	6
Revenues & Benefits Service	7	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	20	7	13	*	7	6	*	*	*	*	*	*	*	6	*	11
Total	334	120	214	0	49	106	96	51	28	4	0	2	11	127	9	173

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	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	39	6	33	*	*	16	10	6	*	*	*	*	*	14	*	21
Community Development Service	53	16	37	*	16	18	10	6	*	*	*	*	6	18	*	29
Corporate Financial Service	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	9	*	8	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	61	13	48	*	5	23	18	11	*	*	*	*	*	28	*	23
Environment Roads & Facilities	91	66	25	*	11	27	26	16	10	*	*	*	*	36	*	47
Estates & Asset Management	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	75	17	58	*	*	20	28	14	9	*	*	*	*	30	*	45
Law & Governance	15	6	9	*	*	*	*	*	*	*	*	*	*	7	*	9
Regulatory & Housing Services	17	7	10	*	*	6	5	*	*	*	*	*	*	*	*	9
Revenues & Benefits Service	7	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	23	9	14	*	7	8	*	*	*	*	*	*	*	7	*	12
Total	399	145	254	0	59	125	109	66	34	6	0	2	15	153	11	208

Numbers below 5 have been replaced by * to protect anonymity

Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2006-2019

		Applicants			Shortlisted			Appointments		
		No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
2018-2019	BME	50	100%	1.58%	17	34.00%	1.13%	2	4.00%	0.50%
	Disabled	127	100%	4.01%	63	49.61%	4.17%	15	11.81%	3.76%
	Overall Total	3168	100%		1511	48%		399	13%	
2017-2018	BME	31	100%	1.14%	11	35.48%	0.89%	2	6.45%	0.57%
	Disabled	95	100%	3.48%	51	53.68%	4.14%	18	18.95%	5.14%
	Overall Total	2727			1233			350		
2016-2017	BME	35	100%	1.17%	10	28.57%	0.83%	2	5.71%	0.59%
	Disabled	146	100%	4.87%	62	42.47%	5.17%	10	6.85%	2.93%
	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		

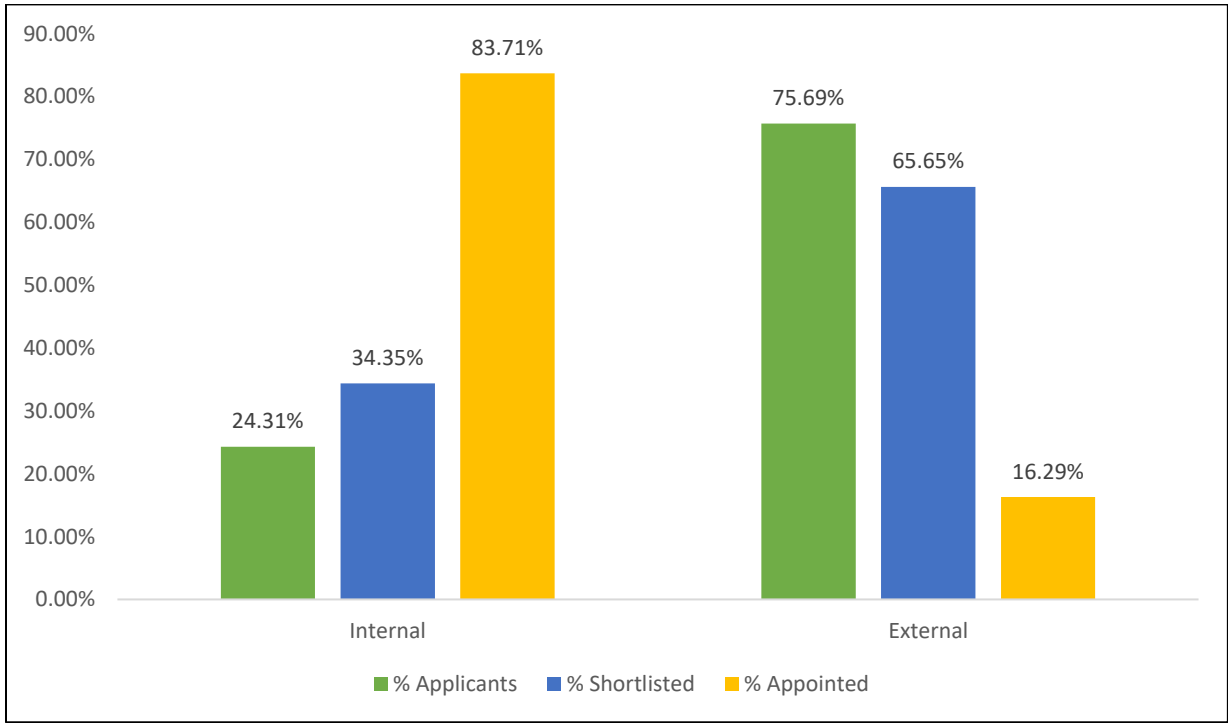
The table above shows the trend since 2009-10 in the number of applicants who have declared a disability or are Black Minority Ethnic (BME). The number of BME applicants has risen slightly in the period. 1.6% of applicants were BME compared to a local non-white population in Conwy of 2% (2011 Census). The figure for the working BME population is not clear. 1.13% of applicants shortlisted were BME and 0.5% were appointed, showing a similar trend to last year and previous years. The number of disabled applicants also rose in the period with 4% of applicants being disabled. A similar % was shortlisted and appointed.

4.1 Recruitment Analysis

Internal V External Applicants

There were 3168 applications for the 470 positions which were advertised, giving an average of 6.7 applications per vacancy. Chart 1 shows a considerable difference between the appointment rate of internal and external job applicants with 43% of internal applicants being successful in appointment (up 8%) compared to 2.7% of external applicants being successful (down 1.3%).

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

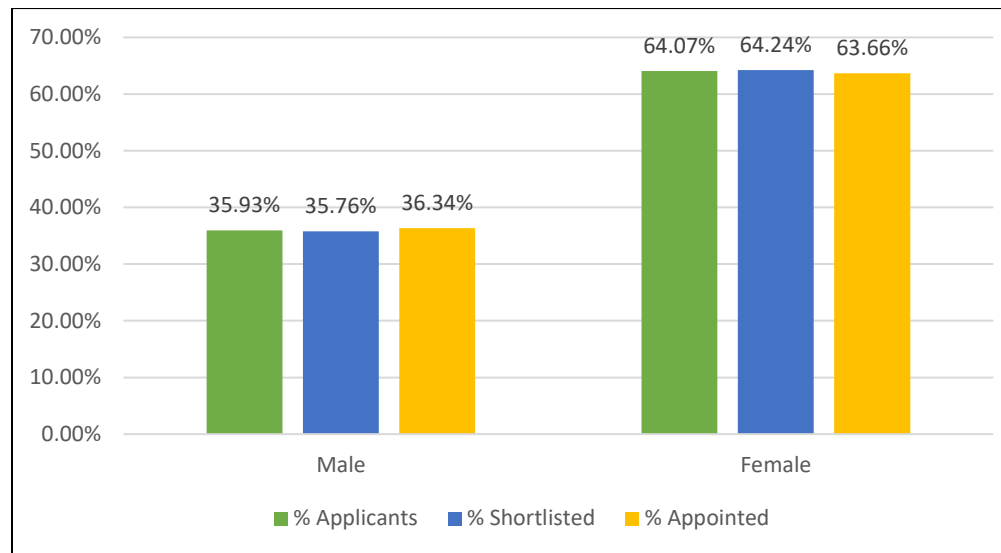


Sex

Overall, 36% of all job applicants were male and 64% female and these figures changed very little at shortlisting and appointment stages as can be seen in Chart 2. However, gender applicant trends vary considerably between services. Children Family and Safeguarding, Integrated Adults & Community Services, Education and Law and Governance attracted between 76-84% female applicants. In contrast Environment, Roads & Facilities and Information Technology attracted between 15-20% of female applicants with 80-85% male applicants.

17% of all female applicants were appointed compared to 16% of all male applicants. Therefore there was an equal chance of males and females of being appointed.

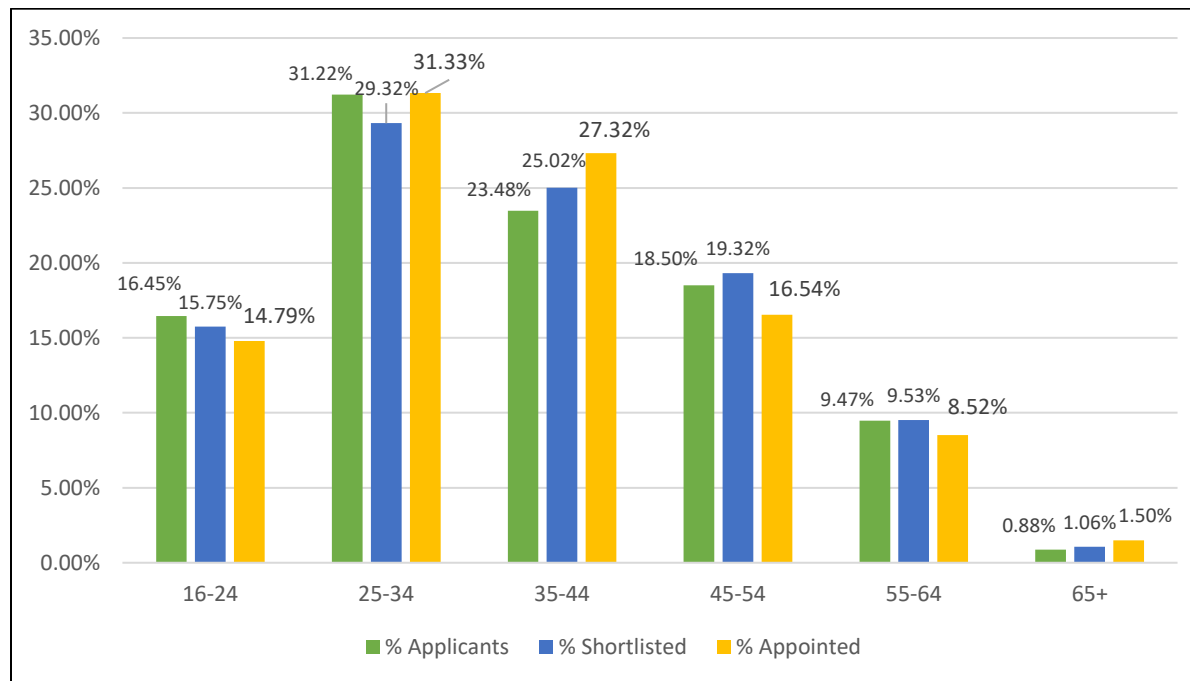
Chart 2 - Number of Applications Compared with the Number Shortlisted and Appointed by Sex:



Age

Almost a third of all applicants (31%) were aged 25-34, with a further 23% of applicants being aged 35-44. These percentages were virtually mirrored in appointments where 31% of appointments were aged 25-34 with 27% being aged 35-44.

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



Ethnicity

There were 50 applications from candidates of an ethnic minority background, which formed 1.6% of the total applications received, 1.13% of those shortlisted and 0.5% of those appointed. The number of ethnic minority applicants has increased since the previous report but 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%), although the working age population is unclear. 34% of the applicants from an ethnic minority background were shortlisted and 4% appointed, which is a lower success rate than for non-Ethnic Minorities where 48% were shortlisted and 12% appointed.

	Number Applied	% Applied	Number Shortlisted	% of all Applicants Shortlisted	% Shortlisted of group	Number Appointed	% of all Appointed	% Appointed from Shortlist	% Appointed from Applicants
Ethnic minority	50	1.58%	17	1.13%	34%	2	0.50%	12%	4%
Non Ethnic minority	3118	98.4%	1494	98.9%	48%	397	99.9%	27%	12.7%
Total	3168		1511		48%	399		26%	12.6%

Disability

The following table shows that 4% of all applicants regarded themselves as Disabled, which has increased since last year. Community Development Services, Education, Environment Roads & Facilities and Integrated Adults & Community Services continue to attract a higher number of disabled applicants. 3.8% of all appointments were to disabled people compared to 1.6% of our overall workforce declaring a disability. 50% of all disabled applicants were shortlisted and 11.8% were appointed which is similar success rate for those not disabled where 48% were shortlisted and 12% appointed.

	Number Applied	% Applied	Number Shortlisted	% of all Applicants Shortlisted	% Shortlisted of group	Number Appointed	% of all Appointed	% Appointed from Shortlist	% Appointed from Applicants
Disabled	127	4%	63	4.2%	50%	15	3.8%	24%	11.8%
Not Disabled	3041	96%	1448	95.8%	48%	384	94.9%	26.5%	12.6%
Total Applicants	3168		1511		48%	399		26.4%	12.6%

Lesbian, Gay & Bisexual Applicants

The table below shows that 2.6% of applicants regarded themselves as Lesbian, Gay or Bisexual. Of all applicants who were shortlisted, 2.6% were Lesbian, Gay or Bisexual and 2.8% of all appointed were Lesbian, Gay or Bisexual. When compared to last year, there were lower numbers of applicants, but higher numbers shortlisted and appointed. Of all applicants who regard themselves as Lesbian, Gay & Bisexual, 46% were shortlisted and 28.9% appointed.

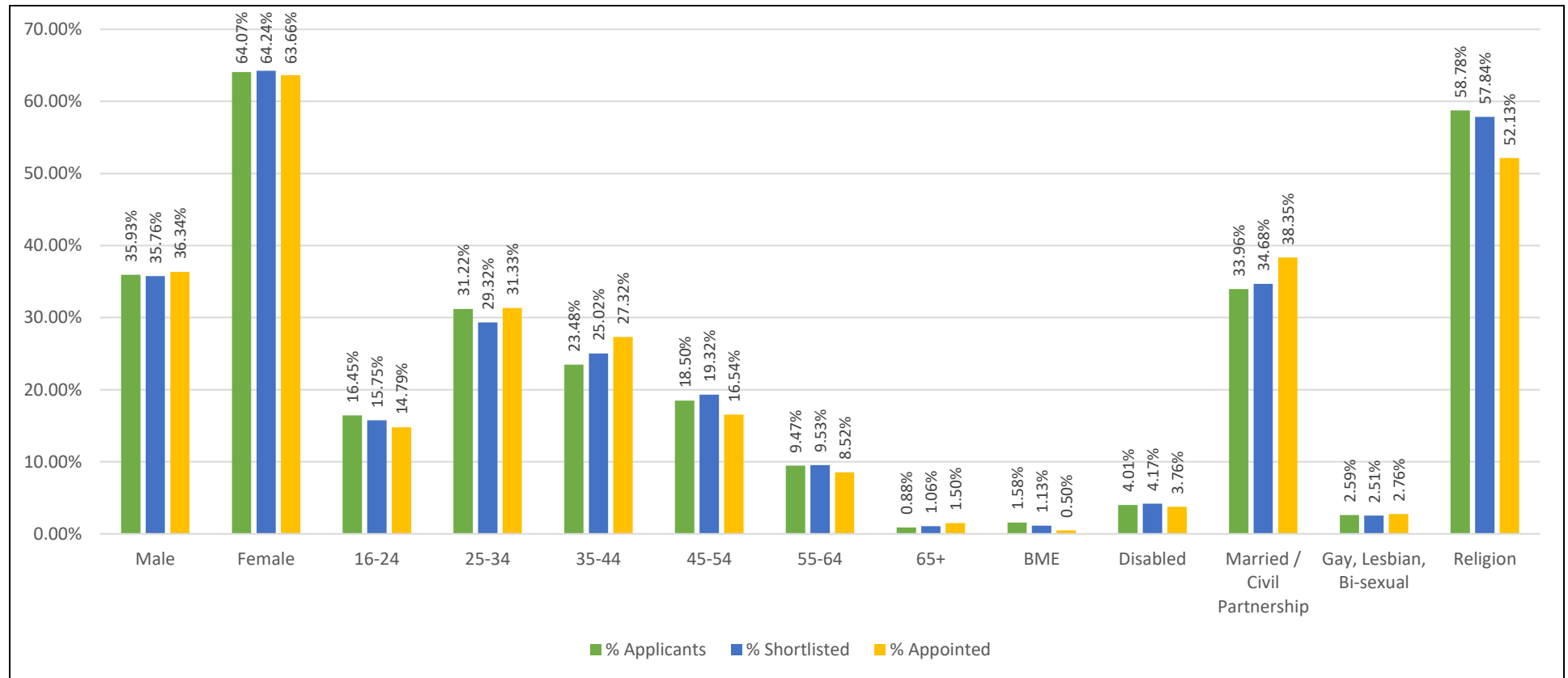
	Number Applied	% Applied	Number Shortlisted	% of all Applicants Shortlisted	% Shortlisted of group	Number Appointed	% of all Appointed	% Appointed from Shortlist	Appointed from Applicants
Lesbian, Gay, Bisexual	82	2.6%	38	2.5%	46%	11	2.8%	28.9%	13.4%
Not Lesbian, Gay, Bisexual	3086	97.4%	1473	97.5%	48%	388	97.2%	26.3%	12.6%
Total Applicants	3168		1511		48%	399			12.6%

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	1138	540	145	47.5%	12.7%	497 - 588	120 - 166	As expected	As expected
Female	2029	970	254	47.8%	12.5%	907 - 1029	225 - 287	As expected	As expected
Ethnic minority	50	17	2	34.0%	4.0%	14 - 33	2 - 11	As expected	Low
Disabled	127	63	15	49.6%	11.8%	45 - 76	8 - 24	As expected	As expected
16-24	521	238	59	45.7%	11.3%	218 - 279	50 - 82	As expected	As expected
25-34	989	443	125	44.8%	12.6%	429 - 514	103 - 147	As expected	As expected
35-44	744	378	109	50.8%	14.7%	318 - 392	75 - 113	As expected	As expected
45-54	586	292	66	49.8%	11.3%	247 - 312	57 - 91	As expected	As expected
55-64	300	144	34	48.0%	11.3%	120 - 167	26 - 50	As expected	As expected
65+	28	16	6	57.1%	21.4%	6 - 21	0 - 8	As expected	As expected
Married/Civil Partnership	1076	524	153	48.7%	14.2%	469 - 558	113 - 159	As expected	As expected
Religion	1862	874	208	46.9%	11.2%	830 - 946	205 - 265	As expected	As expected
Gay, Lesbian, Bisexual	82	38	11	46.3%	13.4%	27 - 51	4 - 16	As expected	As expected
All Applicants	3168	1511	399	47.7%	12.6%				

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 workflow package for training applications was implemented during the period to improve data collection. This report includes data collated through web training requests. **Tables 13a and 13b** show training requests. This report does not capture informal discussions which may have taken place with line managers where a training request was declined but not recorded. Similarly where mandatory training is booked for staff, this can sometimes be arranged without completing a training request form. We have put arrangements in place to capture this as far as possible.

Tables 14a and 14b show the actual training undertaken during the period 2018-2019.

Table 13a - Training Applications by Service for Conwy County Borough Council – 2018/19

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	18	*	*	7	11	*	*	16	*	*	*	14	*	*
Chief Executive Office	9	*	7	*	*	*	*	9	*	*	*	8	*	*
Children Family & Safeguarding	647	5	143	172	203	122	*	554	93	34	30	285	19	*
Community Development Service	321	36	60	80	65	76	*	212	109	*	11	145	10	*
Corporate Financial Service	57	7	5	21	18	6	*	42	15	*	*	20	*	*
Corporate Human Resources	60	*	*	18	22	12	*	50	10	*	5	24	*	*
Corporate Improvement & Development	13	*	*	*	5	5	*	9	*	*	*	11	*	*
Corporate Marketing & Communications	19	*	8	*	*	*	*	11	8	*	*	*	*	*
Education	522	20	94	132	178	93	5	444	78	*	10	280	5	*
Environment Roads & Facilities	433	20	66	86	136	120	5	108	325	*	13	207	*	*
Estates & Asset Management	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	55	6	*	18	19	11	*	16	39	*	*	27	*	*
Integrated Adults & Community Services	1384	52	230	298	377	381	46	1177	207	44	58	709	31	*
Law & Governance	70	6	17	9	12	15	11	51	19	*	5	46	*	*
Regulatory & Housing Services	146	5	32	36	48	22	*	92	54	*	5	76	5	*
Revenues & Benefits Service	104	6	19	37	27	13	*	80	24	*	5	57	*	*
Theatres & Conference Centre	128	19	23	39	14	28	5	88	40	*	13	66	*	*
Total	3990	189	711	958	1142	907	83	2962	1028	88	158	1981	80	7

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	Muslim	No Religion	Not Specified	Not Stated	Other
Audit & Procurement	18	*	*	*	9	*	*	*	5	*
Chief Executive Office	9	*	*	*	*	*	5	*	*	*
Children Family & Safeguarding	647	*	27	*	252	*	194	29	128	12
Community Development Service	321	8	14	*	122	*	72	7	98	*
Corporate Financial Service	57	*	*	*	35	*	12	5	*	*
Corporate Human Resources	60	*	*	*	27	*	19	5	9	*
Corporate Improvement & Development	13	*	*	*	6	*	7	*	*	*
Corporate Marketing & Communications	19	*	*	*	5	*	6	*	5	*
Education	522	9	*	*	99	*	43	15	348	*
Environment Roads & Facilities	433	*	10	*	209	*	94	24	81	11
Estates & Asset Management	4	*	*	*	*	*	*	*	*	*
Information Technology	55	*	*	*	22	*	20	*	*	*
Integrated Adults & Community Services	1384	13	26	*	542	*	332	91	359	22
Law & Governance	70	*	*	*	30	*	13	*	21	*
Regulatory & Housing Services	146	*	*	*	61	*	36	8	35	*
Revenues & Benefits Service	104	*	*	*	55	*	26	6	11	*
Theatres & Conference Centre	128	*	8	*	39	*	40	*	39	*
Total	3990	47	97	7	1508	6	917	203	1147	55

Numbers below 5 have been replaced by * to protect anonymity

Table 14a - Training Completed by Service for Conwy County Borough Council – 2018/19

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	18	*	*	7	11	*	*	16	*	*	*	14	*	*
Chief Executive Office	9	*	7	*	*	*	*	9	*	*	*	8	*	*
Children Family & Safeguarding	641	5	140	171	202	121	*	550	91	34	29	282	19	*
Community Development Service	321	36	60	80	65	76	*	212	109	*	11	145	10	*
Corporate Financial Service	56	7	5	21	17	6	*	42	14	*	*	19	*	*
Corporate Human Resources	60	*	*	18	22	12	*	50	10	*	5	24	*	*
Corporate Improvement & Development	13	*	*	*	5	5	*	9	*	*	*	11	*	*
Corporate Marketing & Communications	19	*	8	*	*	*	*	11	8	*	*	*	*	*
Education	522	20	94	132	178	93	5	444	78	*	10	280	5	*
Environment Roads & Facilities	433	20	66	86	136	120	5	108	325	*	13	207	*	*
Estates & Asset Management	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	55	6	*	18	19	11	*	16	39	*	*	27	*	*
Integrated Adults & Community Services	1378	52	227	298	375	380	46	1171	207	43	58	706	31	*
Law & Governance	70	6	17	9	12	15	11	51	19	*	5	46	*	*
Regulatory & Housing Services	146	5	32	36	48	22	*	92	54	*	5	76	5	*
Revenues & Benefits Service	104	6	19	37	27	13	*	80	24	*	5	57	*	*
Theatres & Conference Centre	128	19	23	39	14	28	5	88	40	*	13	66	*	*
Total	3977	189	705	957	1138	905	83	2952	1025	87	156	1975	80	7

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	Muslim	No Religion	Not Specified	Not Stated	Other
Audit & Procurement	18	*	*	*	9	*	*	*	5	*
Chief Executive Office	9	*	*	*	*	*	5	*	*	*
Children Family & Safeguarding	641	*	27	*	250	*	190	29	125	12
Community Development Service	321	8	14	*	122	*	72	7	98	*
Corporate Financial Service	56	*	*	*	33	*	12	5	*	*
Corporate Human Resources	60	*	*	*	27	*	19	5	9	*
Corporate Improvement & Development	13	*	*	*	6	*	7	*	*	*
Corporate Marketing & Communications	19	*	*	*	5	*	6	*	5	*
Education	522	9	*	*	99	*	43	15	348	*
Environment Roads & Facilities	433	*	10	*	209	*	94	24	81	11
Estates & Asset Management	4	*	*	*	*	*	*	*	*	*
Information Technology	55	*	*	*	22	*	20	*	*	*
Integrated Adults & Community Services	1378	13	26	*	534	*	330	91	359	22
Law & Governance	70	*	*	*	30	*	13	*	21	*
Regulatory & Housing Services	146	*	*	*	61	*	36	8	35	*
Revenues & Benefits Service	104	*	*	*	55	*	26	6	11	*
Theatres & Conference Centre	128	*	8	*	39	*	40	*	39	*
Total	3977	47	97	7	1502	6	913	203	1147	55

Numbers below 5 have been replaced by * to protect anonymity

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

Engaging Diversity Module Completed from 1 April 2018 to 31 March 2019

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	112	2725

Table 16 - Analysis of completed Training Events – 2018/19

	No. of Completed Training Events	% of Completed Training Events	% of Staff Currently Employed	Analysis
Male	1025	25.77%	26.0%	As expected
Female	2952	74.23%	74.0%	As expected
Black Minority Ethnic	87	2.19%	1.32%	High
Disabled	156	3.92%	1.60%	As expected
16 - 24	189	4.75%	6.7%	As expected
25 - 34	705	17.73%	18.6%	As expected
35 - 44	957	24.06%	22.8%	As expected
45 - 54	1138	28.61%	29%	As expected
55 - 64	905	22.76%	19.8%	As expected
65+	83	2.09%	3.4%	As expected
Married / Civil Partnership	1975	49.66%	53.28%	As expected
Gay / Lesbian / Bisexual	80	2.01%	0.89%	High
Religion / Belief	2627	66.05%	56.92%	High
Transgender	7	0.18%	0.13%	As expected

The statistics evidence that men are just as likely to receive training as women, as are disabled employees, and employees who have declared to be Transgender. Employees who have declared to be from a BME background and employees who have declared to be gay, lesbian or bisexual appear to be more likely to receive training.

Employees who have accessed training and have declared information in regard to religion and belief are as follows; 37.8% Christian, 23% no religion, 1.1% Agnostic, 2.5% Atheist, 0.1% Buddhist, 0.1% Muslim and 1.4% other. 34% 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 2018/19

Cases	Total	Female	Male	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	287	188	99	8	34	55	89	93	8	9	11	142	*	132	*
Grievance / Bullying	10	*	8	*	*	*	5	*	*	*	*	*	*	*	*
Disciplinary / Capability	46	14	32	*	12	6	9	11	*	*	5	18	*	25	*
Total	343	204	139	12	47	63	103	106	12	9	16	163	8	158	0

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

Sickness absence cases are where Absence Improvement Notices have been issued because staff have hit absence triggers. There are a relatively higher number of sickness absence cases involving disabled people. 7% of the workforce (Permanent and Fixed Term) were involved in sickness absence cases, of which 3.8% were disabled employees, compared to a workforce profile of 2% of disabled staff. 8.3% of all employees were involved in Grievance, Disciplinary, Sickness absence and other cases, of which 4.7% of those cases involved disabled employees.

2.6% of all cases involved BME employees. This is relatively higher when compared to the workforce profile for BME employees of 1.5% and higher than last year where 1% of all cases involved BME employees.

Overall there are a higher number of cases involving employees within the 45-54 and 55-64 age groups, although this is comparable to the workforce profile of these groups. 63% of all sickness absence cases fell within these two age groups, as did 44% of all disciplinary/capability cases and 50% of all grievance/bullying cases fell into the 45-54 age group.

There are a higher number of sickness cases involving female employees (66%) although this is under representative when compared to the workforce population of 74% females. With regard to grievance/bullying cases, there are a higher percentage of cases involving males (80%), which is over representative when compared to the workforce population of 26% male. This is also the case with disciplinary/capability cases, with 70% of all cases involving males.

With regard to sickness absence, 66% of cases were female and 34% cases male. There has been a decrease in cases involving female employees since the last report, 188 compared to 272 cases in 2017/18 and an increase in cases involving male employees from 75 in 2017/18 to 99 cases in this year. There was overall decrease in Sickness Absence cases in this period (287) compared to 385 cases in 2017/18.

7. Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2018/2019

	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	18	*	6	*	*	6	*	11	7	*	*	6	*	*
Dismissal - Ill health	22	*	*	*	8	10	*	16	6	*	*	14	*	*
End of temporary contract	60	19	17	*	8	8	*	33	27	*	*	17	*	*
Redundancy - Compulsory	18	*	*	*	7	9	*	13	5	*	*	13	*	*
Involuntary	118	20	23	10	25	33	7	73	45	0	3	50	1	0
Death in Service	7	*	*	*	*	6	*	*	*	*	*	*	*	*
Other	7	0	0	0	0	6	1	4	3	0	0	4	0	0
By Mutual Agreement	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	27	*	*	*	*	19	*	17	10	*	*	17	*	*
Relief not worked for 18 months	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation	152	17	32	34	29	28	12	116	36	*	*	77	*	*
Resignation - Gone to another Authority	21	*	6	8	*	*	*	11	10	*	*	6	*	*
Resignation - Ill health	13	*	*	*	*	6	*	8	5	*	*	7	*	*
Resignation - Left for another job	106	13	25	33	21	13	*	74	32	*	*	38	*	*
Resignation - Left the area	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	8	*	5	*	*	*	*	5	*	*	*	*	*	*
Retirement - Age	29	*	*	*	*	13	16	19	10	*	*	19	*	*
Retirement - Early voluntary	25	*	*	*	*	22	*	22	*	*	*	21	*	*
Retirement - Ill health	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Voluntary	396	35	71	79	63	109	39	281	115	0	7	195	6	1
Total	521	55	94	89	88	148	47	358	163	0	10	249	7	1

Numbers below 5 have been replaced by * to protect anonymity

Table 18b – Leavers by religion and belief during 2018/2019

	Total	Agnostic	Atheist	Buddhist	Christian	Jewish	No Religion	Not Specified	Other	Not Stated
Dismissal	18	*	*	*	5	*	*	*	*	10
Dismissal - Ill health	22	*	*	*	8	*	*	*	*	9
End of temporary contract	60	*	*	*	9	*	9	*	*	34
Redundancy - Compulsory	18	*	*	*	6	*	*	*	*	8
Involuntary	118	2	5	1	28	0	15	5	1	61
Death in Service	7	*	*	*	*	*	*	*	*	6
Other	7	0	0	0	1	0	0	0	0	6
By Mutual Agreement	3	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	27	*	*	*	6	*	6	*	*	15
Relief not worked for 18 months	4	*	*	*	*	*	*	*	*	*
Resignation	152	*	*	*	28	*	15	*	*	104
Resignation - Gone to another Authority	21	*	*	*	7	*	*	*	*	10
Resignation - Ill health	13	*	*	*	6	*	*	*	*	5
Resignation - Left for another job	106	*	*	*	23	*	28	5	*	42
Resignation - Left the area	5	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	8	*	*	*	*	*	*	*	*	*
Retirement - Age	29	*	*	*	8	*	*	*	*	14
Retirement - Early voluntary	25	*	*	*	8	*	*	*	*	17
Retirement - Ill health	3	*	*	*	*	*	*	*	*	*
Voluntary	396	4	6	1	93	0	65	10	3	214
Total	521	6	11	2	122	0	80	15	4	281

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 April 2018 and the 31 March 2019. 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 521 leavers, 396 (76%) who left voluntary, 118 (23%) who left involuntary and 7 (1%) were deaths in service. Of those who left involuntary, 60 (51%) were staff whose temporary contract had ended, 18 (15%) of employees left due to compulsory redundancy and 40 (34%) employees were dismissed in this period of which 22 (55%) 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	29.04%	38.14%	31.29%	26.0%	As expected	High
Female	70.96%	61.86%	68.71%	74.0%	As expected	As expected
Ethnic minority	0.00%	0.00%	0.00%	1.32%	As expected	As expected
Disabled	1.77%	2.54%	1.92%	1.60%	As expected	As expected
16 - 24	8.84%	16.95%	10.56%	6.7%	As expected	High
25 - 34	17.93%	19.49%	18.04%	18.6%	As expected	As expected
35 - 44	19.95%	8.47%	17.08%	22.8%	As expected	Low
45 - 54	15.91%	21.19%	16.89%	29%	As expected	High
55 - 64	27.53%	27.97%	28.41%	19.8%	As expected	As expected
65+	9.85%	5.93%	9.02%	3.4%	As expected	Low
Married/Civil Partnership	49.24%	42.37%	47.79%	53.28%	As expected	Low
Gay, Lesbian, Bisexual	1.52%	0.85%	1.34%	0.89%	As expected	As expected

Ethnicity

There were no employees of an ethnic minority origin leaving the Authority in this period.

Disability

A total of 10 employees left the Authority during this period who have declared a disability; 3 of which were involuntary and 7 voluntary.

Sex

This year as in previous years, there was a higher number of female employees leaving the organisation compared to male employees. Of those employees who left the Authority, 358 (69%) were female and 163 (31%) were male.

Age

This year, 11% of leavers were from the 16-24 age group, 18% from the 25-34 age group, 17% from the 35-44 age group, 17% from the 45-54 age group, 28% from the 55-64 age group and 9% from the 65+ age group. Employees aged between 16-24 make up a disproportionately high number of leavers, when compared to the overall workforce profile of this age group at 3.5%. 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 48% declared that they were married or in a civil partnership. 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, albeit slightly higher at 1.4% when compared to an overall workforce profile of 0.9%. The main reason cited for leaving the organisation is voluntary resignation.

Religion and Belief

Of those who left during this period 46% declared information regarding having a religion or belief or no religious belief, which is 10% higher than last year. Of all leavers, 23% were Christian and 15% reported no religion, however 54% had not stated any religion. Voluntary resignation was the main reason for leaving the Authority.

Transgender

There was one employee who left voluntarily during this period who had declared they were transgender.

8. The Way Forward

The information contained in this report is used to identify if there are any differences between groups that need to be investigated further to identify the reasons behind any anomalies and address any unfairness, disadvantage or possible discrimination within employment policies.

Specific actions identified from this report include:

- 1) Continue to improve Equality Monitoring information held for staff.
- 2) Review the reasons for the apparent lower number of appointments for BME and disabled applicants and consider the reasons for this and any appropriate actions.
- 3) Review the reasons for Disciplinary/Grievances cases to determine if there are any trends resulting in a greater number of cases involving males, disabled staff and BME staff and consider any appropriate actions.

NB: For actions (2) and (3) above, consideration needs to be given to whether the low numbers involved for disabled and BME staff is presenting a distorted view of the position.

The outcome from actions will be reported on in future annual reports.