

Conwy County Borough Council

Employment Monitoring Report

2019-2020

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 2019-2020 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 2020
- *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 seen a steady improvement in the data captured since then but there is still further work to be done in this area.

Due to the small number of employees of Black and Minority Ethnic (BME) origin, this report shows the data aggregated into the overarching category: Black Minority Ethnic (BME). This avoids the possibility of individuals being identified from the data, although disaggregated data continues to be collected. Within each table, any figures less than five have been replaced with an asterisk * 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 2020

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	*	*	*	7	*	*	10	*	*	10	*	*	*	*
Chief Executives Office	6	*	*	*	*	*	*	*	*	*	5	*	*	*	*
Children Family & Safeguarding	176	*	38	41	53	43	*	143	33	11	75	*	*	*	6
Community Development Service	267	17	56	61	59	60	14	176	91	8	125	6	*	*	9
Corporate Financial Service	45	*	*	13	18	7	*	33	12	*	22	*	*	*	*
Corporate Human Resources	29	*	*	8	11	5	*	22	7	*	15	*	*	*	*
Corporate Improvement & Development	10	*	*	*	5	*	*	7	*	*	8	*	*	*	*
Corporate Marketing & Communications	10	*	*	*	5	*	*	9	*	*	5	*	*	*	*
Education	1912	51	314	516	611	369	51	1622	290	14	1168	5	5	*	91
Environment Roads & Facilities	530	16	66	86	172	162	28	156	374	15	257	7	5	*	*
Estates & Asset Management	7	*	*	*	*	*	*	*	5	*	*	*	*	*	*
Information Technology	65	*	10	20	21	10	*	16	49	*	26	*	*	*	*
Integrated Adults & Community Services	631	21	102	131	170	182	25	534	97	22	328	14	9	*	24
Law & Governance	71	*	16	19	12	16	*	61	10	*	44	*	*	*	5
Regulatory & Housing Services	138	*	19	37	52	26	*	87	51	*	73	5	*	*	*
Revenues & Benefits Service	71	*	13	30	19	7	*	53	18	*	40	*	*	*	*
Theatres & Conference Centre	110	12	27	24	19	22	6	56	54	*	54	*	*	*	*
CCBC Total	4091	130	675	997	1240	915	134	2991	1100	83	2259	45	64	9	149

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 2020 (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 2020 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	176	5	5	*	64	*	*	*	*	56	41	*
Community Development Service	267	7	5	*	78	*	*	*	*	53	119	*
Corporate Financial Service	45	*	*	*	25	*	*	*	*	10	8	*
Corporate Human Resources	29	*	*	*	17	*	*	*	*	8	*	*
Corporate Improvement & Development	10	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	10	*	*	*	5	*	*	*	*	*	*	*
Education	1912	9	8	*	149	*	*	*	*	62	1670	11
Environment Roads & Facilities	530	7	14	*	202	*	*	*	*	111	186	8
Estates & Asset Management	7	*	*	*	*	*	*	*	*	*	*	*
Information Technology	65	*	*	*	21	*	*	*	*	29	6	*
Integrated Adults & Community Services	631	12	15	*	248	*	*	*	*	149	192	12
Law & Governance	71	*	*	*	31	*	*	*	*	12	26	*
Regulatory & Housing Services	138	*	*	*	48	*	*	*	*	34	52	*
Revenues & Benefits Service	71	*	*	*	34	*	*	*	*	19	13	*
Theatres & Conference Centre	110	*	*	*	42	*	*	*	*	30	29	*
CCBC Total	4091	48	59	4	977	1	1	5	4	584	2363	45

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 2020 (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 2020

		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	64	*	11	19	17	15	*	52	12	*	24	*	*	*	*
Community Development Service	225	83	45	33	27	25	12	121	104	*	54	*	*	*	*
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	5	8	*	*	*	*	6	14	*	*	*	*	*	*
Education	1648	138	358	372	418	290	72	1382	266	*	858	*	6	*	37
Environment Roads & Facilities	42	*	9	*	11	7	10	26	16	*	23	*	*	*	*
Integrated Adults & Community Services	70	*	14	12	14	20	7	50	20	*	29	*	*	*	*
Law & Governance	13	*	*	*	*	*	6	8	5	*	8	*	*	*	*
Regulatory & Housing Services	8	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	139	23	44	21	21	20B	10	86	53	5	47	*	*	*	*
CCBC Total	2233	262	494	462	517	380	118	1737	496	19	1048	12	35	2	43

Note: The number of employees counted in Table 2 is based on the number of casual workers employed by Conwy on 31 March 2020 (counted once, even though they may have more than one casual job).

During this period 3% (192) of the workforce took maternity leave, the majority of whom were employed in Education. We 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 reported on the HR/Payroll system.

Table 2a – Number of Casual Workers as at 31 March 2020 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 2020 (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	64	*	*	23	*	*	*	18	19	*
Community Development Service	225	*	9	69	*	*	*	39	101	*
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	20	*	*	7	*	*	*	7	5	*
Education	1648	7	11	115	*	*	*	79	1428	*
Environment Roads & Facilities	42	*	*	15	*	*	*	9	16	*
Integrated Adults & Community Services	70	*	*	20	*	*	*	13	32	*
Law & Governance	13	*	*	*	*	*	*	*	7	*
Regulatory & Housing Services	8	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	139	*	10	37	*	*	*	44	45	*
CCBC Total	2233	17	38	291	1	2	2	216	1657	9

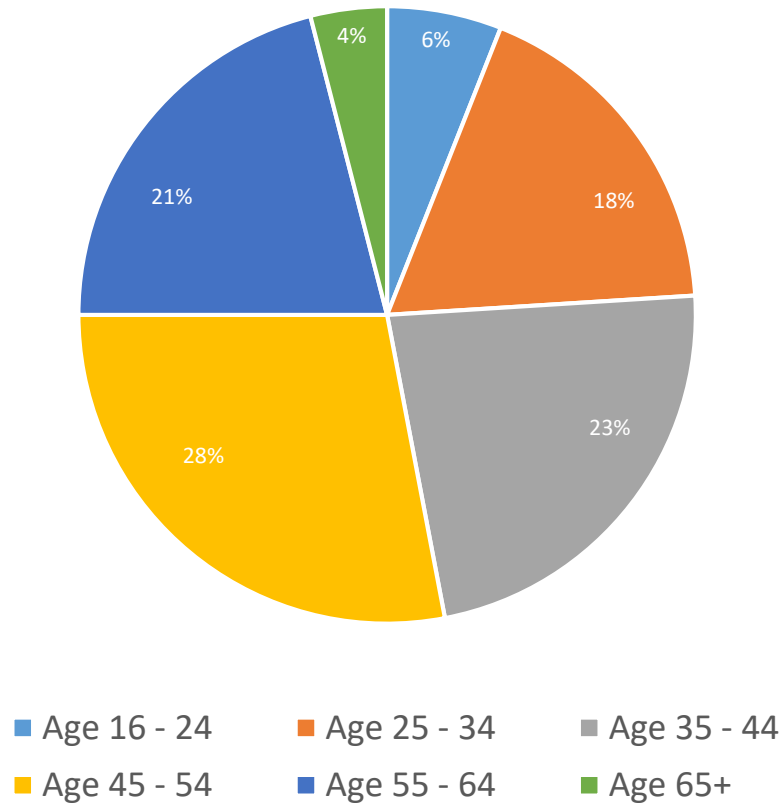
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Overall Workforce Profile

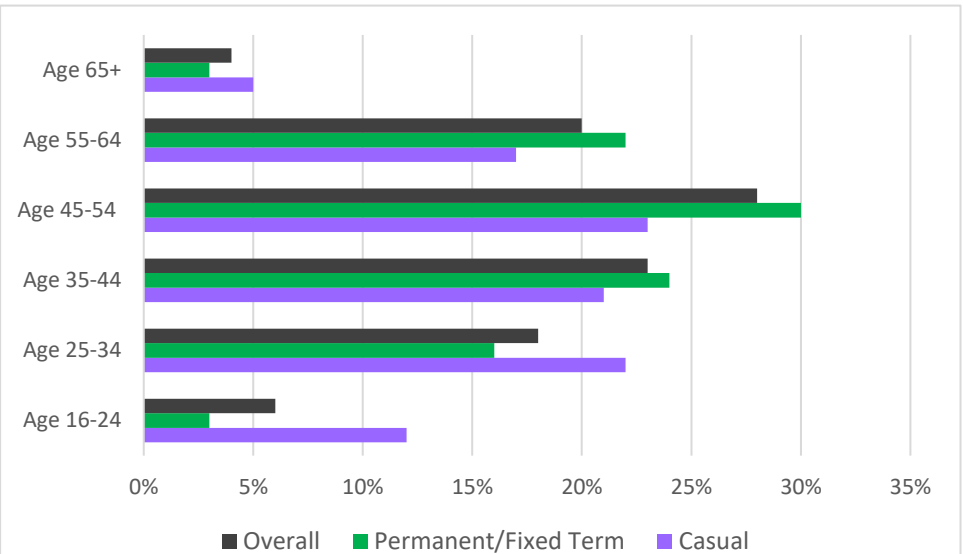
The overall workforce profile for Conwy County Borough Council (including all permanent, fixed term and casual workers) consists of 25% males and 75% females. There is a similar ratio for permanent and fixed term staff (27:73) and the casual workers ratio is 22:78.



% Age Profile of the Overall Workforce



Age Profile by Contract Type



A larger share of the permanent and fixed term workforce fall within the 35-44 (24%), 45-54 (30%) and 55-64 (22%) age groups. The age profile of casual staff has shifted slightly this year from the 16-24 and 25-34 age groups, towards the 45-54 (23%) and 25-34 (22%) age groups.

At 31 March 2020, we held the following data by protected characteristic for staff in Conwy:

Protected Characteristic	Equality Data Held	All employees	Fixed Term/ Permanent	Casual
Sex	100%			
Male		25%	27%	22%
Female		75%	73%	78%
Age	100%			
16-24		6%	3%	12%
25-34		18%	17%	22%
35-44		23%	24%	21%
45-54		28%	30%	23%
55-64		20%	22%	17%
65+		4%	3%	5%
Disability	48.35%			
Disabled staff		1.6%	2%	0.85%
Race	53%			
Black Minority Ethnic staff		1.57%	1.57%	1.57%
Marital/civil partnership status	99.56%			
Staff Married or in a Civil Partnership		52%	55%	47%
Religion/Belief	42.97%			
Agnostic		1%	1.17%	0.76%
Atheist		1.53%	1.44%	1.7%
Christian		20%	24%	13%
No Religion		13%	14%	10%
Other		0.85%	1%	0.4%
Sexual Orientation	42.81%			
Lesbian/Gay/Bisexual staff		0.90%	1%	0.54%
Gender Reassignment	36.77%			
Transgender staff		0.17%	0.22%	0.09%
Pregnancy / Maternity				
Pregnant or on Maternity Leave		3%	3.64%	2%

We have continued to improve data collection and this work continues. 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' which is useful data in its own right.

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 7528 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 31.3.2020 we employed 4091 permanent and fixed term people in 4449 posts and 2233 casual people in 3079 posts.

Contract Type

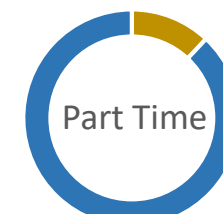
There are 40% males and 60% females in full time roles (permanent and fixed term) compared to 12% males and 88% females in part time roles (permanent and fixed term).

Table 3 - Number of posts filled by Contract Type

Sex	Permanent		Fixed Term		Casual	Total
	Full time	Part time	Full time	Part time	Variable hours	
Female	1092 (58%)	1717 (87%)	194 (76%)	302 (89%)	2372 (77%)	5677 (75%)
Male	798 (42%)	247 (13%)	60 (24%)	39 (11%)	707 (23%)	1851 (25%)
	1890	1964	254	341	3079	7528



■ Male ■ Female

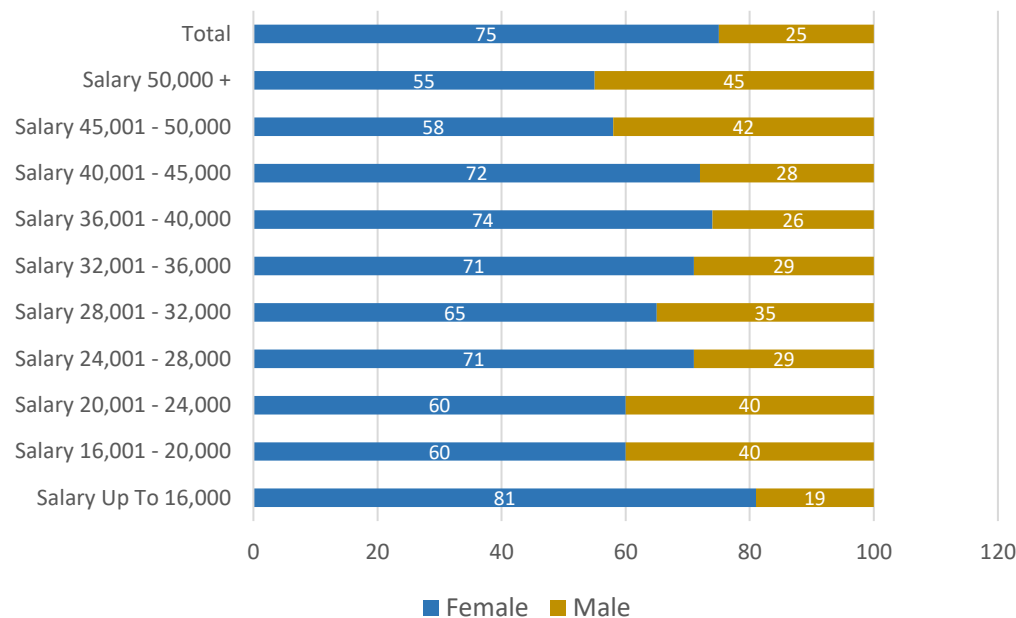


■ Male ■ Female

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	3920 (81%)	413 (60%)	202 (60%)	251 (71%)	175 (65%)	249 (71%)	118 (74%)	256 (72%)	25 (58%)	68 (55%)	5677 (75%)
Male	931 (19%)	274 (40%)	134 (40%)	101 (29%)	94 (35%)	101 (29%)	41 (26%)	101 (28%)	18 (42%)	56 (45%)	1851 (25%)
Total	4851	687	336	352	269	350	159	357	43	124	7528



At 31.3.2020 there were 7528 posts filled within Conwy, 52% (3920 posts) of which are occupied by female employees within the salary range up to £16,000. There has been a slight decrease since last year's figures with now over two thirds of the female workforce (69%), and half (50%) of the male workforce falling within the salary range up to £16,000. There has also been a slight decrease in the proportion of females in the £50,000 and over salary range to 55% this year compared to 57% last year, although the number of female staff in this band has remained the same (68) with the number of males increasing from 51 to 56. 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.

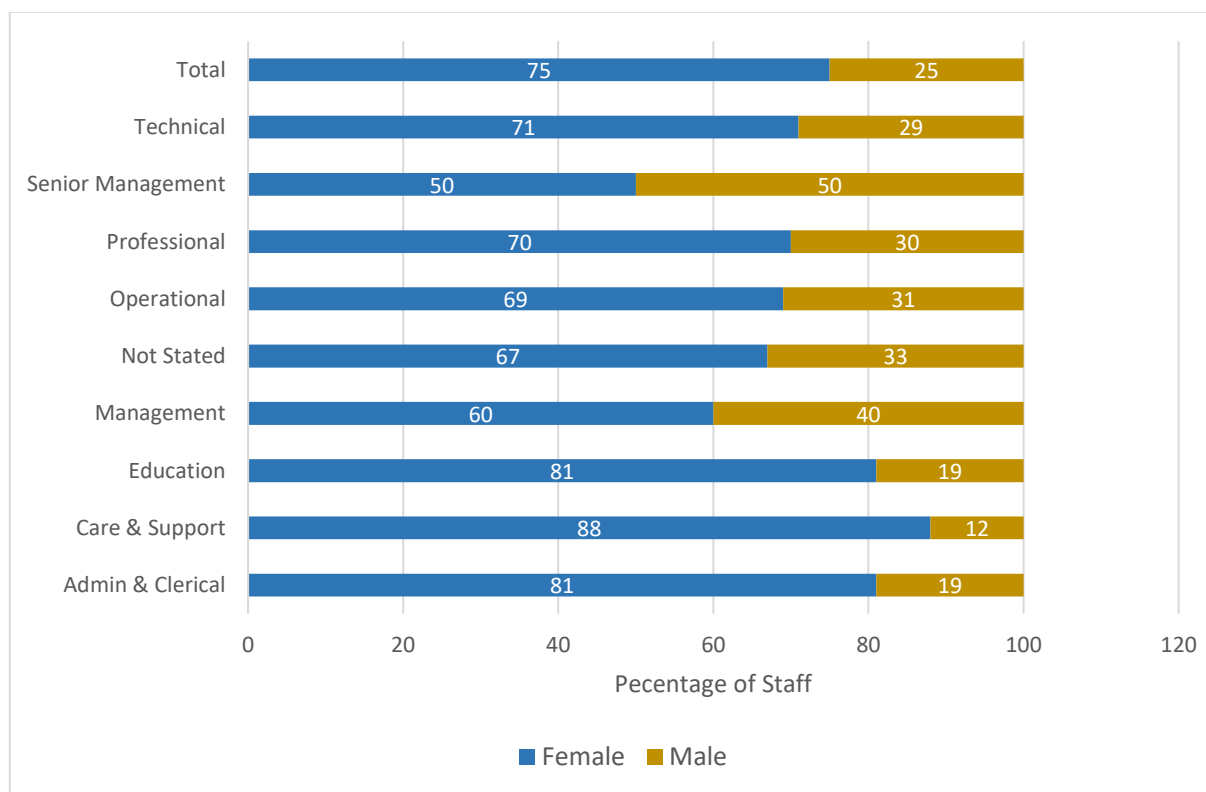
Table 5 - Number of posts filled by Job Type

Sex	Admin & Clerical	Care & Support	Education	Management	Not Stated	Operational	Professional	Senior Management	Technical	Total
Female	399 (81%)	1146 (88%)	1017 (81%)	85 (60%)	6 (67%)	1410 (69%)	350 (70%)	8 (50%)	1256 (71%)	5677 (75%)
Male	94 (19%)	152 (12%)	244 (19%)	56 (40%)	3 (33%)	624 (31%)	147 (30%)	8 (50%)	523 (29%)	1851 (25%)
	493	1298	1261	141	9	2034	497	16	1779	7528

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

85% (4829) of the posts held by female employees are in Education, Technical, Operational and Care, compared to 83% of the posts held by male employees in the same categories. 60% (85) of management posts are held by female employees and 40% (56) are held by male employees. Equally, 50% (8) of senior management posts are held by females and 50% (8) by males. In comparison to the overall workforce profile of 75:25 female to male employees, male employees remain under-represented in Administration and Clerical, Care and Support and Education, whereas, female employees are proportionately slightly under-represented in Management, Senior Management, Operational and Professional job types when compared to the workforce profile.

Male/Female by Job Type



Grade

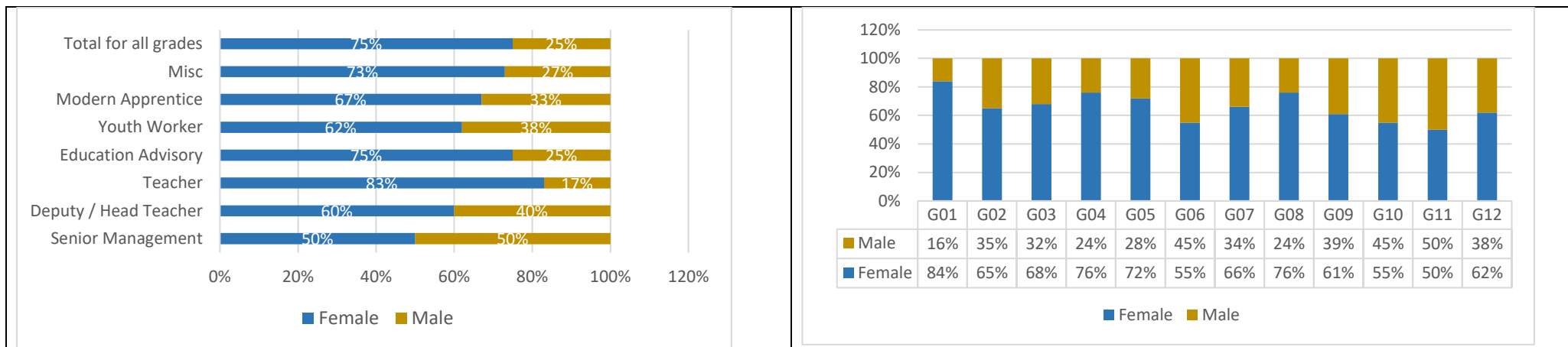
Table 6 - Number of posts filled by Grade

Sex	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12
Female	1941 (84%)	627 (65%)	293 (68%)	613 (76%)	458 (72%)	182 (55%)	93 (66%)	180 (76%)	52 (61%)	46 (55%)	5 (50%)	21 (62%)
Male	361 (16%)	335 (35%)	135 (38%)	194 (24%)	181 (28%)	148 (45%)	48 (34%)	52 (24%)	33 (39%)	38 (45%)	5 (50%)	13 (38%)
Total	2302	962	428	807	639	330	141	232	85	84	10	34

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	8 (50%)	79 (60%)	929 (83%)	9 (75%)	13 (62%)	6 (67%)	122 (73%)	5677 (75%)
Male	8 (50%)	52 (40%)	189 (17%)	3 (25%)	8 (38%)	3 (33%)	45 (27%)	1851 (25%)
Total	16	131	1118	12	21	9	167	7528

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

31% 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 75:25. Female employees are less represented in Grades G02, G06, G07, G09, G10, G11 and as Deputy/Head Teachers (60%), Senior Management (50%), Youth Work (62%). Males are under-represented in Teaching (17%).



4. Recruitment and Promotion

All job applications are inputted automatically onto the HR/Payroll system through the web recruitment system. Applicants are required to complete mandatory Equality information as part of the process. 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, not about the person. Between 1st April 2019 and 31st March 2020 there were 504 positions advertised. This includes posts that have been re-advertised and also where there are multiple vacancies for one job advert.

There was an increase in the number of vacancies by approximately 7% from last year. There were 470 vacancies advertised in 2018/19 compared to 572 in 2017-18 and 516 in 2016-17. In the period 2019-2020 there were 74 re-adverts.

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

Table 7 - Internal and External Vacancies in 2019/20

Service	Position Advertised Count
Audit & Procurement	0
Chief Executives Office	1
Children Family & Safeguarding	64
Community Development Service	47
Corporate Financial Service	3
Corporate Human Resources	11
Corporate Improvement & Development	1
Corporate Marketing & Communications	0
Education Services	124
Environment Roads & Facilities	50
Estates & Asset Management	0
Information Technology	8
Integrated Adults & Community Services	148
Law & Governance	7
Regulatory & Housing Services	15
Revenues & Benefits Service	1
Theatres & Conference Centre	24
CCBC Total	504

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	132	27	105	*	11	42	39	32	8	*	*	*	9	37	6	78
Community Development Service	115	39	76	*	21	33	22	23	15	*	*	*	7	42	*	60
Corporate Financial Service	16	*	13	*	*	6	*	*	*	*	*	*	*	9	*	11
Corporate Human Resources	37	13	24	*	11	15	*	5	*	*	*	*	*	10	5	19
Corporate Improvement & Development	8	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	560	124	436	*	104	186	134	102	32	*	*	7	19	184	13	325
Environment Roads & Facilities	158	116	42	*	32	40	30	36	19	*	*	6	*	47	*	100
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	13	11	*	*	*	6	*	*	*	*	*	*	*	*	*	7
Integrated Adults & Community Services	382	117	265	*	47	112	88	83	47	5	*	5	36	129	22	231
Law & Governance	40	11	29	*	9	12	7	5	7	*	*	*	*	12	*	20
Regulatory & Housing Services	84	30	54	*	8	30	20	18	8	*	*	*	*	26	*	52
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	81	36	45	*	28	18	15	11	6	*	*	*	7	25	6	40
Total	1628	533	1095	0	274	503	368	320	151	12	0	26	93	527	63	949

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	105	17	88	*	7	32	28	25	13	*	*	*	*	35	*	68
Community Development Service	54	13	41	*	11	12	12	7	11	*	*	*	*	14	*	28
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	5
Corporate Human Resources	17	7	10	*	*	8	*	*	*	*	*	*	*	6	*	10
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	268	41	227	*	38	103	58	47	21	*	*	*	*	93	*	174
Environment Roads & Facilities	43	30	13	*	*	8	12	15	5	*	*	*	*	21	*	28
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	10	10	*	*	*	5	*	*	*	*	*	*	*	*	*	9
Integrated Adults & Community Services	127	33	94	*	11	34	37	26	18	*	*	*	*	56	9	75
Law & Governance	9	*	9	*	*	*	*	*	*	*	*	*	*	6	*	*
Regulatory & Housing Services	21	9	12	*	*	5	9	*	*	*	*	*	*	8	*	12
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	29	12	17	*	11	8	*	*	5	*	*	*	*	8	*	20
Total	688	173	515	0	90	218	165	133	77	5	0	7	9	250	19	431

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	237	44	193	*	18	74	67	57	21	*	*	*	12	72	10	146
Community Development Service	169	52	117	*	32	45	34	30	26	*	*	*	7	56	*	88
Corporate Financial Service	21	*	17	*	*	6	*	*	5	*	*	*	*	11	*	16
Corporate Human Resources	54	20	34	*	15	23	6	8	*	*	*	*	*	16	5	29
Corporate Improvement & Development	8	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	828	165	663	*	142	289	192	149	53	*	*	8	19	277	15	499
Environment Roads & Facilities	201	146	55	*	35	48	42	51	24	*	*	8	6	68	5	128
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	23	21	*	*	*	11	6	*	*	*	*	*	*	5	*	16
Integrated Adults & Community Services	509	150	359	*	58	146	125	109	65	6	*	5	38	185	31	306
Law & Governance	49	11	38	*	10	15	8	8	8	*	*	*	*	18	*	22
Regulatory & Housing Services	105	39	66	*	10	35	29	21	10	*	*	*	*	34	5	64
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	110	48	62	*	39	26	17	12	11	5	*	*	8	33	7	60
Total	2316	706	1610	0	364	721	533	453	228	17	0	33	102	777	82	1380

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	48	9	39	*	*	11	21	12	*	*	*	*	6	13	*	32
Community Development Service	48	17	31	*	*	19	13	8	*	*	*	*	*	18	*	22
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	11	5	6	*	*	7	*	*	*	*	*	*	*	6	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	45	17	28	*	6	9	11	10	7	*	*	*	*	18	*	22
Environment Roads & Facilities	39	22	17	*	12	9	10	*	*	*	*	*	*	10	*	25
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	9	8	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	144	40	104	*	18	43	31	34	17	*	*	*	19	49	11	82
Law & Governance	8	*	7	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	29	10	19	*	*	5	10	7	*	*	*	*	*	9	*	19
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	35	14	21	*	12	9	6	*	*	*	*	*	*	11	*	13
Total	422	145	277	0	63	117	107	84	47	4	0	6	35	141	22	226

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	*	*	*	**	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	52	8	44	*	*	18	16	11	5	*	*	*	*	15	*	32
Community Development Service	31	7	24	*	*	11	7	5	*	*	*	*	*	7	*	16
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	10	5	5	*	*	*	*	*	*	*	*	*	*	*	*	5
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	54	11	43	*	7	15	18	9	*	*	*	*	*	26	*	30
Environment Roads & Facilities	20	11	9	*	*	*	8	6	*	*	*	*	*	8	*	11
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	75	16	59	*	7	23	23	11	11	*	*	*	*	31	6	44
Law & Governance	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	11	5	6	*	*	*	6	*	*	*	*	*	*	*	*	6
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	17	5	12	*	8	6	*	*	*	*	*	*	*	*	*	9
Total	276	69	207	0	37	83	80	46	28	2	0	5	5	97	13	155

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	100	17	83	*	*	29	37	23	8	*	*	*	7	28	5	64
Community Development Service	79	24	55	*	6	30	20	13	8	*	*	*	*	25	*	38
Corporate Financial Service	7	*	6	*	*	*	*	*	*	*	*	*	*	*	*	5
Corporate Human Resources	21	10	11	*	*	11	*	5	*	*	*	*	*	9	*	8
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	99	28	71	*	13	24	29	19	11	*	*	*	*	44	*	52
Environment Roads & Facilities	59	33	26	*	14	12	18	10	5	*	*	*	*	18	*	36
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	10	9	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	219	56	163	*	25	66	54	45	28	*	*	5	21	80	17	126
Law & Governance	11	*	10	*	5	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	40	15	25	*	6	7	16	8	*	*	*	*	*	13	*	25
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	52	19	33	*	20	15	7	5	5	*	*	*	*	12	*	22
Total	698	214	484	0	100	200	187	130	75	6	0	11	40	238	35	381

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Community Development Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	5	*	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Environment Roads & Facilities	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	9	*	7	*	*	*	*	*	*	*	*	*	*	5	*	*
Law & Governance	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	6	*	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	33	7	26	0	4	10	7	9	3	0	0	1	2	12	1	16

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	32	*	28	*	*	12	6	11	*	*	*	*	*	11	*	20
Community Development Service	17	7	10	*	*	7	*	*	*	*	*	*	*	*	*	10
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	38	7	31	*	*	9	13	6	5	*	*	*	*	21	*	19
Environment Roads & Facilities	21	12	9	*	*	*	6	9	*	*	*	*	*	9	*	13
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	59	16	43	*	*	16	17	13	9	*	*	*	*	26	*	33
Law & Governance	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	12	5	7	*	5	*	*	*	*	*	*	*	*	*	*	6
Total	198	56	142	0	20	57	48	44	27	2	0	2	6	79	6	112

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	35	5	30	*	*	12	9	11	*	*	*	*	*	12	*	22
Community Development Service	20	8	12	*	*	7	*	*	*	*	*	*	*	*	*	10
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	43	7	36	*	5	10	14	8	5	*	*	*	*	22	*	22
Environment Roads & Facilities	22	12	10	*	*	*	6	9	*	*	*	*	*	9	*	13
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	68	18	50	*	*	20	18	16	10	*	*	*	*	31	*	37
Law & Governance	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	11	*	9	*	*	*	*	*	*	*	*	*	*	*	*	8
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	15	5	10	*	6	5	*	*	*	*	*	*	*	*	*	7
Total	231	63	168	0	24	67	55	53	30	2	0	3	8	91	7	128

Numbers below 5 have been replaced by * to protect anonymity

Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2006-2020

		Applicants			Shortlisted			Appointments		
		No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
2019-20	BME	33	100%	1.42%	11	33.33%	1.58%	3	9.09%	1.30%
	Disabled	102	100%	4.40%	40	39.22%	5.73%	8	7.84%	3.46%
	Overall Total	2316			698			231		
2018-19	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			1511			399		
2017-18	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 Overall Total	66 1678	100% 	3.90% 	23 599	34.80% 	3.80% 	3 165	4.50% 	1.80%
2011- 2012	BME	71	100%	2.10%	16	22.50%	1.80%	4	5.60%	2.30%
	Disabled Overall Total	151 3363	100% 	4.50% 	36 877	23.80% 	4.10% 	3 172	2.00% 	1.70%
2010- 2011	BME	81	100%	2.60%	11	13.60%	1.20%	3	3.70%	1.90%
	Disabled Overall Total	117 3062	100% 	3.80% 	37 938	31.60% 	3.90% 	4 155	3.40% 	2.60%
2009- 2010	BME	107	100%	2.50%	13	12.10%	1.10%	2	1.90%	1.00%
	Disabled Overall Total	122 4244	100% 	2.90% 	49 1210	40.20% 	4.00% 	5 195	4.10% 	2.60%
2008- 2009	BME	80	100%	2.70%	19	23.80%	2.50%	0	0.00%	0.00%
	Disabled Overall Total	86 2940	100% 	2.90% 	23 748	26.70% 	3.10% 	0 105	0.00% 	0.00%
2007- 2008	BME	128	100%	3.30%	35	27.30%	2.70%	10	7.80%	2.70%
	Disabled Overall Total	96 3826	100% 	2.50% 	43 1280	44.80% 	3.40% 	4 372	4.20% 	1.10%
2006- 2007	BME	79	100%	2.00%	14	17.70%	1.20%	5	6.30%	1.40%
	Disabled Overall Total	70 3921	100% 	1.80% 	31 1165	44.30% 	2.70% 	4 350	5.70% 	1.10%

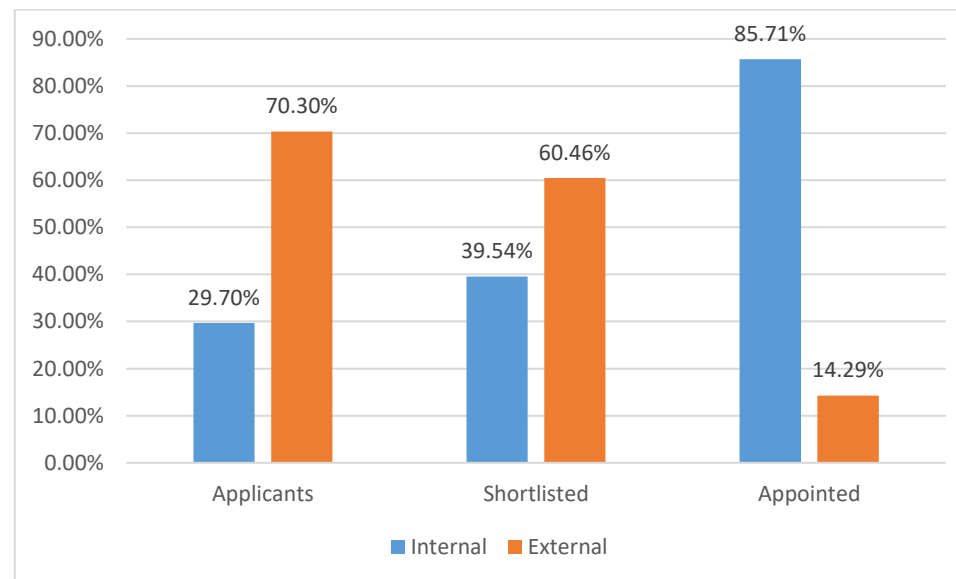
The table above shows the trend since 2007 in the number of applicants who have declared a disability or are Black Minority Ethnic (BME). The number of BME applicants decreased slightly in the period with 1.4% of BME applicants compared to a local non-white population in Conwy of 2% (2011 Census). The figure for the working BME population is not clear. 1.58% of applicants shortlisted were BME and 1.3% were appointed, showing an increase from last year. The % of disabled applicants increased in the period (4.4%) even though the actual number was slightly lower. In 2019-2020 5.73% of disabled applicants were shortlisted and 3.46% of these were appointed, resulting in a slight decrease on the previous 2 years.

4.1 Recruitment Analysis

Internal V External Applicants

There were 2316 applications for the 504 positions which were advertised, giving an average of 4.6 applications per vacancy which is a decrease of 2.1 applications per vacancy. Chart 1 shows a considerable difference between the appointment rate of internal and external job applicants with 28.78% of internal applicants being successful in appointment (down 14.22%) compared to 2.03% of external applicants being successful (down 0.67%).

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

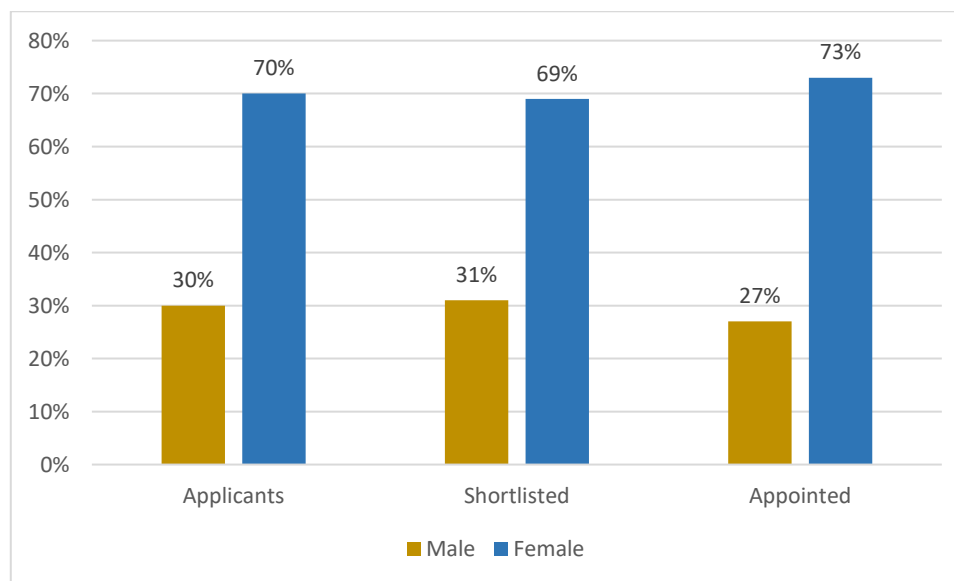


Sex

Overall, 30% of all job applicants were male and 70% 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 70-81% female applicants. In contrast Environment, Roads & Facilities and Information Technology attracted between 8-27% of female applicants with 73-91% male applicants.

10% of all female applicants were appointed compared to 9% of all male applicants. Therefore there was an equal chance of males and females being appointed.

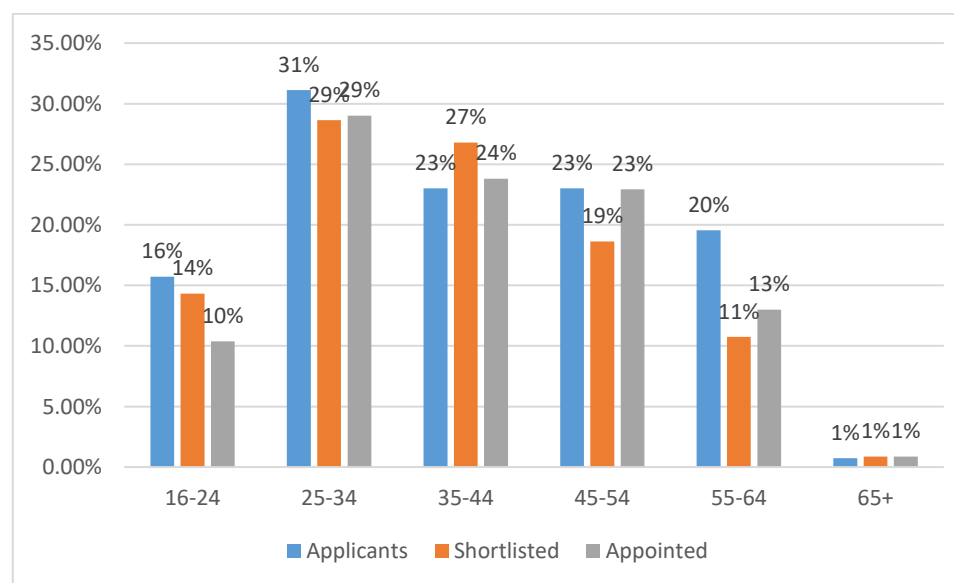
Chart 2 - Number of Applications Compared with the Number Shortlisted and Appointed by Sex:



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 29% of appointments were aged 25-34 with 24% being aged 35-44.

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



Ethnicity

There were 33 applications from candidates of an ethnic minority background, which formed 1.42% of the total applications received, 1.58% of those shortlisted and 1.3% of those appointed. The number of ethnic minority applicants has decreased since the previous report and 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, the numbers in the population of working age is not clear. 33% of the applicants from an ethnic minority background were shortlisted and 9.09% appointed, which is marginally lower than for the non-ethnic minorities group where 9.99% were appointed, although a lower proportion (30%) of the non-ethnic minority applicants were shortlisted.

	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	33	1.42%	11	1.58%	33%	3	1.3%	27.27%	9.09%
Non Ethnic minority	2283	98.58%	687	98.42%	30%	228	98.7%	32.66%	9.99%
Total	2316		698		30%	231		33.09%	9.97%

Disability

The following table shows that 4.4% of all applicants regarded themselves as Disabled which has increased since last year in percentage but has decreased in the actual number of applications from 127 to 102. Children, Families & Safeguarding, Education, and Integrated Adults & Community Services attract a higher number of disabled applicants. 3.46% of all appointments were to disabled people compared to our overall workforce declaring a disability of 1.59%. 39.22% of disabled applicants were shortlisted which shows a greater success rate than those not disabled at 29.72%. However, only 7.84% of people with a disability were appointed, compared to 10.07% of people without a disability being 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	102	4.4%	40	5.73%	39.22%	8	3.46%	1.15%	7.84%
Not Disabled	2214	95.6%	658	94.27%	29.72%	223	96.54%	31.95%	10.07%
Total Applicants	2316		698		48%	231		33.009%	9.97%

Lesbian, Gay & Bisexual Applicants

The table below shows that 2.59% of applicants regarded themselves as Lesbian, Gay or Bisexual. Of all applicants who were shortlisted, 5% were Lesbian, Gay or Bisexual and 3.03% of all appointed were Lesbian, Gay or Bisexual. There were exactly the same number of applicants last year, but lower numbers shortlisted and appointed. Of all applicants who regard themselves as Lesbian, Gay & Bisexual, 42.68% were shortlisted and 20% appointed.

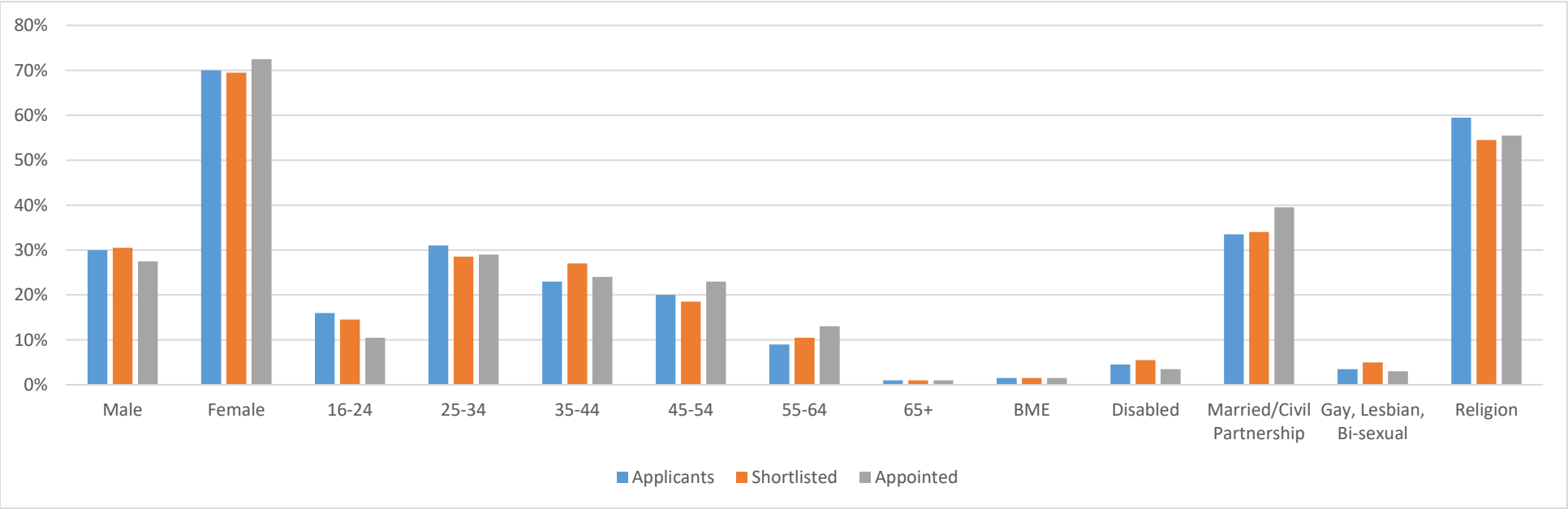
	Number Applied	% Applied	Number Shortlisted	% of all Applicants Shortlisted	% Shortlisted of group	Number Appointed	% of all Appointed	% Appointed from Shortlisted group	Appointed from Applicants
Lesbian, Gay, Bisexual	82	2.59%	35	5%	42.68%	7	3.03%	20%	8.54%
Not Lesbian, Gay, Bisexual	2234	70.52%	663	95%	29.68%	224	96.97%	33.79%	10.03%
Total Applicants	3168		698		22.03%	231			7.29%

Married/Civil Partnership - Religion & Belief - Transgender

Insufficient data to be analyzed.

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	Analysis of Shortlisting	Analysis of Appointments
Male	706	214	63	30.3%	8.9%	As expected	As expected
Female	1610	484	168	30%	10.4%	As expected	As expected
Ethnic minority	33	11	3	33.3%	9.1%	As expected	As expected
Disabled	102	40	8	39.2%	7.8%	High	As expected
16-24	364	100	24	27.5%	6.6%	As expected	Low
25-34	721	200	67	27.7%	9.3%	As expected	As expected
35-44	533	187	55	35.1%	10.3%	As expected	As expected
45-54	453	130	53	28.7%	11.7%	As expected	As expected
55-64	228	75	30	32.9%	13.1%	As expected	High
65+	17	6	2	35.3%	11.8%	High	As expected
Married/Civil Partnership	777	238	91	30.6%	11.7%	As expected	As expected
Religion	1380	381	128	27.6%	9.3%	As expected	As expected
Gay, Lesbian, Bisexual	82	35	7	42.7%	8.5%	High	As expected
All Applicants	2316	698	231	30.1%	10%		

5. Training Applications and Training Received

Corporate training courses, as set out in our Corporate Learning and Development Plan, are automatically booked and recorded on our HR/Payroll system via Employment Self-service (ESS). Where services arrange separate ad-hoc training for their employees, or employees have attended additional training, the employee can now record that additional training onto their training record via ESS. The line manager or Departmental Training Link Officer can still also record this onto the employee's training record. Therefore the training records held on our HR/Payroll system should reflect all training that has been undertaken across the Council although it is possible that this could be under-reported if all training is not captured on the HR/Payroll system.

A workflow package for training applications has now run for 12 months which has helped to improve data collection in this area. This report includes data collated through web training requests and **Tables 13a and 13b** show training requests. This is unlikely to capture informal discussions between an employee and their manager where a training request was declined verbally and 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 2019-2020.

Table 13a - Training Applications by Service for Conwy County Borough Council – 2019/20

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	6	*	*	*	5	*	*	5	*	*	*	6	*	*
Chief Executive Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	457	*	115	104	139	93	5	368	89	9	27	197	*	*
Community Development Service	213	20	64	34	48	38	9	146	67	*	11	76	*	*
Corporate Financial Service	11	*	*	*	*	*	*	8	*	*	*	5	*	*
Corporate Human Resources	35	*	*	10	15	*	*	28	7	*	6	15	*	*
Corporate Improvement & Development	16	*	*	7	5	*	*	11	5	*	*	12	*	*
Corporate Marketing & Communications	7	*	*	*	*	8	*	5	*	*	*	*	*	*
Education	291	*	55	74	93	60	5	243	48	*	*	156	*	*
Environment Roads & Facilities	288	19	56	67	84	52	10	66	222	*	5	138	7	7
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	28	*	*	11	6	6	*	14	14	*	*	16	*	*
Integrated Adults & Community Services	1577	52	306	421	417	350	31	1332	245	23	49	735	51	*
Law & Governance	27	5	*	*	10	6	*	23	*	*	*	11	*	*
Regulatory & Housing Services	90	*	22	26	32	8	*	66	24	*	*	45	*	*
Revenues & Benefits Service	35	*	*	14	8	5	*	24	11	*	*	23	*	*
Theatres & Conference Centre	112	27	28	21	14	18	*	70	42	*	*	51	*	*
Total	3195	134	666	799	881	647	68	2409	786	38	109	1489	73	10

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	6	*	*	*	*	*	*	*	*	*
Chief Executive Office	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	457	11	15	6	178	*	158	19	63	7
Community Development Service	213	15	*	*	81	*	64	*	44	*
Corporate Financial Service	11	*	*	*	*	*	*	*	*	*
Corporate Human Resources	35	*	*	*	23	*	10	*	*	*
Corporate Improvement & Development	16	*	*	*	5	*	7	*	*	*
Corporate Marketing & Communications	7	*	*	*	5	*	*	*	*	*
Education	291	8	*	*	48	*	21	7	198	6
Environment Roads & Facilities	288	10	14	*	143	*	76	16	27	*
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*
Information Technology	28	*	*	*	*	*	13	*	*	*
Integrated Adults & Community Services	1577	47	49	*	642	*	453	87	262	34
Law & Governance	27	*	*	*	8	*	9	5	5	*
Regulatory & Housing Services	90	*	*	*	41	*	32	*	13	*
Revenues & Benefits Service	35	*	*	*	23	*	10	*	*	*
Theatres & Conference Centre	112	*	7	*	46	*	38	*	15	*
Total	3195	96	93	7	1258	3	894	153	637	54

Numbers below 5 have been replaced by * to protect anonymity

Table 14a - Training Completed by Service for Conwy County Borough Council – 2019/2020

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	6	*	*	*	5	*	*	5	*	*	*	6	*	*
Chief Executive Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	451	*	110	104	138	93	5	367	84	9	27	197	*	*
Community Development Service	212	20	64	34	47	38	9	145	67	*	11	75	*	*
Corporate Financial Service	10	*	*	*	*	*	*	7	*	*	*	5	*	*
Corporate Human Resources	35	*	*	10	15	*	*	28	7	*	6	15	*	*
Corporate Improvement & Development	16	*	*	7	5	*	*	11	5	*	*	12	*	*
Corporate Marketing & Communications	7	*	*	*	*	*	*	5	*	*	*	*	*	*
Education	291	*	55	74	93	60	5	243	48	*	*	156	*	*
Environment Roads & Facilities	279	19	52	62	84	52	10	61	218	*	5	138	7	7
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	28	*	*	11	6	6	*	14	14	*	*	16	*	*
Integrated Adults & Community Services	1563	52	301	414	415	350	31	1319	244	22	49	729	51	*
Law & Governance	27	5	*	*	10	6	*	23	*	*	*	11	*	*
Regulatory & Housing Services	90	*	22	26	32	8	*	66	24	*	*	45	*	*
Revenues & Benefits Service	35	*	*	14	8	5	*	24	11	*	*	23	*	*
Theatres & Conference Centre	112	27	28	21	14	18	*	70	42	*	*	51	*	*
Total	3164	134	652	786	877	647	68	2388	776	37	109	1482	73	10

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	6	*	*	*	*	*	*	*	*	*
Chief Executive Office	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	451	11	15	6	178	*	152	19	63	7
Community Development Service	212	15	*	*	81	*	64	*	43	*
Corporate Financial Service	10	*	*	*	*	*	*	*	*	*
Corporate Human Resources	35	*	*	*	23	*	10	*	*	*
Corporate Improvement & Development	16	*	*	*	5	*	7	*	*	*
Corporate Marketing & Communications	7	*	*	*	5	*	*	*	*	*
Education	291	8	*	*	48	*	21	7	198	6
Environment Roads & Facilities	279	10	14	*	134	*	76	16	27	*
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*
Information Technology	28	*	*	*	9	*	13	*	*	*
Integrated Adults & Community Services	1563	47	45	*	640	*	446	87	261	34
Law & Governance	27	*	*	*	8	*	9	5	5	*
Regulatory & Housing Services	90	*	*	*	41	*	32	*	13	*
Revenues & Benefits Service	35	*	*	*	23	*	10	*	*	*
Theatres & Conference Centre	112	*	7	*	46	*	38	*	15	*
Total	3164	96	89	7	1247	3	880	153	635	54

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 2019 to 31 March 2020

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	69	2793

Table 16 - Analysis of completed Training Events – 2019/20

	No. of Completed Training Events	% of Completed Training Events	% of Staff Currently Employed	Analysis
Male	776	24.53%	27.85%	As expected
Female	2388	75.47%	74.18%	As expected
Black Minority Ethnic	37	1.17%	1.57%	Slightly Low
Disabled	109	3.45%	1.74%	As expected
16 - 24	134	4.24%	7.75%	Slightly Low
25 - 34	652	20.61%	18.41%	As expected
35 - 44	786	24.84%	22.51%	As expected
45 - 54	877	27.72%	29.55%	As expected
55 - 64	647	20.45%	20.32%	As expected
65+	68	2.15%	3.49%	As expected
Married / Civil Partnership	1482	46.84%	53.72%	As expected
Gay / Lesbian / Bisexual	73	2.31%	0.90%	As expected
Religion / Belief	2376	75.09%	36.43%	High
Transgender	10	0.32%	0.17%	As expected

From males there were 786 training applications were received and 776 of those were approved and there were 2409 training applications received from females and 2388 of those were approved. Therefore, the figures show that only 10 males were refused training compared to 21 females which equates to 98.7% of males receiving training and 99.13% of females which not of any significance. The statistics also evidence that those in the age 16-24 age bracket are slightly less likely to receive training. Disabled employees are as likely to receive training and BME employees are slightly less likely to attend training events. Employees who have accessed training and have declared information in regard to religion and belief are as follows; 39.41% Christian, 27.81% no religion, 3.03% Agnostic, 2.81% Atheist, 0.22% Buddhist, 0.09% Muslim and 1.71% other. 20.07% 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 2019/20

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	248	159	89	10	30	50	75	75	8	5	16	121	*	146	0
Grievance / Bullying	10	*	7	*	*	*	*	*	0	0	0	5	*	6	0
Disciplinary / Capability	31	20	11	0	*	8	11	6	*	0	0	15	*	11	0
Total	289	182	107	11	35	61	88	83	11	5	16	141	3	163	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. 6% of the workforce (Permanent and Fixed Term) were involved in sickness absence cases, of which 6.5% were disabled employees, compared to a workforce profile of 2% disabled staff. 7.1% of all employees were involved in Grievance, Disciplinary, Sickness absence and other cases, of which 5.5% of those cases involved disabled employees, due to the number of sickness absence cases.

1.73% of all cases involved BME employees. This is slightly higher when compared to the workforce profile for BME employees of 1.57%, although the numbers involved are very small as only 5 cases involved BME employees out of the total workforce profile of BME employees being 99, therefore the percentages could distort the picture.

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. 60% of all sickness absence cases fell within these two age groups, as did 55% 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 (64%) although this is under representative when compared to the workforce profile of 75% females. With regard to grievance/bullying cases, there are a higher percentage of cases involving males (70%), which is over representative when compared to the workforce population of 25% male although the numbers are very small which may distort the picture. This year there has been a change in trend with females showing a much higher and more proportionate percentage of disciplinary/capability cases, with 65% of all cases involving females, compared to 30% last year.

With regard to sickness absence, 64% of cases were female and 26% cases male. There has been a decrease in the number of cases since last year (29 less female cases and 10 less male cases than last year) with an overall decrease in Sickness Absence cases in this period (248) compared to 287 cases in 2018/19.

7. Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2019/2020

	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	10	*	*	*	*	*	*	7	*	*	*	*	*	*
Dismissal - Ill health	16	*	*	*	*	9	*	13	*	*	*	11	*	*
End of temporary contract	66	26	15	8	8	6	*	42	24	*	*	17	*	*
Redundancy - Compulsory	25	*	*	*	10	8	*	17	8	*	*	18	*	*
Involuntary	117	27	17	15	23	25	10	79	38	1	2	49	2	0
Death in Service	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Other	4	0	0	0	1	1	2	3	1	0	0	1	0	0
By Mutual Agreement	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	23	*	*	*	*	15	5	20	*	*	*	18	*	*
Relief not worked for 18 months	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation	148	12	30	31	22	42	11	108	40	*	*	73	*	*
Resignation - Gone to another Authority	17	*	8	6	*	*	*	8	9	*	*	7	*	*
Resignation - Ill health	6	*	*	*	*	*	*	*	*	*	*	5	*	*
Resignation - Left for another job	68	11	16	16	18	7	*	48	20	*	*	30	*	*
Resignation - Left the area	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Retirement - Age	42	*	*	*	*	18	24	28	14	*	*	31	*	*
Retirement - Early voluntary	11	*	*	*	*	9	*	8	*	*	*	9	*	*
Retirement - Ill health	8	*	*	*	*	6	*	*	*	*	*	6	*	*
Voluntary	338	25	58	56	50	102	47	236	102	2	3	183	4	0
Total	459	52	75	71	74	128	59	318	141	3	5	233	6	0

Numbers below 5 have been replaced by * to protect anonymity

Table 18b – Leavers by religion and belief during 2019/2020

	Total	Agnostic	Atheist	Buddhist	Christian	Jewish	No Religion	Not Specified	Other	Not Stated
Dismissal	10	*	*	*	*	*	*	*	*	*
Dismissal - Ill health	16	*	*	*	5	*	*	*	*	10
End of temporary contract	66	*	*	*	21	*	12	*	*	27
Redundancy - Compulsory	25	*	*	*	8	*	*	*	*	8
Involuntary	117	2	3	1	38	1	18	4	2	48

Death in Service	4	*	*	*	*	*	*	*	*	*
Other	4	0	0	0	0	0	0	0	1	3

By Mutual Agreement	3	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	23	*	*	*	6	*	*	*	*	13
Relief not worked for 18 months	4	*	*	*	*	*	*	*	*	*
Resignation	148	*	*	*	26	*	16	*	*	96
Resignation - Gone to another Authority	17	*	*	*	*	*	10	*	*	*
Resignation - Ill health	6	*	*	*	*	*	*	*	*	*
Resignation - Left for another job	68	*	*	*	21	*	19	*	*	22
Resignation - Left the area	5	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	3	*	*	*	*	*	*	*	*	*
Retirement - Age	42	*	*	*	13	*	*	*	*	24
Retirement - Early voluntary	11	*	*	*	*	*	*	*	*	6
Retirement - Ill health	8	*	*	*	*	*	*	*	*	*
Voluntary	338	5	5	1	82	0	54	12	3	176

Total	459	7	8	2	120	1	72	16	6	227
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Numbers below 5 have been replaced by * to protect anonymity

The leavers' information contained within this report has been obtained from the HR/payroll system for the period 1 April 2019 and the 31 March 2020. 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 459 leavers, compared to 521 in 2018/2019. 338 (74%) who left voluntary, 117 (25%) who left involuntary and 4 (1%) were deaths in service. Of those who left involuntary, 66 (14%) were staff whose temporary contract had ended, 25 (5%) of employees left due to compulsory redundancy and 26 (6%) employees were dismissed in this period of which 16 (3%) 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	30.18%	32.48%	30.72%	27.85%	As expected	As expected
Female	69.82%	67.52%	69.28%	74.18%	As expected	As expected
Ethnic minority	0.59%	0.85%	0.65%	1.57%	As expected	Slightly low
Disabled	0.89%	1.71%	1.09%	1.74%	As expected	As expected
16 - 24	7.40%	23.08%	11.33%	7.75%	As expected	High
25 - 34	17.16%	14.53%	16.34%	18.41%	As expected	As expected
35 - 44	16.57%	12.82%	15.47%	22.51%	As expected	As expected
45 - 54	14.79%	19.66%	16.12%	29.55%	As expected	Low
55 - 64	30.18%	21.37%	27.89%	20.32%	As expected	As expected
65+	13.91%	8.55%	12.85%	3.49%	High	High
Married/Civil Partnership	54.14%	41.88%	50.76%	53.72%	As expected	As expected
Gay, Lesbian, Bisexual	1.18%	1.71%	1.31%	0.90%	As expected	As expected

Ethnicity

In this period there were 0.65% of all leavers (3) who were of ethnic minority, compared to zero in 2018/19.

Disability

A total of 5 employees left the Authority during this period who have declared a disability; 3 of whom were voluntary and 2 involuntary.

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, 318 (69%) were female and 141 (31%) were male, the same as in 2018/19. This is close to the workforce profile of 75:25.

Age

This year, 11% of leavers were from the 16-24 age group, 16% from the 25-34 age group, 15% from the 35-44 age group, 16% from the 45-54 age group, 28% from the 55-64 age group and 13% 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 51% declared that they were married or in a civil partnership. The majority of these employees left voluntarily with reasons cited such as left for another job, 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, only slightly higher at 1.3% when compared to an overall workforce profile of 1.1%.

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 exactly the same as last year. Of all leavers, 26% were Christian and 16% reported no religion, however 49% had not stated any religion. Voluntary resignation was the main reason for leaving the Authority.

Transgender

There were no employees 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 Attendance Management Policy to ensure it provides a fair process for disabled staff in respect of improvement notices.

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